

Public Document Pack



To: All Members of the Council

Town House,
ABERDEEN, 25 February 2021

COUNCIL

The Members of the **COUNCIL** are requested to meet on **WEDNESDAY, 3 MARCH 2021 at 10.30am**. This is a hybrid meeting, therefore some Members will be in the Council Chamber and some Members will be taking part remotely.

FRASER BELL
CHIEF OFFICER - GOVERNANCE

BUSINESS

ADMISSION OF BURGESSES

- 1.1 There are no burgesses to be admitted

DETERMINATION OF URGENT BUSINESS

- 2.1 Determination of urgent business

DETERMINATION OF EXEMPT BUSINESS

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

DECLARATIONS OF INTEREST

- 4.1 Members are requested to declare any interests (Pages 5 - 6)

DEPUTATIONS

- 5.1 Requests for deputation

MINUTES OF PREVIOUS MEETING(S) OF COUNCIL

- 6.1 Minute of Meeting of Aberdeen City Council of 14 December 2020 - for approval (Pages 7 - 28)
- 6.2 Minute of Meeting of Urgent Business Committee of 12 January 2021 - for approval (Pages 29 - 30)

REFERRALS FROM COMMITTEES

- 7.1 No referrals at this stage

BUSINESS PLANNER AND OTHER MINUTES

- 8.1 Council Business Planner (Pages 31 - 34)

GENERAL BUSINESS

- 9.1 Scheme of Governance Review - 2021 - COM/21/046 (Pages 35 - 324)
- 9.2 Treasury Management Policy - RES/21/035 (Pages 325 - 350)
- 9.3 Council Climate Change Plan 2021-2025 - COM/21/047 (Pages 351 - 400)
- 9.4 Fairer Aberdeen Fund 2019-20 - CUS/21/039 (Pages 401 - 436)
- 9.5 School Estate Plan: Process and timeline for delivery - RES/21/065 (Pages 437 - 446)

NOTICES OF MOTION

10.1 Notice of Motion by Lord Provost Barney Crockett

Council -

- 1) Notes the significant investment in Provost Skene's House;
- 2) Notes the plan is for Provost Skene's House to have a section dedicated to those heroes that have contributed to the success of Aberdeen throughout the world;
- 3) Agrees Aberdeen City Council should approach the Denis Law Legacy Trust with a view to enabling the bronze statue of Denis Law to be sited outside/near vicinity of Provost Skene's House; and
- 4) Instructs the Chief Executive to bring forward a report on the cost and feasibility of enabling 3) above to happen to the next meeting of City Growth and Resources Committee.

EXEMPT/CONFIDENTIAL BUSINESS

11.1 There are no items of exempt/confidential business at this stage

Website Address: www.aberdeencity.gov.uk

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

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DECLARATIONS OF INTEREST

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

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

For example, I know the applicant / I am a member of the Board of X / I am employed by... and I will therefore withdraw from the meeting room during any discussion and voting on that item.

OR

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

OR

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

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

OR

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

- is applying for a licence, a consent or an approval
- is making an objection or representation
- has a material interest concerning a licence consent or approval

- is the subject of a statutory order of a regulatory nature made or proposed to be made by the local authority.... and I will therefore withdraw from the meeting room during any discussion and voting on that item.

ABERDEEN CITY COUNCIL

Town House,
ABERDEEN, 14 December 2020

MINUTE OF MEETING OF ABERDEEN CITY COUNCIL

Sederunt:

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

COUNCILLORS

GILLIAN AL-SAMARAI
YVONNE ALLAN
CHRISTIAN ALLARD
ALISON ALPHONSE
PHILIP BELL
MARIE BOULTON
DAVID CAMERON
JOHN COOKE
NEIL COPLAND
WILLIAM CORMIE
SARAH CROSS
STEVEN DELANEY
JACQUELINE DUNBAR
LESLEY DUNBAR
SARAH DUNCAN
GORDON GRAHAM
ROSS GRANT
MARTIN GREIG
DELL HENRICKSON
RYAN HOUGHTON
MICHAEL HUTCHISON
CLAIRE IMRIE

FREDDIE JOHN
JENNIFER LAING
DOUGLAS LUMSDEN
SANDRA MACDONALD
NEIL MacGREGOR
AVRIL MacKENZIE
ALEXANDER McLELLAN
CIARÁN McRAE
M. TAUQEER MALIK
THOMAS MASON MSP
JESSICA MENNIE
ALEX NICOLL
AUDREY NICOLL
JAMES NOBLE
MIRANDA RADLEY
JOHN REYNOLDS
PHILIP SELLAR
GORDON TOWNSON
JOHN WHEELER
and
IAN YUILL

Lord Provost Barney Crockett, in the Chair.

The agenda and reports associated with this minute can be found [here](#).

Please note that if any changes are made to this minute at the point of approval, these will be outlined in the subsequent minute and this document will not be retrospectively altered.

ANNOUNCEMENTS

1. (A) The Lord Provost advised that he had some very sad news to announce following the passing of Dawn Schultz at the weekend after a period of illness. He highlighted that Dawn was a much loved and respected officer who was well known to Councillors, and she left a legacy to be proud of.

The Lord Provost added that he had worked closely with Dawn and she had delivered so much for the Council, the city and region. The Lord Provost anticipated that many Councillors would want to pay their own tributes, however the Council would make Dawn's family aware of the very high regard she was held in and that she would be profoundly missed.

(B) The Lord Provost advised that the funeral of city freeman Buff Hardie was being held today and that the Town House flag was at half mast as a mark of respect.

(C) The Lord Provost highlighted that this was the first Council meeting for Councillor Miranda Radley following her election at a by-election on 5 November 2020. The Lord Provost congratulated Councillor Radley on her election and welcomed her accordingly.

The Council resolved:-

to concur with the Lord Provost's remarks.

DECLARATION OF INTERESTS

2. Councillors Alex Nicoll and Audrey Nicoll both declared interests in relation to agenda item 9.6 (Armed Forces Covenant Gold Accreditation Award) by virtue of a close family member who had recently joined the armed forces, however neither Councillor considered that the nature of their interest required them to leave the meeting.

Councillor Hutchison also declared an interest in relation to agenda item 9.6 as a serving member of the army reserves but did not consider that the nature of his interest required him to leave the meeting.

Councillor Houghton also declared an interest in relation to agenda item 9.6 as veteran of the Royal Air Force but did not consider that the nature of his interest required him to leave the meeting.

Councillor Duncan declared an interest in relation to agenda item 10.4 (Notice of Motion by Councillor Laing) as an employee of Unison and intimated that she would withdraw from the meeting if the item was considered in full.

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

MINUTE OF MEETING OF ABERDEEN CITY COUNCIL OF 2 MARCH 2020

3. The Council had before it the minute of meeting of Aberdeen City Council of 2 March 2020.

The Council resolved:-
to approve the minute.

MINUTE OF MEETING OF ABERDEEN CITY COUNCIL OF 3 MARCH 2020

4. The Council had before it the minute of meeting of Aberdeen City Council of 3 March 2020.

The Council resolved:-
to approve the minute.

MINUTE OF MEETING OF URGENT BUSINESS COMMITTEE OF 30 JUNE 2020

5. The Council had before it the minute of meeting of the Urgent Business Committee of 30 June 2020.

The Council resolved:-
to approve the minute.

GUILDRY AND MORTIFICATION FUNDS COMMITTEE - 9 SEPTEMBER 2020 - GUILDRY FUNDS - REVIEW OF ALLOWANCES

6. With reference to Article 2 of the minute of meeting of the Guildry and Mortification Funds Committee of 9 September 2020, the Council had before it, by way of remit, a recommendation that the allowances paid from the Guildry fund to Burgesses of Guild, widows and widowers of Burgesses and children of Burgesses be increased by 5% to be backdated from 1 May 2020.

The Council resolved:-
to approve the 5% increase in annual allowances to be backdated from 1 May 2020.

CITY GROWTH AND RESOURCES COMMITTEE - 28 OCTOBER 2020 - NOTICE OF MOTION BY COUNCILLOR LUMSDEN

7. With reference to Article 5 of the minute of meeting of the City Growth and Resources Committee of 28 October 2020, the Council had before, by way of remit, it a notice of motion by Councillor Lumsden which had been referred to it by that committee.

The City Growth and Resources Committee had resolved:-

- (1) to note with pride that Aberdeen City Council, has been named as the United Kingdom's Local Authority of the Year 2020 at the MJ Achievement Awards, an

- outstanding achievement given we were the only Scottish local authority shortlisted and we beat off competition from 6 other local authorities;
- (2) to note the Local Authority of the Year category recognised success across the organisation, including strong performance in major services, innovation, good synergy between the executive and political functions, and sound financial stewardship;
 - (3) to note this UK award is a first for Aberdeen City Council since its creation in 1996, under the Local Government etc. Act 1994 and reflects the hard work of the Council since 2012 onwards;
 - (4) to note the finalists were selected based on evidence of having delivered meaningful and positive change to the communities they serve;
 - (5) to note the judges said the council had “an impressive story to tell in terms of its changing economic context and the bold steps it is taking to deliver an unprecedented transformation of the city through a pioneering capital programme and significant investments in the social and cultural future of its communities”;
 - (6) to note the judges described the Council as bold, brave, impressive and ambitious, commending them on the collaboration between officers and politicians who have worked together and created partnerships, focusing with a clarity of purpose for the sake of the city as a whole;
 - (7) to agree that this award is dedicated to all council employees, citizens and businesses in Aberdeen as well as the council’s public, private and voluntary sector partners including the trade unions;
 - (8) to agree that this award could not have been achieved without the endeavours of our hardworking council staff, both past and present, and the political foresight of the Administration who have adopted a programme of investing in the people and the place in order to secure Aberdeen’s long-term future prosperity;
 - (9) to agree that an email or letter, if no email is available, be sent from the Co-Leaders of the council to every council employee; recognised trade unions; and the council’s public and private sector partners, thanking them for the part they have played in helping Aberdeen City Council secure the Local Authority of the Year 2020 award;
 - (10) to agree that this motion be referred to the Full Council meeting in December to afford all elected members the opportunity to comment and reflect on this success and the fact that Aberdeen City Council is also the only Scottish finalist in the running for the Council of the Year Award at the LGC National Awards;
 - (11) to note that Councillor Jenny Laing and Councillor Bill Cormie have been shortlisted for awards at the Local Government Information Unit (LGIU) Scotland Councillor Awards, which is due to take place on 24 November;
 - (12) to congratulate Councillor Laing on being shortlisted for Leader of the Year; and
 - (13) to congratulate Councillor Cormie for being shortlisted in recognition of his community work as an Urban Community Champion.

At this juncture, a video was shown entitled “This is Aberdeen”, which had originally been intended for the City Growth and Resources Committee in October, however the decision had been taken not to show it at that meeting due to pre-election guidance.

The Council resolved:-

- (i) to note with pride that Aberdeen City Council had been named as the United Kingdom’s Local Authority of the Year 2020 at the MJ Achievement Awards, an

- outstanding achievement given we were the only Scottish local authority shortlisted and we beat off competition from 6 other local authorities;
- (ii) to note the Local Authority of the Year category recognised success across the organisation, including strong performance in major services, innovation, good synergy between the executive and political functions, and sound financial stewardship;
 - (iii) to note this UK award was a first for Aberdeen City Council since its creation in 1996, under the Local Government etc. Act 1994 and reflected the hard work of the Council since 2012 onwards;
 - (iv) to note the finalists were selected based on evidence of having delivered meaningful and positive change to the communities they served;
 - (v) to note the judges said the Council had “an impressive story to tell in terms of its changing economic context and the bold steps it is taking to deliver an unprecedented transformation of the city through a pioneering capital programme and significant investments in the social and cultural future of its communities”;
 - (vi) to note the judges described the Council as bold, brave, impressive and ambitious, commending them on the collaboration between officers and politicians who had worked together and created partnerships, focusing with a clarity of purpose for the sake of the city as a whole;
 - (vii) to agree that this award was dedicated to all Council employees, citizens and businesses in Aberdeen as well as the Council’s public, private and voluntary sector partners including the trade unions;
 - (viii) to agree that this award could not have been achieved without the endeavours of our hard working Council staff, both past and present, and the political foresight of the Administration who had adopted a programme of investing in the people and the place in order to secure Aberdeen’s long-term future prosperity;
 - (ix) to agree that an email or letter, if no email was available, be sent from the Co-Leaders of the Council to every Council employee; recognised trade unions; the Council’s public and private sector partners, thanking them for the part they had played in helping Aberdeen City Council secure the Local Authority of the Year 2020 award;
 - (x) to congratulate Councillor Cormie on being shortlisted as Urban Community Champion at the (LGIU) Scotland Councillor Awards;
 - (xi) to congratulate Councillor Laing, Co-Leader of the Council, on winning the prestigious Local Government Information Unit (LGIU) Scotland Leader of the Year 2020, following on from her success in winning the Herald Local Government politician of the year award in 2017;
 - (xii) to agree that the Council continue to extensively promote itself and the city via the “*This is Aberdeen*” video on all social media and other outlets using existing budgets; and
 - (xiii) to agree that the target reach of the promotional video be the subject of a report from the Chief Officer - City Growth at the next City Growth and Resources Committee.

COUNCIL BUSINESS PLANNER

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

The Council resolved:-

- (i) to agree that the Fairer Aberdeen Fund Annual Report 2019/20 be delayed to the Council meeting on 3 March 2021; and
- (ii) to otherwise note the business planner.

COUNCIL ANNUAL EFFECTIVENESS REPORT AND COMMITTEE ANNUAL EFFECTIVENESS REPORTS - COM/20/235

9. The Council had before it a report by the Chief Officer - Governance which presented the annual effectiveness report for Council as well as the annual effectiveness reports of the various committees, which had been considered by those committees.

The report recommended:-

that the Council -

- (a) provide comments and observations on the data contained within the Council annual effectiveness report as contained at Appendix A; and
- (b) note the annual effectiveness reports of the various committees as contained at Appendices B to L.

The Council resolved:-

- (i) to note Aberdeen City Council was the first in Scotland to be awarded the CIPFA Mark of Excellence in Governance, and the annual effectiveness report was again highlighted by CIPFA as one of the examples of good governance implemented by the Council;
- (ii) to note that the effectiveness report contributed to the Council's Annual Governance Statement which formed part of the Council's Annual Accounts which were presented to the Audit, Risk and Scrutiny Committee;
- (iii) to note civic leadership and engagement was at the heart of the Target Operating Model approved by the Council in August 2017;
- (iv) to note that the values and principles of civic leadership and engagement were being driven through the Council's transformation programme;
- (v) to note that Full Council and the Urgent Business Committee had operated in a transparent manner, with no reports marked as exempt coming to Council and limited numbers of exempt appendices being brought before the Urgent Business Committee;
- (vi) to note that during the course of 2020/21, officers would progress the transformation programme to allow the Council to set a budget in a manner that strategically allocated resources against the Local Outcome Improvement Plan and associated strategies as envisaged by the Target Operating Model;
- (vii) to agree that the successes of the Council winning prestigious awards was down to good governance and that this Council Annual Effectiveness Report alongside the Committee Annual Effectiveness Reports were testament to our hard working and caring workforce who always put the interests of Aberdeen citizens first;
- (viii) to note the annual effectiveness reports of the various Committees as contained at Appendices B to L; and
- (ix) with regard to the Licensing Committee Annual Effectiveness Report, to note that at the Urgent Business Committee on 20 March 2020, it was agreed that Councillor Boulton be appointed Convener of the Licensing Sub Committee on a

temporary basis in place of Councillor Reynolds, and agree that Councillor Reynolds be re-appointed as Convener of the Licensing Sub Committee with immediate effect.

FAMILY LEAVE FOR ELECTED MEMBERS - UPDATED GUIDANCE - COM/20/234

10. With reference to Article 9 of the minute of its meeting of 9 December 2019, the Council had before it a report by the Chief Officer - Governance which sought adoption of COSLA's updated "Family Leave Guidance for Councils" which was intended to support elected members during periods of maternity, paternity, share parental and adoption leave.

The report recommended:-

that the Council agree to adopt COSLA's updated "Family Leave Guidance for Councils" as appended to the report.

The Council resolved:-

to approve the recommendation.

STANDARDS COMMISSION FOR SCOTLAND - WRITTEN DECISION - COUNCILLOR BOULTON - COM/20/238

11. The Council had before it a report by the Chief Officer - Governance which appended the written decision by the Standards Commission for Scotland following a hearing held on 22 October 2020.

The report recommended:-

that the Council -

- (a) consider the content of the written decision; and
- (b) note the sanction imposed by the Standards Commission for Scotland.

Councillor Lumsden moved, seconded by Councillor Houghton:-

That the Council -

- (1) note the sanction imposed by the Standards Commission for Scotland; and
- (2) note that an appeal had been lodged in terms of section 22 of the Ethical Standards in Public Life etc. (Scotland) Act 2000.

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

That the Council -

- (1) note the sanction imposed by the Standards Commission for Scotland;
- (2) note that an appeal had been lodged in terms of section 22 of the Ethical Standards in Public Life etc. (Scotland) Act 2000; and
- (3) agree that the Council receive a further report on the outcome of the appeal.

On a division, there voted:-

Council Meeting, 14 December 2020

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

For the amendment (22) - Councillors Al-Samarai, Allard, Alphonse, Cameron, Cooke, Copland, Cormie, Delaney, Jackie Dunbar, Greig, Henrickson, Hutchison, MacGregor, McLellan, McRae, Mennie, Alex Nicoll, Audrey Nicoll, Noble, Radley, Townson and Yuill.

There being an equality of votes, in terms of Standing Order 32.7 the Lord Provost exercised his casting vote in favour of the motion.

The Council resolved:-
to adopt the motion.

**STANDARDS COMMISSION FOR SCOTLAND - WRITTEN DECISION -
COUNCILLOR DONNELLY - COM/20/239**

12. The Council had before it a report by the Chief Officer - Governance which appended the written decision by the Standards Commission for Scotland following a hearing held on 20 November 2020.

The report recommended:-
that the Council -

- (a) consider the content of the written decision; and
- (b) note the sanction imposed by the Standards Commission for Scotland.

Councillor Lumsden moved, seconded by Councillor Houghton:-

That the Council -

- (1) note the sanction imposed by the Standards Commission for Scotland;
- (2) note the decision of the Urgent Business Committee of 19 December 2019 where the Council called on Councillor Donnelly to resign, and reiterate that position today; and
- (3) note the consultation to the Councillors' Code of Conduct and instruct the Chief Officer - Governance to respond as follows:-
 - (a) The Code of Conduct should be explicit that any Councillor found guilty under the sexual offences (Scotland) Act 2009 should automatically be removed from office.
 - (b) In respect of sanctions, the Commission should have the power to form the view that in some cases where a breach is of a trivial nature, the Commission should have the power, where appropriate, to infer an absolute discharge.
 - (c) There should be a statutory duty imposed on the S75 Officer to provide the Commissioner for Ethical Standards (ESC) with all relevant information regarding the circumstances of the alleged breach, regardless of being asked by the ESC or the Councillor involved.
 - (d) Agree that nothing in respect of (1), (2) and (3) above should stop officers from responding to the consultation in the normal manner.

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

That the Council -

- (1) note the sanction imposed by the Standards Commission for Scotland;
- (2) note the decision of the Urgent Business Committee of 19 December 2019 where the Council called on Councillor Donnelly to resign, and reiterate that position today;
- (3) note the consultation to the Councillors' Code of Conduct and instruct the Chief Officer - Governance to respond as follows:-
 - (a) The Code of Conduct should be explicit that any Councillor found guilty under the sexual offences (Scotland) Act 2009 should automatically be removed from office.
 - (b) In respect of sanctions, the Commission should have the power to form the view that in some cases where a breach is of a trivial nature, the Commission should have the power, where appropriate, to infer an absolute discharge.
 - (c) There should be a statutory duty imposed on the S75 Officer to provide the Commissioner for Ethical Standards (ESC) with all relevant information regarding the circumstances of the alleged breach, regardless of being asked by the ESC or the Councillor involved.
 - (d) Agree that nothing in respect of (1), (2) and (3) above should stop officers from responding to the consultation in the normal manner; and
- (4) given that a convicted sex offender has access to Council offices, staff and members of the public in those offices, instruct the Chief Executive to report to the Staff Governance Committee to provide assurance that appropriate measures were in place to protect staff and members of the public.

On a division, there voted:-

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

For the amendment (22) - Councillors Al-Samarai, Allard, Alphonse, Cameron, Cooke, Copland, Cormie, Delaney, Jackie Dunbar, Greig, Henrickson Hutchison, MacGregor, McLellan, McRae, Mennie, Alex Nicoll, Audrey Nicoll, Noble, Radley, Townson and Yuill.

There being an equality of votes, in terms of Standing Order 32.7 the Lord Provost exercised his casting vote in favour of the motion.

The Council resolved:-
to adopt the motion.

TREASURY MANAGEMENT STRATEGY - YEAR-END AND MID-YEAR REVIEW - RES/20/209

13. The Council had before it a report by the Director of Resources which provided an update on the treasury management activities undertaken during the financial year 2019/20 and during 2020/21 to date.

The report recommended:-

that the Council -

- (a) consider and note the treasury management activities undertaken in the 2019/20 financial year as detailed in the report; and
- (b) consider and note the treasury management activities undertaken in the 2020/21 financial year to date as detailed in the report.

The Council resolved:-

- (i) to note the treasury management activities undertaken in the 2019/20 financial year as detailed in the report; and
- (ii) to note the treasury management activities undertaken in the 2020/21 financial year to date, as detailed in the report.

ARMED FORCES COVENANT GOLD ACCREDITATION AWARD - COM/20/237

14. With reference to Article 15 of the minute of its meeting of 10 September 2018, the Council had before it a report by the Director of Customer Services which advised of the successful application for Gold Accreditation for the Armed Forces Covenant.

The report recommended:-

that the Council -

- (a) note the successful Gold accreditation for the Council's Armed Forces Covenant through the Defence and Employer Recognition Scheme; and
- (b) note the ongoing work to promote the Armed Forces Covenant.

The Council resolved:-

- (i) to approve the recommendations; and
- (ii) to thank the members and officers on the Advisory Working Group for their excellent work and for the report.

NOTICE OF MOTION BY COUNCILLOR BOULTON

15. The Council had before it a notice of motion by Councillor Boulton in the following terms:-

That Council -

- (i) notes with great Civic Pride that Aberdeen Art Gallery was a winner of Art Fund Museum of the Year 2020; and
- (ii) congratulates Christine Rew and the Aberdeen Art Gallery & Museums team in winning this highly prestigious award. The redevelopment of Aberdeen Art Gallery has been a transformational project not just for the building, but also for the city. In November last year we experienced the

powerful affection with which visitors reconnected with the building and their favourite artworks - transformed, but reassuringly familiar. To see the ambition and success we wanted to achieve at the art gallery recognised by a panel of experts is the icing on the cake.

The judging panel said:

Aberdeen Art Gallery is responsible for an exceptional collection of art and heritage, rightly celebrated as among the finest in the UK. 2019 marked the culmination of the most ambitious redevelopment project in the museum's 135 year history, completely re-imagining the gallery so its extraordinary treasures, and the stories they tell can be celebrated, shared and better understood. The judges were impressed with the scale and ambition of this project, which increased the number of works on show from 370 to 1080, the beautifully executed restoration, and the commitment to involve the people of the city in the future of this rediscovered jewel on their doorstep. They look forward to seeing what the next 100 years would bring.

Art Fund has supported Museum of the Year since 2008. Its forerunner was the Prize for Museums and Galleries, administered by the Museum Prize Trust and sponsored by the Calouste Gulbenkian Foundation from 2003-2007. The prize champions what museums do, encourages more people to visit and gets to the heart of what makes a truly outstanding museum. The judges present the prize to the museum or gallery that has shown how their achievements of the preceding year stand out, demonstrated what makes their work innovative, and the impact it has had on audiences.

Winning this prestigious prize will not only raise the profile of the gallery around the world but will benefit local artists. Local artists will benefit from Aberdeen Art Gallery's success as Art Fund Museum of the Year 2020, the Gallery's share of the £200,000 prize, which this year is split equally between five winners in response to the Covid-19 pandemic, will be used to support a series of small scale commissions.

Creative practitioners (artists, makers, musicians, dancers, designers, writers and performers) living in AB postcode areas will be invited to submit proposals for a series of small-scale commissions. With these 'micro-commissions' creative practitioners are being asked to respond to Aberdeen's outstanding collection of art and history through the creation of new work which explores the themes of identity, intersectionality and representation.

Key to the success of the commissioning process will be the appointment of an Artist Facilitator, for which expressions of interest are now being invited from creative practitioners and those with experience of facilitating projects and conversations. The Artist Facilitator will use their networks and excellent understanding of the creative sector in Aberdeen to guide both the Art Gallery and awardees through the process, supporting conversations between staff, volunteers, audiences and the creative community.

Commissioned artists will have access to the Aberdeen Archives, Gallery & Museums' collections and specialist curatorial expertise, as well as opportunities to share their work through the public programme of talks, events, performances, workshops and displays.

The micro-commissions will be offered in two rounds, each with two commissions of £3,000 and four commissions of £850. The finished works might be small-scale, and the time spent developing and producing need not be long and drawn-out. The commissions may become part of Aberdeen Archives, Gallery & Museums' collections and organisers are keen to discuss how this might work with non-traditional artforms.

Councillor Boulton moved, seconded by Councillor Lumsden:-
That the Council approve the notice of motion.

Councillor Hutchison moved as an amendment, seconded by Councillor Henrickson:-
That the Council -

- (i) approves the notice of motion;
- (ii) notes that a substantial funding gap exists between the actual project costs and budgeted costs which had been progressed on the understanding that around £10M of funding shortfall could be secured by public subscription;
- (iii) notes that the project was delivered over the original budget, and whilst it is still currently within the updated budget it is presently the subject of litigation with the contractors and that recent media reports by Councillor Malik suggest the final costs of the project are in the region of £40M including internal costs and professional fees; and
- (iv) recognising the commercial aspects as alluded to in (iii) above, instructs the Director of Resources to bring forward an exempt report to the relevant committee at the first available opportunity detailing the final costs for the project together with what options are open to Aberdeen City Council to close this funding shortfall at the least cost to the public purse.

On a division, there voted:-

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

For the amendment (22) - Councillors Al-Samarai, Allard, Alphonse, Cameron, Cooke, Copland, Cormie, Delaney, Jackie Dunbar, Greig, Henrickson, Hutchison, MacGregor, McLellan, McRae, Mennie, Alex Nicoll, Audrey Nicoll, Noble, Radley, Townson and Yuill.

There being an equality of votes, in terms of Standing Order 32.7 the Lord Provost exercised his casting vote in favour of the motion.

The Council resolved:-

to adopt the motion, and thereby approve the notice of motion.

NOTICE OF MOTION BY COUNCILLOR DELANEY

16. The Council had before it a notice of motion by Councillor Delaney in the following terms:-

Council acknowledges that people living alone have been disproportionately affected by covid restrictions which prevent them having visitors to their home other than for the limited number of permitted reasons. Council further appreciates that residents with certain disabilities or who are housebound are further impacted as they cannot meet friends and relatives outdoors. This can lead to additional social isolation which research shows can affect health and wellbeing. Accordingly, Council agrees to the following:-

That people who live alone, are housebound or living with disabilities:-

- Be kept safe from harm from coronavirus (covid-19) whilst accepting they have the same rights as everyone else and should not be disproportionately impacted upon by loneliness or isolation and the additional physical and mental health impact this brings.
- Have their rights respected and Government when introducing necessary restrictions, undertake equality impact assessments so as to avoid causing unintentional harm to vulnerable people whilst trying to keep them safe from covid-19.

and furthermore to write to the First Minister and Cabinet Secretary for Health & Wellbeing in the terms outlined above requesting they consult their leading medical and scientific advisors with a view to confirming that the guidance set out in '*You can go into another household to provide care and support for a vulnerable person*' permits visits to those affected by social isolation and loneliness due to impacting on physical and mental health or otherwise considers revising this guidance in such terms. The purpose of such guidance being to support those who are elderly, disabled or living alone and identified as being at increased risk of social isolation and loneliness, to receive visitors safely.

The Council resolved:-

to approve the notice of motion.

NOTICE OF MOTION BY COUNCILLOR JACKIE DUNBAR

17. The Council had before it a notice of motion by Councillor Jackie Dunbar in the following terms:-

That Council:

- (1) acknowledge that while Byron Square car park is currently maintained out of the ACC Housing Revenue Account it is used by the public in the area;
- (2) agree that it is an anomaly to have a car park that is freely accessible to the public but the upkeep and repairs costs come from the budget that is dedicated to the upkeep and maintenance of our housing stock; and

- (3) instruct the Chief Officer - Early Intervention and Community Empowerment, following consultation with the Chief Officer - Finance, to investigate which account the Byron Square car park should be held on, to take any necessary remedial action and to report back to the City Growth and Resources Committee on the action taken.

The Council resolved:-

to refer the notice of motion to the City Growth and Resources Committee.

With reference to Article 2 of this minute, Councillor Duncan left the meeting at this juncture for the duration of the following item of business in accordance with her declaration of interest.

NOTICE OF MOTION BY COUNCILLOR LAING

18. The Council had before it a notice of motion by Councillor Laing in the following terms:-

That Council:-

- (i) Notes that UNISON Scotland is running a campaign called Plug The Gap that is geared toward the gap in local government funding across Scotland in light of the austerity measure pre-pandemic and the additional financial burden on local authorities as a result of Covid-19.

The campaign focuses on four main themes:

1. *Securing the long-term financial stability of local government.*

calling for urgent investment by Scottish Government in local government to protect jobs and pay for the future.

2. *Rewarding local government workers: for the vital services* that local government workers provide to our communities.

3. *Shaping local government for the future:* looking at how services and roles will change as a result of the pandemic.

4. *Consolidation of the Living Wage:* Delivery of full consolidation of the living wage across Scotland.

- (ii) Agrees to support the Unison campaign and therefore agrees that the Chief Executive write to the President of COSLA and the Minister for local government asking both to support the Unison campaign to ensure the four aims of UNISON Scotland campaign are supported in full.

Councillor Laing moved, seconded by Councillor Macdonald:-

That the Council -

- (1) approve the notice of motion;
- (2) agree to adopt the motion unanimously agreed by COSLA on 11 December 2020 as noted below, and therefore instruct the Chief Executive to write to the Local Government Minister urging him to commit to ensuring that the

Council Meeting, 14 December 2020

- £500 bonus payment to Health and Social Care staff is extended to all Covid-19 responders and key workers across local government. Agree that the Scottish Government should fully fund this one-off payment including any costs associated with the delivery of this payment; and
- (3) instruct the Chief Executive to report the response from the Minister at the next meeting of the City Growth and Resources Committee.

COSLA

Item 11 - £500 Bonus Payment to Health and Social Care Staff

- 1) Agree that whilst the Scottish Government's announcement to pay £500 (full-time equivalent) to NHS and Social Care staff is welcomed and deserved, it has missed tens of thousands of Public Sector Workers in Local Government, who have been working throughout the pandemic and left wondering why their heroic efforts are not worth rewarding.
- 2) Recognise that Local Government has been operating under extremely difficult circumstances - distributing food/medicine/essential items across Scotland, protecting/caring for our vulnerable and elderly, collecting waste, staffing temporary mortuaries, staffing the hubs of "keyworker" children, keeping schools and early years open, staffing the asymptomatic testing sites, Environmental Health & Trading Standards Officers enforcing public health and wellbeing, Mental Health Workers with increased caseloads, Housing and Craft workers who have been working in tenants' homes, the army of cleaning staff who have done a brilliant job in our care homes/essential buildings/schools and those who have been issuing emergency support grants, noting that this is not an exhaustive list.
- 3) Recognise the efforts made by many other key workers in the public, private and 3rd sectors in responding to the Covid-19 pandemic.
- 4) Call on Scottish Government to ensure that it recognises the efforts across our "one workforce" in local government and lobby Scottish Government to ensure that this payment is extended to all Covid-19 responders and key workers across local government and that they are rewarded equally.
- 5) Seek their public assurance that Scottish Government will fully fund the payment and costs associated with the delivery of this payment.

Councillor Alex Nicoll moved as an amendment, seconded by Councillor McRae:-

That the Council -

- (i) notes that UNISON Scotland is running a campaign called Plug The Gap that is geared toward the gap in local government funding across Scotland in light of the austerity measure pre-pandemic and the additional financial burden on local authorities as a result of Covid-19.

The campaign focuses on four main themes:

1. ***Securing the long-term financial stability of local government.***

calling for urgent investment by Scottish Government in local government to protect jobs and pay for the future.

2. Rewarding local government workers: for the vital services that local government workers provide to our communities.

3. Shaping local government for the future: looking at how services and roles will change as a result of the pandemic.

4. Consolidation of the Living Wage: Delivery of full consolidation of the living wage across Scotland.

- (ii) notes with regret that in his Autumn Statement, the UK Chancellor reduced the amount of central Government funding for English local authorities as well as freezing the pay of public sector workers, both of which decisions will have knock on effects for the Devolved Administrations;
- (iii) notes that UNISON Scotland Regional Secretary Mike Kirby has welcomed the Scottish Government announcement of a £500 bonus payment for NHS and Social Care Workers for taking care of us and the most vulnerable in our society during this unprecedented crisis;
- (iv) welcomes the announcement of the Scottish Government of the introduction of a £100million support package. Funding to help people pay for food, heating, warm clothing and shelter during the winter. The fund will help those on low incomes, children and people at risk of homelessness or social isolation cope with winter weather and the economic impact of coronavirus (COVID-19) and Brexit.

Key elements of the plan include:

- £22m for low income families including £16m to give the low income families of an estimated 156,000 children in receipt of free school meals a one-off £100 payment by Christmas
 - £23.5m to help vulnerable children through additional support for residential and care homes, social work, and the Children's Hearing system
 - £15m for the Communities and Third Sector Recovery Programme to support the work of local organisations
 - £5.9m to promote digital inclusion for older people, support social isolation and loneliness and to promote equality
 - £7m to help people who are struggling to pay fuel bills
 - £5m to help those at risk of homelessness find a settled home;
- (v) notes the Winter Plan for Social Protection also includes £15m of flexible funding for local authorities entering COVID-19 protection level 4 - announced by the First Minister earlier this month - which can be used to pay for food and essentials;
 - (vi) notes that Scotland will shortly become the only part of the UK to give low income families an extra £10 per week for every child - initially for children up to age 6 and then for every child up to age 16;
 - (vii) notes with deep regret that the UK Chancellor has so far refused to agree to allow the Scottish Government payments of £500 to NHS and Social Care Workers to be made free of income tax or other deductions;

- (viii) instructs the Chief Executive to write to the UK Chancellor expressing deep concern at this “scrooge-like” decision and with the request he reverse his decision forthwith; and
- (ix) agrees to support the Unison campaign and the anti-austerity announcements by the Scottish Government and therefore agrees that the Chief Executive write to the President of COSLA, together with all Aberdeen City constituency and regional list MSPs requesting they support the aforementioned measures in full.

On a division, there voted:-

For the motion (24) - Lord Provost; Depute Provost; and Councillors Allan, Bell, Boulton, Cross, Delaney, Lesley Dunbar, Graham, Grant, Greig, Houghton, Imrie, John, Laing, Lumsden, Macdonald, MacKenzie, Malik, Mason MSP, Reynolds, Sellar, Wheeler and Yuill.

For the amendment (19) - Councillors Al-Samarai, Allard, Alphonse, Cameron, Cooke, Copland, Cormie, Jackie Dunbar, Henrickson, Hutchison, MacGregor, McLellan, McRae, Mennie, Alex Nicoll, Audrey Nicoll, Noble, Radley and Townson.

Absent from the division (1) - Councillor Duncan.

The Council resolved:-
to adopt the motion.

NOTICE OF MOTION BY COUNCILLOR LUMSDEN

19. The Council had before it a notice of motion by Councillor Lumsden in the following terms:-

That Council -

- (1) notes that the “woodies” play area on Broomhill Road has a number of private garages in the middle of the space and that in the past they have been subject of anti-social behaviour;
- (2) notes the proximity of Broomhill Primary School;
- (3) notes the investment of £1.9m by Aberdeen City Council in new nursery facilities at Broomhill School;
- (4) agrees that having a safe outdoor facility could be utilised by the school and nursery and would be a benefit to our young people; and
- (5) instructs the Chief Officer - Corporate Landlord to investigate the feasibility, financial considerations and process for the council to achieve vacant possession of the site and if this can be achieved enhance the woodies area for wider community use and school use and report back to the budget setting process.

The Council resolved:-

- (i) to note that The Woodies play area on Broomhill Road had a number of private garages in the middle of the space and that in the past they had been subject of anti-social behaviour;
- (ii) to note the proximity of Broomhill Primary School;

- (iii) to note previous long-standing and repeated requests for the garages at The Woodies to be removed;
- (iv) to agree that an improved outdoor space could be further utilised by the school and nursery and would be a benefit to our young people and the wider community; and
- (v) instruct the Chief Officer - Corporate Landlord to investigate the feasibility, financial considerations and process for the Council to achieve vacant possession of the garages site and if this can be achieved enhance The Woodies area for wider community and school use and report back on this to the budget setting process. Such costs to include the measures to limit dog fouling in the fenced play area and the expense of possible contaminated waste removal from the site and its disposal.

NOTICE OF MOTION BY COUNCILLOR LUMSDEN

20. The Council had before it a notice of motion by Councillor Lumsden in the following terms:-

- Council agrees that the council delivery plan which forms part of our strategic planning approach has helped to lay the foundations to counter the centralising approach of the Scottish Government towards local government, which has resulted in Aberdeen being one of the lowest funded councils over the last decade;
- Council is concerned that this ongoing situation is having a detrimental impact on its ability to provide important public services for our citizens both now and in the future;
- In order to look at alternatives to ensure Aberdeen can reach its full potential, Council instructs the Chief Executive to write to the Secretary of State for Scotland asking him if the UK government would consider dealing directly with COSLA and Aberdeen City Council in considering allocating grant funding, to ensure that Aberdeen City Council receives its fair share of funding; and
- Council notes the Scottish Government's document "Scottish Shared Prosperity Fund" and the UK Government's decision, announced in the Spending Review, to use its replacement for EU Structural Funds to work in partnership with local authorities and communities right across Scotland to ensure local accountability. Therefore instructs the Chief Executive to write to COSLA confirming that Aberdeen City Council supports the UK Government's localised approach which would allow Aberdeen City Council to spend our share of future UK Shared Prosperity Funding in line with the Council Delivery Plan which supports the Local Outcome Improvement Plan.

Councillor Lumsden moved, seconded by Councillor Malik:-

That the Council -

- (1) agrees Devolution is the settled will of the Scottish people;
- (2) agrees Devolution has been beneficial for Scotland and the rest of the United Kingdom;
- (3) regrets that local government continues to be at the forefront of SNP austerity; and
- (4) approves the notice of motion as outlined above.

Councillor Alex Nicoll moved as an amendment, seconded by Councillor Cooke:-

That the Council -

- (1) notes that Aberdeen is one of the lowest funded Councils in Scotland, as a result of a long-standing funding formula, that pre-dates the election of the first SNP Government in 2007. Council further notes that changes to this funding formula would require the agreement of COSLA and the other 31 local authorities in Scotland, and regrets that the Co-Leaders of Aberdeen City Council have been wholly unsuccessful in persuading their counterparts in other local authorities even to consider revising the current formula;
- (2) notes that in March 2015, Councillor Laing led the former administration out of COSLA to form the Scottish Local Government Partnership citing the reason as dissatisfaction with the funding formula only to rejoin in August 2017 following the Scotland wide local authority elections, but with no meaningful change in the local authority funding formula;
- (3) notes that the election of key places within COSLA for the period 2017-2022 took place before Aberdeen City Council rejoined COSLA and that these roles continue until the next local authority elections;
- (4) notes that at the COSLA group leaders meeting of 15 May 2020, Councillor Lumsden moved a motion calling on the group leaders to reject the funding formula being proposed for the distribution of the £155M Barnett Formula Consequentials to local government arising from the Covid-19 pandemic on Council budgets and to consider instead distributing the monies on a pro rata basis in line with the predicted costs to Councils of the Covid-19 pandemic reported to COSLA on 24 April 2020 and that this failed to attract any meaningful support;
- (5) notes that in November 2020 the Scottish Government published "Scottish Replacement for EU Structural Funds" following a public consultation and in partnership with an expert group and that COSLA welcomed the report that it had contributed to; and
- (6) welcomes the main purpose of the proposed "Scottish Replacement for EU Structural Funds" Programme to address and reduce economic and social disparities within and between places and people in Scotland. Notes the programme will also:-
 - focus on promoting place-based economic development and cohesion helping communities across Scotland to improve key economic, social and wellbeing performance indicators;
 - support local responses to economic and social challenges empowering communities across the country to respond to issues which impede their development; and
 - support the Scottish Government's policy aims set out in the Programme for Government and National Performance Framework and complement the actions published in the Scottish Government's Economic Recovery Implementation Plan, in particular those aimed at developing resilient people, communities and places.

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

That the Council -

- (1) agrees Devolution is the settled will of the Scottish people;
- (2) agrees Devolution has been beneficial for Scotland and the rest of the United Kingdom;

- (3) regrets that local government continues to be at the forefront of SNP austerity;
- (4) deplures that Aberdeen City Council has been consistently underfunded by successive governments of all parties and that Aberdeen City Council has consistently been one of the lowest funded Councils in Scotland;
- (5) agrees that Council is concerned that this ongoing situation is having a detrimental impact on its ability to provide important public services for our citizens both now and in the future; and
- (6) confirms that this Council will continue to seek to secure funding from all current and future funding sources.

There being a motion and two amendments, the Council first divided between the amendment by Councillor Alex Nicoll and the amendment by Councillor Yuill.

On a division, there voted:-

For the amendment by Councillor Alex Nicoll (19) - Councillors Al-Samarai, Allard, Alphonse, Cameron, Cooke, Copland, Cormie, Jackie Dunbar, Henrickson, Hutchison, MacGregor, McLellan, McRae, Mennie, Alex Nicoll, Audrey Nicoll, Noble, Radley and Townson.

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

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

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

On a division, there voted:-

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

For the amendment by Councillor Alex Nicoll (19) - Councillors Al-Samarai, Allard, Alphonse, Cameron, Cooke, Copland, Cormie, Jackie Dunbar, Henrickson, Hutchison, MacGregor, McLellan, McRae, Mennie, Alex Nicoll, Audrey Nicoll, Noble, Radley and Townson.

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

The Council resolved:-
to adopt the motion.

NOTICE OF MOTION BY COUNCILLOR YUILL

21. The Council had before it a notice of motion by Councillor Yuill in the following terms:-

That this Council:

- (1) notes and regrets that slavery, human trafficking and other oppressive activities occur in the UK and around the world;
- (2) notes that a number of locations and street names in Aberdeen have historical links to slavery and slavery products;
- (3) notes that Sugar House Lane already has an information plaque explaining the origins of the street name and its links to slavery products; and
- (4) instructs the Chief Officer - City Growth to report to the City Growth and Resources Committee on the practicalities and projected costs of identifying locations and street names in Aberdeen with links to slavery and slavery products and then erecting appropriate information plaques at each location.

The Council resolved:-

to refer the notice of motion to the City Growth and Resources Committee.

- **BARNEY CROCKETT, Lord Provost.**

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URGENT BUSINESS COMMITTEE

ABERDEEN, 12 January 2021. Minute of Meeting of the URGENT BUSINESS COMMITTEE. Present:- Councillor Laing, Convener; Councillor Lumsden, Vice Convener; and Councillors Allan (substituting for Councillor Grant), Boulton, Jackie Dunbar, Lesley Dunbar (substituting for Councillor Laing for item 4), Houghton, McRae, Alex Nicoll and Yuill.

The agenda associated with this minute can be found [here](#).

Please note that if any changes are made to this minute at the point of approval, these will be outlined in the subsequent minute and this document will not be retrospectively altered.

DETERMINATION OF URGENT BUSINESS

1. In terms of Section 1.3 of the Committee Remit and in accordance with Section 50B(4)(b) of the Local Government (Scotland) Act 1973, the Committee was informed that it had to determine (1) that the item on the agenda was of an urgent nature; and (2) that the Committee required to consider the item and take decisions thereon.

The Committee resolved:-

to agree that the item of business was of an urgent nature and required to be considered this day in view of the imminent deadline the Council had to determine whether it wished to veto the BID renewal proposals.

DECLARATIONS OF INTEREST

2. The Convener declared an interest in the item of business before the Committee by virtue of her position as a member of the Board of Aberdeen BID Company Limited and advised that she would withdraw from the meeting prior to the Committee considering the matter.

MINUTE OF MEETING OF URGENT BUSINESS COMMITTEE OF 23 DECEMBER 2020

3. The Committee had before it the minute of its previous meeting of 23 December 2020.

The Committee resolved:-

to approve the minute.

URGENT BUSINESS COMMITTEE

12 January 2021

In accordance with Article 2 of this minute, the Convener withdrew from the meeting at this juncture and Councillor Lesley Dunbar joined the meeting as her substitute. In the absence of the Convener the Vice Convener took the Chair.

ABERDEEN CITY CENTRE BUSINESS IMPROVEMENT DISTRICT (BID) RENEWAL PROPOSALS 2021-2026 - COM/21/022

4. The Committee had before it a report by the Chief Officer - City Growth which considered the Council's option to veto the BID renewal proposals; and, if the ballot was to proceed, the date on which it would be held.

The report recommended:-

that the Committee -

- (a) resolve **not** to veto the BID renewal proposals drawn up by Aberdeen Inspired in respect of the Aberdeen City Centre Business Improvement District for 2021-2026 and instruct the Chief Officer - City Growth to arrange for the issuing of the requisite notices under section 42 of the Planning etc. (Scotland) Act 2006; and
- (b) in the event of recommendation (a) being approved, instruct the Chief Officer - Governance as Returning Officer to arrange for the holding of a BID renewal ballot on 25 March 2021 in relation to the BID renewal proposals and to take any other actions which may be necessary in connection with this process.

The Committee resolved:-

- (i) to approve the recommendations; and
- (ii) to instruct the Chief Officer - City Growth to circulate the BID Business Plan to elected members as soon as it was publicly available.

- COUNCILLOR DOUGLAS LUMSDEN, Vice Convener in the Chair.

	A	B	C	D	E	F	G	H	I
1	COUNCIL BUSINESS PLANNER The Business Planner details the reports which have been instructed by the Council as well as reports which the Functions expect to be submitting for the calendar year.								
2	Report Title	Minute Reference/Committee Decision or Purpose of Report	Update	Report Author	Chief Officer	Director	Terms of Reference	Delayed or Recommended for removal or transfer, enter either D, R, or T	Explanation if delayed, removed or transferred
3	10 March 2021 (Budget)								
4	Council Delivery Plan 2021/22	To present the Council Delivery Plan for 2021/22.		Martin Murchie	Data and Insights	Chief Executive	2		
5	General Fund Revenue Budget and Capital Programme 2021/22	To provide information on both the revenue budget for 2021/22 and capital programme for the period 2021/22 to 2025/26 in order that approved budgets and Council Tax value can be set by the Council for the year commencing 1 April 2021.		Jonathan Belford	Finance	Resources	1 and 2		
6	Housing Revenue Account 2021/22	To provide elected members with information to enable the Council to approve a revenue and capital budget for 2021/22, including the setting of the rents and other charges on the Housing Revenue Account (HRA) for the financial year.		Helen Sherrit	Finance	Resources	2		
7	Common Good Budget 2021/22	To provide Council with details of the draft Common Good budget for 2021/22, to enable the Council to approve a final budget that will take effect on 1 April 2021.		Helen Sherrit	Finance	Resources	2		
8	North East Scotland Joint Mortuary Full Business Case	Referred to the Council budget meeting simpliciter by the City Growth and Resources Committee of 3 February 2021.		Sandy Beattie	Strategic Place Planning	Commissioning	Referred simpliciter		
9	3rd March 2021								
10	Scheme of Governance Review - 2021	To report with proposals following a further review of the Scheme of Governance		Martyn Orchard	Governance	Commissioning	17		
11	Fairer Aberdeen Fund Annual Report 2019/20	To provide members with the Fairer Aberdeen Fund Annual Report for 2019/20.		Susan Thoms	Early Intervention and Community Empowerment	Customer	21		
12	Treasury Management Policy	To outline the Council's Treasury Management Policy for 2021/22 to 2023/24 for approval.		Neil Stewart	Finance	Resources	6		

	A	B	C	D	E	F	G	H	I
	Report Title	Minute Reference/Committee Decision or Purpose of Report	Update	Report Author	Chief Officer	Director	Terms of Reference	Delayed or Recommended for removal or transfer, enter either D, R, or T	Explanation if delayed, removed or transferred
2	Aberdeen Inspired Bid Ballot	To provide the Council with an update on the progress of Aberdeen Inspired, the Business Improvement District (BID) for the city; and to recommend to Council on whether it votes to renew the BID for the next five years.		Julie Wood	City Growth	Commissioning	21	D	Aberdeen Inspired (AI) have been in communication with Scotland's Towns Partnership and the Scottish Government regarding the BID. AI have informed the Council that it does not wish the renewal ballot to proceed. That renewal ballot will therefore not go ahead and the current BID arrangements will end on 31 March 2021. Instead, AI have advised that they wish to proceed with a new BID ballot on 24 June 2021. The Council will have the opportunity to veto (or not veto) the new BID proposals when they are submitted to officers.
13	School Estate Plan: Process and timeline for delivery	The City Growth and Resources Committee on 3 February 2021 noted the update in the planner relating to the School Estate which stated that officers intended bringing a report to the Council meeting in March 2021 outlining the process and timeline for delivering the School Estate Strategy.		Andrew Jones	Corporate Landlord	Resources	Committee decision		
14	Council Climate Change Plan 2021 - 2025	To seek approval for the Climate Change Plan 2021-2025 Towards a Net Zero and Climate Resilient Council.		Alison Leslie	Strategic Place Planning	Chief Operating Officer	21		
15									
16	21st June 2021								

	A	B	C	D	E	F	G	H	I
	Report Title	Minute Reference/Committee Decision or Purpose of Report	Update	Report Author	Chief Officer	Director	Terms of Reference	Delayed or Recommended for removal or transfer, enter either D, R, or T	Explanation if delayed, removed or transferred
2									
17	Council Annual Effectiveness Report and Committee Annual Effectiveness Reports	To present the annual effectiveness report for Council, as well as the annual effectiveness reports of the various committees, which have been considered by those committees.		Martyn Orchard	Governance	Commissioning	14	D	The reporting period has been extended to 31 October 2021 which will result in an increase in data. This means committee annual effectiveness reports will not be considered until committee meetings in November and December, with the report to Council now scheduled for 13 December 2021.
18	Council/Committee Diary 2022	To present the Council/Committee Diary for 2022 for approval.		Martyn Orchard	Governance	Commissioning	18		
19	Treasury Management Policy and Strategy - Year-end Review	To provide an update on Treasury Management activities undertaken during the financial year 2020/21.		Neil Stewart	Finance	Resources	6		
20	23rd August 2021								
21									
22	13th December 2021								
23	Treasury Management Policy and Strategy - Mid Year Review	To provide an update on Treasury Management activities undertaken to date during financial year 2021/22.		Neil Stewart	Finance	Resources	6		
24	Review of Outside Bodies	Council 02/03/20 - to instruct the Chief Officer - Governance to carry out a further review of outside bodies ahead of the local government elections in elections in 2022 and thereafter report back to Full Council with any proposals as required		Fraser Bell	Governance	Commissioning	21		

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ABERDEEN CITY COUNCIL

COMMITTEE	Council
DATE	3 March 2021
EXEMPT	No
CONFIDENTIAL	No
REPORT TITLE	Scheme of Governance Review - 2021
REPORT NUMBER	COM/21/046
CHIEF OFFICER	Fraser Bell, Chief Officer - Governance
REPORT AUTHOR	Martyn Orchard
TERMS OF REFERENCE	17

1. PURPOSE OF REPORT

- 1.1 This report meets the Council's instruction to report on the operation of the Scheme of Governance annually and makes recommendations for improvement.

2. RECOMMENDATIONS

That Council:-

- 2.1 approves Appendix A, the introduction to the Scheme of Governance, with effect from 1 April 2021;
- 2.2 approves Appendix B, Committee Terms of Reference, with effect from 1 April 2021
- 2.3 approves Appendix C, Powers Delegated to Officers, with effect from 1 April 2021;
- 2.4 approves Appendix D, Standing Orders for Council, Committee and Sub Committee Meetings, with effect from 1 April 2021;
- 2.5 approves Appendix E, Financial Regulations, with effect from 1 April 2021;
- 2.6 approves Appendix F, Procurement Regulations, with effect from 1 April 2021;

- 2.7 approves Appendix G, Member - Officer Relations Protocol, with effect from 1 April 2021; and
- 2.8 agrees to disband the Special Licensing Objections Committee with immediate effect as outlined in paragraphs 4.7.2 and 4.7.3 of the report.

3. BACKGROUND

- 3.1 On 5 March 2018, Council approved the Scheme of Governance and instructed the Chief Officer - Governance to report back to Council within 12 months on the operation of the Scheme of Governance documents. The Scheme of Governance documents are as follows:
- a) Introduction to the Scheme of Governance
 - b) Committee Structure and Terms of Reference
 - c) Powers Delegated to Officers
 - d) Standing Orders for Council, Committee and Sub Committee Meetings
 - e) Financial Regulations
 - f) Procurement Regulations
 - g) Member - Officer Relations Protocol
- 3.2 On 4 March 2019, Council considered its first review of the Scheme of Governance and a further review was considered by Council on 2 March 2020.
- 3.3 In March 2020, the Council was the first local authority in Scotland to be awarded the CIPFA Mark of Excellence in Governance, which was one of the organisation's objectives during the restructuring of its governance arrangements and putting in place a new Scheme of Governance.
- 3.4 The proposals recommended for approval have been subject to discussion with Chief Officers and relevant officers across the organisation. Group Leaders have also been offered the opportunity to feed into the review.
- 3.5 The changes proposed to the Scheme of Governance are not extensive. This was anticipated as the arrangements have had the opportunity to bed in and the committee effectiveness reports show that the committee structure has been operating satisfactorily.
- 3.6 Each document comprising the Scheme of Governance is appended to the report with track changes indicating the proposed changes/additions.

4. SCHEME OF GOVERNANCE

4.1 Committee Terms of Reference

- 4.1.1 Officers have reviewed the Terms of Reference to ensure that they are reflective of the general operation of all committees over the past year. The introduction section has been amended to reflect that in exercising their functions, the Council, its committees and sub committees shall consider the Council's Risk Appetite Statement (RAS) which was approved by the Audit,

Risk and Scrutiny Committee in December 2020. Reference to the RAS has also been incorporated within the Powers Delegated to Officers, the Financial Regulations and the Procurement Regulations.

4.2 Powers Delegated to Officers

4.2.1 The Powers Delegated to Officers have been reviewed to ensure that the document is reflective of current and pending legislation, as well as operational practice. The review also identified any additional changes that would enable operation of the respective areas to be undertaken in a more effective manner and improve the operational delivery to our customers.

4.3 Standing Orders for Council, Committees and Sub Committee Meetings

4.3.1 The Standing Orders have been reviewed to ensure that any areas for clarification raised at meetings since March 2020 have been considered, the relevant Standing Order updated, or a new Standing Order added. For example, proposed amendments and additions have been made to Standing Orders 28 (Procedural Motions) and 34 (Referrals) in an attempt to clarify matters that had arisen at committee meetings where Standing Orders had been silent or open to interpretation.

4.4 Financial Regulations

4.4.1 The Financial Regulations have been reviewed in the context of revisions to other parts of the Scheme of Governance; to take account of changes in the management structure; changes to key policy documents, for example the Counter Fraud Policy incorporating the Money Laundering Policy; minor changes to detailed responsibilities to reflect operating practice and current cluster arrangements; and following feedback from consultation.

4.5 Procurement Regulations

4.5.1 The Procurement Regulations have been reviewed in the context of revisions to other parts of the Scheme of Governance and to ensure that the Regulations are in line with the Procurement Manual, relevant legislation and operational practices. Primarily, legislative changes relate to the United Kingdom exiting the European Union and the subsequent impact therein.

4.6 Member - Officer Relations Protocol

4.6.1 The Member - Officer Relations Protocol has been reviewed, however no changes of any significance are proposed, with only minor changes primarily in relation to how people should be addressed in meetings in order to be consistent with the wording contained within Standing Orders.

4.7 Special Licensing Objections Committee

4.7.1 The Special Licensing Objections Committee was formed in 2005. However, the committee has been relatively dormant since 2007, with only 4 meetings having been held since then - two meetings in 2010, one meeting in 2015 and

one meeting in 2020. The committee is not currently reflected in the Committee Terms of Reference document although the political composition of the committee was agreed by Full Council on 2 March 2020.

- 4.7.2 It is being proposed that the Special Licensing Objections Committee be disbanded as other appropriate means of submitting representations are in place. Licensing Board applications can only be refused on grounds relevant to the licensing objectives and must be evidence based. For the two types of application for which the Council are statutory consultees (Premises Licence applications and major variations), this is achieved by direct consultation with the appropriate Council departments which hold relevant evidence, primarily Building Standards and Environmental Health. This allows the Licensing Board to efficiently obtain the evidence directly as opposed to the evidence being filtered through a separate committee.
- 4.7.3 If the Council is minded to remove the Special Licensing Objections Committee, this would not prevent elected members from submitting representations in response to the public consultations for those applications and for other types of application for which the Council is not a statutory consultee, namely Occasional Licence and Extended Hours applications. Should members be minded to retain the Special Licensing Objections Committee, terms of reference should be agreed by the Council for inclusion in the Terms of Reference document.

5. FINANCIAL IMPLICATIONS

- 5.1 Approving the recommendations in this report will have no direct financial implications but will help improve the robust governance framework required to support organisational change and achieve budget targets. Adhering to the terms of the Financial Regulations, an integral part of the stewardship of Council funds, will ensure that all of the Council's transactions are conducted in a manner demonstrating openness, integrity and transparency.

6. LEGAL IMPLICATIONS

- 6.1 The Scheme of Governance was designed to assist the Council in complying with its statutory duties and functions whilst also being consistent with the CIPFA principles of good governance against which the Council must provide an Annual Governance Statement as part of its annual accounts. The Scheme of Governance also supports the Council's CIPFA Governance Mark of Excellence accreditation.
- 6.2 The legislative bases for the various documents comprising the Scheme of Governance are as follows:-
- 6.3 Section 56 of the Local Government (Scotland) Act 1973 - the Council may arrange for the discharge of any functions, subject to some exceptions, by a committee or sub committee. These are set out in the Committee Terms of Reference.

- 6.4 The same section also provides that the Council may arrange for the discharge of any of its functions, subject to some exceptions, by an officer of the Council. These delegations are contained within the Powers Delegated to Officers. Section 43 of the Town and Country Planning (Scotland) Act 1997 also requires the Council to publish a scheme of delegation setting out how certain planning applications are to be dealt with by officers.
- 6.5 Section 62 of the Local Government (Scotland) Act 1973 empowers the Council to make, vary or revoke standing orders for meetings of Councils, committees and sub committees.
- 6.6 Legislation requires the Council to adhere to stringent financial controls and practices. The Financial Regulations are integral to this requirement.
- 6.7 The Procurement Reform (Scotland) Act 2014 must be complied with, and the Procurement Regulations achieve this whilst empowering staff and promoting Best Value.
- 6.8 The Council is required under Section 47 of the Police and Fire Reform (Scotland) Act 2012 and Section 41E of the Fire (Scotland) Act 2005 to scrutinise local police plans and local fire and rescue plans respectively. This is undertaken through the terms of reference of the Public Protection Committee.

7. MANAGEMENT OF RISK

Category	Risk	Low (L) Medium (M) High (H)	Mitigation
Strategic Risk	No direct risk	L	
Compliance	Failure to update the Scheme of Governance and implement the necessary changes could expose the Council to risk in terms of complying with the law and relevant regulations.	L	Approval of the proposals and adherence to the specified legislation ensures accountability.
Operational	No direct risk	L	Adherence to the Scheme of Governance protects employees in undertaking their roles, as well as the organisation's buildings, plant and equipment.

Financial	No direct financial implications for the Scheme of Governance	L	The Scheme of Governance itself mitigates against the risk of poor financial management, poor value for money, fraud and financial loss.
Reputational	Failure to update the Scheme of Governance and make other necessary changes could present a reputational risk to the Council.	L	Consultation has been undertaken with officers and elected members and recommended proposals have had regard to that process.
Environment / Climate	No direct risk	L	

8. OUTCOMES

<u>COUNCIL DELIVERY PLAN</u>	
	Impact of Report
Aberdeen City Council Policy Statement	The proposals in the report have no direct impact on the Policy Statement.
Aberdeen City Local Outcome Improvement Plan - the proposals in the report have no direct impact on the LOIP stretch outcomes.	
Regional and City Strategies	The proposals in the report have no direct impact on the Regional and City Strategies.
UK and Scottish Legislative and Policy Programmes	The proposals set out within the report comply with the relevant legislation as referenced in the legal implications.

9. IMPACT ASSESSMENTS

Assessment	Outcome
Impact Assessment	Full impact assessment not required

Data Protection Impact Assessment	Not required
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10. BACKGROUND PAPERS

None

11. APPENDICES

- A. Scheme of Governance Introduction
- B. Committee Terms of Reference
- C. Powers Delegated to Officers
- D. Standing Orders for Council, Committees and Sub Committees
- E. Financial Regulations
- F. Procurement Regulations
- G. Member - Officer Relations Protocol

12. REPORT AUTHOR CONTACT DETAILS

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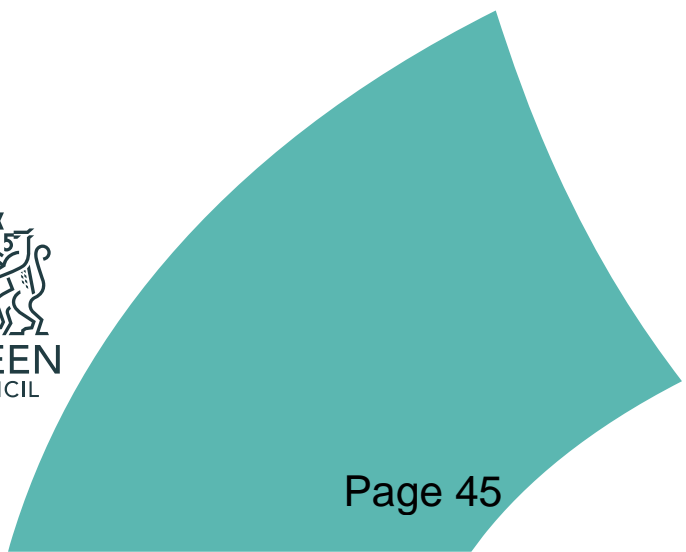
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Appendix A

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Scheme of Governance

Approved by Council **32** March
202**10**



Aberdeen City Council

Scheme of Governance

1. Purpose and Interpretation

The Scheme of Governance for Aberdeen City Council is jointly authored by the Chief Officer – Governance, the Chief Officer – Finance and the Head of Commercial and Procurement.

The Scheme of Governance contains key governance documents to facilitate lawful decision making. It is one of the primary sources of assurance required to demonstrate the effectiveness of the Council's systems of internal control, referred to in the Council's approved Local Code of Corporate Governance against which the Annual Governance Statement is set.

These documents should be read and interpreted in conjunction with one another. In the event of any inconsistencies between the documents, advice should be sought from the Monitoring Officer. In the event of a discrepancy between the law and the Scheme of Governance documents, the law will prevail.

The Scheme of Governance contains the following:

DOCUMENT	PURPOSE
Committee Structure and Terms of Reference	Decision making authority delegated by the Council to each Committee and Sub Committee
Powers Delegated to Officers	Decision making authority delegated by the Council to the Chief Executive, Directors and Chief Officers
Standing Orders for Council, Committee and Sub Committee Meetings	Rules of procedure for meetings of Full Council and its Committees and Sub Committees
Financial Regulations	Rules governing financial management of the Council
Procurement Regulations	Rules governing contracting and procurement by the Council
Member Officer Relations Protocol	Rules governing relationships between elected members and Council officers

2. Implementation and Review

The Scheme of Governance was initially approved by Full Council in March 2018 and is subject to the following review arrangements:

- o Annual review alongside the Annual Governance Statement to be led by Chief Officer – Governance and reported to Council, if necessary, with any proposed alterations.
- o The terms of the delegation to Chief Officer – Governance to make minor amendments (i.e.

non material) following consultation with the Business Manager.

DSE0053/SG/BR/7/05/2020

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Appendix B

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Aberdeen City Council Committee Terms of Reference

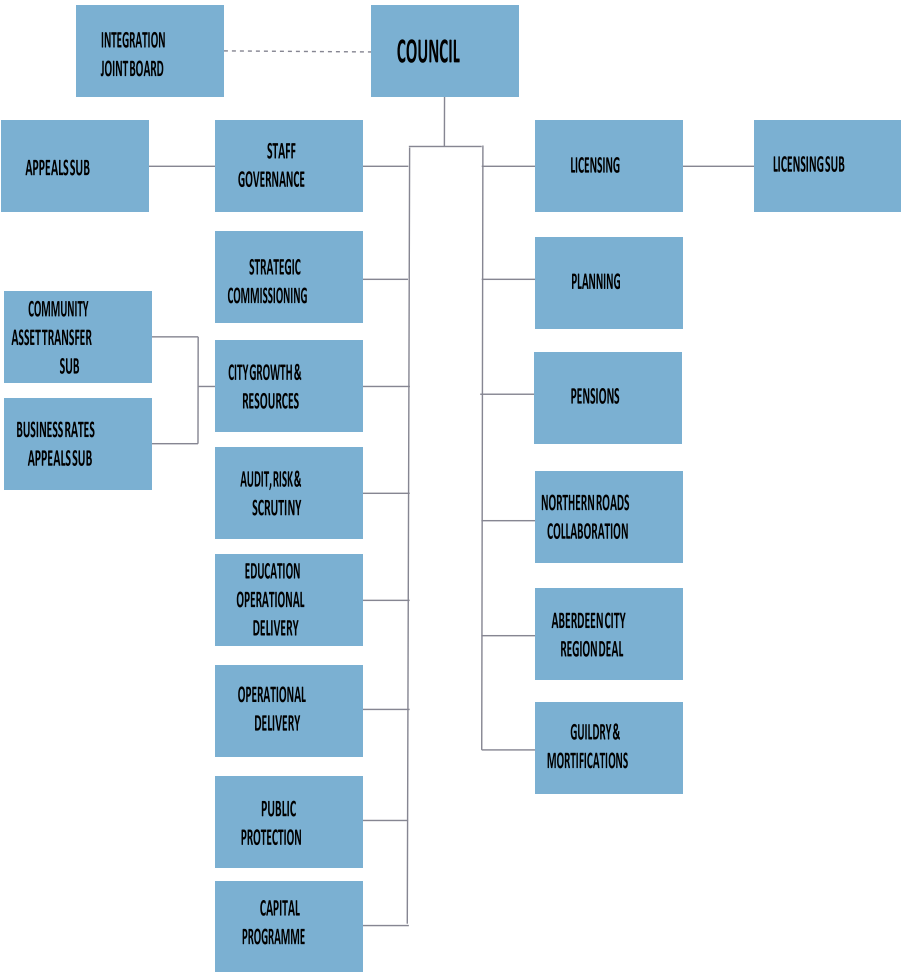


Contents

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INTRODUCTION



INTRODUCTION

1. The Council derives its authority from the Local Government (Scotland) Act 1973 and subsequent legislation. In exercising all of its functions and undertaking its responsibilities it must comply with the law.
2. Under s57 of the 1973 Act, the Council is permitted to appoint committees, or with other Councils, joint committees, to discharge functions which the Council could itself discharge, other than as set out in legislation.
3. A committee can appoint sub committees to exercise any function delegated to it.
4. Under s56(1) of the 1973 Act, the Council is permitted to delegate the discharge of functions to officers. The Committee terms of reference should be read in the context of the Powers Delegated to Officers. Any delegation made to an officer shall not prevent the Council, relevant committee or sub committee from exercising the power so delegated.
5. The Council has also delegated powers to the Integration Joint Board of the Aberdeen City Health and Social Care Partnership under the Public Bodies (Joint Working) (Scotland) Act 2014.
6. In accordance with Standing Order 478.7, Council can determine any matter which would otherwise fall to be determined by a committee or sub committee; and under Standing Order 478.8, a committee can determine any matter which would otherwise fall to be determined by one of its sub committees.
7. A committee can at any time refer or make a recommendation on any matter delegated to it to Council, and a sub committee can refer or make a recommendation on any matter delegated to it to Council or to its parent committee.
8. Any decision taken by a committee or sub committee is deemed to be a decision of Council itself.
9. These committee and sub committee terms of reference may be amended only after consideration of a report to Council or the appropriate parent committee by the Chief Officer – Governance.
10. Non material amendments to these committee and sub committee terms of reference can be made by the Chief Officer - Governance, following consultation with the Business Manager without the requirement to report to Council or the appropriate parent committee.
11. Any non material amendments made by the Chief Officer – Governance will be notified to members once completed.
12. The Terms of Reference will be reviewed annually by the Chief Officer – Governance as part of the review of the Scheme of Governance.
13. In exercising their functions, the Council, its committees and sub committees ~~shall~~should:
 - i. meet their equalities obligations and take full account of their responsibilities to those customers and citizens with protected characteristics;
 - ii. in accordance with Unicef’s Child Friendly Cities and Communities Programme, ensure, so far as possible, that children are allowed a voice in decisions which affect both them and their City;
 - iii. work with outside bodies and partners in the emerging civic leadership forums;

- iv. work with outside bodies and partner organisations, locally and nationally, to oversee strategic economic development and its governance in the city and civic leadership forums;
~~and~~
- v. consider the experience of customers and take such action to ensure to ensure that services meet customers' needs; ~~and~~
- ~~v.vi.~~ have regard to the Council's Risk Appetite Statement in balancing any risks and opportunities in pursuit of delivering the outcomes set out within the Local Outcome Improvement Plan (LOIP) and associated strategies.

JOINT WORKING WITH COMMITTEES AND NON COUNCIL BODIES

It is recognised that the Council and each committee will maintain an awareness of key issues through the work of other committees, through lead officers, Conveners and Vice Conveners working together. In addition, key issues will be considered following engagement with external organisations and communities, through appropriate forums.

1. ABERDEEN CITY COUNCIL

The Council reserves the following functions:

1. The setting of council tax in accordance with s93(1) of the Local Government Finance Act 1992 or the setting of a reduced amount of council tax under s94 of that Act or paragraph 3 of Schedule 7 to that Act.
2. The setting of a balanced budget annually, including the setting of fees and charges, including the approval of commissioning intentions and service standards.
3. The approval of the capital programme.
4. The borrowing of money as provided for in s56(6)(d) of the Local Government (Scotland) Act 1973.
5. The approval of any annual investment strategy or annual investment report required by any consent issued by Scottish Ministers under s40 of the Local Government in Scotland Act 2003.
6. The approval of the Council's Treasury Management Policy and Strategy.
7. The appointment of committees, including external members, and the number and allocation of committee places, the appointment and removal from office of the Lord Provost, Depute Provost, Leader or Co Leaders and/ or Depute Leader, Business Manager and Depute Business Manager, a convener for each committee and a vice convener as appropriate and the approval of senior councillor allowances.
8. The election of members to the Licensing Board.
9. The review of polling districts and polling places.
10. The administration of trusts in respect of which the Council is sole trustee or the only trustees are elected members and/or officers of the Council, such administration to include the exercise of all trustee powers in terms of legislation, common law and trust deeds.
11. The approval of the Local Development Plan.
12. The approval of an Administration's political priorities.
13. The consideration of the Council's Delivery Plan.
14. The consideration of its annual report of its effectiveness and each committee's annual report of its effectiveness.
15. The consideration, where required, of reports by both the Standards Commission for Scotland and the Financial Conduct Authority, and the overseeing of members' standards of conduct.
16. The establishment of the Appointment Panel in accordance with the Standing Orders for Council, Committees and Sub Committees.
17. The approval of the Council's Scheme of Governance.
18. The approval of the Council/Committee Diary.
19. The approval of the Scheme of Establishment for Community Councils.
20. The establishment of Working Groups.

21. To consider any matter which the Council has previously considered and agreed to receive a further report.

21.22. To consider Monitoring Officer reports under Section 5 of the Local Government and Housing Act 1989.

Commented [MO2]: To make explicit provision for this requirement which was previously silent.

Executive Lead: Chief Executive

2. GENERAL DELEGATIONS TO COMMITTEES

1. Each committee can settle claims against the Council arising out of the functions supervised by the committee, irrespective of value so long as the amount can be met from an approved budget, except where an officer has exercised a delegated power.
2. Each committee can vire within those functions in its remit, to the extent set out in the Financial Regulations.
3. Each committee and sub committee can determine any applications for loans, grants, donations and subscriptions except where an officer has exercised a delegated power.
4. Each committee can appoint up to five members, consistent with the principles of political balance, to attend any meeting or conference relevant to the interests of the committee subject to the following provisions:
 - 4.1 no more than two members will be appointed to attend a conference outwith the European Union without the approval of the City Growth and Resources Committee;
 - 4.2 in the case of a meeting or conference of interest to more than one committee, no more than six members and officers will be appointed without the approval of the City Growth and Resources Committee; and
 - 4.3 in the event of a disagreement among committees, the matter will be determined by the City Growth and Resources Committee.
5. Each committee will, as required, approve programmes of foreign travel for the financial year ahead as they relate to its remit, in accordance with the Travel Policy.
6. Each committee will consider and respond to petitions addressed to the Council as they relate to its remit, in accordance with the petitions procedure.
7. Except where an officer has chosen to exercise a delegated power, each committee can approve bids to awards programmes or for external funding relative to the remit which it oversees, subject to budget provision.
8. Each committee will, where appropriate:
 - 8.1 approve Council policies and strategies (including partnership strategies) relative to its remit;
 - 8.2 approve appointments to outside bodies relative to its remit;
 - 8.3 meet the requirement to achieve Best Value in performing its role;
 - 8.4 receive the cluster risk registers relative to its remit and scrutinise to ensure assurance;
 - 8.5 monitor performance relevant to its purpose and remit;
 - 8.6 receive its own committee planner; and
 - 8.7 receive reports, as required, concerning any matter within relative to its remit including reports on the implications of proposed draft legislation and evidencing the Council's readiness to comply with the new legal obligations and/or discretionary powers ~~or~~ concerning the functions relative to its remit.

3. EXCLUSIONS FROM DELEGATION TO COMMITTEES

1. Incurring revenue expenditure for which no provision or insufficient provision has been made in the revenue budget, except with the approval of the City Growth and Resources Committee.
2. Acquiring or disposing of any land or buildings or associated interests, except with the approval of the City Growth and Resources Committee.
3. Making representations to or appointing a deputation to meet any Government Minister or Government Department in relation to the financing of the Council or any of its services, except ~~with following consultation with the Convener the approval~~ of the City Growth and Resources Committee.

Commented [M03]: To provide a more efficient route, for example in matters of urgency it may not be possible to get the approval of the CG&R Committee without calling a special meeting which is not particularly practical.

4. URGENT BUSINESS COMMITTEE

PURPOSE OF COMMITTEE

Subject to relevant legislation, to deal with items of business of an urgent nature that cannot wait for the next meeting of Council or the appropriate committee or sub committee.

REMIT OF COMMITTEE

1. Subject to 1.5 below, to exercise all functions of the Council, or the committee or sub committee which would otherwise have dealt with the matter.

PROCESS

- 1.1 A meeting of the Committee will be called by the Chief Officer - Governance on the instruction of the Chief Executive where the Chief Executive and the Business Manager are satisfied that the relevant business is urgent.
- 1.2 The Chief Officer - Governance may subject to the Business Manager's approval add further matters to the agenda of a meeting already called only where the Chief Executive and the Business Manager are satisfied that the matters are urgent.
- 1.3 Before considering any item of business, the Committee will determine whether the item is urgent and requires to be considered, and if it does, the special circumstances will be specified in the minute.
- 1.4 If the Committee resolves not to consider the matter, the item of business will be placed on the agenda for the next scheduled meeting of the Council, Committee or Sub Committee as appropriate.
- 1.5 The Committee cannot consider, in terms of Standing Order 5.3, any business relating to the removal of a member from office.

Executive Lead: Chief Executive

5. STRATEGIC COMMISSIONING COMMITTEE

PURPOSE OF COMMITTEE

To approve all internal and external commissioning activity by the Council, in accordance with the commissioning cycle, with the exception of procurement relating to the Capital Programme.

REMIT OF COMMITTEE

1. Analysis

- 1.1 to receive a bi-annual Population Needs Assessment to understand the needs which public bodies must address;
- 1.2 to receive, as appropriate, an in-depth analysis of key groups, priorities and challenges across public services to identify and action potential efficiencies and improvements to help ensure that the needs of customers and citizens are met and commissioning intentions are delivered; and
- 1.3 to receive, as appropriate, sufficiency and market analyses to understand existing and potential provider strengths and weaknesses, and identify and take action in respect of any opportunities for improvement or change in providers.

2. Planning

- 2.1 to endorse the refresh of the Local Outcome Improvement Plan (LOIP) including recommending any changes which may be required;
- 2.2 to approve annual procurement workplans, reflecting the LOIP, the Population Needs Assessment, the Council's commissioning intentions, the Council's service standards, the views of customers and citizens, and the best evidence of effective interventions to ensure a preventative focus on demand reduction.

3. Doing

- 3.1 to approve all procurement activity by the Council, with the exception of procurement relating to the Capital Programme which will be approved by the City Growth and Resources Committee, including
 - 3.1.1 Procurement Business Cases submitted in accordance with Procurement Regulations;
 - 3.1.2 Grants and associated conditions;
 - 3.1.3 Contract management arrangements and Service Level Agreements; and
 - 3.1.4 The establishment of Arm's Length External Organisations (ALEOs) where it is determined that services should not be provided in-house.
- 3.2 when approving procurement activity, the Committee will:
 - 3.2.1 promote investment in the prevention, early intervention and reduction in the demand for services; consider the experience of customers and take such action to ensure that services to be commissioned are co-designed to meet customers' needs;

3.2.2 ensure that commissioned services are focused on delivering the Council's agreed commissioning intentions and contribution to the LOIP; and

3.2.3 identify potential efficiencies and improvements in quality, including across partner organisations and promote the strategic allocation of resources.

3.3 to decommission services, including ALEOs, that do not meet the Council's commissioning intentions and outcomes.

3.4 to take such action to ensure that appropriate supply management and capacity building (market facilitation) is in place to ensure a good mix of resilient service providers, that offer customers an element of choice in how their needs are met;

3.5 to approve the Strategy Framework to facilitate the delivery of agreed outcomes.

4. Reviewing

4.1 to approve amendments to the Council's Performance Management Framework (PMF);

4.2 to receive annual reports on the LOIP and Locality Partnership Plans;

4.3 to consider and monitor performance associated with the Council's agreed commissioning intentions and ultimate contribution to the LOIP outcomes;

4.4 to receive annual reports from each of the council's ALEOs to enable scrutiny of performance;

4.5 to receive an annual procurement performance report to enable scrutiny of performance; and

4.6 to receive reports on any change in legislative requirements, policy and population needs which may facilitate opportunities to work differently to improve outcomes or may require revisions to existing commissioning intentions and outcomes.

5. Service Delivery

5.1 The Committee will, for the Commercial and Procurement cluster:-

5.1.1 oversee, and make decisions relating to service delivery;

5.1.2 approve options to improve/transform service delivery;

5.1.3 scrutinise operational performance and service standards in line with the Performance Management Framework and consider recommendations for improvements where required;

5.1.4 receive the cluster risk registers relative to its remit and scrutinise to ensure assurance of the controls in place;

5.1.5 approve all policies and strategies relative to its remit; and

5.1.6 receive reports on inspections and peer reviews in order to ensure best practice and note any actions arising from those inspections and reviews.

Executive Lead: Director of Commissioning

6. CITY GROWTH AND RESOURCES COMMITTEE

PURPOSE OF COMMITTEE

To approve and monitor financial strategies, budgets and financial performance in light of available funding. The Committee will also consider:

- strategies to support the city's economic growth;
- additions to the Capital Programme; and
- recommendations regarding the Council's property and estates portfolio.

The Committee monitors the delivery of all services provided by the Resources Function and City Growth, Governance and Strategic Place Planning. It scrutinises performance and approves options to improve those services within set budgets to ensure best value and delivery of the Council's agreed outcomes.

REMIT OF COMMITTEE

1. Budgets

The Committee will:

- 1.1 approve recommendations regarding the Council's resources including finance, staffing structures and property; and monitor all Council budgets including all Useable Reserves, and in particular:
 - 1.1.1 scrutinise function budget monitoring reports and make decisions to ensure that Council spending is delivered on budget;
 - 1.1.2 hold budget holders to account for the proper control of the budget for which they are responsible;
 - 1.1.3 approve changes to the budget including vire between function budgets where this is in excess of the amount delegated to officers in the Financial Regulations and Powers Delegated to Officers;
 - 1.1.4 consider and approve Outline and Full Business Cases for projects added to the Capital Programme outwith the budget process;
 - 1.1.5 approve annual procurement workplans in respect of the Capital Programme;
 - 1.1.6 approve Procurement Business Cases in respect of projects added to the Capital Programme outwith the budget process, submitted in accordance with Procurement Regulations;
 - 1.1.7 approve the allocation of additional funding or removal of funding to existing projects, both capital and revenue;
 - 1.1.8 approve the addition of new projects to the Capital Programme outwith the budget process;
 - 1.1.9 approve use of the Council's Useable Reserves;

1.1.10 monitor the Code of Guidance on Funding External Bodies and Following the Public Pound and take such action as is required to ensure that the Council meets its duties;

1.1.11 receive Moody's formal credit rating reassessment; ~~and~~

~~1.1.12~~ approve financial guarantees, including requests received from relevant Admitted Bodies of the Pension Fund; ~~and-~~

~~1.1.12~~ ~~1.1.13~~ consider numbers and values of Council Tax, Non-Domestic Rates, Housing Benefit overpayments and Rent made unrecoverable, as required in terms of the Financial Regulations, and approve Non-Domestic Rates write offs.

Commented [MO4]: To explicitly cover this aspect which was the subject of a report to the committee in 2020.

2. Service Delivery

2.1 The Committee will, for the Resources Function and the City Growth, Governance and Strategic Place Planning Clusters:-

2.1.1 make decisions relating to service delivery;

2.1.2 approve options to improve/transform service delivery;

2.1.3 scrutinise operational performance and service standards in line with the Performance Management Framework and consider recommendations for improvements where required;

2.1.4 receive the cluster risk registers relative to its remit and scrutinise to ensure assurance that efficient controls are in place;

2.1.5 approve all policies and strategies relative to its remit; and

2.1.6 receive reports on inspections and peer reviews in order to ensure best practice and note any actions arising from those inspections and reviews.

2.2 In undertaking the aspects at 2.1, the Committee will ensure that it is acting within the budget set by Council and overseen by this Committee and in accordance with best value and supporting delivery of the Council's agreed outcomes, commissioning intentions, service specifications and service standards.

3. City Growth and Strategic Place Planning

The Committee will:

3.1 approve reports to support the annual re-assessment of the Council's credit rating;

3.2 approve the Council's actions for city growth and place planning except in relation to major infrastructural planning and the Local Development Plan; and

3.3 approve key actions required by the Council to facilitate the delivery of strategies (including partnership strategies) and the Inward Investment Plan to support city growth and place planning.

4. Property and Estates

The Committee will:

- 4.1 approve recommendations regarding the Council's assets, property and estates;
- 4.2 hear and determine requests for review under s86(10) of the Community Empowerment (Scotland) Act 2015 against the refusal by officers to approve community asset transfers;
- 4.3 approve the procedure for the Community Asset Transfer Sub Committee; and
- 4.4 approve the acquisition and disposal of land, and property.

Executive Lead: Chief Officer - Finance

7. BUSINESS RATES APPEALS SUB COMMITTEE

PURPOSE OF SUB COMMITTEE

To hear appeals against rating liability under s238 of the Local Government (Scotland) Act 1947.

REMIT OF SUB COMMITTEE

1. To determine all requests for appeal against the identification of an individual as being responsible for the payment of business rates.
2. The Sub Committee shall operate in terms of the agreed procedure, which shall comply with s238 of the Local Government (Scotland) Act 1947.
3. The Sub Committee shall comprise five elected members and the quorum shall be three.

Executive Lead: Chief Officer - Finance

8. COMMUNITY ASSET TRANSFER REVIEW SUB COMMITTEE

PURPOSE OF SUB COMMITTEE

To act as the review body in respect of decisions relating to Asset Transfer Requests, as defined in s86(10) of the Community Empowerment (Scotland) Act 2015, which states that a review must be carried out by Councillors.

REMIT OF SUB COMMITTEE

1. To determine all requests for a review of the decision taken by officers or the City Growth and Resources Committee in respect of Community Asset Transfers.
2. The Sub Committee shall operate in terms of the agreed procedure, which shall comply with the Asset Transfer Request (Review Procedure) (Scotland) Regulations 2016.
3. The Sub Committee shall comprise five elected members who have not participated in the original decision at City Growth and Resources Committee and the quorum shall be three.

Executive Lead: Chief Officer - Finance

9. CAPITAL PROGRAMME COMMITTEE

PURPOSE OF COMMITTEE

To monitor the development and delivery of the council's capital programme as well as monitoring the development of the Local development plan.

REMIT OF COMMITTEE

1. The Committee in relation to the capital programme will:-
 - 1.1 scrutinise the progress and delivery of capital projects against the approved business cases;
 - 1.2 review progress in the delivery of the benefits of the Capital Programme, including through the receipt and scrutiny of Post Project Evaluations (PPEs) and Post Occupancy Evaluations (POEs); and
 - 1.3 request a report to allow for the detailed consideration of any project which is of particular concern or interest.
2. The Committee will oversee and approve the preparation of the Local Development Plan, subject to final approval thereon being given by Council.

Executive Lead: Chief Officer – Capital

10. OPERATIONAL DELIVERY COMMITTEE

To monitor the delivery of all services provided by the Customer Services Function and the Operations Function (with the exception of educational services). It will also scrutinise performance and approve options within set budgets to ensure best value and delivery of the Council's agreed outcomes.

REMIT OF COMMITTEE

1. Service Delivery and Performance

- 1.1** The Committee will, in respect of the Customer Services Function and the Operations Function (with the exception of educational services):-
 - 1.1.1** oversee, and make decisions relating to, service delivery;
 - 1.1.2** approve options to improve/transform service delivery;
 - 1.1.3** scrutinise operational performance and service standards in line with the Performance Management Framework and consider recommendations for improvements where required;
 - 1.1.4** receive the cluster risk registers relative to its remit and scrutinise to ensure assurance of the controls in place;
 - 1.1.5** approve all policies and strategies relative to its remit; and
 - 1.1.6** receive reports on inspections and peer reviews in order to ensure best practice and note any actions arising from those inspections and reviews.
- 1.2** In undertaking the aspects at 1.1, the Committee will ensure that it is acting within the budget set by Council and is supporting the delivery of the Council's agreed outcomes, commissioning intentions and service standards.
- 1.3** The Committee may make recommendations to the appropriate committee(s) or sub committee(s) on areas affecting the Customer Services Function or the Operations Function (with the exception of educational services) where the authority to approve sits within the remit of another Committee or Sub Committee.

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

11. EDUCATION OPERATIONAL DELIVERY COMMITTEE

PURPOSE OF COMMITTEE

To advise on and discharge the Council's functions as education authority as set out in the Education (Scotland) Act 1980 and all other relevant legislation and regulations where not otherwise delegated.

The committee will also:

- monitor the delivery of educational services undertaken as education authority and provided by Integrated Children's and Family Services (with the exception of children's social work services which will be monitored by the Operational Delivery Committee);
- make recommendations in respect of school property matters to the City Growth and Resources Committee;
- scrutinise performance; and
- agree changes such as school zoning arrangements (within set budgets), or make recommendations to another committee, for improvements to functions related to education in order to ensure best value and delivery of the Council's agreed outcomes, commissioning intentions, service specifications and service standards.

REMIT OF COMMITTEE

1. Service Delivery and Performance

1.1 The Committee will, in respect of educational services (early years and schools) provided by Integrated Children's and Family Services and the management of the school estate undertaken by the Corporate Landlord:-

- 1.1.1** oversee, and make decisions relating to service delivery;
- 1.1.2** approve options to improve/transform service delivery relative to the functions of the Council as education authority under the Education (Scotland) Act 1980 and all other relevant legislation and regulations;
- 1.1.3** scrutinise operational performance and service standards in line with the Performance Management Frameworks and consider recommendations for improvements where required;
- 1.1.4** receive the cluster risk registers relative to its remit and scrutinise to ensure assurance of the controls in place;
- 1.1.5** approve all policies and strategies relative to its remit; and
- 1.1.6** receive reports on school inspections and peer reviews in order to ensure best practice and note any resultant improvement actions arising from those inspections and reviews.

1.2 In undertaking the aspects at 1.1, the Committee will ensure that it is acting within the budget set by Council and is supporting the delivery of the Council's agreed outcomes, commissioning intentions and service standards.

- 1.3 The Committee may make recommendations to the appropriate committee(s) or sub committees on areas affecting educational services where the authority to approve sits within the remit of another committee or sub committee.

EXTERNAL MEMBERSHIP

The Committee's membership will include seven persons with voting rights who are not members of the Council. The seven external members will be appointed by the Council at its statutory meeting (or other meeting as appropriate) as follows:-

1. three persons representing religious bodies in accordance with the requirements of s124 (4) of the Local Government (Scotland) Act 1973; and
2. in accordance with the discretion conferred by s124 (3) of the Local Government (Scotland) Act 1973:
 - 2.1 two teachers employed in educational establishments managed by the Council nominated by the Teachers' Consultative Forum, comprising one representative from primary, including nursery, and one representative from secondary; and
 - 2.2 two parent representatives, selected by the Aberdeen City Parent Council Forum from within its own membership, comprising one representative from primary, including nursery, and one representative from secondary.

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

12. AUDIT, RISK AND SCRUTINY COMMITTEE

PURPOSE OF COMMITTEE

To ensure that the Council has robust arrangements for:

- Good governance including information governance, surveillance, fraud, bribery and corruption;
- Maintaining an effective control environment through an effective approach to risk management; and
- Reporting on financial and performance reporting.

The Committee will also monitor the effectiveness of the Internal Audit function and the Council's implementation of its recommendations, as well as the implementation of the recommendations of its external auditors.

REMIT OF COMMITTEE

1. Risk Management

The Committee will ensure the effectiveness of the Council's risk management system and will:

- 1.1 receive an annual review of the system of risk management, **including business continuity planning,** and an annual report on the corporate risk register and related action plans;
- 1.2 monitor the implementation of the Council's ALEO Assurance Framework by receiving reports from the ALEO Assurance Hub on the monitoring and mitigation of risks to the Council associated with its ALEOs;
- 1.3 receive an annual report in respect of the Council's information governance;
- 1.4 approve all relevant policies.

Commented [M05]: Transferred from the Public Protection Committee Terms of Reference in recognition that business continuity plans are key sets of controls within the Council's Risk Management Framework – they do not relate solely to civil contingency events. This change would reflect previous practice.

Business Continuity Plans will still be a feature of the annual resilience report to Public Protection Committee so far as they relate to civil contingencies.

2. Internal Audit

The Committee will:

- 2.1 approve the Internal Audit Annual Plan;
- 2.2 consider reports prepared by Internal Audit (with the exception of reports related to Pensions);
- 2.3 monitor compliance with Internal Audit recommendations (with the exception of reports related to Pensions);
- 2.4 monitor the performance of Internal Audit.

3. External Audit

The Committee will:

- 3.1 consider reports prepared by the Council's External Auditor;
- 3.2 monitor the Council's relationship with the External Auditor;
- 3.3 receive reports from the Local Area Network; and

3.4 monitor compliance with External Audit recommendations.

4. Governance, Accounts and Finance

The Committee will:

- 4.1 approve the Council's Annual Report and Annual Accounts;
- 4.2 approve the annual governance statement;
- 4.3 approve and monitor the Council's Code of Corporate Governance and approve such action as appropriate; and
- 4.4 monitor the integrity of financial reporting, and governance processes and internal control functions and approve such action as appropriate.

5. Legal obligations

The Committee will:

- 5.1 consider reports in respect of the whistle blowing policy; and
- 5.2 monitor the Council's compliance with its statutory obligations relating to surveillance, information governance, bribery, corruption and fraud, including the approval of all relevant policies.

6. Scrutiny

The Committee will:

- 6.1 once a matter, process or practice has been the subject of a report to Council or committee (including internal and external audits) and the consideration of the matter concluded by Council or said committee action (with the exception of quasi judicial matters and the Appeals, Business Rates Appeals and Community Asset Transfer Review Sub Committees), the committee, to ensure good practice, can determine that further consideration is required. It will not prevent, or alter, any decision being taken and will only review the effectiveness of decision making, or monitoring and may make recommendations to the relevant committee or Council;
- 6.2 on occasion, where appropriate and as it sees fit, seek information from partner organisations, contractors or other stakeholders such as Community Councils or groups of interest on any particular issue;
- 6.3 request, where appropriate and in terms of any contract or agreement, representatives of external organisations to attend and contribute to meetings; and
- 6.4 receive reports from regulatory bodies and those providing external assurance such as the Scottish Public Services Ombudsman and Inspector of Crematoria, ensure that the Council responds appropriately and monitor compliance with recommendations.

Executive Lead: Chief Officer – Governance

13. STAFF GOVERNANCE COMMITTEE

PURPOSE OF COMMITTEE

To act as a consultative forum for discussion between management, elected members and trade unions, on matters relating to staff in the pursuit of a workplace culture that reflect the requirements of a 21st Century public sector organisation.

Through partnership working the committee will support the Council becoming an employer of choice by promoting positive values, behaviours, training and recruitment and ways of working.

The Committee also acts as safety committee within s2(7) of the Health and Safety at Work etc Act 1974 and keeps under review measures taken to ensure the health and safety at work of employees. The committee provides a channel of communication, co-operation and involvement between the Council and trade union representatives on all relevant health and safety matters.

REMIT OF COMMITTEE

1. Partnership approach arrangements

The Committee will:

- 1.1 seek to maintain good relationships and model a partnership approach between the Council and trade unions;
- 1.2 provide a decision making forum, for the resolution of staffing matters that cannot be resolved through normal processes including but not restricted to conditions of service (except teachers¹); and
- 1.3 consider reports by the Chief Officer – People and Organisational Development on matters following a request by a trade union advisor provided always that the Chief Officer – People and Organisational Development is satisfied that the matter is appropriate and relevant to the remit of the Committee and that it raises no question of individual employee issues.

2. Strategic Workforce Plans and Policies

The Committee will:

- 2.1 approve the Framework Agreement for Industrial Relations (the FAIR agreement);
- 2.2 approve strategic workforce plans which reflect the requirements of a 21st Century Council in terms of staff, skills and attributes;
- 2.3 approve framework documentation in relation to workforce culture;
- 2.4 approve strategic training and development plans for the whole organisation;
- 2.5 approve all staff policies, these being policies where the predominant factor affects the expected behaviour and actions of staff;
- 2.6 monitor equality in employment and ensure that the Council, as an employer, complies with its statutory equal pay and other equality responsibilities; and

¹ Teacher conditions of service are not agreed locally – they are agreed at national level, and therefore the Staff Governance Committee would have no locus to make any decisions on teaching terms and conditions.

2.7 receive people performance data to enable the monitoring of the wellbeing of our staff including but not limited to absence data.

3. Health, Safety & Wellbeing of Staff

The Committee will:

- 3.1 approve health, safety and wellbeing policies
- 3.2 approve the Corporate Health and Safety Annual Audit Plan
- 3.3 monitor performance and compliance across all functions of the Council in respect of
 - i. Health and safety legislation
 - ii. Health, safety and wellbeing policies
 - iii. Health and safety recommendations, including those from external inspection bodies

4. Employment Appeals and Disputes

The Committee will:

- 4.1 approve the procedure for the Appeals Sub Committee.

MEMBERSHIP

Elected members

Local trades union representatives as advisers – two named advisers from each of the following trades unions:

- Unison
- Unite
- GMB
- Educational Institute of Scotland (EIS)
- Scottish Secondary Teachers' Association (SSTA); and
- VOICE

Executive Lead: Chief Officer – People and Organisational Development

14. APPEALS SUB COMMITTEE

PURPOSE OF THE SUB COMMITTEE

To determine all delegated staff employment issues raised in accordance with Council policy where provision exists for an appeal to this Sub Committee.

REMIT OF THE SUB COMMITTEE

1. The Sub Committee will:
 - 1.1 determine appeals raised in accordance with Council policy where a right to appeal exists against dismissal or final written warning arising from hearings where the right of appeal exists; and
 - 1.2 determine disputes notified by Trades Unions in accordance with the Council's disputes resolution procedures.
3. The Sub Committee will operate in terms of the agreed procedure.
4. The Sub Committee will comprise five elected members drawn from the pool of membership of the Staff Governance Committee and the quorum will be three.

Executive Lead: Chief Officer – People and Organisational Development

15. PUBLIC PROTECTION COMMITTEE

PURPOSE OF COMMITTEE

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

- Child Protection;
- Adult Protection;
- Consumer Protection and Environmental Health;
- Civil Contingency responsibilities for local resilience and prevention; and
- Building control.

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

REMIT OF COMMITTEE

1. Child and Adult Protection

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

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

The Committee will also:

- 1.4 receive assurance on the outcome of Council's duty to deliver an effective justice service as determined by statutory inspections;
- 1.5 receive assurance on the Council's compliance with statutory duties in respect of child poverty; and
- 1.6 consider the Chief Social Work Officer's Annual Report

2. Local Resilience

The Committee will:

- 2.1 monitor compliance with the Council's duties relating to resilience and local emergencies; this includes reviewing staffing arrangements and systems for incident management;

2.2 monitor compliance with the Council's duties relating to the provision of a city mortuary, and its adequacy for supporting the needs of mass fatalities;

~~2.3 receive assurance that services are maintaining and reviewing Business Continuity Plans in accordance with the priorities allocated to them;~~

~~2.4.2.3~~ receive relevant local, regional and national lessons learnt reports and recommendations in respect of emergency planning matters and monitor their implementation; and

2.4 monitor the Council's response to the National CONTEST strategy and associated plans relating to Counter Terrorism.

3. Protective Services

The Committee will:

- 3.1 receive assurance in respect of the Council's performance in relation to Trading Standards, Environmental Health (including the Public Mortuary) and Scientific Services;
- 3.2 receive external inspection and audit reports relating to the above services listed at 3.1; and
- 3.3 receive a summary of findings from statutory sampling and analysis work carried out by or on behalf of the Environmental Health and Trading Standards services to ensure compliance with required standards.

4. Building Control

The Committee will consider reports on:

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

5. Police and Fire and Rescue Service

In respect of the Council's responsibilities under the Fire (Scotland) Act 2005 and the Police and Fire Reform (Scotland) Act 2012 in relation to the Scottish Police Authority, the Police Service of Scotland and the Scottish Fire and Rescue Service, the Committee will:

- 5.1 contribute to and comment on the Strategic Police Plan and the Scottish Fire and Rescue Service Strategic Plan when consulted by the relevant national authority;
- 5.2 respond to consultation by the Chief Constable on the designation of a local commander and by the Scottish Fire and Rescue Service on the designation of a local senior officer;
- 5.3 be involved in the setting of priorities and objectives both for the policing of Aberdeen and for the Scottish Fire and Rescue Service in the undertaking of its functions in Aberdeen;
- 5.4 specify policing measures the Council wishes the local commander to include in a Local Police Plan;

Commented [MO6]: Transfer reference of business continuity plans specifically to the Audit, Risk and Scrutiny Committee Terms of Reference in recognition that the system of business continuity plans are key controls to the Council's Risk Management Framework which is reported annually to the Audit, Risk and Scrutiny Committee. This change would better reflect previous practice.

Business Continuity Plans will still be a feature of the annual resilience report to the Public Protection Committee so far as they relate to civil contingencies planning.

- 5.5 approve a Local Police Plan submitted by the local commander and approve a Local Fire and Rescue Plan (including a revised plan) submitted by the Scottish Fire and Rescue Service;
- 5.6 receive reports on service provision and delivery in Aberdeen and provide feedback to the local commander and the local senior officer;
- 5.7 consider reports, statistical information and other information about the policing of Aberdeen and the undertaking of the Fire and Rescue function in Aberdeen provided in response to the Council's reasonable requests;
- 5.8 agree, with the local commander, modifications to an approved Local Police Plan at any time; and
- 5.9 liaise with the local commander and local senior officer with regard to the undertaking by them of the community planning duties of the Chief Constable and the Scottish Fire and Rescue Service.

Executive Lead: Chief Officer – Governance

16. PLANNING DEVELOPMENT MANAGEMENT COMMITTEE

PURPOSE OF COMMITTEE

To ensure the effective undertaking of the Development Management and Building Standards duties of the Council.

REMIT OF COMMITTEE

The Committee will:

1. determine all applications for consent or permission except those local applications which fall to be determined by an appointed officer under the adopted Scheme of Delegation or for which a Pre Determination Hearing has been held;
2. visit application sites where agreed;
3. make Orders and issue Notices;
4. approve development briefs and masterplans;
5. adopt non-statutory planning management guidance;
6. conduct pre-determination hearings in pursuance of the provisions contained within s38A of the Town and Country Planning (Scotland) Act 1997; and
7. determine an application for planning permission for a development where a pre determination hearing is held in terms of s38A of the Town and Country Planning (Scotland) Act 1997.

Executive Lead: Chief Officer – Strategic Place Planning

17. LICENSING COMMITTEE

PURPOSE OF COMMITTEE

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

Mandatory Licences	
<ul style="list-style-type: none"> Metal Dealer Licences 	<ul style="list-style-type: none"> Houses in Multiple Occupation Licences
<ul style="list-style-type: none"> Indoor Sports Entertainment Licences 	<ul style="list-style-type: none"> Knife Dealer Licences
<ul style="list-style-type: none"> Skin Piercing and Tattoo Licences 	<ul style="list-style-type: none"> Taxi Booking Office Licences
Discretionary Licences	
<ul style="list-style-type: none"> Taxi and Private Hire Car Licences 	<ul style="list-style-type: none"> Public Entertainment Licences
<ul style="list-style-type: none"> Taxi and Private Hire Car Driver Licences 	<ul style="list-style-type: none"> Late Hours Catering Licences
<ul style="list-style-type: none"> Second Hand Dealer Licences 	<ul style="list-style-type: none"> Window Cleaner Licences
<ul style="list-style-type: none"> Boat Hire Licences 	<ul style="list-style-type: none"> Sex Shop Licences
<ul style="list-style-type: none"> Street Trader Licences 	<ul style="list-style-type: none"> Permission to organisations for public charitable collections and public processions
<ul style="list-style-type: none"> Market Operator Licences 	
Miscellaneous Licences under other Legislation	
<ul style="list-style-type: none"> Houses in Multiple Occupation - Housing (Scotland) Act 2006 	
<ul style="list-style-type: none"> Registration of Private Landlords - Antisocial Behaviour etc. (Scotland) Act 2004 	
<ul style="list-style-type: none"> Theatre Licence – Theatres Act 1968 	
<ul style="list-style-type: none"> Cinema Licence - Cinemas Act 1985 	
<ul style="list-style-type: none"> Safety in Sports Grounds - Safety in Sports Grounds Act 1975 	

REMIT OF COMMITTEE

The Committee will:

- determine applications for the grant, renewal, revocation, variation or suspension of any licence as appropriate;
- determine applications and reviews for Houses in Multiple Occupation under the Housing (Scotland) Act 2006 (the responsibility for all other matters relating to the licensing of Houses in Multiple Occupation resting with the Operational Delivery Committee);

3. determine all other matters relating to licensing including the setting of taxi fares and the designation of taxi stances;
4. approve and monitor the Council's functions under the Safety of Sports Grounds Act 1975;
5. determine landlord registration applications under the Antisocial Behaviour Etc (Scotland) Act 2004;
6. determine film classifications under the Cinemas Act 1985;
7. determine theatre licences under the Theatres Act 1968; and
8. determine which of the optional licences they will invoke and which categories of activity within those licence categories shall be licenced under the Civic Government (Scotland) Act 1982.

18. LICENSING SUB COMMITTEE

PURPOSE OF THE SUB COMMITTEE

To act as the Licensing Committee in respect of applications referred by the Licensing Committee, or where there are items of urgent business to be determined.

REMIT OF THE SUB COMMITTEE

The Sub Committee will:

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

Members of the Sub Committee will be members of the Licensing Committee and the quorum will be 3 members.

Executive Lead: Chief Officer – Governance

19. PENSIONS COMMITTEE

PURPOSE OF COMMITTEE

To discharge all functions and responsibilities in respect of the Council's role as administering authority for the North East Scotland Pension Funds (NESPF). This includes managing the investment of the NESPF in accordance with the Local Government Pension Scheme (Management and Investment of Funds) (Scotland) Regulations 2010 and other relevant legislation.

The Committee will work alongside the Fund's Local Pension Board to consider any pension compliance matters raised.

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

REMIT OF COMMITTEE

1. Finance and Risk Management

The Committee will:

- 1.1 approve the Funding Strategy Statement, produced in light of the Fund's assets and liabilities, and appoint or remove Fund Managers or new financial vehicles in furtherance of the strategy;
- 1.2 approve the budget and expenditure in connection with the administration of the Fund;
- 1.3 ensure that an effective system of internal financial control is maintained through scrutinising financial information presented to Committee;
- 1.4 ensure effective risk management of the Fund through monitoring of adherence to the Fund Risk Management Policy and regular scrutiny of the Fund risk register; and
- 1.5 determine applications for Admitted Body Status.

2. Internal and External Audit

The Committee will:

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

3. Annual Report and Accounts

The Committee will:

- 3.1 approve the Annual Report and Accounts, including the Annual Governance Statement.

4. Legal Obligations

The Committee will ensure:

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

5. Scrutiny

The Committee will:

- 5.1 monitor and approve the administration of the Local Government Pension Scheme (LGPS) in accordance with the LGPS (Scotland) Regulations 2018 and other relevant legislation; and
- 5.21 scrutinise the performance of Fund Managers, including in relation to environmental, social and governance (ESG) and voting matters, through regular performance reports to Committee.

Executive Lead: Chief Officer – Finance

20. GUILDRY AND MORTIFICATION FUNDS COMMITTEE

PURPOSE OF COMMITTEE

To consider applications for payments from certain charitable funds held by the Council which fall into two categories, the Guildry Funds and the Mortification Funds.

REMIT OF COMMITTEE

The Committee will:

- 1.1 consider applications for payments and make recommendations on the appropriate level of allowance to be made.
- 1.2 receive reports from the Lord Dean of Guild in respect of Burgess activity and business.

Executive Lead: Chief Officer – Finance

21. ABERDEEN CITY REGION DEAL JOINT COMMITTEE

The Aberdeen City Region Deal Joint Committee is a Joint Committee established by Aberdeen City Council and Aberdeenshire Council (the “Constituent Authorities”) under s56 and s57 of the Local Government (Scotland) Act 1973.

The creation of the Joint Committee represents the joint commitment of the Constituent Authorities and Opportunity North East (“ONE”) to support and oversee the implementation of the Aberdeen City Region Deal.

In particular it shall have the power to:

1. Approve Business Cases for City Region Deal projects and any other related documentation with the exception of those where approval is reserved to either or both of the Constituent Authorities.
2. Make recommendations to the Constituent Authorities and ONE in respect of projects within the City Region Deal Strategic and Policy plans.
3. Monitor the effectiveness of the implementation and the delivery of the City Region Deal and to report to the Constituent Authorities on progress.
4. Receive updates from the United Kingdom and Scottish Governments in connection with any aspect of the City Region Deal, projects relating to the Memorandum of Understanding signed by the United Kingdom and Scottish Governments and the Constituent Authorities or additional United Kingdom and Scottish Government investment and any related projects.
5. Approve (i) the overall programme funding for the City Region Deal; and (ii) the detailed breakdown and use of the Constituent Authorities’ financial contributions to the City Region Deal in relation to such overall programme funding for the City Region Deal where this relates to programme funding already committed and approved by the relevant Constituent Authority.
6. Approve operational expenditure within agreed Aberdeen City Region Deal Joint Committee budgets allocated by the Constituent Authorities and/or ONE in order to further the aims of the City Region Deal.
7. Provide feedback to the United Kingdom Government and Scottish Government on the implementation of the City Region Deal and any strategic, economic or infrastructure activities associated with the City Region Deal.
8. Appoint three representatives and three named substitutes of ONE to the membership of the Joint Committee.

These terms of reference will be kept under review by the Constituent Authorities, ONE and the Joint Committee throughout the implementation of the City Region Deal to ensure sufficient accountability of public funds provided through City Region Deal funding.

Executive Lead for the Council: Chief Officer – City Growth

22. NORTHERN ROADS COLLABORATION JOINT COMMITTEE

The Northern Roads Collaboration Joint Committee is a Joint Committee established by Aberdeen City Council, Aberdeenshire Council, Angus Council, Argyll and Bute Council, Comhairle nan Eilean Siar, The Highland Council, The Moray Council and The Orkney Islands Council (the “Constituent Authorities”) under s56 and s57 of the Local Government (Scotland) Act 1973.

The Joint Committee undertakes to appoint two named representatives from each Constituent Authority to its membership.

The creation of the Joint Committee represents the joint commitment of the Constituent Authorities to work collaboratively for the joint discharge of road and road-related functions, including ports and harbours (the “Roads Collaboration”).

In particular it shall have the following powers:

1. To identify suitable projects and initiatives for Roads Collaboration and to make recommendations to Constituent Authorities.
2. To make recommendations to Constituent Authorities in respect of resource contribution, funding arrangements and budget setting for projects and initiatives for Roads Collaboration.
3. To manage resources and approve operational expenditure within agreed Joint Committee budgets for Roads Collaboration.
4. To monitor the effectiveness of the Roads Collaboration and to identify potential improvements and efficiencies.
5. To approve an annual performance report and financial statement for the reporting year on Roads Collaboration.
6. To approve and amend Standing Orders for the Joint Committee and any of its SubCommittees.
7. To appoint the Chair and Vice Chair of the Joint Committee and any of its Sub-Committees.
8. To make arrangements for the provision of business support services for the Joint Committee and any of its Sub-Committees.

Executive Lead for the Council: Chief Officer - Operations



Appendix C

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Powers Delegated To Officers

Approved by Council ~~32~~ March 2021~~0~~ |



POWERS DELEGATED TO OFFICERS DEFINITIONS, PRINCIPLES AND INTERPRETATION

DEFINITIONS

The Council means Aberdeen City Council.

ACC Procurement Regulations means the Aberdeen City Council Procurement Regulations ~~2018~~.

ACC Financial Regulations means Aberdeen City Council's Financial Regulations.

Chief Officers means:-

- (i) the Chief Executive and Directors of the Council;
- (ii) Council officers whose job titles include the term "Chief Officer";
- (iii) the Council's Head of Commercial and Procurement ~~Services~~;
- (iv) the Chief Officer of the Aberdeen City Health and Social Care Partnership; and
- (v) the Chief Finance Officer of the Aberdeen City Health and Social Care Partnership.

Scheme of Governance means the Council's Scheme of Governance, comprising the Committee Terms of Reference; Powers Delegated to Officers; Standing Orders for Council, Committee and Sub Committee Meetings; ACC Financial Regulations; ACC Procurement Regulations; and Member Officer Relations Protocol.

PRINCIPLES

1. This Powers Delegated to Officers document applies from 1 April 2021~~9~~ and sets out the powers delegated by the Council to officers, pursuant to the Local Government (Scotland) Act 1973. This Powers Delegated to Officers document is intended to facilitate the efficient conduct of Council business by clearly setting out the nature and extent of the powers delegated to officers by the Council.
2. The powers delegated to officers in terms of this Powers Delegated to Officers document are subject to change by decision of the Council in accordance with the Scheme of Governance.
3. The Local Government (Scotland) Act 1973 requires the Council to maintain a list specifying those powers which are exercisable by officers and stating the titles of those officers. This Powers Delegated to Officers document is produced in compliance with that duty.
4. Any delegation made to an officer under this Powers Delegated to Officers document shall not prevent the Council or relevant Committee or Sub Committee from exercising the power so delegated provided that the matter in question has not already been determined.
5. This Powers Delegated to Officers document does not permit delegation to an officer of a power which is reserved to the Council or one of its Committees or Sub-Committees.
6. The Council shall exercise all its powers and duties in accordance with the law and the Council's constitutional documents. In particular, the exercise of any power contained within this Powers Delegated to Officers document shall be in accordance with the provisions of the Scheme of Governance and shall be subject to there being sufficient funding available to cover the costs of exercising that power. In exercising such a power, the relevant officers shall have due regard to relevant Council policy.

In exercising such a power, the relevant officers should be mindful of the potential for political sensitivity or controversy and, where appropriate, should consider consulting with elected members

or referring the matter to Council or one of its Committees or Sub Committees. Some of the powers contained herein expressly require consultation with elected members.

7. Except where prohibited by law, Chief Officers may sub-delegate any of their delegated powers to their deputies or such other officer(s) as they may consider appropriate. Any such subdelegations shall be made in writing or confirmed in writing as soon as reasonably practicable. Chief Officers will remain accountable for decisions taken by their sub-delegates. Section 50G of the Local Government (Scotland) Act 1973, regarding maintenance of a list of powers exercisable by officers, shall be complied with.
8. An interim Chief Officer, or an individual formally acting up as a Chief Officer, shall be treated as a Chief Officer for the purposes of this Powers Delegated to Officers document.
9. In the event that a Chief Officer is unavailable, his/her deputy, the Chief Executive (including his/her nominee) or the relevant Director of the Council will have delegated authority to take urgent decisions in the absence of the Chief Officer in question.
- 9.10. The Council's Risk Appetite Statement, which sets out how the Council balances the risks and opportunities in pursuit of delivering the outcomes set out within the Local Outcome Improvement Plan (LOIP) and associated strategies, should provide guidance to officers when making decisions under this Powers Delegated to Officers document.

INTERPRETATION

1. References to any legislation, circulars, directions, plans, policies, procedures, regulations and guidance include reference to those things as re-named, amended, replaced or superseded and are to be taken as referring to the nearest equivalent as may exist from time to time. References to any legislation include all subordinate legislation made under that legislation from time to time.
2. References to any committees, departments, services and officer titles include reference to those things as re-named, amended, replaced or superseded and are to be taken as referring to the nearest equivalent as may exist from time to time.
3. All references to the doing of any thing or the taking of any action, step or measure, except where the context otherwise requires, include reference to the instructing of or arranging for same.
4. All references to the signing, serving, giving or issuing of any notice or other document include reference to any and all of those actions (and instructing or arranging for such serving, giving or issuing).
5. References to "officers", "staff" and "employees" mean those of the Council, except where the context otherwise requires.
6. References to "including" (and "include" and any variation thereof) mean including without limiting the generality of any description preceding such term.
7. In the event of any conflict or inconsistency between this Powers Delegated to Officers document and any legislation or rule of law, that legislation or rule of law shall prevail. In the event of any incorrect citation of, or reference to, legislation in this Powers Delegated to Officers document, the relevant provision(s) of this Powers Delegated to Officers document shall be read as referring to the correct legislation.

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Commented [MO1]: The formatting of the contents page has been compromised due to converting the PDF to a word document for editing purposes. This will be not be an issue when the updated version is approved and converted into the corporate style for wider use and publication. Any other minor formatting issues in the document (e.g. alignment of text etc) can also be attributed to this.

Chief Officer - Early Intervention And Community Empowerment

4. **Director Of Commissioning**

Chief City Officer — City Growth Head Of Commercial And Procurement Services Chief Officer - Governance Chief Officer - Strategic Place Planning |

5.

1. GENERAL DELEGATIONS TO CHIEF OFFICERS

The following General Delegations may be exercised by any Chief Officer - but **only in relation to a function or matter which falls within their remit or area of responsibility**. This is subject to any express restriction of the exercise of the power to certain Chief Officers only.

1. To exercise any powers conferred on Council officers by any Management Rules or Byelaws made under the Civic Government (Scotland) Act 1982 or Local Government (Scotland) Act 1973 respectively.
2. To authorise officers within their function or service to exercise all or any of the statutory powers which have been allocated by the Council to their function or service, with any such authorisations being documented.
3. To sign, give, issue and serve:
 - a. statutory notices, statutory orders and other statutory documents, and
 - b. other notices, orders and documents of a legal nature (except deeds and contracts), and to exercise any powers pursuant to any such notices, orders and documents.
4. To offer services of staff to other local authorities, ~~or public~~ bodies or statutory bodies

in emergencies where the protection of the public is at risk or where such services are otherwise deemed by the relevant Chief Officer to be essential in the circumstances, ~~or~~

~~a. subject to the ACC Procurement Regulations, where the Chief Officer identifies an opportunity for income generation for the Council.~~

~~5. To provide consultancy services to other persons or organisations and make charges for same, subject always to the provisions of the ACC Procurement Regulations and ACC Financial Regulations.~~

~~6.5.~~ To make visits and attend events, meetings, conferences, courses and seminars (and to authorise members of staff to so visit and attend) within the United Kingdom, where s/he considers this to be in the interests of the Council and sufficient budgetary provision exists to cover the cost.

~~7.6.~~ To authorise settlement or repudiation of any claim made against the Council (whether by litigation or otherwise), following consultation with the Chief Officer - Governance, and provided that sufficient budgetary provision exists to cover any payment to be made in settlement.

~~8.7.~~ To instruct the raising by the Council of any court or tribunal proceedings, or the taking by the Council of any other legal action, and to instruct the enforcement of any orders or decrees obtained thereby.

~~9.8.~~ To instruct the defence by the Council of any court or tribunal proceedings, or other legal action, raised or taken against the Council.

~~10.9.~~ To approve expenditure under the Council's Relocation Policy provided that sufficient budgetary provision exists to cover such expenditure.

~~11.10.~~ To accept gifts on behalf of the Council and to record such gifts in accordance with the Council's policy on gifts and hospitality.

~~12.11.~~ To incur expenditure not exceeding £500 on any one occasion on the provision of appropriate hospitality to members and officers of national government, local authorities or public authorities visiting the city, or to consultants or others assisting or co-operating with officers of the Council in

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Commented [KM2]: This currently conflicts with the Procurement regulations. Procurement Regs say only Head of C&P has the authority to approve following consultation with the convener of CG&R or SCC (procurement reg 8.5.1) It doesn't need to be added to Head of C&P delegations in this document, as general DPO 14 gives the delegation.

Commented [KM3]: Same rationale as deletion of 4(b)

carrying out any of the Council's functions provided that the expenditure can be met from existing budgets.

13.12. To exercise all powers delegated to him/her as a Chief Officer in terms of the ACC Procurement Regulations.

14.13. To exercise all powers delegated to him/her as a Chief Officer in terms of the Inter-Authority Agreement 3 relating to the NESS Energy Project.

15.14. To approve changes in hours for existing posts, provided that sufficient budgetary provision exists.

16.15. To approve termination of service on medical or capability grounds where such a course of action is supported by a recommendation by the Council's occupational health provider; and to approve termination of service on grounds of trust or confidence or on any other lawful grounds.

17.16. To take all decisions regarding employment, retirement, dismissal and training of staff in terms of the Council's Conditions of Service and the Council's employment policies.

18.17. To make changes to job titles where there are no changes to the post.

19.18. To submit requests to the Chief Officer – People and Organisational Development in line with agreed processes in respect of staff resources including proposed restructuring, establishing/ disestablishing posts, converting or making changes to posts changing grades, temporary or one-off amendments to pay, following consultation with the Chief Officer - Finance and with the relevant trades unions, in line with our FAIR agreement.

20.19. To make appointments to all posts below the level of Chief Officer and to any Chief Officer posts which are below second tier level.

21.20. To agree to acquire second hand goods up to a value of £50,000 without a competitive quotation being obtained, provided that he/she obtains in writing (including e-mail) the prior agreement of the Head of Commercial and Procurement Services before effecting the purchase and that the ACC Procurement Regulations are otherwise complied with.

22.21. To create and amend procedures, protocols and guidance.

23.22. To implement Council decisions and policies.

24.23. To authorise, following consultation with the **Head of Commercial and Procurement Chief Officer – Governance**, the entering into, variation, extension or termination of any:

- a. non-disclosure agreements in relation to commercial matters; **or**
- b. confidentiality agreements in relation to commercial matters; **or**

24. **To authorise, following consultation with the Chief Officer – Governance:**

- **(a) the entering into, variation, extension or termination of any contract, agreement, protocol, memorandum of understanding or other document relating wholly or mainly to the sharing or processing of information; and**

- **(b) the entering into of any variation to any contract, agreement, protocol, memorandum of understanding or other document where that variation relates wholly or mainly to the sharing or processing of information-**

26.25. To approve applications for grant funding. Thereafter, following consultation with the Convener of the City Growth and Resources Committee, to authorise the acceptance of the grant

Commented [S14]: The old GD24 is basically being split up to clarify that Head of C&P deals with commercial matters and CO-Governance deals with other data sharing matters. The data sharing power now explicitly covers where the variation does wholly or mainly relate to info-sharing but the agreement being varied does not.

Commented [KM5]: The Commercial legal team review or draft these. The Commercial legal team fall under Head of Commercial and Procurement.

Commented [MO6]: This is not a new delegated power, simply an amendment to take account of those aspects relating to procurement being set out separately as above.

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funding provided that the terms and conditions of such funding have been approved by the Chief Officer

- Finance and the Head of Commercial and Procurement. Expenditure of such grant funding may then be approved by the relevant Chief Officer provided that sufficient budgetary provision exists to meet any match funding obligations. Any expenditure is subject to ~~any such the~~ terms and conditions and in compliance with the ACC Procurement Regulations and Financial Regulations in all respects other than approval of expenditure.

27-26. To approve the making of:

- a. grants (each with a maximum value of £15,000) to organisations; and
- b. grants, awards or prizes (each with a maximum value of £2,500) to individuals,

following consultation with the Chief Officer - Finance, and provided that sufficient budgetary provision exists and the grant, award or prize is made subject to terms and conditions approved by the Head of Commercial and Procurement.

28-27. To approve the terms and conditions for grants approved as part of the budget process, following consultation with the Head of Commercial and Procurement.

29-28. To approve purchase orders and authorise payments; and to approve officer signatory lists and officer authorisation levels in relation to the raising and approval of purchase orders and the authorisation of payments.

30-29. Following consultation with the Chief Officer - Governance or the Head of Commercial and Procurement ~~Services~~ as appropriate, to approve the entering into of any contractual, legal or other documentation which may be necessary or expedient in connection with the proper exercise of any power, or the proper taking of any decision, by the Chief Officer in question which has been hereby delegated, and in compliance with the ACC Procurement Regulations.

31-30. To purchase equipment, goods and services where the expenditure has been approved by the Council, in compliance with the ACC Procurement Regulations and ACC Financial Regulations.

32-31. To approve responses to requests for information made under the Freedom of Information (Scotland) Act 2002 and the Environmental Information (Scotland) Regulations 2004 and to take any other action in connection with such requests; and to authorise other officers to approve such responses or take such action.

33-32. To approve responses to complaints made to the Council and to take any other reasonable and proportionate action in relation to such complaints and to authorise other officers to approve such responses or take such action, all in terms of the Complaints Handling Procedure.

34-33. To take action under the Council's Unacceptable Actions Policy and authorise other officers to take such action.

35-34. To appoint persons (i) as interim Chief Officers; or (ii) to act up as Chief Officers.

36-35. To produce, publish and issue reports required or requested of the Council by legislation, the UK or Scottish governments, regulatory bodies or other external bodies and notify the relevant Convener.

37-36. Following consultation with the Chief Officer - Governance, and notification or consultation with Trade Unions in accordance with the Trade Union Consultation protocol where appropriate, to make:

Commented [KM7]: This is a technical point to remove conflict between this PDO and the Procurement regulation which may require expenditure to be approved by committee or Director of Resources depending on the nature and level of the expenditure. We have given this PDO precedence as the deadlines for grant expenditure mean that once the grant has been accepted, the service cannot afford the delay in waiting for committee approval to start procurements. However, you will also note that we have added that this is subject to them having budget for any match funding – if they do not, there is no delegation of authority as they must have budget first.

- amendments to Council policy in order to reflect the law, Council or committee decisions, government guidance, regulators' guidance and other Council policies; and
- minor or inconsequential amendments to Council policies including, but not limited to, the correction of obvious, technical or clerical errors and taking account of changes to any names or titles.

38.37. When acting as Duty Emergency Response Coordinator (DERC):

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:
 - a. maintain statutory services at an appropriate level;
 - b. support the emergency services and other organisations involved in the immediate response;
 - c. provide support services for the community and others affected by the incident;
 - d. enable the community to recover and return to normality as quickly as possible; and/or
 - e. 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, ~~and~~

- ~~to implement, or arrange for the implementation of, the provisions of the Civil Contingencies Act 2004 and the Civil Contingencies Act 2004 (Contingency Planning) (Scotland) Regulations 2005.~~

38. ~~When acting as DERC, to implement, or arrange for the implementation of, the provisions of the Civil Contingencies Act 2004 and the Civil Contingencies Act 2004 (Contingency Planning) (Scotland) Regulations 2005.~~

39. To determine Participation Requests (requests by community participation bodies to participate in outcome improvement processes) under the Community Empowerment (Scotland) Act 2015; and to inform the Business Manager, and members of affected wards, of the receipt and determination of any such requests.
40. To order the cessation of any work which is in breach of health and safety legislation or which otherwise poses an unacceptable risk of harm or loss.
41. To operate the Scheme of Virement as set out within the ACC Financial Regulations.
42. ~~Directors, Chief Officer – Governance, Chief Officer – Strategic Place Planning and Chief Officer – City Growth only:~~ To provide a Council response to an external consultation, thereafter to ~~make a copy of the response available to all elected members, inform the relevant Convener and Vice Convener and all Group Leaders that the response has been submitted.~~ A response to an external consultation on a strategic matter can only be submitted following consultation with the Leader of the Council.
43. ~~Chief Executive, and Directors and Chief Officer - People and Organisational Development only:~~ To transfer or reallocate staff, activities, responsibilities and functions within the Council's

Commented [M08]: Not a new power, simply separating out from 37 above to reflect two separate powers. This is consistent with the formatting for the relevant power of the Chief Executive.

Commented [FB9]: To recognise current practice that Chief Officers sponsor consultation responses and the aim to provide a link to a page on ACC's intranet which will hold all consultation responses that all members can access.

Functional Structure, whether on an interim or permanent basis. ~~For the avoidance of doubt, this delegated power does not cover such transfers to outside organisations.~~

44. To waive fees where the Chief Officer considers this to be appropriate.

45. To provide references or testimonials for current or former service providers, contractors or consultants of the Council.

~~45.~~

46. To approve the making of payments from the funds of trusts in respect of which:

a. the Council is sole trustee or the only trustees are elected members of the Council, and

b. that Chief Officer is the lead Council officer;

~~b.~~ following consultation with the Chief Officer – Finance and provided always that such payments are in accordance with the relevant trust deeds.

47. ~~Following consultation with the Chief Officer - Finance, to accept bequests and donations (of money and property) which relate to a function or matter within their remit or area of responsibility as Chief Officer and to take or instruct any actions which they deem appropriate in relation to such acceptance, subject to the Council's Financial and Procurement Regulations.~~

47.48. 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.

Commented [MO10]: To include the CO – P&OD specifically rather than the Director of Resources having to sub-delegate the matter which is current practice. Second sentence removed to avoid conflict with existing General Delegation 4.

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Commented [MO11]: This is a general equivalent to the CO-O&PS power to accept bequests regarding graves etc. Sometimes, for example, ACC receives bequests for education purposes.

2. 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:
 - a. maintain statutory services at an appropriate level;
 - b. support the emergency services and other organisations involved in the immediate response;
 - c. provide support services for the community and others affected by the incident;
 - d. enable the community to recover and return to normality as quickly as possible; and/or
 - e. 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.
2. To implement, or arrange for the implementation of, the provisions of the Civil Contingencies Act 2004 and the Civil Contingencies Act 2004 (Contingency Planning) (Scotland) Regulations 2005.
3. Following consultation with the Chief Officer - Governance and the Chief Officer – People and Organisational Development, to authorise a settlement agreement with an employee below Chief Officer level, including in relation to his/her leaving the Council’s employment.
4. Following consultation with the Chief Officer – Governance, the Chief Officer – People and Organisational Development and the Leader of the Council, to authorise a settlement agreement with an employee of Chief Officer level, including in relation to his/her leaving the Council’s employment.

3. DIRECTOR OF CUSTOMER

CHIEF OFFICER - CUSTOMER EXPERIENCE

Revenues and Benefits

1. To administer, collect and enforce recovery of council tax and non-domestic rates in accordance with appropriate regulations, legislation and council policy.
2. To assess and determine housing benefit claims, council tax reduction applications and the scheme for discretionary housing payments, grant benefit and reductions in accordance with appropriate regulations and determine appeals on such applications and claims.
3. To administer the Scottish Welfare Fund in accordance with the terms of the Welfare Funds (Scotland) Act 2015 and associated delegated legislation.
4. To write off debt in accordance with the ACC Financial Regulations.
5. To enforce recovery of Housing Benefit Overpayments and unpaid Penalty Charges and Bus Lane Charges in accordance with appropriate regulations, legislation and Council policy.
6. To issue employment permits and otherwise discharge the Council's duties in relation to the employment of children under the Aberdeen City Council Byelaws on the Employment of Children 2015, in accordance with the Children and Young Persons (Scotland) Act 1937 and other legislation relating to the employment of children.
7. To license stage or theatrical performances by children, and to amend or revoke such licences whether issued by the Council or by another local authority, in accordance with the Children and Young Persons (Scotland) Act 1937, the Children and Young Persons Act 1963 and associated regulations.
8. To award Education Maintenance Allowances (section 73(f) of the Education (Scotland) Act 1980) in accordance with criteria and limits set by the Scottish Government
9. To administer and award School Clothing Grants (section 23 of the Education (Scotland) Act 2016) which amends the Education Scotland Act 1980
10. To administer the Blue Badge Scheme in accordance with the Chronically Sick and Disabled Persons Act 1970 and associated regulations.

Payroll

11. To administer the Council's payroll system.

Finance

12. To collect and enforce recovery of all service income due to the Council, excluding housing rents, in accordance with appropriate regulations and legislation.

Appeals - Parking, Bus Lanes and other Enforcement Activity

13. To undertake, arrange to be undertaken, authorise and instruct, and to appoint and authorise officers in the Parking and Bus Lane Appeals Team and other officers to undertake, arrange to be undertaken, authorise and instruct, all activity relating to parking enforcement in terms of (where applicable) the Road Traffic Act 1991, Road Traffic (Permitted Parking Area

and Special Parking Area) (Aberdeen City Council) Designation Order 2003, Road Traffic Regulation Act 1984 and any other relevant legislation. This delegated power includes (but is not limited to):

- a. issuing, and authorising officers in the Parking and Bus Lane Appeals Team and other officers to issue, Notices to Owner, Notices of Rejection and Charge Certificates; and
 - b. taking, and authorising officers in the Parking and Bus Lane Appeals Team and other officers to take or arrange to be taken, any appropriate actions in relation to Notices to Owner, Notices of Rejection and Charge Certificates (such actions including, but not being limited to, considering and responding to representations, responding to the Parking and Bus Lane Tribunal for Scotland and instructing recovery action in relation to unpaid charges).
14. To undertake, arrange to be undertaken, authorise and instruct, and to authorise officers in the Parking and Bus Lane Appeals Team and other officers to undertake, arrange to be undertaken, authorise and instruct, all activity relating to bus lane enforcement in terms of (where applicable) the Road Traffic Regulation Act 1984, the Aberdeen City Council (Bus Lanes in Aberdeen) (Amendment) Order 2009, the Bus Lane Contraventions (Charges, Adjudication and Enforcement) (Scotland) Regulations 2011 and any other relevant legislation. This delegated power includes (but is not limited to):
- a. issuing, and authorising officers in the Parking and Bus Lane Appeals Team and other officers to issue, Charge Certificates; and
 - b. taking, and authorising officers in the Parking and Bus Lane Appeals Team and other officers to take or arrange to be taken, any appropriate actions in relation to Charge Notices and Charge Certificates (such actions including, but not being limited to, considering and responding to representations, responding to the Parking and Bus Lane Tribunal for Scotland and instructing recovery action in relation to unpaid charges).
15. To undertake, authorise and instruct, and to appoint and authorise officers in the Parking and Bus Lane Appeals Team (and other officers) to undertake, all activity relating to the processing and issue of parking permits in terms of (where applicable) the Road Traffic Act 1991, Road Traffic (Permitted Parking Area and Special Parking Area) (Aberdeen City Council) Designation Order 2003, Road Traffic Regulation Act 1984 and any other relevant legislation.

This delegated power includes (but is not limited to) issuing, and approving and rejecting applications for:

- contractor parking permits;
- permits for NHS medical staff (e.g. Doctors/GPs);
- permits for contractor NHS care staff; • monthly permits for off street car parks; and
- permits for Aberdeen City Council staff.

and authorising officers in the Parking and Bus Lane Appeals Team and other officers to issue such permits and approve or reject applications for such permits.

Freedom of Information (FOI)/Environmental Information Regulations (EIR) Reviews

16. **To create, implement and amend procedures concerning review by the Council of its actions and decisions in relation to requests for information made under the Freedom of Information (Scotland) Act 2002 and the Environmental information (Scotland) Regulations 2004 and to take any actions or decisions in relation to such procedures, including;**

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a. determining whether a requirement for review is valid, seeking clarification from applicants where necessary and closing off requirements where sufficient clarification has not been timeously provided;

b. determining the type of review to be undertaken in each case; and

approval of officers to be members of review panels;

and to authorise officers to take any such actions or decisions.

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Commented [MO12]: To give the Chief Officer explicit power in line with the legislative requirements and current practice. By way of background, in terms of the legislation, an applicant may require ACC to review how it has dealt with a request for information. To be valid, a requirement for review must be in writing (or, for FOISA only, another recordable format), include the name of the applicant and an address for correspondence, specify clearly what aspect of the information response is to be reviewed and fall within the applicable 40 working day timeframe. There are two types of review: (1) Service Review – will normally be undertaken if (a) the response was late or (b) ACC have missed a question, provided incomplete information, or misinterpreted a request; and (2) Independent Officer Review – will normally be undertaken if (a) the applicant questions the content of the response or (b) the applicant questions the use of an exemption.

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CHIEF OFFICER – DATA AND INSIGHTS

1. To put in place an appropriate framework and internal controls across all functions which provide assurance of effective and efficient organisational performance against the Council's outcomes.
2. To put in place an appropriate control environment and effective internal controls which provide assurance of adherence with the requirements of Statutory Performance Indicators for the statutory duty of Public Performance Reporting.
3. To ~~appoint a~~ ~~authorise the nominated representative of the Council (as data controller) and as the Council's~~ Data Protection Officer for the Council, ~~all in terms of the Data Protection Act 2018, the General Data Protection Regulation (GDPR), any other relevant legislation and any relevant Council policy, procedures and guidance;~~ and to approve, implement and amend procedures relating to data protection ~~and the GDPR.~~
4. To update and maintain Locality Improvement Plans.

CHIEF OFFICER - DIGITAL AND TECHNOLOGY

1. To engage with potential suppliers and to pilot new information and communications technologies (ICT) systems, subject to the ACC Procurement Regulations.
2. To determine and implement hardware and software ICT solutions, including the application or removal of restrictions and tools, to meet business needs and to protect the security of the Council's ICT systems.
3. To alter ICT service hours and availability of ICT support.

CHIEF OFFICER - EARLY INTERVENTION AND COMMUNITY EMPOWERMENT

Libraries

1. To exercise statutory powers to provide and manage public libraries; to provide and manage the Council's library and information service.
2. To prescribe loan periods for articles borrowed from the Council's libraries and collections; and to make charges for the borrowing of items, other than books or periodicals from the Council's collections or the provision of any service provided at libraries.
3. To grant permission for the reproduction of photographs, documents or books and to impose appropriate charges.
4. To grant applications for permission to use accommodation within the Central Library or any community library on the usual terms, conditions and charges applying thereto.

Community Learning

5. To attend to the general management of community centres and community learning centres within the Council's ownership and, following determination of funding provision by Full Council, to issue funding letters to the relevant organisations.
6. To manage the Creative Learning Programme.
7. To provide programmes of adult education.
8. To create and deliver the Community Learning and Development Plan

Housing Allocations

9. To allocate Council homes in accordance with the Council's letting and allocation policies.

Housing Tenancies

10. To manage Council tenancies and housing estates in line with service policies, tenancy agreements and relevant legislation including, but not limited to, the various Housing (Scotland) Acts; and to sign, and authorise officers to sign, tenancy agreements relating to Council houses.
11. To sign, and to authorise Local Housing Managers to sign, Notices of Proceedings for Recovery of Possession of Council houses, in terms of the Housing (Scotland) Act 2001.
12. To instruct the raising on behalf of the Council of proceedings for recovery of possession of Council houses on any of the grounds specified in paragraphs 1 - 15 inclusive of Part 1 of schedule 2 to the Housing (Scotland) Act 2001 or otherwise in terms of that Act or on any other lawful grounds.
13. To deal with cases of unauthorised or irregular occupation of Council houses by persons other than the tenant and to instruct the raising on behalf of the Council of proceedings for recovery of possession of such Council houses.
14. To make decisions, and take or instruct all necessary action, in relation to succession to Council house tenancies and vacancy and abandonment of Council houses.
15. To authorise home loss and discretionary payments under the provisions of the Land Compensation (Scotland) Act 1973, schedule 2 of the Housing (Scotland) Act 2001 and related legislation, regulations and guidance.

16. To authorise Area Housing Managers to either terminate or continue within the various categories of tenancy and to grant or decline future applications from organisations to lease Council-owned HRA properties.

Housing Revenue Account

17. To authorise payments from the Housing Revenue Account as required to maintain the wellbeing of tenants.
18. To maintain a current Housing Revenue Account Business Plan.
19. To write off, following consultation with the Chief Officer – Customer Experience, Former Tenants' Arrears and associated housing debts in accordance with the ACC Financial Regulations, reporting any such instances to City Growth and Resources Committee.

Property Factoring

20. To act as the Responsible Person for the purposes of section 3 of the Property Factors (Scotland) Act 2011.

Communities

21. To administer funding, develop and maintain appropriate governance arrangements for the Fairer Aberdeen Fund and the Common Good Fund.
22. To deliver participatory budgeting, following consultation with the Convener of the City Growth and Resources Committee and the Chief Officer - Finance, provided that sufficient budgetary provision exists for the purpose for which the participatory budgeting process is being delivered.
23. Following consultation with the Chief Officer - Governance, to create, amend and implement procedures concerning the Community Empowerment (Scotland) Act 2015, including in relation to Participation Requests, all in accordance with Council policy.
24. To undertake and report to Committee on the Council's Child Poverty Action Plan and Child Poverty Action Report.

Homelessness

25. To undertake the Council's statutory responsibilities in terms of the Prevention of Homelessness and Homelessness provision in line with the Housing (Scotland) Acts.
26. To create and monitor the implementation of the Council's Rapid Rehousing Transition Plan.
27. To provide out of hours emergency services for homeless persons, including the carrying out of urgent repairs.
28. To assess homeless applications and provide a range of temporary and permanent accommodation in accordance with the Housing (Scotland) Acts and Homelessness (Scotland) Act 2003.
29. To administer a homelessness prevention fund in order to prevent and reduce instances of homelessness.
30. To increase the relative priority of homeless families and couples where the short-term supply and demand for housing is impacting on the Council's statutory duty to offer appropriate permanent housing.

31. To write off debts, following consultation with the Chief Officer – Customer Experience, in relation to homelessness in accordance with the ACC Financial Regulations.

Antisocial Behaviour

32. To prepare and review a Local Antisocial Behaviour Strategy, in consultation with the Chief Constable of the Police Service of Scotland, as required by Part 1 of the Antisocial Behaviour etc. (Scotland) Act 2004.
33. To authorise relevant officers to implement Part 5 of the Antisocial Behaviour etc. (Scotland) Act 2004.
34. To authorise applications for Antisocial Behaviour Orders (ASBOs) and interim ASBOs, to revoke or extend ASBOs, and the taking of other legal actions or measures under the Crime and Disorder Act 1998 and the Antisocial Behaviour etc. (Scotland) Act 2004.
35. To authorise action under Part 7 (Housing: Antisocial behaviour notices) of the Antisocial Behaviour etc. (Scotland) Act 2004.

Equalities

36. To manage and support encampments of Gypsy and Travelling Community to ensure that the needs of both the Gypsy and Travelling Community and the settled community are being met and liaise with the Chief Officer - Governance in cases of unauthorised encampments in considering whether to seek legal action for eviction on Council owned land.
37. To provide services to travelling persons including, but not limited to, the management and maintenance of a site for travelling persons.
38. To ensure that the Council complies with the Equality Act 2010 and its public sector general equality duty and specific equalities duties.
39. To engage with marginalised and seldom heard equality and communities of interest groups so that their issues and needs can be identified and addressed where appropriate in Council policy, plans and strategies.
40. To develop, publish, support, monitor and review the Council's Gaelic Action Plan.
41. To develop, publish, support, monitor and review the Council's BSL (British Sign Language) Action Plan.

Parking, Bus Lanes and other Enforcement Activity

42. To undertake, arrange to be undertaken, authorise and instruct, and to appoint and authorise officers (whether City Wardens, officers in the Parking and Bus Lane Appeals Team or other officers) to undertake, arrange to be undertaken, authorise and instruct, all activity relating to parking enforcement in terms of (where applicable) the Road Traffic Act 1991, Road Traffic (Permitted Parking Area and Special Parking Area) (Aberdeen City Council) Designation Order 2003, Road Traffic Regulation Act 1984 and any other relevant legislation. This delegated power includes (but is not limited to):
 - a. appointing and authorising City Wardens and other officers to be parking attendants and to issue Penalty Charge Notices; and
 - b. taking, and authorising officers in the Parking and Bus Lane Appeals Team and other officers to take or arrange to be taken, any appropriate actions in relation to the immobilisation, removal, storage and disposal of vehicles.

43. To undertake, arrange to be undertaken, authorise and instruct, and to authorise officers (whether City Wardens or other officers) to undertake, arrange to be undertaken, authorise and instruct, all activity relating to bus lane enforcement in terms of (where applicable) the Road Traffic Regulation Act 1984, the Aberdeen City Council (Bus Lanes in Aberdeen) (Amendment) Order 2009, the Bus Lane Contraventions (Charges, Adjudication and Enforcement) (Scotland) Regulations 2011 and any other relevant legislation. This delegated power includes (but is not limited to) issuing, and authorising City Wardens and other officers to issue, Charge Notices.
44. To instruct, and to authorise City Wardens and other officers to undertake, environmental enforcement activity in terms of the Environmental Protection Act 1990, Refuse Disposal (Amenity) Act 1978, Road Traffic (Vehicle Emissions) (Fixed Penalty) (Scotland) Regulations 2003, Smoking, Health and Social Care (Scotland) Act 2005 and any other legislation relevant to public health.
45. To authorise City Wardens and other officers to issue fixed penalty notices in terms of the Dog Fouling (Scotland) Act 2003. **Private Sector Housing**
46. To:
 - a. Implement all aspects of the Scheme of Assistance under the Housing (Scotland) Act 2006 and the Tenements (Scotland) Act 2004;
 - b. Make third party applications to the Housing and Property Chamber First-Tier Tribunal for Scotland, under Chapter 4, Housing (Scotland) Act 2006; and
 - c. Where instructed in writing by the Chief Officer of the Aberdeen City Integration Joint Board, to provide aids and adaptations for the homes of people with disabilities, where authorised within the Integration Joint Board approved budget available for the purpose and in accordance with approved policies.
47. To:-
 - a. Approve Houses in Multiple Occupation (HMO) Licence applications subject to the standard conditions, where there are no objections, concerns or contentious issues;
 - b. Add additional conditions to HMO Licences, where such conditions are agreed by all parties under section 133, Part 5, Housing (Scotland) Act 2006;
 - c. Refuse to consider HMO licence applications under section 129A, Part 5, Housing (Scotland) Act 2006;
 - d. Grant applications for variation of HMO licences from licence holders under section 138, Part 5, Housing (Scotland) Act 2006, where the invitation to make oral representations has been declined by the enforcing authority (the fire authority) and the Chief Constable on being served notice of the application, and they have each made no representations;
 - e. Grant temporary exemption orders and extensions to same under sections 142 and 143, Part 5, Housing (Scotland) Act 2006;
 - f. Make orders for the suspension of rent, etc. under section 144, Part 5, Housing (Scotland) Act 2006;
 - g. Make requirements to require rectification of breach of HMO Licence conditions, under section 145, Part 5, Housing (Scotland) Act 2006; and
 - h. Sign and serve (or arrange for or instruct the service of) HMO amenity notices and all notices of the above types of decision and take, or arrange for or instruct the taking of, any

action necessary in connection with doing any of the foregoing, all in terms of the provisions of sections 146-153, Part 5, Housing (Scotland) Act 2006.

48. To:-

- a. Approve applications for Landlord Registration where applicants are considered to be 'fit and proper' and where there are no objections from Police Scotland in terms of spent or unspent criminal convictions and no other concerns about the applicant, all in terms of section 84, Part 8, Antisocial Behaviour etc. (Scotland) Act 2004;
 - b. Sign and serve (or arrange for or instruct the service of) Rent Penalty Notices under section 94, Part 8, Antisocial Behaviour etc. (Scotland) Act 2004; and
 - c. Waive Late Application Fees in relation to Landlord Registration when considered appropriate to do so.
49. To authorise the Private Sector Housing Strategy Officer to instruct the Chief Officer - Governance to prepare and sign "Notice of Potential Liability for Costs" as and when required.
50. To serve Closing Orders on vacant Below Tolerable Standard dwellings (as defined by the Housing Scotland Act (2006)) as may be instructed by the Director of Resources.
51. To serve on the owners concerned, on the instruction of the Director of Resources, Demolition Orders, Revocation of Demolition Orders or Closing Orders in circumstances where properties have not been restored to the tolerable standard.

4. DIRECTOR OF COMMISSIONING

1. To exercise all powers delegated to him/her in terms of the ACC Procurement Regulations.
2. To approve (or to nominate a person as having authority to approve) any procurement or contract, as a result of a Direction from the Integration Joint Board to the Council and/or a relevant business case, where the estimated value of the contract is of or above £50,000 (supplies/services) or £250,000 (works) or the turnover from the contract is estimated to be £4.5m or more (concessions), subject to the approval of the Chief Officer - Finance and the Head of Commercial and Procurement.

CHIEF OFFICER - CITY GROWTH

Culture

1. To purchase any works of art or museum exhibits within any such financial limits as may be set by the Council.
2. Following consultation with the Chief Officer - Customer, to authorise international travel of officers to accompany works of art to and from overseas venues - where such works of art are being loaned to such venues and where all costs are covered by the borrower.
3. To make bookings for exhibitions, recitals and other cultural events within the city within any such financial limits as may be set by the Council.
4. To grant permission to reproduce works of art in approved publications and to impose an appropriate charge.
5. Following consultation with the Head of Commercial and Procurement, to grant loans of items from the collections held by the Council to outside bodies and to accept loans of items from collections held by outside bodies.
6. To apply for any and all necessary licenses to ensure the delivery of catering and hospitality services (alcohol, public entertainment) under the relevant licensing legislation.
7. Following consultation with the Chief Officer - Finance, to set charges for museums and galleries.
- ~~8.~~ To refuse applications, following consultation with Convener of the City Growth and Resources, for commemorative plaques if they do not meet the Council's criteria.

~~9.~~ To cancel or postpone any exhibitions, recitals and other events within the city, following consultation with the Lord Provost.

Economic Development

- ~~9.10.~~ To negotiate on behalf of the Council with existing and prospective investors in relation to all forms of economic activity in the city.
- ~~10.11.~~ To investigate and secure sources of external funding and negotiate appropriate partnerships where required.
- ~~11.12.~~ To identify and develop partnerships with other bodies and companies who can contribute to the city's economic development.
- ~~12.13.~~ Following consultation with the Head of Commercial and Procurement, to make a financial contribution to the activities described in powers ~~109~~ to ~~124~~ immediately above by way of loans or grants, in accordance with any criteria approved by the relevant committee.
- ~~13.14.~~ To negotiate on behalf of the Council with prospective events, conference organisers and third party funders in relation to attracting events/conferences to the city that contribute to the Council's economic priorities.
- ~~14.15.~~ Following consultation with the Chief Officer - Finance and the Head of Commercial and Procurement, to approve an application for assistance from the subvention fund for an amount equal to the balance of the subvention fund to support the venue operator appointed by Aberdeen City Council to attract business to P&J Live, as per the contractual agreements in place.

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- 15.16.** Following consultation with the City Region Deal Programme Board, to agree any change requests requested or required in relation to City Region Deal Projects.
- 16.17.** To make representations on the Council's behalf to the Chief Officer - Strategic Place Planning for submission to the Planning Development Management Committee, in situations where notice has been served on the Council as a party having a notifiable interest in neighbouring land which is subject to a planning application.
- 17.18.** To make applications for planning and other statutory consent for sites and heritable property where such consent is required to deliver an approved Council initiative or project following consultation with the Chief Officer – Capital
- 18.19.** To provide work experience for pupils who are eligible (section 123 of the Education (Scotland) Act 1980.

HEAD OF COMMERCIAL AND PROCUREMENT

1. To have overall responsibility for creating and amending procurement procedures in terms of the ACC Procurement Regulations and in accordance with Council policy.
2. To ensure that the Procurement Manual is in place and that necessary revisions are made to it on a regular basis to reflect changes in legislation, Council policy or good practice, in terms of the ACC Procurement Regulations.
3. To exercise all responsibilities and powers delegated to him/her under the ACC Procurement Regulations.
4. To sub-delegate his/her responsibilities and powers under the ACC Procurement Regulations to managers and team leaders within his/her Service.
5. To approve the entering into, variation, extension or termination of any contract or agreement in circumstances where, following consultation with the relevant Chief Officer (or his/ her deputy or nominee), he/she is satisfied that it is competent and in the interests of the Council to do so.
6. To sign (and to authorise the Team Leader of the Commercial Legal Team to sign) contracts, agreements, notices and other documents to which the Council is a party.
7. To authorise the entering into of an agreement with any person (including another local authority) for:
 - a. the supply by the Council to that person of any goods or materials;
 - b. the provision by the Council for that person of any services;
 - c. the use by that person of any property belonging to or facilities under the control of the Council and, without prejudice to paragraph (b) above, the placing at the disposal of that person of the services of any person employed in connection with the property or facility in question;
 - d. the carrying out by the Council of works of maintenance in connection with land or buildings for the maintenance of which the person is responsible;subject to compliance with the Local Authorities (Goods and Services) Act 1970 and any other relevant legislation, and Aberdeen City Council keeping trading accounts for the relevant trading operation in accordance with proper accounting practices.
8. To arrange and effect, and to authorise the Insurance Officer to arrange and effect, all insurance cover on behalf of the Council.
9. To settle or repudiate, and to authorise the Insurance Officer and other officers to settle or repudiate, all claims made against the Council which involve the Council's insurers. Such settlement or repudiation shall follow consultation with other officers where necessary.

9.10.

To agree minor amendments to the Memorandum ~~and~~ Articles of Association and any other constitutional document of Arm's Length External Organisations (ALEOs) of the Council where those amendments do not alter the extent of the Council's control over that ALEO, and to execute written resolutions or vote at a general meeting of an ALEO on behalf of the Council in relation thereto; and to act on behalf of the Council on any other matters arising in respect of such ALEOs

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provided always that such actions do not alter the extent of the Council's control over such ALEOs.

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CHIEF OFFICER - GOVERNANCE

General Legal/Governance

1. Following consultation with the Business Manager, to amend the Council's Scheme of Governance documentation to:
 - correct obvious, technical or clerical errors and take account of any changes to names or titles and to make any other minor or inconsequential amendments;
 - reflect the law including changes to the law government guidance, regulators' guidance, and Council policies and decisions; and
 - take account of any changes to names or titles and to make any other minor or inconsequential amendments.
2. ~~To maintain, and amend and update the Council's lists of proper officers and statutory appointees as contained in update-Appendix 1, (Proper Officers and Statutory Appointees) as required.~~
3. To designate any Manager, Team Leader or Solicitor within the Governance function to perform appropriate functions of the Chief Officer - Governance.
4. To act as Monitoring Officer and nominate a Deputy Monitoring Officer, in terms of section 5 of the Local Government and Housing Act 1989.
5. To engage, instruct or appoint external legal advisers (including, but not limited to, private firms, counsel and solicitor advocates) and expert witnesses.
6. To raise, defend, conduct, enter into, appear in, withdraw or abandon any court, tribunal or other legal proceedings on behalf of the Council, the Licensing Board and such other bodies as the Council may from time to time determine and otherwise attend to the interests of the Council, the Licensing Board or the body in question in relation to any such proceedings (whether such proceedings are underway or in contemplation), with the authority to:
 - settle or compromise any such proceedings;
 - instruct the enforcement of any orders or decrees obtained in any such proceedings;
 - accept service of any document in connection with any such proceedings; and
 - take any other action in relation to any such proceedings as s/he considers appropriate.

For the avoidance of any doubt, such proceedings include (but are not restricted to) those relating to any pension fund for which the Council is administering authority or to which the Council is otherwise connected.
7. To finalise the membership of committees and sub committees, where compositions have been agreed by Council or committee, upon notification of names from members or external bodies; this shall include making changes to the membership of committees and sub committees upon notification from members or external bodies providing the agreed composition does not change.
8. To finalise appointments to outside bodies, where compositions have been agreed by Council or committee, upon notification of names from members, and notify outside bodies accordingly; this shall include making changes to appointments to outside bodies upon notification from members

Commented [MO14]: Updated to consolidate with a similar power, previously 19 below (now deleted).

Commented [MO15]: This change would make it clearer that consultation with the Leader is required.

providing the agreed composition does not change. This shall not apply where named appointments are required to be made by Council.

9. To arrange meetings of the Appointment Panel in accordance with the Protocol for Appointment of Chief Officers (Appendix 3 to Standing Orders).
10. To maintain the Council's Register of Outside Bodies.
11. To make minor amendments to the Constitution for Community Councils and amend the population figures for Community Council areas on an annual basis.
- ~~12. To oversee compliance with any Council policy or procedure on fraud, bribery, corruption or whistleblowing.~~
- ~~13-12.~~ To exercise all powers assigned to the Monitoring Officer under any Council policy or procedure.
- ~~14-13.~~ To be responsible for the safe custody of the title deeds of all land and property in the ownership of the Council, the Minutes and other records of the proceedings of the Council, its committees and sub committees and all other records belonging or relating to the Council which are not more appropriately retained by another Chief Officer. This responsibility may be exercised by arrangement with any other local authority or authorities.
- ~~15-14.~~ To refer matters to external bodies, including (but not limited to) Police Scotland and the Crown Office and Procurator Fiscal Service, where he/she considers it appropriate to do so.
- ~~16-15.~~ To appoint authorising officers in terms of the Regulation of Investigatory Powers (Scotland) Act 2000 ("RIPSA"), subject always to the terms of the Regulation of Investigatory Powers (Prescription of Offices, etc. and Specification of Public Authorities) (Scotland) Order 2010 and any such appointee having already undertaken RIPSA training.
- ~~17-16.~~ To appoint designated persons in terms of Part I, Chapter II (Acquisition and Disclosure of Communications Data) of the Regulation of Investigatory Powers Act 2000, subject to any such appointee having already undertaken appropriate training.
- ~~18-17.~~ To appoint as officers of the Council persons who are not Council employees.
- ~~19. To maintain and amend the Council's lists of proper officers and statutory appointees.~~
- ~~20-18.~~ To authorise in writing persons to exercise the powers in section 21(4BA) and (4D) of the Chronically Sick and Disabled Persons Act 1970 and so to act as enforcement officers under that section.
- ~~19.~~ To approve any arrangements concerning elected member family leave, acting-up and allowances in accordance with legislation (including the Local Governance (Scotland) Act 2004 (Remuneration) Regulations 2007) and Cosla guidance.
- ~~20. To monitor and review Byelaws and Management Rules in terms of the Local Government (Scotland) Act 1973 and Civic Government (Scotland) Act 1982 respectively and make recommendations to Full Council, or the relevant committee or sub committee, in respect thereof as appropriate; and to maintain registers of Byelaws and Management Rules.~~
21. To create, maintain and amend civil contingency plans and associated procedures, protocols and guidance, all in terms of the Civil Contingencies Act 2004 and the Civil Contingencies Act 2004 (Contingency Planning) (Scotland) Regulations 2005.

Commented [MO16]: To reflect the ownership of the policies. Chief Officer – Governance will still have a key role to play within the policies and to report on non-compliance where appropriate, but the policies themselves are owned by other Chief Officers.

Commented [MO17]: Consolidated with 2 above.

Commented [MO18]: Sought to give the Chief Officer – Governance explicit authority.

Commented [FB19]: To reflect an existing key role of the Council's Emergency Planning & Resilience Lead.

Pensions

22. To sign (and to authorise officers to sign), on behalf of the Council, any agreement or other document concerning the administration of the North East Scotland Pension Fund, including but not limited to:

- investment management agreements;
- limited partnership agreements;
- admission agreements;
- bond documentation;
- tender documentation;
- side letters;
- powers of attorney;
- forms of adherence;
- forms of due diligence; and • tax documentation

where the entering into of such an agreement or document has been approved by the Chief Officer - Finance or an officer nominated by the Chief Officer - Finance for this purpose.

23. Following consultation with the Chief Officer - Finance, to make amendments to the Authorised Signatory List as required by changes in personnel subject to the positions as listed remaining the same.

23-24. To act as the Appointed Person for the purposes of the North East Scotland Pension Fund's Internal Dispute Resolution Procedure, in terms of the Local Government Pension Scheme (Scotland) Regulations 2018 and any other relevant legislation.

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Licences, Civic Government (Scotland) Act 1982 etc.

24-25. To act as, or appoint, a Clerk to the Licensing Board; and to appoint a Depute Clerk to the Licensing Board to exercise the powers of the Clerk to the Licensing Board.

25-26. To authorise officers to exercise the powers (including, but not limited to, entry and inspection) contained within section 5 of the Civic Government (Scotland) Act 1982 and paragraph 20 of Schedule 2 to the Civic Government (Scotland) Act 1982.

26-27. In relation to applications for the grant, variation or renewal of licences, orders, permits and registrations under the Civic Government (Scotland) Act 1982 and its associated regulations, the Theatres Act 1968, the Cinemas Act 1985 and the Deer (Scotland) Act 1996, to:

- i. determine such applications;
- ii. refuse to accept incompetent applications; and
- iii. impose conditions which are non-contentious and agreed by all parties,

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except where valid objections or representations in respect of the application have been received and have not, in the opinion of the Chief Officer - Governance, been withdrawn or satisfactorily addressed or resolved.

27-28. To deem an application for the renewal of a licence under Part II of the Civic Government (Scotland) Act 1982 made up to 28 days after the expiry of the licence to be an application made before the date of expiry.

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28-29. To authorise officers to inspect and test vehicles and taximeters in terms of section 11 of the Civic Government (Scotland) Act 1982.

29-30. To authorise officers to carry out inspection and enforcement functions in relation to knife dealers' licences in terms of sections 27E, 27F and 27G of the Civic Government (Scotland) Act 1982.

30-31. To authorise the immediate temporary suspension of licences under the Civic Government (Scotland) Act 1982 without a hearing where there is or is likely to be a serious threat to public order or public safety.

31-32. To approve vehicles which comply with the specification for licensing as wheelchair accessible taxis.

32-33. To authorise officers to exercise powers of entry to, and inspection of, sports grounds as defined by section 11 of the Safety of Sports Grounds Act 1975.

33-34. To determine requests for film classification under the Cinemas Act 1985 where a U or PG certificate is sought.

Stock Exchange Bonds

34-35. To develop and maintain Insider Lists in connection with any stock exchange bonds issued by the Council.

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35-36. To take or instruct any other actions which may be required in order to ensure the Council's compliance with any law, regulations, guidance, codes or stock exchange requirements relating to any stock exchange bonds issued by the Council.

Schools/Education

36-37. To make arrangements for the clerking of the School Placings and Exclusions Appeals Committee.

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37-38. To reject school placing appeals and exclusion appeals which s/he considers are not competent.

38-39. To appoint external members to the pool of members for the School Placings and Exclusions Appeals Committee who fall into the following categories, subject to their attendance at a relevant training session and a clear PVG check being returned:

1. parents of children of school age;
2. people who, in the opinion of the Chief Officer - Governance, have experience in education; or
3. people who, in the opinion of the Chief Officer - Governance, are acquainted with the educational conditions in the area of the Council.

39.40. To institute proceedings on behalf of the Council as Education Authority in terms of section 43 of the Education (Scotland) Act 1980.

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Legal Documentation

40.41. To sign (and to authorise officers to sign) deeds, contracts, agreements, notices, orders and other documents to which the Council is a party.

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41.42. To approve the entering into, variation, extension or termination of any contract, agreement, protocol, memorandum of understanding or other legal document (or to arrange for any of these things to be done) in circumstances where, following consultation with the relevant Chief Officer (or his/her deputy or nominee), he/she is satisfied that it is in the interests of the Council to do so.

Civic Administration

43. 42. To authorise the Lord Provost (or, as appropriate, the Depute Provost) to incur expenditure to meet the expenses of his/her office in relation to the provision of reasonable hospitality, whether within or outwith the city, to representatives of other authorities or organisations, members of the Council or others.

Company Administration

44. In relation to any company or entity of which the Council is a member (other than an Arm's Length External Organisation (ALEO) of the Council), to agree minor amendments to the Memorandum, Articles of Association and any other constitutional document of such a body and to execute written resolutions or vote at a meeting of such a body on behalf of the Council in relation thereto and to act on behalf of the Council on any other matters arising in respect of such bodies.

Commented [FB21]: Similar to the Head of CPS delegation re ALEOs. Recognises the role re non-ALEO entities.

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CHIEF OFFICER - STRATEGIC PLACE PLANNING

The powers delegated below take account of the fact that all planning applications which come within the category of "Local Development", as defined in the Town and Country Planning (Hierarchy of Developments) (Scotland) Regulations 2009, are dealt with under a separate Scheme of Delegation prepared in accordance with the provisions of section 43A of the Town and Country Planning (Scotland) Act 1997 (as amended) - this is contained at Appendix 2.

The Chief Officer - Strategic Place Planning or any appropriate person nominated by him/her for the purpose (and where appropriate, that Chief Officer and any such appropriate person hereinafter referred to as the "Appointed Officer") has the following delegated powers:

Major and National Applications

1. To determine:

- applications for the requisite approval of matters specified by condition(s) imposed on a grant of planning permission in principle under section 59 of the Town and Country Planning (Scotland) Act 1997 (as amended); and
- planning applications for modification of conditions under section 42 of the Town and Country Planning (Scotland) Act 1997 (as amended),

all in respect of applications falling within the categories of National and Major

Development as defined in the Town and Country Planning (Hierarchy of Developments) (Scotland) Regulations 2009 **except** where that application:

i. has been made by or on behalf of;

- a. an elected member of the Council or a member of staff employed within the Strategic Place Planning function of the planning authority or
- b. the Chief Executive or any other member of the Corporate Management Team of the planning authority,
- all as determined from the contents of the application form;

ii. requires to be the subject of formal notification to the Scottish Ministers as defined in the Schedule to the Town and Country Planning (Notification of Applications) (Scotland) Direction 2009 (or any other Scottish Government Direction);

iii. is an Environmental Impact Assessment (EIA) application for which a validated EIA has been submitted;

iv. is being recommended for approval and has been the subject of formal timeous objection by the local Community Council within whose area the application site falls;

v. has been the subject of six or more timeous letters of representation² (following advertisement and/or notification) that express objection or concern about the proposal;

vi. is being recommended for approval and has been the subject of formal objection from the Roads Authority or the Council's Environmental Health service;

- vii. is being recommended for approval and is considered by the Appointed Officer to be contrary to the adopted development plan strategy.
- 2. To determine applications for the approval of consent, agreement or approval required by a condition(s) imposed on a grant of planning permission under section 37 of the Town and Country Planning (Scotland) Act 1997 (as amended).
- 3. Under the terms of section 75 of the Town and Country Planning (Scotland) Act 1997 (as amended) and section 69 of the Local Government (Scotland) Act 1973, and following consultation with the Chief Officer - Governance, to:
 - a. negotiate and conclude legal agreements related to planning and other applications;
 - b. determine applications for Modifications or Discharge of Planning Obligations under section 75A in relation to planning application; and
 - c. to participate in the promotion and development of Good Neighbour Agreements under section 75D.provided the Appointed Officer considers such agreements to be in accordance with the original decision on the application.
- 4. To determine planning and other applications given a willingness to approve and for which legal agreements are not completed within 6 months of the date on which a willingness to approve was agreed by the Planning Authority.
- 5. To determine requests for non-material variation of major and national planning applications in terms of section 64 of the Town and Country Planning (Scotland) Act 1997 (as amended).

General Delegations

- 6. To determine following consultation with the Chief Officer - Governance, the Convener of the Planning Development Management Committee and the Business Manager, whether to appeal a decision of the Scottish Ministers which overturned or modified a decision of the Council and thereafter, if applicable, to instruct the making of such an appeal.
- 7. To determine applications for Listed Building consent and Conservation Area consent subject to any of the applicable exceptions contained in paragraph 1 above and provided that the Scottish Ministers, if notified, have either made no observations or where observations have been made which can competently be made the subject of appropriate planning conditions, to determine these applications with those conditions attached.
- 8. To determine Hazardous Substance Consent applications under the Planning (Hazardous Substances) (Scotland) Act 1997 and the Town and Country Planning (Hazardous Substances) (Scotland) Regulations 2015.
- 9. To determine whether planning or other applications that have been lodged or preapplication proposals require planning or other consent
- 10. To issue decisions on all types of consent where Full Council or any relevant committee of the Council are minded to grant a development and the Scottish Ministers, having been notified, indicate no objections or intention to intervene, or the period for so indicating has expired.
- 11. To deal with Proposal of Application Notices in terms of section 35B of the Town and Country Planning (Scotland) Act 1997 (as amended) and Pre-Application Screening Notices in terms of section 35A(3) of that Act.

12. To determine applications for advertisement consent under the Town and Country Planning (Control of Advertisements) (Scotland) Regulations 1984.
13. To appoint Officers to participate in mediation in terms of Section 268A of the Town and Country Planning (Scotland) Act 1997 (as amended).
14. To prepare and publish an Open Space Strategy.
15. To prepare and publish an annual obligations report detailing the following:
 - a. the number of planning obligations: entered into that year; entered into in a previous year and not yet expired; and, entered into in a previous year and not yet complied with;
 - b. the development to which each planning obligation relates; and
 - c. the name of the person who has entered into the agreement
16. To determine, in accordance with the applicable Environmental Impact Assessment Regulations, whether a particular planning application requires to be supported by an Environmental Statement (Screening Opinion) and the scope of any such Statement (Scoping Opinion) and to determine the scope of any such Statement (Scoping Opinion) and whether the information submitted with any EIA report is sufficient to reaching a reasoned conclusion on the significant effects of the development on the environment or whether supplementary information is required and the scope of any such information all in accordance with Section 40 of the Town and Country Planning (Scotland) Act 1997 (as amended) and as required by Section 40 A of the Planning (Scotland) Act 2019 when it comes into force.
17. To provide the following information to assist with the preparation of the National Planning Framework if required to do so by the Scottish Ministers and to work with any other Planning Authority to provide the information if required to do so by the Scottish Ministers:
 - a. Physical, cultural, economic, social, built heritage and environmental characteristics;
 - b. Principle purposes for which land in the area is used;
 - c. Size, composition and distribution of population;
 - d. Housing needs;
 - e. Capacity of education services;
 - f. Capacity of health services;
 - g. Health needs;
 - h. Housing needs of older and disabled people;
 - i. Whether land should be allocated for resettlement;
 - j. Infrastructure (communications, transport, drainage, water supply, energy (including land / facilities for renewables));
 - k. Any change expecting in anything listed above; and
 - l. Any other matter as prescribed

18. To instruct the registration and/or discharge of Charging Orders in terms of section 158 of the Town and Country Planning (Scotland) Act 1997 (as amended) in order to reclaim the costs of carrying out enforcement action.
19. To determine, in accordance with the applicable Environmental Impact Assessment Regulations, whether a particular planning application requires to be supported by an Environmental Statement (Screening Opinion) and the scope of any such Statement (Scoping Opinion).
20. To determine whether the information submitted with any Environmental Impact Assessment report is sufficient to reaching a reasoned conclusion on the significant effects of the development on the environment or whether supplementary information is required and the scope of any such information.
21. To determine applications related to Prior Notification or Prior Approval made under the Town and Country Planning (General Permitted Development) (Scotland) Order 1992 Schedule 1 for the following:
 - i. Part 1A - Class 6G: Free standing wind turbine within the residential curtilage; ii. Part 1B - Class 6K and 6L: Biomass facilities on agricultural or forestry land; iii. Part 6 - Class 18: Agricultural buildings; iv. Part 7 - Class 22: Forestry buildings and operations;
 - v. Part 13 - Class 39 and 40: Public gas transporters and electricity undertakings; vi. Part 20 - Class 67: Development by electronic communications code operators; vii. Part 23 - Class 70: Demolition of buildings; viii. Part 24 - Class 71: Toll road facilities;
 - ix. Any other types of prior notification or prior approval that might come forward in future amendments to the Town and Country Planning (General Permitted Development) (Scotland) Order 1992 Schedule 1.
22. To determine Certificates of Lawfulness under the Town and Country Planning (Scotland) Act 1997 (as amended) where, in the opinion of the Appointed Officer, there is no reasonable doubt that the use or development is or would be:-
 - lawful without further planning approval; or
 - unlawful
23. To give, serve, issue and sign the following notices, all under the Town and Country Planning (Scotland) Act 1997 (as amended), following consultation with the Chief Officer – Governance with an annual report to the Planning Development Management Committee detailing all action authorised under the below:
 - Enforcement Notices under Section 123
 - Notices under section 33A requiring an Application for Planning Permission for a Development already carried out;
 - Planning Contravention Notices under section 125;
 - Stop Notices under section 140;
 - Temporary Stop Notices under section 144A;

- Breach of Condition Notices under section 145;
 - Fixed Penalty Notices under section 136A;
 - Completion Notices under section 61 and as amended by Section 33 of the Planning (Scotland) Act 2019;
 - Notices in terms of Land Adversely Affecting the Amenity of Neighbourhood under section 179
24. To instruct applications for interdict in terms of section 146 of the Town and Country Planning (Scotland) Act 1997 (as amended) in order to restrain breaches of planning control.
 25. To develop and maintain a Development Management Charter and Enforcement Charter under section 158A of the Town and Country Planning (Scotland) Act 1997 (as amended).
 26. To take, following consultation with the Chief Officer - Governance, any necessary enforcement action in respect of unauthorised advertisements, poster panels (hoardings) or fly posting.
 27. To make an order to revoke or modify planning permission where all owners, lessees or occupiers of land affected, or such other person who in the opinion of the Appointed Person will be affected by the order, have notified the planning authority in writing that they do not object to the order under sections 65 and 67 of the Town and Country Planning (Scotland) Act 1997 (as amended).
 28. To determine all applications for Certificates of Appropriate Alternative Development under section 25 of the Land Compensation (Scotland) Act 1963.
 29. To decline to determine an application under section 39 of the Town and Country Planning (Scotland) Act 1997 (as amended).
 30. To grant or refuse applications for proposed works to trees protected by Tree Preservation Orders or by virtue of their inclusion within Conservation Areas.
 31. To approve the making, signing, serving, confirmation and revocation of provisional Tree Preservation Orders.
 32. To authorise officers to enter any land for purposes connected with the exercise or proposed exercise of any of the authority's functions under Sections 159 to 163 and 167 to 170 of the Town and Country Planning (Scotland) Act 1997, as amended by the Planning etc. (Scotland) Act 2006 and the Town and Country Planning (Tree Preservation Order and Trees in Conservation Areas) (Scotland) Regulations 2010 (SSI 2010/434).
 33. To determine applications for the serving of High Hedge notices, to vary or revoke such notices and to take enforcement action to ensure compliance with such notices.
 34. To make observations on behalf of the planning authority on routine proposals by statutory undertakers.
 35. To make observations on behalf of the planning authority to consultation requests from Aberdeenshire Council in respect of applications for development in Aberdeenshire.
 36. To make observations on behalf of the planning authority on consultation requests from Marine Scotland in respect of development applications.
 37. To prepare Habitat Regulation Appraisals (HRAs) as required under the EU Habitats Directives.

38. To prepare, maintain and publish a list of persons who have registered interest with the intention of acquiring land for the purpose of self build housing under Section 16E of the Town and Country Planning (Scotland) Act 1997 (as amended) and as required by the Planning (Scotland) Act 2019 when it comes into force.
39. To invite local communities to prepare Local Place Plans, to prepare and maintain a register of Local Place Plans and to report to the Scottish Ministers when required to under Section 15A of the Town and Country Planning (Scotland) Act 1997 (as amended) and as required by the Planning (Scotland) Act 2019 when it comes into force.
40. To make minor amendments to the Regional Spatial Strategy where those changes are drafting or technical matters or other matters of a minor nature which do not materially affect the substance or effect of the Strategy.
41. To take all decisions and steps necessary or expedient to discharge the Council's operational duties or exercise its powers under the Planning (Scotland) Act 2019 (the "2019 Act"). For the avoidance of doubt, strategic decisions required by the 2019 Act shall be reserved to the appropriate Committee or Full Council.
42. To make any necessary changes to the wording of the development plan, prior to adoption, where those changes are drafting matters or other matters of a minor nature which do not materially affect any policy or proposal in the plan.
43. To make any necessary changes to the wording of supplementary and/or non statutory planning guidance, where those changes are drafting or technical matters or other matters of a minor nature which do not materially affect the substance or effect of the guidance.

Transportation

44. To prepare a Local Transport Strategy (LTS) and related Costed Action and Delivery Plan in accordance with Scottish Government Guidance, and to monitor, review and update this at appropriate intervals, subject to the relevant approvals.
45. To make any necessary changes to the wording of the LTS, prior to approval, where those changes are drafting matters or other matters of a minor nature which do not materially affect any policy, action or proposal in the strategy.
46. To prepare supplementary transport action plans, policies and programmes as may be required to support the delivery and monitoring of the LTS.
47. To make any necessary changes to the wording of supplementary transport action plans, policies and programmes, where those changes are drafting or technical matters or other matters of a minor nature which do not materially affect the substance or effect of the information.
48. To implement the LTS following consultation with the Chief Operating Officer and the Director of Resources and external partners.
49. To promote the construction of new roads and infrastructure schemes where the scheme is included in the Regional Transport Strategy, Local Transport Strategy, Strategic Development Plan/ Regional Spatial Strategy (as applicable) and Local Development Plan and associated budget.
50. To approve the allocation of external and internal funding and earmarked reserves to individual projects.

51. To, so far as possible, perform transport functions which relate to or which affect or are affected by transport consistently with the transport strategy of the Regional Transport Partnership Nestrans.
52. To pay the net expenses of the Regional Transport Partnership Nestrans for each financial year.

Building Standards

53. To act as verifier for the purposes of the Building (Scotland) Act 2003 and to exercise the following functions of the Council under that Act:
 - i. Building Warrant Applications; ii. Accept/Reject Completion Submissions;and
 - iii. To grant extensions to life of building warrants and to the periods of use of buildings intended to have a limited life provided such requests are reasonable.
54. To act as local authority for the purposes of the Building (Scotland) Act 2003 and to exercise the following functions of the Council under the Act:
 - i. Dangerous Building Notices; ii. Defective Building Notices; and iii. Enforcement Notices.
55. To determine Raised Structures applications under section 89 of the Civic Government (Scotland) Act 1982.
56. To determine Planning & Building Standards Certificates under section 50 of the Licensing (Scotland) Act 2005.
57. To comment on behalf of the Council on Notices of Requirements served by the Firemaster under the Fire (Scotland) Act 2005.

Roads, Outdoor Access and Street Names

58. To authorise officers to enter any land for purposes connected with the exercise or proposed exercise of any of the authority's functions under Section 26(1) of the Land Reform (Scotland) Act 2003.
59. To initiate Temporary and Permanent Stopping Up Orders and Right of Way Diversion Order procedures under the Town and Country Planning (Scotland) Act 1997 and the Countryside (Scotland) Act 1967.
60. To approve the making, signing and serving of any notices and orders in relation to public rights of outdoor access in terms of the Land Reform (Scotland) Act 2003 and other relevant legislation.
61. To maintain a list of core paths and review that list when appropriate, as the Appointed Officer sees fit.
62. To construct, widen, improve, renew or maintain core paths within approved budgets.
63. To allocate funds to projects funded by developer contributions, following consultation with the Chief Officer - Finance.

64. Following consultation with the Convener of the Operational Delivery Committee and relevant ward members, to carry out the functions of the Council under section 97 of the Civic Government (Scotland) Act 1982, including naming any street or road, altering an existing name and giving each of the premises in it such distinguishing number as thought fit, subject to the Chief Officer - Strategic Place Planning being satisfied that any proposed name is not contentious.
65. To agree with the Scottish Government replacement projects from the approved Strategic Housing Investment Plan (SHIP) to the Strategic Local Programme Agreements.

Note

In accordance with Principle 4, the Appointed Officer and Chief Officer - Strategic Place Planning, following consultation with the Convener of the Planning Development Management Committee may decide, for whatever reason, that the particular circumstances of an application which would in terms of this Scheme fall to be determined by the Appointed Officer are such that the application should be determined by the Planning Development Management Committee. The final decision lies with the Chief Officer - Strategic Place Planning.

Definitions

1. A **“timeous objection”** from the Community Council means any written representation - stating explicitly that it is objecting - received from the Community Council within whose area the application is located no later than the time period specified for representations following the date of notification or, if applicable, the time period allowed for advertisement of the application (whichever is the later) or any later date agreed in writing with the planning case officer prior to the expiry of the aforementioned time period(s)..
2. A **“timeous letter of representation”** means any written representation no later than the expiry of the time period specified by the Planning Authority for representations to be made following the date of notification or, if applicable, advertisement of the application (whichever is the later).
3. **“Letter of representation”** is to be construed in light of the following:
 - if more than one representation is submitted from a single individual or a single e-mail address, this only counts as one representation
 - a single letter with a number of signatures from one postal address counts as only one representation
 - a petition (i.e. the same comment or letter submitted on behalf of and signed by multiple individuals from the same or different addresses) is counted as one representation
 - a representation will only be counted if it is from a specified e-mail address or street address and from a specified individual(s)

5. CHIEF OPERATING OFFICER

CHIEF OFFICER - EDUCATION

1. To approve, in consultation with the Early Learning and Childcare Programme Board, specific grants from the Partner Providers Grant Funding Scheme, to individual Early Learning and Childcare Providers, to support infrastructure projects and increase quality provision for the delivery of expanded hours of Early Learning and Childcare.
2. To discharge the duty of the Council, as education authority, to secure adequate and efficient provision of school education (including pre-school education), and in doing so:
 - a. having regard to the duty to ensure that education is directed to the development of the personality, talents and mental and physical abilities of children and young people (section 2 of the Standards in Scotland's Schools etc. Act 2000);
 - b. endeavouring to ensure that schools managed by them promote the physical, social, mental and emotional health and well-being of pupils (section 2A of that Act); and
 - c. raising standards in Scotland's schools (section 3D of that Act).
3. To prepare an accessibility strategy under the Education (Disability Strategies and Pupil's Educational Records) (Scotland) Act 2002.
4. To operate cross border arrangements for pupils from outside the Council's area (sections 23 and 24 of the Education (Scotland) Act 1980).
5. To make decisions as to limiting the capacity of schools, the management of roll capping and the reservation of school places in both primary and secondary school.
6. To set school commencement dates for primary schools (section 32 of the Education (Scotland) Act 1980).
7. To make decisions on requests for deferred entry to schools.
8. To admit children to pre-school education (Children and Young People (Scotland) Act 2014).
9. To administer the Council's scheme of Devolved School Management.
10. To consider applications for early entry to school.
11. To make decisions on placing requests, including the publishing of information on arrangements in accordance with the provisions of sections 28A and 28B, and representing the Council at any placing appeal committee in accordance with sections 28C or 28E, of the Education (Scotland) Act 1980.
12. To make decisions on placing requests under schedule 2 to the Education (Additional Support for Learning) (Scotland) Act 2004 and represent the Council at any placing appeal committee or First-tier Tribunal.
13. To agree or refuse requests for access to pupil educational records in accordance with the Pupils' Educational Records (Scotland) Regulations 2003.
14. To enforce attendance at school, including the serving of notices, making and issuing Attendance Orders and instructing proceedings against parents in respect of children's nonattendance (sections 36, 37, 38, 39 and 43(2) of the Education (Scotland) Act 1980).

15. To allow pupils to miss school (section 34 of the Education (Scotland) Act 1980).
16. To exclude pupils from school (regulation 4 of the Schools General (Scotland) Regulations 1975) and represent the Council at any exclusions appeal committee in accordance with section 28H of the Education (Scotland) Act 1980 or at the First-Tier Tribunal.
17. To promote the involvement of the parents of pupils in attendance at schools in the education provided to those pupils (section 1 of the Scottish Schools (Parental Involvement) Act 2006).
18. To provide support and guidance to Parent Councils (Scottish Schools (Parental Involvement) Act 2006).
19. To consider applications and award bursaries (section 49 of the Education (Scotland) Act 1980).
20. Following consultation with the Chief Officer - People and Organisational Development, to sign agreements reached by the Local Negotiating Committee for Teachers.
21. To provide or arrange in-service training for staff.
22. To provide the education authority's representatives on the Appointment Committees for all Statutory Appointments.
23. To endorse applications for staff requiring registration with the Scottish Social Services Council (SSSC).
- ~~24. To consult on, prepare and publish a two year plan for day care services to children in need in terms of section 19 of the Children (Scotland) Act 1995 and section 55 of the Children and Young People (Scotland) Act 2014.~~
- ~~24. To consult on, prepare and publish plans biannually for the provision of early learning and childcare under section 1(2B) of the Education (Scotland) Act 1980.~~
25. To provide early learning and childcare under section 27 of the Children (Scotland) Act 1995.
26. To submit a proposal which affects or relates to denominational schools to the Scottish Ministers for their consent in accordance with the Schools (Consultation) (Scotland) Act 2010.
27. To implement the duties and exercise the powers set out in the Education (Additional Support for Learning) (Scotland) Act 2004.
28. To implement the duties and exercise the powers set out in the Education (Scotland) Act 2016.
29. To consent to the withdrawal of children from school in terms of the Education (Scotland) Act 1980.
30. To authorise the approval of early retirement requests from teachers and non-teaching staff within the function in accordance with agreed policy.
31. To offer recruitment and retention incentive payments for hard to fill professional teaching posts.
32. To sign and date co-ordinated support plans in accordance with the Education (Additional Support for Learning) (Scotland) Act 2004 and the Education (Co-ordinated Support Plan) (Scotland) Regulations 2005.
33. To provide transport for pupils and students (section 51 of the Education (Scotland) Act 1980).
34. To provide child guidance services (section 4 of the Education (Scotland) Act 1980).

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35. To make decisions about the provision of other food and drink to pupils who are eligible for free school meals e.g. breakfast and the provision of school food and drink for noneligible children and whether or not to charge for such provision (section 53 of the Education (Scotland) Act 1980).
36. To provide clothing (section 54 of the Education (Scotland) Act 1980).

CHIEF OFFICER - INTEGRATED CHILDREN'S AND FAMILY SERVICES

Children's Social Work

1. To delegate the Chief Social Work Officer role to Lead Service Managers when the Chief Officer - Integrated Children's and Family Services is absent or as otherwise required. Any such delegation shall be made in writing.
2. To take necessary steps to discharge the Council's duties under the Social Work (Scotland) Act 1968, the Children (Scotland) Act 1995, the Children's Hearings (Scotland) Act 2011, the Social Care (Self-directed Support) (Scotland) Act 2013, the Children and Young People (Scotland) Act 2014, the Adoption and Children (Scotland) Act 2007, the Looked After Children (Scotland) Regulations 2009, the Adoption Agencies (Scotland) Regulations 2009 and other legislation relating to children's social work matters.
3. Where the carer of a person over 18 years of age is a child under 18 years of age, to assist Health and Social Care staff to assess the carer's needs and provide information about the assessment in terms of sections 12A, 12AA and 12AB of the Social Work (Scotland) Act 1968 and the Carers (Scotland) Act 2016.
4. To make direct payments to individuals to allow them to purchase community care services or, if they are disabled, to assist them to care for their children (aged up to 18 years) under the Social Care (Self-directed Support) (Scotland) Act 2013.
5. To make direct payments to 16 and 17 year olds with a disability and to parents of children under 18 with a disability to allow them to pay for children's services under the Social Care (Self-directed Support) (Scotland) Act 2013.
6. To bury or cremate any child or young person who was in the care of, or receiving help from, the Council immediately before their death in terms of section 28 of the Social Work (Scotland) Act 1968.
7. To decide whether to pay the expenses of parents, relatives etc. visiting people (including looked after children) who are being cared for or maintained in accommodation by the Council, or in attending funerals, in terms of section 20 of the Social Work (Scotland) Act 1968.
8. To provide and maintain whatever residential and other establishments are needed for the Council's functions under Part II of the Children (Scotland) Act 1995.
9. To recover from other local authorities any costs for services provided to people ordinarily resident in the areas of those authorities under the Social Work (Scotland) Act 1968, in terms of section 86 of that Act.
10. To authorise the following finance-related matters in accordance with ACC Financial Regulations and Council policies:
 - a. reimbursing carers and substitute carers for loss or damage (ex gratia) of up to £1000,
 - b. reimbursing staff for loss or damage (ex gratia) of up to £1000;
 - c. making payments to staff for emergency expenses (ex gratia) of up to £50; and
 - d. reimbursing neighbours and/or relatives of departmental carers for damage caused by service users (ex gratia), where it would be in the interests of the Council to maintain goodwill.

11. To provide reports and information to the courts in private law proceedings in terms of section 11 of the Matrimonial Proceedings (Children) Act 1958 and section 11 of the Children (Scotland) Act 1995.
12. To assess and recover contributions for “maintainable” children looked after by the Council in terms of sections 78 to 82 of the Social Work (Scotland) Act 1968.
13. Where there is an assessed need, to pay allowances to people who have children and young people residing with them in terms of section 50 of the Children Act 1975.
14. To provide an adoption service in accordance with section 1 of the Adoption and Children (Scotland) Act 2007.
15. To supervise and provide reports to the court in respect of non-agency adoptions in terms of sections 18 and 19 of the Adoption and Children (Scotland) Act 2007.
16. To take necessary or facilitative steps to implement arrangements for the adoption of children.
17. To provide adoption support plans under section 45 of the Adoption and Children (Scotland) Act 2007.
18. To approve and pay adoption allowances in terms of section 71 of the Adoption and Children (Scotland) Act 2007.
19. To secure the welfare of all foster children, receiving and assessing notifications, inspecting premises, imposing requirements and removing children from unsuitable premises (sections 3, 5, 6, 8, 9, 10 and 12 of the Foster Children (Scotland) Act 1984).
20. To publish information about services for children in terms of section 20 of the Children (Scotland) Act 1995.
21. To safeguard and promote the welfare of children looked after by the Council and give them the opportunity to fulfil their potential in terms of section 17 of the Children (Scotland) Act 1995.
22. To safeguard and promote the welfare of children in need, giving help “in kind or in cash” in terms of section 22 of the Children (Scotland) Act 1995.
23. To minimise the effect of disability on children, assessing the needs of children with or affected by disability, assessing the ability of their carers to meet those needs and providing information assessment in terms of sections 23, 24, and 24A of the Children (Scotland) Act 1995 and the Social Care (Self-directed Support) (Scotland) Act 2013.
24. To provide accommodation for children and young people when lost or abandoned or when no-one with parental responsibility can do it, in terms of section 25 of the Children (Scotland) Act 1995.
25. To provide accommodation in terms of section 25 of the Children (Scotland) Act 1995.
26. To provide accommodation and maintenance for children looked after by the Council in terms of section 26 of the Children (Scotland) Act 1995.
27. To provide after-care for children (under 26 years of age) who were previously looked after by a local authority in terms of section 29 of the Children (Scotland) Act 1995 and continuing care under section 26A of the Children (Scotland) Act 1995.

28. To provide financial help towards maintaining, educating or training for young people who were looked after by the Council at the time of leaving school age in terms of section 30 of the Children (Scotland) Act 1995.
29. To review cases of children looked after by the Council in terms of section 31 of the Children (Scotland) Act 1995.
30. To remove children from residential establishments in terms of section 32 of the Children (Scotland) Act 1995.
31. To accept responsibility for orders made in respect of children in other parts of the United Kingdom where the child is now ordinarily resident in Aberdeen in terms of section 33 of the Children (Scotland) Act 1995.
32. To provide short-term refuges where a child may be at risk of harm in terms of section 38 of the Children (Scotland) Act 1995.
33. To make enquiries and provide information to the Principal Reporter to the Children's Panel where children may need compulsory measures of care in terms of section 60 of the Children's Hearings (Scotland) Act 2011.
34. Where a child may be at risk of significant harm, to investigate the matter and if need be apply for the following orders:
 - Child Assessment Order (under section 35 of the Children's Hearings (Scotland) Act 2011);
 - Child Protection Order (under sections 37 to 39 of the Children's Hearings (Scotland) Act 2011);
 - Emergency Child Protection Order to a Justice of the Peace (under section 55 of the Children's Hearings (Scotland) Act 2011); and
 - Exclusion Order (under sections 76 to 80 of the Children (Scotland) Act 1995).
35. To provide reports on children and their social background for a Children's Hearing in terms of section 66 of the Children's Hearings (Scotland) Act 2011.
36. To implement the measures contained in Orders made by a Children's Hearing under the Children's Hearings (Scotland) Act 2011.
37. To recommend that a Compulsory Supervision Order is reviewed by a Children's Hearing under the Children's Hearings (Scotland) Act 2011.
- ~~38.~~ Where assessed as necessary, to apply to a court for a Permanence Order, or Permanence
- ~~39.~~~~38.~~ Order with authority to adopt, under sections 80-83 of the Adoption and Children (Scotland) Act 2007.
- ~~40.~~~~39.~~ To apply for variation or revocation of a Permanence Order when there has been a material change of circumstances under section 99 of the Adoption and Children (Scotland) Act 2007.
- ~~41.~~~~40.~~ To provide information to the Courts and arrange accommodation for the detention of children being prosecuted for, or convicted of, criminal offences in terms of sections 42, 43, 44 and 51 of the Criminal Procedure (Scotland) Act 1995.

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- 42.41.** To make purchases, outside the central purchasing arrangements, of necessary food, clothing and other essential items for children in care of the Council and living within the Council's residential establishments for young people.
- 43.42.** To offer recruitment and retention incentive payments for hard to fill professional social work posts.
- 44.43.** To endorse applications for staff requiring registration with the Scottish Social Services Council (SSSC).
- 45.44.** To assess and approve foster carers in accordance with the provisions of the Looked After Children (Scotland) Regulations 2009.
- 46.45.** To place a child in foster placement in accordance with the provisions of the Looked After Children (Scotland) Regulations 2009.
- 46.** To establish a fostering panel in terms of Regulation 17 of the Looked After Children (Scotland) Regulations 2009.
- 47.** To consult on, prepare and publish 2 year plans for day care and out of school care in terms of section 27 of the Children (Scotland) Act 1995.

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CHIEF OFFICER - OPERATIONS AND PROTECTIVE SERVICES

Roads and Infrastructure Services

1. To maintain a list of public roads including classification of roads network.
2. To manage and maintain all roads on a list of public roads including power to reconstruct, alter, widen, improve or renew any such road within approved budgets.
3. To exercise the control of road occupations, reporting to the next relevant committee if any member objects to the proposed decision.
4. To manage and implement the requirements of the New Roads and Street Works Act 1991.
5. To implement arrangements for both temporary and permanent traffic management and related street furniture.
6. To commence and complete the statutory procedure set out in the Local Authorities Traffic Order (Procedure) (Scotland) Regulations 1999 and undertake all necessary preparation prior to making orders under the Road Traffic Regulation Act 1984, sections 1, 2 and 4 (road traffic orders), only bringing the matter before the Operational Delivery Committee where, following consultation with such members as the Chief Officer deems appropriate, an objection is received or where there are unresolved outstanding objections arising from the statutory/ public consultation process.
7. To make and sign permanent traffic orders and implement them where the statutory/public consultation process yields no objections or, where objections have been received, the orders have gained the appropriate committee approval; and to authorise second tier and third tier roads officers to sign and implement such orders in these circumstances.
8. To make and sign, and to authorise second and third tier roads officers to sign, temporary traffic orders.
9. To commence and complete the statutory procedure set out in the Road Humps (Scotland) Regulations 1998 and undertake all necessary preparation prior to making orders under the Roads (Scotland) Act 1984 relating to road humps, only bringing the matter before the Operational Delivery Committee where, following consultation with members (whether all members or simply ward members), objection is received or where there are outstanding objections arising from the statutory/public consultation process.
10. To commence and complete the statutory procedure set out in the Stopping Up of Roads and Private Accesses and the Redetermination of Public Rights of Passage (Procedure) (Scotland) Regulations 1986 and undertake all necessary preparation prior to making orders under the Roads (Scotland) Act 1984 relating to stopping up and redetermination, only bringing the matter before the Operational Delivery Committee where, following consultation with members (whether all members or simply ward members), objection is received or where there are outstanding objections arising from the statutory/public consultation process.
11. To exercise operational management of “on-street” and “off-street” parking facilities.
12. To authorise the removal of private vehicles which have unpaid Penalty Charges recorded against them in accordance with the Road Traffic Regulation Act 1984, Road Traffic Act 1991, Road Traffic (Permitted Parking Area and Special Parking Area) (Aberdeen City Council) Designation Order 2003 and the Removal and Disposal of Vehicles Regulations 1986 and any other relevant legislation.

13. To represent the Council's interests with regard to coast protection and flood prevention matters including the development of the Flood Risk Management Plan.
14. To lodge objections or to make representations on the Council's behalf on applications for licences and the renewal and variation of licences, to the Council's Licensing Committee in cases where the Council are permitted by statute to object to such applications.
15. To implement arrangements for both temporary and permanent traffic management or related street furniture.
16. To grant construction consent for new private roads, to determine the value of security to be lodged and arrange for their adoption in terms of the appropriate legislation; and, in the event that construction proceeds in the absence of such security, to instruct enforcement action.

16-17. To grant or refuse applications in terms of the Council's Driveway Regulations.

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Environmental Services

17-18. In accordance with the Burial and Cremation (Scotland) Act 2016, the Public Health etc. (Scotland) Act 2008 and associated legislation Regulations:

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- following consultation with the Chief Officer - Finance, to accept bequests requiring provision by the Council for the upkeep and maintenance in perpetuity of individual graves and tomb stones in cemeteries under the control of the Council in such cases where the amount of the bequest is sufficient to cover the cost of maintenance and upkeep of the grave and of any tombstone, in accordance with the Council's Financial and Procurement Regulations;
- to act as Registrar of Burials and Cremations and to act as the keyholder for crematorium buildings;
- to ensure the proper disposal of the deceased while taking into account requests of the bereaved;
- to operate the Council's crematorium and to maintain, renew and repair the crematorium buildings;
- to provide facilities for and make available memorials to the deceased;
- to manage arrangements for appointments and statutory paperwork for disposal of the deceased, including implementing, monitoring and maintaining systems and records of any disposal of the deceased and issuing any extracts of such records;
- to maintain identification of the remains throughout the process of cremating the deceased; and
- to arrange for the supervision of exhumations.

18-19. To carry out the Council's duties in regards to the Wildlife and Natural Environment (Scotland) Act 2011.

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19-20. Following consultation with the Chief Officer - Governance, to negotiate, authorise and sign agreement(s) with NHS Grampian and their associated funeral service provider(s) to bury or cremate pregnancy loss provided by NHS Grampian, all in accordance with Scottish Government guidance and best practice.

20-21. To approve and execute allotment site regulations, make minor amendments to such regulations and administer and manage allotments, including granting, varying and terminating allotment leases and maintaining a list of individuals who request allotments, all in terms of the Community Empowerment (Scotland) Act 2015 and other relevant legislation.

Waste Services

21-22. To set commercial waste charges.

22-23. To authorise officers to enforce the provisions of the Environmental Protection Act 1990.

23-24. To remove and dispose of abandoned vehicles in terms of the Refuse Disposal (Amenity) Act 1978.

24-25. To authorise officers to remove, store and return to any owner any bin blocking a street.

~~25. Following consultation with the Chief Officer - Finance, the Head of Commercial and Procurement and the Convener of the City Growth and Resources Committee, to agree that, notwithstanding the terms of the Council's Waste Service Contract, the commencement and handover dates have been achieved, provided that the Altens East Plant operator shall continue to use its reasonable endeavours to ensure the Altens East Plant Contractor passes the Plant Function Tests and Mass Balance Tests (as those terms are defined in the Waste Service Contract).~~

26. Following consultation with the Chief Officer - Finance, the Head of Commercial and Procurement and the Convener of the City Growth and Resources Committee, to approve expenditure on repairs and maintenance to sites owned by the Council, that are procured by the Altens East Plant operator on behalf of the Council, provided that the Altens East Plant operator conducts the procurement in accordance with the ACC Procurement Regulations and that the expenditure is capable of being met from existing budgets.

27. Following consultation with the Chief Officer - Finance, the Head of Commercial and Procurement and the Convener of the Operational Delivery Committee, to negotiate and agree non material variations or supplemental agreements to the Waste Service Contract, including but not limited to, or as a consequence of:-

- variations necessitated due to a change in taxation and/or any applicable legislation or subordinate legislative provision, EU regulation or directive having direct effect, provision of common law or other binding law, requirement of any authorisation, licence, permission, consent or permit or rule of any court of competent jurisdiction and any local, national or supranational agency, inspectorate, minister, ministry, official or public or statutory person (whether autonomous or not), or of the government of the United Kingdom or the European Union, which exists at any time during the life of the contract;
- the approval of fixed term waste trials;
- amendments to reporting requirements;
- changes in the price index used for the indexation of elements of the contract prices; and
- the approval of repairs and maintenance of sites owned by the Council that are serviced by the Altens East Plant operator under the Waste Management Services contract (for example Ness Farm, Hill of Tramaud).

28. Following consultation with the Chief Officer - Finance, the Head of Commercial and Procurement and the Convener of the Operational Delivery Committee, to negotiate and agree variations to the Waste Management Services Contract following a decision of the Council to:-

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- a. change its waste collection operations;
 - b. change the opening hours of Council sites serviced by the Altens East Plant operator under the Waste Services Contract;
 - c. close council owned facilities currently serviced by the Altens East Plant operator under the Waste Services Contract; and
 - d. add new facilities to be serviced by the Altens East Plant operator under the Waste Services Contract.
29. Following consultation with the Chief Officer - Finance, the Head of Commercial and Procurement and the Convener of the Operational Delivery Committee, to negotiate and conclude the variations necessary to the Waste Management Services Contract in relation to the acceptance of third party recycle and/or residual waste at Altens East Plant provided that the nature of those variations results in a net reduction of the Council's operational costs of the Altens East Plant.
30. Following consultation with the Chief Officer - Finance, the Head of Commercial and Procurement and the Convener of the Operational Delivery Committee, to give Suez consent to bid for:-
- a. the inclusion of the Altens East Plant on framework agreements for waste and recycling services; and
 - b. individual contracts to provide waste and recycling services to third parties (i.e. other local authorities or commercial entities) using the Altens East Plant to process the waste and/or recycle, as and when such opportunities arise, contingent upon the variation to the Waste Services Contract in number 25 above having been concluded.

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These powers were approved as per Council report CHI_17_282, app 2 (originally prepared for 11th Dec 2017 full Council, meeting was adjourned and approved at UBC on 21 Dec 2017)

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Protective Services

31. To authorise officers as required in respect of the rights of entry and inspection contained in section 5 of Part I of the Civic Government (Scotland) Act 1982.
32. To authorise the issue of Certificates under section 39(4) of the Civic Government (Scotland) Act 1982 regarding the compliance of vehicles, kiosks or moveable stalls with relevant regulations made under section 1(3) of the Food Safety Act 1990.
33. To authorise the issue of Certificates under section 50 of the Licensing (Scotland) Act 2005 regarding the compliance of premises with regulations made under section 1(3) of the Food Safety Act 1990 relating to construction, layout, drainage, ventilation, lighting and water supply or concerned with the provision of sanitary and washing facilities.
34. To take such action as is necessary with regard to the administrative arrangements under Part 1 of the Food and Environmental Protection Act 1985.
35. To authorise persons, under section 5 of the Food Safety Act 1990, to act in matters arising under the said Act.
36. To appoint, under Regulation 5(6) of the Food Hygiene (Scotland) Regulations 2006, authorised officers for the purpose of enforcing the said Regulations.
37. To designate, under section 5 of the Public Health etc. (Scotland) Act 2008, an appropriate number of competent persons for exercising, on behalf of the Council, the functions relating to protection of public health contained in the Act.
38. To:

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- i. enforce and ensure compliance with (and authorise officers to enforce and ensure compliance with) the Health and Safety at Work etc. Act 1974; and
- ii. appoint as inspectors under section 19 of that Act such persons as he/she considers necessary for carrying into effect the provisions of that Act and other relevant statutory provisions and, in each case, delegate to those persons the powers to be exercised by them.

39. To take, or arrange for the taking of, any action necessary to comply with health and safety legislation and to appoint officers to undertake health and safety functions.

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40. To undertake Port Health duties under the Public Health (Scotland) Act 1945 and the Airports Authority Act 1965.

41. To enforce and ensure compliance with (and to authorise officers to enforce and ensure compliance with) the relevant environmental health and public health provisions of the following legislation:

- a. Prevention of Damage by Pests Act 1949;
- b. Public Health (Scotland) Act 2008;
- c. Caravan Sites and Control of Development Act 1960;
- d. Private Water Supplies (Scotland) Regulations 2006;
- e. Water Supply (Water Quality) (Scotland) Regulations 2000;
- f. Housing (Scotland) Act 1987;
- g. Housing (Scotland) Act 2006;
- h. Housing (Scotland) Act 2001;
- i. Control of Pollution Act 1974;
- j. Noise and Statutory Nuisance Act 1998;
- k. The Clean Air Act 1993;
- l. Civic Government (Scotland) Act 1982;
- m. Dog Fouling (Scotland) Act 2003 (pursuing recovery of unpaid fixed penalties and notifying the Procurator Fiscal of requests for hearings);
- n. Environmental Protection Act 1990;
- o. Control of Dogs (Scotland) Act 2010;
- p. any legislation relating to hazardous substances or radiation; and
- q. any other legislation relating to environmental health or public health matters.

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42. To grant, manage and revoke licences under the Caravan Sites and Control of Development Act 1990 (as amended).

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43. To engage, as required, temporary staff in the event of an emergency mortuary being required for use, having regard to the scale of the emergency.

44. To authorise officers under section 7 of the Smoking, Health and Social Care (Scotland) Act 2005 to exercise the powers contained in section 7 and also in schedule 1 to the Act.

45. To appoint and authorise Licensing Standards Officers to exercise powers in terms of section 13 of the Licensing (Scotland) Act 2005.

46. To authorise officers to enforce the appropriate provisions of the following legislation:-

- a. Animal Boarding Establishments Act 1963;
- b. Animal Health Act 1981;
- c. Animal Health and Welfare (Scotland) Act 2006;
- d. Breeding of Dogs Act 1973;
- e. Breeding and Sale of Dogs (Welfare) Act 1999;
- f. Dangerous Wild Animals Act 1976;
- g. Licensing of Animal Dealers (Young Cats and Young Dogs) (Scotland) Regulations 2009;
- h. Performing Animals (Regulation) Act 1925;
- i. Pet Animals Act 1951;
- j. Riding Establishments Act 1964 and Riding Establishments Act 1970;
- k. Zoo Licensing Act 1981;
- l. Animal By-Products (Scotland) Regulations 2003; and
- m. Animal By-Products (Scotland) (Enforcement) Regulations 2013.

47. To authorise any official veterinary surgeon, acting for the Council, for any of the statutory purposes for which an official veterinary surgeon is required.

48. To appoint a chief inspector of weights and measures and authorise appropriately qualified officers to exercise the statutory functions of the Council as a local weights and measures authority.

49. To authorise the chief inspector of weights and measures to exercise the powers conferred on the Council, in its capacity as the local weights and measures authority, by consumer protection and trading standards legislation.

50. To exercise the Council's power to grant and refuse, renew, vary or revoke a petroleum storage certificate or a petroleum storage licence in terms of the Petroleum (Consolidation) Regulation 2014.

51. To authorise officers of the Trading Standards Service to issue, vary and revoke product safety notices under section 14 of the Consumer Protection Act 1987 and regulations 11 to 15 of the General Product Safety Regulations 2005.

52. To authorise officers of the Trading Standards Service to exercise the powers contained in the Tobacco and Primary Medical Services (Scotland) Act 2010.

53. To authorise officers of the Environmental Health and Trading Standards Services to enforce the Single Use Carrier Bags (Scotland) Regulations 2014.

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54. To authorise officers of Trading Standards Scotland to carry out specific trading standards and consumer protection enforcement work within Aberdeen City Council's jurisdiction.
55. To lodge objections or to make representations on the Council's behalf on applications for licences and the renewal and variation of licences, to the Council's Licensing Committee in cases where the Council are permitted by statute to object to such applications.
56. To appoint a public analyst and Food Examiner to perform the duties detailed in the relevant sections of the Food Safety Act 1960.
57. To appoint an Agriculture Analyst under section 67 of the Agriculture Act 1970.
58. To exercise the Council's power to grant, renew or amend an Explosives Licence in terms of the Explosives Regulations 2014.
59. To exercise the Council's power to refuse to issue or to revoke an Explosives Licence in terms of the Explosives Regulations 2014.
60. To exercise the Council's power to issue or refuse assent for an Explosives Licence, where the application is made to another relevant licensing authority in terms of the Explosives Regulations 2014.
61. To exercise the Council's power to issue or to refuse to issue or to revoke a licence to supply fireworks outwith the restricted dates in terms of the Fireworks Regulations 2004.
62. To establish, hold, manage, regulate and administer markets in accordance with section 27 of the Local Government and Planning (Scotland) Act 1982, to otherwise exercise all powers under section 27 in relation to those markets (except the power to make byelaws) and to take all decisions relating to the day-to-day administration of those markets.
63. To deliver free school meals to eligible school pupils (section 53 of the Education (Scotland) Act 1980).

6. DIRECTOR OF RESOURCES

1. To approve (or to nominate a person as having authority to approve) any procurement, contract and/or business case for the inclusion of a project onto the Council's Capital Programme, as a result of a decision of the Aberdeen City Region Deal Joint Committee and/ or a relevant business case, where the estimate value of the contract is of or above £50,000 (supplies/services) or £250,000 (works), or the turnover from the contract is estimated to be £4.5m or more (concessions), following consultation with the Chief Officer - Finance and the Head of Commercial and Procurement ~~Services~~. To approve (or to nominate a person as having authority to approve) any procurement or contract, as a result of a decision of the Pensions Committee and/or a relevant procurement business case, where the estimated value of the contract is of or above £50,000 (supplies/services) or £250,000 (works), or turnover from the contract is £4.5m or more (concessions) following consultation with the Chief Officer - Finance and the Head of Commercial and Procurement.
2. To approve outline, full and procurement business cases for all capital projects approved as part of the budget process for the purposes of capital processes and Procurement Regulations, following consultation with the Chief Officer – Capital, Head of Commercial and Procurement and Conveners of the Capital Programme Committee and the City Growth and Resources Committee and undertake all necessary procurement exercises for each of these capital projects within budget allocated, following consultation with the Head of Commercial and Procurement, and thereafter to authorise the entering into any necessary contracts.

CHIEF OFFICER - FINANCE

General Powers delegated to the Chief Officer - Finance as Proper Officer

1. To act as Proper Officer for the purposes of section 95 of the Local Government (Scotland) Act 1973 and to administer the financial affairs of the Council and take any necessary actions or decisions in accordance with the ACC Financial Regulations.
2. To delegate the role of Proper Officer for the purposes of section 95 of the Local Government (Scotland) Act 1973 to Service Managers when the Chief Officer - Finance is absent or as otherwise required. Any such delegation shall be made in writing.
3. To sub-delegate his/her responsibilities and powers under the ACC Financial Regulations to managers within his/her Service.
4. To provide the financial administration of the Common Good Fund, Registered Charities, Trusts, Companies and any other funds managed by the Council.
5. To ensure the proper and safe custody of all funds administered by the Council.
6. To approve new permitted investment instruments under the Council's Investment Strategy, reporting the approval to the City Growth and Resources Committee as soon as practicably possible thereafter.
7. To enquire into the financial standing of any organisation wanting to provide services with or to the Council in relation to any tender or contract.
8. To authorise the signature of cheques and other appropriate documentation on behalf of the Council.
9. To sign bank indemnities.
10. To approve monthly PPP unitary charge invoices to a value of £2million.
11. In respect of the Council's Arms-Length External Organisations, to make banking arrangements and provide letters of comfort, where appropriate.
12. To approve the purchase of second hand goods up to a value of £50,000.
13. To write off debt in accordance with the ACC Financial Regulations.
14. ~~Following consultation with the Convener of the City Growth and Resources Committee, to~~ approve ~~notifications press releases~~ to the London Stock Exchange through a Regulatory Information Service.
15. To make arrangements to collect sums due to the Council under the Council's "Contributing to your Care" charging policy for non-residential care services.
16. To make arrangements to collect sums due to the Council under the national "Charging for Residential Care" scheme.
17. To administer payments in cash or in kind in accordance with section 12 of the Social Work (Scotland) Act 1968.
18. To make payments due to social care providers, foster carers, kinship carers and adopters.
19. Following consultation with the relevant Chief Officer and the Convener of the City Growth and Resources Committee, to set fees and charges outside of the budget meeting.

20. To allocate funding, following consultation with the Convener of the City Growth and Resources Committee, from the Transformation Fund on a savings/cost reduction return for investment basis and subject to the ACC Procurement Regulations.

20-21. To lead and act in respect of the Council's Counter fraud response.

Commented [FB29]: To recognise the recently approved Counter Fraud Policy.

Accounting

21-22. To put in place an appropriate control environment and effective internal controls which provide assurance of effective and efficient operations, financial stewardship, probity and compliance with Council policy, legislation and codes of practice in accordance with the Council's Financial Regulations.

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22-23. To produce and continuously review the Council's Financial Regulations and any related financial procedures, policies or codes of practice.

23-24. To provide financial services to other bodies, organisations etc. subject to a charge being made where appropriate.

24-25. To manage the Council's treasury management, including all borrowing and investment activities and banking arrangements.

25-26. To secure arrangements for the administration and accounting of VAT, payment of salaries and wages, receipt of monies, purchase cards, credit cards, match funding and imprest accounts.

26-27. To develop the budget preparation strategy and financial monitoring procedures, including reporting on progress with Council approved savings targets, for both the revenue budget and capital plan, including annual budgets, medium term financial plan and longer term financial planning.

27-28. To amend service budgets for new monies received or subsequent approvals during the year, with all such changes being recorded in the monitoring statements.

28-29. To prepare the Council's Annual Accounts in accordance with the Code of Practice on Local Authority Accounting in the United Kingdom (CIPFA/LASAAC) for each financial year ending 31 March.

29-30. To select suitable accounting policies for the Council and ensure that they are consistently applied to the Council's accounts relating to each financial year.

30-31. To take appropriate action as part of the annual final accounts process to maximise the financial benefit to the Council within appropriate legislation, policies and regulations.

31-32. To be the primary point of contact for the Council's external auditors.

32-33. To submit all financial returns on behalf of the Council.

33-34. To authorise disposal or write off of obsolete or excess stock, scrap materials, stores differences and equipment that is obsolete or beyond economic repair, where the value does not exceed £10,000, all in accordance with the ACC Financial Regulations.

34-35. To administer the residual housing advances scheme, to implement amendments to interest rates for such loans and to take appropriate action to recover any arrears.

35-36. To approve leasing arrangements, and arrange finance and operational leases, in relation to equipment and capital assets.

36-37. To authorise arrangements for electronic funds transfers.

37-38. Following consultation with the Chief Executive, Directors and the Head of Commercial and Procurement, to put in place a scheme of delegated financial limits.

38-39. To arrange for suitable independent audit of European Union funding claims to be carried out.

39-40. To determine the retention period for all books, forms and records related to financial matters

Pensions Administration

40-41. To administer the North East Scotland Pension Fund in accordance with the Local Government Pension Regulations.

41-42. To implement investment arrangements for the North East Scotland Pension Fund in accordance with the Local Government Pension Regulations, including sourcing and appointment of investment fund managers within the approved strategy.

42-43. To appoint member representatives to serve on the Pension Board of the North East Scotland Pension Fund.

43-44. Following consultation with the Chief Officer - Governance, to agree participation by the North East Scotland Pension Fund in securities litigation.

44-45. To write off debt related to the North East Scotland Pension Fund, in accordance with the ACC Financial Regulations.

45-46. To approve (or nominate officers to approve) the Council's entering into of any agreement or other document concerning the administration of the North East Scotland Pension Fund as described in the power relating to "Pensions" delegated herein to the Chief Officer – Governance.

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CHIEF OFFICER - CAPITAL

1. To deliver the Council’s Capital Programme (“the Capital Programme”), including the Council’s General Fund Capital Programme (GFCP) and the Council’s Housing Capital Programme (HCP).
2. To maintain and oversee a governance structure for the delivery of the Capital Programme.
3. To ensure a governance framework is in place through which all projects in the Capital Programme will be evaluated and prioritised for development and delivery, subject to any appropriate Council or committee approval.
4. To ensure appropriate resources are in place to deliver the Capital Programme and, where necessary, to commit resources as required for such delivery.
5. Following consultation with the Chief Officer - Finance, the Leader of the Council and the Convener of the City Growth and Resources Committee, to allocate funds from the Construction Inflation budget for project management and other costs relating to the Capital Programme.
6. Following consultation with the Chief Officer – Corporate Landlord, to make any necessary financial, legal and technical decisions in relation to construction projects, following the receipt of professional advice where appropriate and provided that the ACC Procurement Regulations are complied with and sufficient budgetary provision exists to cover any cost involved, following consultation with the Chief Officer – Corporate Landlord.
7. To audit, assess and review the progress, quality and management of projects within the Capital Programme.
8. To report progress on the Capital Programme to the Corporate Management Team (CMT), elected members and the relevant committee, as appropriate.
9. Following consultation with the Director of Resources and Chief Officer - Finance, to approve or reject Strategic Outline Business Cases and where approved, to authorise the development of Outline Business Cases for potential capital projects.
10. Following consultation with the Director of Resources and Chief Officer - Finance, to approve the Outline/Full Business Cases in principle for capital projects recommended for addition to the capital programme outwith the budget meeting, for onward submission to the relevant committee.
11. Following consultation with the Director of Resources, to consider and approve project change requests and authorise consequent amendments to key project criteria provided that sufficient budgetary provision exists to cover any cost involved.
12. To approve the allocation of external funding to individual projects.

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CHIEF OFFICER – PEOPLE AND ORGANISATIONAL DEVELOPMENT

1. To take action to ensure the Council is compliant with relevant employment law.
2. To approve and arrange for the application of all matters which conform to the national conditions of service and local conditions of service of all categories of employees of the Council, or in the opinion of the Chief Officer – People and Organisational Development are minor variations acceptable to management, the employee and trade unions as appropriate.
3. To approve through normal agreed processes, following consultation with the Chief Officer – Finance and the relevant trades unions, in line with our FAIR agreement, changes- in respect of staff resources including proposed restructuring, establishing/disestablishing posts, converting or making changes to posts, evaluation review, temporary or one-off amendments to pay, changes to jobs and the creation and recruitment to fixed term and permanent posts, within existing clusters.
4. To put in place arrangements for the appointment of Head Teachers and Depute Head Teachers in accordance with Council policy and the Parental Involvement in Head Teacher and Depute Head Teacher Appointments (Scotland) Regulations 2007.
5. To authorise requests for the extension of either full or half sickness allowance, including teachers, in exceptional circumstances following consultation with the relevant Chief Officer.
6. Following consultation with the Chief Executive, to approve applications for Voluntary Severance and Early Retirement for officers below Chief Officer. Applications from Chief Officers should only be approved following consultation with the Chief Executive and the Leader of the Council.
7. To implement pay awards.
8. To take any required action to give effect to the Council's employee benefits scheme.
9. To approve, following consultation with the Convener of the City Growth and Resources Committee, minor changes to the equal pay and modernisation scheme or the buy-out of existing protective terms and conditions on the basis that any such change would be within budget.
10. Following consultation with the Chief Executive and Chief Officer - Governance, to authorise a settlement agreement with an employee below Chief Officer, including in relation to his/ her leaving the Council's employment. Settlement agreements with Chief Officers can only be authorised following consultation with the Chief Executive, Chief Officer - Governance and the Leader of the Council.
11. To act as the representative of the Council when in negotiation with, and in statutory consultation with, trade unions.

CHIEF OFFICER - CORPORATE LANDLORD

Assistance to Local Industry

1. To discuss and negotiate, on a without prejudice basis, proposals and developments in terms of land transactions, premises and finance (following consultation with the Chief Officer - Finance) by way of assistance to local industry.

Proposals for Council-owned Property

2. To discuss and negotiate, on a without prejudice basis, proposals and developments for Council-owned property.
3. Following consultation with the Chief Officer - Governance, to make arrangements for the referral of compensation disputes to arbitration or the Lands Tribunal.
4. To declare property surplus to the requirements of the Council following consultation with service users.
5. Following consultation with the Convener of the City Growth and Resources Committee, to decline offers to purchase Council land or property and offers to sell land or property to the Council.
6. Following consultation with the Convener of the City Growth and Resources Committee, to instruct the Chief Officer - Governance to acquire or sell or take any other interest in heritable property or land where the consideration is less than £250,000 provided that such sale or acquisition represents the land or property's market value.
7. To authorise the granting of standard securities and charges in favour of the Council and the discharge of such standard securities and charges.
8. To instruct the Chief Officer – Governance to grant wayleaves and servitudes over any Council-owned property or enter into any such agreements over land to protect the Council's wider interests.
9. To pay statutory disturbance and home loss payments where appropriate in terms of the Land Compensation (Scotland) Acts.
10. To provide, maintain and equip schools and other buildings (section 17 of the Education (Scotland) Act 1980).
11. ~~Following consultation with the Chief Officer – Capital, to~~ make the necessary financial, legal and technical decisions based on professional advice in relation to capital and revenue based building and refurbishment projects and provided that ~~the ACC Procurement Regulations are complied with and~~ sufficient budgetary provision exists to cover any cost involved, ~~following consultation with the Chief Officer – Corporate Landlord.~~
12. To oversee budgets associated with the Council's scheme of Devolved School Management.
13. To name Council-owned property and facilities following consultation with the Convener of the City Growth and Resources Committee.
14. To carry out the consultation processes required by the Schools (Consultation) (Scotland) Act 2010.

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Lease/Building Occupation Management (General Services Account and Common Good Properties)

15. To grant or decline applications for landlord's consent on terms and conditions reflecting market practice and the Council's interest including the charging of fees for the granting of landlord's consent.
16. To instruct the Chief Officer - Governance to pursue the irritancy of leases provided that the Chief Officer - Governance is satisfied that there are grounds for doing so.
17. To approve assignments or sub-leases either in whole or in part incorporating terms as necessary to protect the Council's interest.
18. To approve the grant of new leases and extensions and variations of existing leases, to agree rent reviews and terminations in respect of such leases (where these are agreed at Market Rental Value) and otherwise to attend to the general management of land and property in the Council's ownership, including the advertising of property for sale or lease.
19. To make arrangements for referral of a disputed revised rent or other dispute to arbitration in accordance with the terms of the lease in question.
20. To approve new leases to the Council from third parties and extensions and variations of existing leases from third parties, to agree rent reviews and terminations in respect of such leases, and to otherwise attend to the general management of land and property leased to the Council.
21. To grant or refuse any application for a let of Education or other Council property including the use of educational premises for licenced functions.
22. Following consultation with the Chief Officer - Governance, to alter/waive (in whole or in part) commercial rents in response to economic downturn subject to the Disposal of Land by Local Authorities (Scotland) Regulations 2010 and to report any use of this power by way of service update.

Adoption of Amenity Areas

23. Following consultation with the Chief Officer - Operations and Protective Services, to refuse to adopt or adopt amenity areas subject to the areas being brought up to a standard suitable for adoption and the owners paying the Council a capitalised maintenance charge.

Rateable Values

24. To make representations on, negotiate and agree Rateable Values for properties where there is a Council interest as proprietor, tenant or occupier, in relation to any Valuation Notice served on the Council.

Planning Representations

25. To make representations on the Council's behalf to the Chief Officer - Strategic Place Planning for submission to the Planning Development Management Committee, in situations where notice has been served on the Council as a party having a notifiable interest in neighbouring land which is subject to a planning application.
26. To make applications for planning and other statutory consent for sites and heritable property where such consent is required to deliver an approved Council initiative or project following consultation with the Chief Officer - Capital.

Properties held on the Housing Revenue Account (HRA) - Asset Management and Repairs

27. To approve or decline applications from tenants of Council houses for:
 - a. erection of lock-up garages;
 - b. installation of car runways;
 - c. erection of boundary enclosures including walls, fences, gates, etc.;
 - d. erection of outbuildings including, but not limited to, garden sheds, greenhouses and pigeon lofts;
 - e. external alterations and additions to houses including, but not limited to, enclosures of verandas, erection of satellite dishes, replacement of external doors and replacement windows;
 - f. internal alterations and additions to houses including, but not limited to, replacement of sink units, kitchen fitments and bathroom suites, installation of bathroom showers, central heating, removal of internal coal cellars, removal of coal fires and installation of alternative forms of heating, and electrical rewiring and upgrading; and
 - g. retrospective Landlord's consent in relation to work carried out by a tenant in connection with section 28 of the Housing (Scotland) Act 2001, but on condition that all other statutory consents and approvals are retrospectively obtained.
28. To arrange for payments to be made in terms of section 29 of the Housing (Scotland) Act 2001 to Council tenants at the termination of a Scottish secure tenancy in respect of improvements carried out by them, including the construction of garages, during the currency of the tenancy, with the consent of the Council, in terms of Council policy.
29. To determine, following consultation with the Chief Officer - Finance, such annual increase, if any, as may be required in licence fees, registration fees, and the other charges as may be determined by the appropriate committee.
30. To arrange for payments to be made in terms of section 234 of the Housing (Scotland) Act 1987 where a tenant is required to remove from their house in order to facilitate the carrying out of repairs or where the Chief Officer - Corporate Landlord in the exercise of his/ her delegated powers arranged for the provision of temporary or permanent re-housing to tenants in houses which are affected by a modernisation scheme.
31. To instruct the carrying out at the Council's expense of works necessary to comply with notices and orders served by the Council in terms of the Housing (Scotland) Act 1987 and the Housing (Scotland) Act 2006 and to take appropriate action to recover the costs from the parties concerned.
32. Following consultation with the Convener of the City Growth and Resources Committee, to instruct the Chief Officer - Governance to dispose of or purchase individual properties following a value for money appraisal where this option is considered by the Chief Officer - Corporate Landlord to be the most appropriate for the Housing Revenue Account, subject to (a) market value being achieved or paid; and (b) consultation with ward members on the proposals, with referral to the City Growth and Resources Committee if any ward member does not agree.
33. Relative to the sale of Council houses under the Housing (Scotland) Act 1987, to decide whether to pursue recovery of any proportion of discount remaining repayable, following the sale of the house by a creditor following upon the default of the borrower.

Community Empowerment (Scotland) Act 2015

34. To administer the Council's Common Good Register as required under the Community Empowerment (Scotland) Act 2015.
35. To process applications under the Community Empowerment (Scotland) Act 2015 to purchase or lease land owned by the Council, subject always to the duty to carry out a review of a case under section 86(2) being discharged by the relevant committee.

7. HEALTH AND SOCIAL CARE PARTNERSHIP

CHIEF OFFICER OF THE ABERDEEN CITY INTEGRATION JOINT BOARD

(also referred to and known as the Chief Officer of the Aberdeen Health and Social Care Partnership)

1. To facilitate and implement Directions issued to Aberdeen City Council from the [Aberdeen City](#) Integration Joint Board, on the instruction of the Chief Executive of Aberdeen City Council and in accordance with the requirements of the ACC Procurement Regulations.
2. To take necessary steps to discharge the Council's duties under the following legislation: Social Work (Scotland) Act 1968, the Children (Scotland) Act 1995, the Social Care (Selfdirected Support) (Scotland) Act 2013, the Children and Young People (Scotland) Act 2014, The Mental Health (Care and Treatment) (Scotland) Act 2003, the Adult Support and Protection (Scotland) Act 2007, the Carers (Scotland) Act 2016, the Community Care and Health (Scotland) Act 2002 and the Adults with Incapacity (Scotland) Act 2000.
3. To comply with the 'Duty of local authority to assess needs'. Legislative Reference: section 12(A) Social Work (Scotland) Act 1968, and amended under the National Health Service and Community Care Act 1990.
4. To arrange for the protection of property of people who have gone into hospital or care. Legislative reference: section 48 of National Assistance Act 1948.
5. To provide domiciliary services where assessed as required. Legislative Reference: section 14 of the Social Work (Scotland) Act 1968 [NB term domiciliary services replaced 'home help' within NHS & Community Care Act 1990].
6. To bury or cremate any person over the age of 18 who was in the care of or receiving help from the Council immediately before their death. Legislative Reference: section 28 of the Social Work (Scotland) Act 1968.
7. To recover expenses from the estate of the deceased person or from any person who was liable to maintain the deceased person immediately before their death expenses incurred. Legislative Reference: section 28 of the Social Work (Scotland) Act 1968.
8. To make expenses payments to parents, relatives or other connected persons in respect of visiting a person, in the care of the authority or receiving assistance from the authority, and in the same financial circumstances to assist persons to attend the funeral of a person in the care of the authority. Legislative Reference: section 29 of the Social Work (Scotland) Act 1968 as amended by paragraph 15(13) of Schedule 4 of the Children (Scotland) Act 1995.
9. To recover or impose any charges for services provided. Legislative Reference: section 87 and section 78A of the Social Work (Scotland) Act 1968, or under and by virtue of section 16, section 18 of the Social Care (Self-directed Support) (Scotland) Act 2013, or under and by virtue of section 28 of the Mental Health (Care and Treatment) (Scotland) Act 2003.
10. To make arrangements with voluntary or other organisations or persons for residential accommodation where nursing is provided for people who appear to need such accommodation. Legislative Reference: section 13A of the Social Work (Scotland) Act 1968 as inserted by section 56 of the National Health Service and Community Care Act 1990.
11. To provide information on Adult Social Care services and any relevant services of other authorities or organisations. Legislative Reference: section 1 of the Chronically Sick and Disabled Persons Act 1970.

12. To provide services to chronically sick and disabled persons. Legislative Reference: section 2 of the Chronically Sick and Disabled Persons Act 1970.
13. To assess the ability of carers to provide care. Legislative Reference: section 12A of the Social Work (Scotland) Act 1968.
14. To have the power to enact the 'Options for Self-Directed Support', including make Direct Payments. Legislative Reference: Social Care (Self-directed Support) (Scotland) Act 2013.
15. To oversee the general functions under the Adults with Incapacity (Scotland) Act 2000:
 - a. to supervise a guardian appointed with functions relating to the personal welfare of an adult in the exercise of those functions;
 - b. to consult the Public Guardian and the Mental Welfare Commission on cases or matters relating to the exercise of functions under this Act in which there is, or appears to be, a common interest;
 - c. to receive and investigate any complaints relating to the exercise of functions relating to the personal welfare of an adult made -
 - i. in relation to welfare attorneys;
 - ii. in relation to guardians or persons authorised under intervention orders;
 - d. to investigate any circumstances made known to them in which the personal welfare of an adult seems to them to be at risk;
 - e. to provide a guardian, welfare attorney or person authorised under an intervention order, when requested to do so, with information and advice in connection with the performance of his functions in relation to personal welfare under this Act.
16. To make arrangements for the provision, equipping and maintenance of residential accommodation and the care of the person for the time being resident in accommodation. Legislative Reference: section 25 of the Mental Health (Care and Treatment (Scotland) Act 2003.
17. To make arrangements for the exercise by the Council of its functions in respect of persons subject to guardianship. Legislative Reference: Adults with Incapacity (Scotland) Act 2000.
18. To make arrangements for the provision of any ancillary or supplementary services. Legislative Reference: Mental Health (Care and Treatment) (Scotland) Act 2003.
19. To make arrangements for the supervision of persons suffering from mental handicap who are neither liable to detention in a hospital nor subject to guardianship. Legislative Reference: Mental Health (Scotland) Act 1984.
20. To appoint Mental Health Officers. Legislative Reference: section 32 of the Mental Health (Care and Treatment) (Scotland) Act 2003.
21. To receive patients who have attained the age of 16 years into guardianship. Legislative Reference: section 57 of the Adults with Incapacity (Scotland) Act 2000.
22. To provide or secure the provision of suitable training and occupation for persons suffering from mental handicap who are over school age. Legislative Reference: Education (Scotland) Act 1980 in terms of the Mental Health (Scotland) Act 1984.

23. To authorise Mental Health Officers to enter and inspect premises and to provide information for the purpose of the issue of a warrant to search for and remove patients. Legislative Reference: sections 33 and 35 of the Mental Health (Care and Treatment) (Scotland) Act 2003.
24. To make arrangements for the exercise by the Council of its functions in respect of persons under the Mental Health (Care and Treatment) (Scotland) Act 2003 and the Adults with Incapacity (Scotland) Act 2000 including:
 - a. to make arrangements for the provision, equipping and maintenance of residential accommodation and the care of the person for the time being resident in accommodation so provided;
 - b. to apply for and implement welfare and financial guardianships or intervention orders and any other ancillary or supplementary services or orders under the Adults with Incapacity (Scotland) Act 2000;
 - c. to make arrangements for the supervision and provision of services for people who are the subject of Compulsory Treatment Orders whether community or hospital based; and
 - d. to make arrangements for provision of any ancillary or supplementary services.
25. To apply for orders for the purpose of removing people in need of care and attention to suitable premises. Legislative Reference: section 35 of the Mental Health (Care and Treatment) (Scotland) Act 2003 and section 14 of the Adult Support and Protection (Scotland) Act 2007.
26. To make provision for the safeguarding of vulnerable adults. Legislative Reference: Adult Support and Protection (Scotland) Act 2007.
27. To supervise persons subject to a Community Payback Order, Unpaid Work Order, or release from prison related Order and to provide the necessary social background reports and other reports to the Court. Legislative Reference: The Management of Offenders etc. (Scotland) Act 2005.
28. To provide supervision for the purpose of assisting and advising an offender in regard to payment of a fine. Legislative Reference: section 217 of the Criminal Procedure (Scotland) Act 1995.
29. To supervise people placed on a Supervised Attendance Order for default of a fine. Legislative Reference: section 235, 236 or 237 of the Criminal Procedure (Scotland) Act 1995.
30. To supervise people placed on a Drug Treatment and Testing Order. Legislative Reference: sections 89-95 of the Crime and Disorder Act 1998.
31. To jointly establish arrangements with other Responsible Authorities for the assessment and management of the risks posed by certain high risk offenders. Legislative Reference: section 10 of the Management of Offenders etc. (Scotland) Act 2005.
32. To provide a throughcare service to prisoners during their period of imprisonment and who will be subject to supervision following release. Legislative Reference: section 71 of the Criminal Justice (Scotland) Act 2003.
33. To jointly, with Scottish Ministers, establish arrangements for the assessment of management of the risks posed by custody and community prisoners. Legislative Reference: section 9 of the Custodial Sentences and Weapons (Scotland) Act 2007.
34. Following consultation with the Director of Commissioning, to monitor the performance of any contract for the provision of Health and Social Care facilities services, or both, on the Council's behalf.

35. To authorise the provision of aids and adaptations for the homes of people with disabilities within the approved budget available for the purpose and in accordance with approved policies.
36. To take, or arrange for the taking of, any action necessary to comply with health and safety legislation and to appoint officers to undertake health and safety functions.
- 37.** To provide Appropriate Adult support services to vulnerable persons under section 42 of the Criminal Justice (Scotland) Act 2016.
- 37,38.** Subject to future designation of the Aberdeen City Integration Joint Board as a Category 1 Responder under the Civil Contingencies Act 2004, to direct and ensure that coordinated and appropriate arrangements are in place to discharge the requirements of that Act and other relevant legislation.

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APPENDIX 1

PROPER OFFICERS AND STATUTORY APPOINTEES

PROPER OFFICERS - The undernoted officers are Proper Officers for the following purposes:

<u>Legislation</u>	<u>Function</u>	<u>Officer</u>
Any other legislation (not included in the below list) which requires certain functions to be exercised by a Proper Officer		<ul style="list-style-type: none"> • Chief Executive
<u>Local Government (Scotland) Act 1973</u> <u>Section 33A</u>	Councillors' declaration of acceptance of office	<ul style="list-style-type: none"> • Chief Executive • Chief Officer - Governance • Legal Services Manager • Democracy Assurance Manager
Section 34	Receipt of Councillors' resignations	<ul style="list-style-type: none"> • Chief Executive • Chief Officer - Governance
Section 43 and Schedule 7 paragraph 1(4)	Receipt of requisition for special Council meeting	<ul style="list-style-type: none"> • Chief Officer - Governance • Legal Services Manager • Democracy Assurance Manager
Section 43 and Schedule 7 paragraph 2(1)	Signing summons to attend Council meeting	<ul style="list-style-type: none"> • Chief Executive • Chief Officer - Governance • Legal Services Manager • Democracy Assurance Manager
Section 43 and Schedule 7 paragraph 2(2)	Receipt of notice by Councillor of alternative address:	<ul style="list-style-type: none"> • Chief Officer - Governance • Legal Services Manager • Democracy Assurance Manager
Section 50B	Excluding reports containing exempt information from public, and providing documents to the press	<ul style="list-style-type: none"> • Chief Officer - Governance • Legal Services Manager • Democracy Assurance Manager
Section 50C	Providing a written summary of the proceedings where minutes are excluded from public, without disclosing the exempt information.	<ul style="list-style-type: none"> • Chief Executive • Chief Officer - Governance
Section 50D	Compiling a list of background papers to a report to be open to inspection by members of the public	<ul style="list-style-type: none"> • Democracy Assurance Manager

Section 50F	Determining documents which are not open to inspection and would disclose exempt information.	<ul style="list-style-type: none"> • Chief Executive • Chief Officer - Governance
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<u>Legislation</u>	<u>Function</u>	<u>Officer</u>
Section 92	Dealing with the transfer of securities	<ul style="list-style-type: none"> • Director of Resources Chief • Officer - Finance
Section 95	Administration of the Council's financial affairs	<ul style="list-style-type: none"> • Chief Officer - Finance
Section 128	Educational Endowments	<ul style="list-style-type: none"> • Chief Officer - Governance
Section 145	Ordnance Survey applications sent to the proper officer of the local authority.	<ul style="list-style-type: none"> • Chief Officer - Early Intervention and Community Empowerment
Section 189	Instituting, defending or appearing in legal proceedings	<ul style="list-style-type: none"> • Chief Officer - Governance • Legal Services Manager
Section 190	Service of legal proceedings, notices, etc., will be duly served on the authority if served on the proper officer of the authority	<ul style="list-style-type: none"> • Chief Officer - Governance • Legal Services Manager
Section 191	Signing any claim on behalf of the Council in any sequestration, liquidation or other such proceedings in which the Council is entitled to make a claim and may act on behalf of the Council in connection with that claim in all respects.	<ul style="list-style-type: none"> • Chief Officer - Governance • Legal Services Manager
Section 193	Signing notices, orders, authenticating documents etc.	<ul style="list-style-type: none"> • Chief Officer with responsibility for the relevant function to which the notice, order etc. relates • Other officers as authorised in terms of the Powers Delegated to Officers
Section 197	Inspection and deposit of documents	<ul style="list-style-type: none"> • Chief Officer - Governance
Section 202	Authenticating byelaws	<ul style="list-style-type: none"> • Chief Officer - Governance
Section 202B	Certifying a true copy of an entry in register of byelaws	<ul style="list-style-type: none"> • Chief Officer - Governance

Section 204	Evidence of byelaws - copy of a byelaw purporting to be made by the Council upon which is endorsed a certificate purporting to be signed by the proper officer.	<ul style="list-style-type: none"> Chief Officer - Governance
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Legislation	Function	Officer
Section 206	The admission of honorary freemen and keeping a roll containing the names of persons admitted to be freemen.	<ul style="list-style-type: none"> Chief Officer - Governance
Section 231	Application to sheriff in cases of difficulty - making application to the sheriff on questions arising from the Local Government (Scotland) Act 1973	<ul style="list-style-type: none"> Chief Officer - Governance
Civic Government (Scotland) Act 1982 Section 112	Execution of management rules	<ul style="list-style-type: none"> Chief Officer - Governance
Section 113	Evidence of management rules	<ul style="list-style-type: none"> Chief Officer - Governance
Local Government and Housing Act 1989 Section 2	Lists of politically restricted posts – proper officer to maintain a list of politically restricted posts	<ul style="list-style-type: none"> Director of Resources Chief Officer - People and Organisational Development
Local Government (Scotland) Acts 1973 and 1975, Local Government Finance Act 1992 and associated delegated legislation	All administrative functions, including preparation of the Assessment Roll, preparation and issue of rates notices, collection of rates, receiving and settling claims for exemption from rates, handling objections to rates levels and the abatement, remission or repayment of rates under the relevant rating provisions	<ul style="list-style-type: none"> Director of Resources Chief Officer - Finance

Local Government Finance Act 1992 and associated delegated legislation	All administrative functions, including preparation and issue of council tax notices, collection of council tax, handling of objections to assessments and the exemption, abatement or remission of charges	<ul style="list-style-type: none"> • Director of Resources • Chief Officer - Finance • Chief Officer - Customer Experience
Local Government etc (Scotland) Act 1994 Section 16	Property held in trust	<ul style="list-style-type: none"> • Director of Resources • Chief Officer - Governance • Chief Officer - Finance

<u>Legislation</u>	<u>Function</u>	<u>Officer</u>
Requirements of Writing (Scotland) Act 1995 Schedule 2, paragraph 4(1)	Signing of documents	<ul style="list-style-type: none"> • Officers as authorised in terms of the Powers Delegated to Officers
Local Authorities (Contracts) (Scotland) Regulations 1997 Regulation 4	Signing of Certificates	<ul style="list-style-type: none"> • Chief Officer - Governance • Chief Officer - Finance • Legal Services Manager • Head of Commercial and Procurement Services • Relevant Delegated Procurers
Ethical Standards in Public Life etc (Scotland) Act 2000 (Register of Interests) Regulations 2003 Regulations 3-7	To set up, maintain and make available for public inspection the register of interests. This record will consist of the date of receipt of that notice, the name of the responsible person who gave that notice and a statement of the information contained in, or a copy of, that notice. The proper officer shall maintain that record in respect of any person until five years after the date that person ceases to be a responsible person.	<ul style="list-style-type: none"> • Legal Services Manager • Democracy Assurance • Manager • Chief Officer - Governance
Scottish Local Government Elections Order 2011	Retention of documents following an election	<ul style="list-style-type: none"> • Chief Executive • Chief Officer - Governance

<p>Community Empowerment (Scotland) Act 2015 Part 9 Section 116 *not yet in force - date to be appointed*</p>	<p>This section provides for the execution of allotment site regulation by proper officers. These regulations cover allotment allocation, rent, cultivation of allotments, maintenance of allotments, buildings or structures, keeping of livestock, access, sale or surplus produce etc.</p>	<ul style="list-style-type: none"> • Chief Officer – Operations and Protective Services
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Legislation	Function	Officer
<p>Housing (Scotland) Act 2006 Section 140</p>	<p>A licence holder who requests the local authority to provide a certified copy of the HMO (Houses In Multiple Occupation) licence is, if the request is reasonable, entitled to be given such a certified copy. Section 140(4) provides that any such copy HMO licence which purports to be certified by a proper officer of the local authority is sufficient evidence of the terms of the HMO licence</p>	<ul style="list-style-type: none"> • Such officers as may be (or have already been) appointed by the Council in this respect
<p>Section 160</p>	<p>Certifying a HMO licence for entry in the HMO register</p>	<ul style="list-style-type: none"> • Such officers as may be (or have already been) appointed by the Council in this respect
<p>Environmental Protection Act 1990 Section 33A (11)(a)</p>	<p>Signing a certificate for proceedings in relation to fixed penalty notices for contraventions of section 33(1)(a) and (c) (this is to be done by a proper officer with the responsibility mentioned in Section 95 of the Local Government (Scotland) Act 1973)</p>	<ul style="list-style-type: none"> • Chief Officer - Finance

<p>Local Electoral Administration and Registration Services (Scotland) Act 2006</p> <p>Sections 5,6 & 7</p>	<p>Section 5 imposes requirements on the proper officer to make relevant election documents available for inspection by members of the public. The proper officer must, on the request of any registered party or a person who was a candidate at the election, supply them with a copy of the marked copies of the register, the postal voters list, the list of proxies and the proxy postal voters list relating to the election.</p>	<ul style="list-style-type: none"> • Chief Officer - Governance
<p>Discretionary Housing Payments (Grants) Order 2001</p> <p>Part 3(3)</p>	<p>Signature of Claims (by the proper officer pursuant to section 95 of the Local Government (Scotland) Act 1973.)</p>	<ul style="list-style-type: none"> • Chief Officer - Finance

STATUTORY APPOINTEES

The undernoted officers are statutory appointees in terms of the undernoted legislation:

Legislation	Function	Officer
<p>Local Government Pension Scheme (Scotland) Regulations 2018, Regulations 68 and 69</p>	<p><u>Appointed Person</u></p>	<ul style="list-style-type: none"> • <u>Chief Officer - Governance</u>
<p>Social Work (Scotland) Act 1968</p> <p>Section 3</p>	<p>Chief Social Work Officer</p>	<ul style="list-style-type: none"> • Chief Officer - Integrated Children's and Family Services
<p>Representation of the People Act 1983</p> <p>Sections 25, 41</p>	<p>Returning Officer</p>	<ul style="list-style-type: none"> • Chief Officer - Governance
<p>Representation of the People Act 1983</p> <p>Section 5, s6b</p>	<p>The proper officer is to prepare a list of rooms in schools and meeting rooms which candidates in the constituency are entitled to use</p>	<ul style="list-style-type: none"> • Such officers as may be (or have already been) appointed by the Council in this respect
<p>Weights and Measures Act 1985</p> <p>Section 72(1)(a)</p>	<p>Chief Inspector of Weights and Measures</p>	<ul style="list-style-type: none"> • Trading Standards Manager

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Local Government and Housing Act 1989 Section 4	Head of Paid Service	<ul style="list-style-type: none"> • Chief Executive
Section 5	Monitoring Officer	<ul style="list-style-type: none"> • Chief Officer - Governance
Environmental Protection Act 1990 Section 149(1)	Officer appointed for the purposes of discharging the functions imposed or conferred on the Council for dealing with stray dogs in its area	<ul style="list-style-type: none"> • Environmental Health Manager
Regulation of Investigatory Powers (Scotland) Act 2000 (i) Sections 6 and 7	Authorising Officers	<ul style="list-style-type: none"> • Chief Executive (where required by statute) • Protective Services Manager • Revenues and Benefits Manager • Housing Manager • Other officers as appointed by Chief Officer - Governance

<u>Legislation</u>	<u>Function</u>	<u>Officer</u>
Regulation of Investigatory Powers Act 2000	Designated Persons	<ul style="list-style-type: none"> • Protective Services Manager • Other officers as appointed by Chief Officer - Governance
Licensing (Scotland) Act 2005 (i) Schedule 1, Paragraph 8	Clerk of the Licensing Board	<ul style="list-style-type: none"> • Chief Officer - Governance
Valuation Joint Boards (Scotland) Order 1995 Schedule 2, Section 4	To act as the Treasurer of Grampian Valuation Board	<ul style="list-style-type: none"> • Chief Officer - Finance
Education (Scotland) Act 2016 Section 25	All education authorities must appoint a Chief Education Officer to advise the authority on carrying out the authority's legislative functions under this Act and other education Acts. The Chief Education Officer must be appropriately experienced, as determined by the authority.	<ul style="list-style-type: none"> • To be appointed. Section 25 is not yet in force.

Registration of Births, Deaths and Marriages (Scotland) Act 1965 Section 7	District registrars/senior registrars.	<ul style="list-style-type: none"> Registrars
Local Government (Scotland) Act 1973 Section 95	Administration of the Council's financial affairs	<ul style="list-style-type: none"> Chief Officer - Finance
Local Government etc. (Scotland) Act 1994 Section 27	Assessor	<ul style="list-style-type: none"> Such officers as may be (or have already been) appointed by the Council in this respect
Mental Health (Care and Treatment) (Scotland) Act 2003 Section 32	Mental Health Officers	<ul style="list-style-type: none"> Mental Health Officers
Food Safety Act 1990 Section 27	Analysts	<ul style="list-style-type: none"> Such officers as may be (or have already been) appointed by the Council in this respect

<u>Legislation</u>	<u>Function</u>	<u>Officer</u>
Agriculture Act 1970 Section 67(3)	Agricultural Analyst/Depute Agricultural Analyst	<ul style="list-style-type: none"> Such officers as may be (or have already been) appointed by the Council in this respect
<u>United Kingdom General Data Protection Regulation (UKGDPR), Article 37</u> <u>Data Protection Act 2018, section 69</u> <u>Data Protection Bill & GDPR Section 67 & Article 37(1) of GDPR</u>	Data Protection Officer	<ul style="list-style-type: none"> Data Protection Officer Chief Officer - Governance

<p>Town and Country Planning (Scotland) Act 1997 Section 43A</p>	<p>To determine any application for planning permission for a development within the category of local developments or any application for consent, agreement or approval required by a condition imposed on a grant of planning permission for a development within that category.</p>	<ul style="list-style-type: none"> • Chief Officer - Strategic Place Planning and any appropriate person nominated by him/her for the purpose
<p>Town and Country Planning (Scotland) Act 1997 Section 1A when it comes into force</p>	<p>Each Planning Authority must have a chief planning officer (CPO). The role of CPO is to advise the Planning Authority on the carrying out of functions conferred on them by virtue of the planning Acts and, and functions conferred on them by any other relevant enactment.</p>	<ul style="list-style-type: none"> • Chief Planning Officer – to be appointed – guidance from Scottish Ministers on the role awaited.

APPENDIX 2

Scheme of Delegation for dealing with planning applications for Local Developments

[Section 43A of the Town and Country Planning (Scotland) Act 1997 (as amended)]

The Chief Officer - Strategic Place Planning or any appropriate person nominated by him/her for the purpose (that Chief Officer or any such appropriate person hereinafter referred to as the "Appointed Officer") has the following delegated powers:

1. To determine applications for:
 - the requisite approval of matters specified in condition(s) imposed on a grant of planning permission in principle under section 59 of the Town and Country Planning (Scotland) Act 1997 (as amended);
 - planning permission (including planning permission in principle);
 - applications for the approval of consent, agreement or approval required by a condition imposed on a grant of planning permission or planning permission in principle; and
 - planning applications for modification of conditions under section 42 of the Town and Country Planning (Scotland) Act 1997 (as amended).

all in respect of applications falling within the category of "local development" as defined within the Town and Country Planning (Hierarchy of Developments) (Scotland) Regulations 2009 and as required by Section 28 of the Planning (Scotland) Act 2019, in respect of planning permission for a development within the category of local developments, (when it comes into force) except where that application:-

- i. has been made by or on behalf of;
 - a. an elected member of the Council or a member of staff employed within the Place Planning function of the planning authority; or
 - b. the Chief Executive or any other member of the Corporate Management Team of the planning authority,
- all as determined from the contents of the application form.
- ii. requires to be the subject of formal notification to the Scottish Ministers as defined in the Schedule to the Town and Country Planning (Notification of Applications) (Scotland) Direction 2009 (or any other Scottish Government Direction);
- iii. is an Environmental Impact Assessment (EIA) application for which a validated EIA has been submitted;
- iv. is being recommended for approval and has been the subject of formal timeous objection by the local Community Council within whose area the application site falls;
- v. is being recommended for approval and has been the subject of six or more timeous letters of representation (following advertisement and/or notification) that express objection or concern about the proposal;
- vi. is being recommended for approval and has been the subject of formal objection from the Roads Authority or the Council's Environmental Health service;

- vii. is being recommended for approval and is considered by the Appointed Officer to be contrary to the adopted development plan strategy;
 - viii. has been subject to a Public Hearing under section 38A(4) of The Town and Country Planning (Scotland) Act 1997.
2. To determine applications for the approval of consent, agreement or approval required by a condition(s), imposed on a grant of planning permission under section 37 of the Town and Country Planning (Scotland) Act 1997 (as amended).
 3. To determine applications for any approval of the planning authority required under a development order as required by Section 28 of the Planning (Scotland) Act 2019 when it comes into force.
 4. To determine applications for certificates of lawfulness of existing use or development under Section 150 of the Town and Country Planning (Scotland) Act 1997 (as amended) and as required by Section 28 of the Planning (Scotland) Act 2019 when it comes into force.
 5. To determine applications for certificates of lawfulness of proposed use or development under Section 151 of the Town and Country Planning (Scotland) Act 1997 (as amended) and as required by Section 28 of the Planning (Scotland) Act 2019 when it comes into force.
 6. To determine applications for advertisement consent required by virtue of regulations made under Section 182 of the Town and Country Planning (Scotland) Act 1997 (as amended) and as required by Section 28 of the Planning (Scotland) Act 2019 when it comes into force. Under the terms of section 75 of the Town and Country Planning (Scotland) Act 1997 (as amended) and section 69 of the Local Government (Scotland) Act 1973, and following consultation with the Chief Officer - Governance, to:
 - a. negotiate and conclude legal agreements related to planning and other related applications;
 - b. determine applications for Modifications or Discharge of Planning Obligations under section 75A in relation to planning applications;
 - c. to participate in the promotion and development of Good Neighbour Agreements under section 75D.provided the Appointed Officer considers such agreements to be in accordance with the original decision on the application.
 7. To determine planning and other applications given a willingness to approve and for which legal agreements are not completed within 6 months of the date on which a willingness to approve was agreed by the Planning Authority.
 8. To determine applications for Listed Building consent and Conservation Area consent subject to any of the applicable exceptions contained in paragraph 2 above and provided that the Scottish Ministers, if notified, have either made no observations or, where observations have been made which can competently be made the subject of appropriate planning conditions, to determine these applications with those conditions attached.
 9. To determine requests for non-material variation of planning applications in terms of section 64 of the Town and Country Planning (Scotland) Act 1997 (as amended).

Note

The powers delegated to the appointed officer hereof are further qualified to the extent outlined in the provisions of Section 43A(6) of the Town and Country Planning (Scotland) Act 1997 (as amended). Accordingly, the Appointed Officer and Chief Officer - Strategic Place Planning, following consultation with the Convener of the Planning Development Management Committee may decide, for whatever reason, that the particular circumstances of an application which would in terms of this Scheme fall to be determined by the Appointed Officer are such that the application should be determined by the Planning Development Management Committee. The final decision lies with the Chief Officer - Strategic Place Planning.

Definitions

1. A ***"timeous objection"*** from the Community Council means any written representation - stating explicitly that it is objecting - received from the Community Council within whose area the application is located no later than the time period specified for representations following the date of notification or if applicable, advertisement of the application (whichever is the later) or any later date agreed in writing with the planning authority.
2. A ***"timeous letter of representation"*** means any written representation received no later than the time period specified by the planning authority for representations to be made following the date of notification or, if applicable, advertisement of the application (whichever is the later).
3. ***"Letter of representation"*** is to be construed in light of the following:
 - if more than one representation is submitted from a single individual or a single e-mail address, this only counts as one representation
 - a single letter with a number of signatures from one postal address counts as only one representation
 - a petition (i.e. the same comment or letter submitted on behalf of and signed by multiple individuals from the same or different addresses) is counted as one representation
 - a representation will only be counted if it is from a specified e-mail address or street address and from a specified individual(s)



Appendix D

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Standing Orders For Council, Committee and Sub Committee Meetings

Approved by Council ~~32~~ March 2021~~0~~



Aberdeen City Council Standing Orders For Council, Committee and Sub Committee Meetings

The Council will exercise all its powers and duties in accordance with the law and the Council's Scheme of Governance.

In the event of any conflict or inconsistency between these Standing Orders and legislation, the legislation shall prevail.

Version	23.0
Effective From	21 April March 2021
To be Reviewed	March 2022 1
Application of Policy	Council-wide
Policy Author	Lynsey McBain, Committee Services Officer

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FIRST COUNCIL MEETING FOLLOWING AN ELECTION

THE STATUTORY MEETING

1. Calling of Statutory Meeting

- 1.2 In a local government election year, the Council will hold its first meeting within 21 days of the election, on a date set by the Chief Officer - Governance.

2. Terms of Business

- 2.1 The Returning Officer, whom failing such Councillor as the meeting may select, will chair the meeting until the Lord Provost is elected.
- 2.2 The agenda will include the following business:
- 2.2.1 Receipt of notice of election of Councillors;
- 2.2.2 Election of Lord Provost, Depute Provost, Leader or Co-Leaders, and Depute Leader of the Council;
- 2.2.3 Appointment of a Business Manager and Depute Business Manager;
- 2.2.4 Appointment of a Convener and Vice Convener(s) for Committees of the Council;
- 2.2.5 Appointment of Members to Committees;
- 2.2.6 Nomination or appointment as the case may be of representatives to Boards, Joint Committees and Outside Bodies; and
- 2.2.7 Approval of Senior Councillor allowances.
- 2.3 Where Standing Orders refer to the Leader of the Council, this will include reference at all times to Co-Leaders, if appointed.
- 2.4 Where any function in terms of the Standing Orders is attributed to the Leader of the Council, the Co-Leaders will determine who will undertake it and notify the Chief Executive on request.
- 2.5 In the absence of the Business Manager, the Depute Business Manager will fulfil the duties of the Business Manager.
- 2.6 There will be no more than one appointment made to the roles of:
- Lord Provost;
 - Depute Provost;
 - Depute Leader (if appointed);
 - Business Manager;
 - Depute Business Manager; and
 - Convener.

- 2.7 The Convener and Vice Convener of the Audit, Risk and Scrutiny Committee must be a member of the opposition.
- 2.8 Any External Member appointed by Council to any Committee or Sub Committee will have full voting rights on all matters considered relevant by the Council, Committee or Sub Committee, unless otherwise agreed by Council.
- 2.9 An External Member will remain as a member of the Committee or Sub Committee until the next ordinary election of Councillors, subject to their right to resign or their removal by the nominating body.
- 2.10 An External Member will be expected to comply with the Councillors' Code of Conduct.

3. Nominations and Appointments

3.1 General Procedures

- 3.1.1 When nominating or appointing Members to any office or position where there are a greater number of candidates than vacancies, the decision will be taken by a vote.
- 3.1.2 A Member will be entitled to vote for as many candidates as there are vacancies.
- 3.1.3 A Member must not vote more than once for any one candidate in any ballot.
- 3.1.4 In addition to the nominator and seconder, Members may speak in support of their own candidacy for a maximum of 5 minutes.

3.2 Voting in the Case of One Vacancy

- 3.2.1 Where only one vacancy requires to be filled and one candidate has an absolute majority of votes cast, that candidate will be declared elected, nominated or appointed, as the case may be.
- 3.2.2 Where only one vacancy requires to be filled and there are only two candidates and the vote results in a tie, the candidate to be removed will be determined by lot, using a method decided upon by the Clerk.
- 3.2.3 Where there are more than two candidates and the first vote does not produce an absolute majority in favour of any candidate, the candidate with fewest votes will be removed, and a fresh vote will take place between the remaining candidates.
- 3.2.4 This process will continue until one candidate has a majority of votes cast.
- 3.2.5 Where there is an equal number of votes for the candidates with fewest votes, an extra vote will be taken between those candidates.
 - 3.2.5.1 The name of the candidate with the fewest votes will be removed from the process.
 - 3.2.5.2 If an equal number of votes remains, the candidate to be removed will be determined by lot using a method decided upon by the Clerk.

3.3 Voting in the Case of Two or More Vacancies

3.3.1 Where there is more than one vacancy and the number of candidates exceeds the number of vacancies, the following method of voting shall apply:-

3.3.1.1 The number of candidates matching the number of vacancies that receive the highest number of votes cast will be duly elected, nominated or appointed, as the case may be.

3.3.1.2 Where there is an equal number of votes between two or more candidates, and where their respective proportion of the votes cast does not allow them to automatically take up a vacancy, an extra vote will be taken between those candidates. The candidate(s) receiving the highest number of votes cast will be duly elected, nominated or appointed, as the case may be.

3.3.2 In the event that Standing Order 3.3.1.2 still produces an equality of votes, the decision will be by lot using a method decided upon by the Clerk.

3.3.2.1 The first named candidate drawn will be elected, nominated or appointed, as the case may be, followed by the second named candidate, should there be more than two candidates with an equality of votes.

3.3.2.2 This process will continue until the number of candidates amounts to the same number of vacancies.

4. Duration of Appointments

4.1 Each appointment made under Standing Order 3 will stand until the next local government election, unless and until:

4.1.1 a Member resigns from that appointment; or

4.1.2 is removed by the Council as set out in Standing Order 5; or

4.1.3 in the case of a Leader, the Council agrees to that Member being a Co-Leader with another Member.

5. Removal from Office

5.1 Any Member elected or appointed as Lord Provost, Depute Provost, Leader or Co-Leaders of the Council, Depute Leader of the Council, Business Manager or Depute Business Manager, or as Convener or Vice Convener can only be removed from office by a resolution by Full Council following a Notice of Motion submitted at least three weeks prior to the Council meeting in accordance with Standing Order 12.

5.2 Any such Notice of Motion will form the first item of business at the next Full Council meeting.

5.3 Any such Notice of Motion can only be heard by Full Council and, for the avoidance of doubt, not by the Urgent Business Committee.

5.4 Following debate, a proposal as to whether to remove from office the office bearers detailed at Standing Order 5.1 will be voted on and decided by simple majority.

- 5.5 For the avoidance of doubt, there will be a casting vote in the event of there being no overall majority.
- 5.6 Where the Council agrees to remove a Co-Leader from their role, the removal from office will only apply to the named Member.
 - 5.6.1 The remaining Co-Leader will be determined to be the Leader of the Council, unless Council appoints a replacement Co-Leader.

6. Appointment and Employment of Chief Officers

- 6.1 The processes which apply to the appointment and employment of Chief Officers are set out at Appendix 3 to this document.

COUNCIL AND COMMITTEE MEETINGS

7. Ordinary Meetings

- 7.1 Meetings of the Council, its Committees and Sub Committees will be held in line with the meeting timetable as approved by the Council.
- 7.2 No meetings will be held on a Saturday or Sunday or on public holidays observed by the Council.
- 7.3 It will be within the discretion of the Convener of the Council, a Committee or Sub Committee to cancel, advance or postpone an ordinary meeting to another date if in his/her opinion, acting reasonably; there is a good reason for so doing.

8. Special Meetings

- 8.1 A special meeting of the Council, a Committee or Sub Committee may be called at any time by its Convener.
- 8.2 A special meeting may also be called by at least a quarter of the Members of the Council, Committee or Sub Committee.
 - 8.2.1 In such instances a special meeting will be held within fourteen days of a written request being received by the Chief Officer - Governance.
 - 8.2.2 The written request must set out the business of the meeting and be signed by at least a quarter of the Members of the Council, Committee or Sub Committee.

9. Place of Meetings

- 9.1 All meetings of the Council, its Committees and Sub Committees will, unless otherwise determined by the Chief Officer - Governance in consultation with the Convener, take place in the Town House.

10. Notice of Meetings

- 10.1 At least five Clear Days before a meeting of the Council, Committee or Sub Committee, the time and place of the meeting will be published at the Council's offices.
 - 10.1.1 Standing Order 10.1 does not apply to the Urgent Business Committee nor the Licensing Sub Committee.

10.2 A Summons to attend the meeting including the list of business to be transacted at the meeting will be delivered:-

10.2.1 by post to a Member's normal place of residence;

10.2.2 to such other address as a Member may specify; or

10.2.3 by email to an address provided by the Council.

10.3 If a Summons is not sent to or received by any Member, the meeting will still be valid.

11. Order of Business

11.1 Council Meetings

11.1.1 At an ordinary meeting of Council, the business shown on the agenda will (unless otherwise determined by the Convener) proceed in the following order:-

11.1.1.1 Admission of Burgesses

11.1.1.2 Notification of Urgent Business

11.1.1.3 Determination of Exempt Business

11.1.1.4 Declarations of Interest

11.1.1.5 Deputations

11.1.1.6 Minutes of Previous Meeting(s) of Council

11.1.1.7 Referrals from Committees

11.1.1.8 ~~Committee Business~~ Planner

11.1.1.9 Council Business

11.1.1.10 Notices of Motion

11.1.1.11 Exempt / Confidential Business

11.2 Committee and Sub Committee Meetings

11.2.1 At an ordinary Committee or Sub Committee meeting, the business shown on the agenda will usually (unless otherwise determined by the Convener) proceed in the following order:

11.2.1.1 Notification of Urgent Business

11.2.1.2 Determination of Exempt Business

11.2.1.3 Declarations of Interest

11.2.1.4 Deputations

11.2.1.5 Minutes of Previous Meeting

11.2.1.6 Committee Planner

11.2.1.7 Notices of Motion

11.2.1.8 Referrals from Council, Committees and Sub Committees

11.2.1.9 Committee Business (to be set out as per Committee Terms of Reference)

11.2.1.10 Exempt / Confidential Business

OPERATION OF COUNCIL, COMMITTEE AND SUB COMMITTEE MEETINGS

12. Notices of Motion

- 12.1 A Member can submit a Notice of Motion to Council, a Committee or Sub Committee.
- 12.2 Notices of Motion should be submitted to the Clerk in writing at least three weeks prior to the meeting.
- 12.2.1 The Clerk will then be responsible for collating the views of the relevant Director(s), Chief Officer - Governance, Chief Officer - Finance and any other relevant Chief Officer(s) and presenting these to the Member.
- 12.3 Following the conclusion of the consultation set out in Standing Orders 12.1 and 12.2, the final written motion must be submitted by the Member to the Clerk by 12 noon two weeks prior to the meeting, along with any relevant correspondence.
- 12.4 Precise deadlines for all Council, Committee and Sub Committee meetings will be made available to Members on the internal website.
- 12.5 Prior to a Notice of Motion appearing on an agenda, the Convener will determine competency.
- 12.6 A Notice of Motion will be determined incompetent if:-
- 12.6.1 The judgement of the relevant Director(s) or Chief Officer(s) is that the matter is already being pursued. In such circumstances, the Member may only resubmit the motion after a period of six months from the date of submission of the Notice of Motion;
- 12.6.2 The terms of the motion could result in a breach in law;
- 12.6.3 The motion proposes expenditure and does not identify a source of funding; or
- 12.6.4 A motion in similar terms has already been submitted for the same meeting by another Member.
- 12.7 If the Convener rules the motion incompetent, it will not appear on the agenda for the meeting.
- 12.8 If the motion is ruled incompetent, the Member may submit a revised version, subject to adhering to the process outlined in Standing Orders 12.1, 12.2 and 12.3 above.
- 12.9 A Notice of Motion submitted to the Clerk outwith the deadlines referred to above, can only be accepted onto the agenda at the discretion of the Convener, prior to, or at the meeting of the Council, Committee or Sub Committee.

- 12.10 Standing Order 12.9 does not apply to any Notice of Motion submitted under Standing Order 5.1 (Removal of Office of Lord Provost, Depute Provost, Leader or Co-Leaders, Depute Leader of the Council or Convener or Vice Convener).
- 12.11 When submitting a Notice of Motion, outwith the deadlines referred to above, the Member will be required to specify why the motion should be considered as a matter of urgency.
- 12.12 If a Member who has submitted a Notice of Motion is absent from the meeting when the motion is due to be considered, the motion will not be considered at that meeting but will be put on the agenda for the next meeting.
- 12.13 If the Member is absent on the second occasion, the motion will fall.
- 12.14 If a Member is not a member of the Committee or Sub Committee where their motion is to be considered, they will be invited to the meeting to move or speak to the motion and sum up; however they will not be entitled to vote on the matter.
- 12.15 Members are permitted to submit joint notices of motion, however the 10 minute time limit for moving the motion will remain unchanged, which can be split between any or all of the Members who submit the joint motion.
- 12.16 A Member can make minor alterations to their motion, with the consent of the Convener.
- 12.17 Any motion proposing a nomination for Freedom of the City must be signed by at least 23 Members of the Council.

13. Reports by Officers

- 13.1 Reports to the Council, Committees or Sub Committees will be in the name of the Chief Executive, Directors, Statutory and Chief Officers or by the Council's Internal or External Auditors; or by a representative of Police Scotland or the Scottish Fire and Rescue Service.
- 13.2 Reports must be provided in draft to the following for consultation in accordance with the published timetable:
 - 13.2.1 Chief Officer - Finance
 - 13.2.2 Chief Officer - Governance
 - 13.2.3 Chief Executive
 - 13.2.4 Clerk
 - 13.2.5 Administration Leaders
 - 13.2.6 Convener of the City Growth and Resources Committee
 - 13.2.7 Convener and Vice Convener of Council or the relevant Committee or Sub Committee
 - 13.2.8 Business Manager
 - 13.2.9 Executive Lead for their respective committee

- 13.3 Reports must also be provided in draft to the following officers for consultation, in cases where the report contains matters within their professional remit:-
- 13.3.1 Chief Officer – Integrated Children’s and Family Services
 - 13.3.2 Chief Officer – People and Organisation Development
 - 13.3.3 Head of Commercial and Procurement ~~Services~~
 - 13.3.4 Chief Officer – Corporate Landlord
 - 13.3.5 Chief Officer – City Growth
- 13.4 Standing Orders 13.2 and 13.3 do not apply to planning or licensing applications where there are no draft reports and separate statutory consultation procedures apply.
- 13.5 A report author must consult the local Members of a ward where the report contains proposals which, if implemented, would have a ~~s~~ignificant ~~l~~ocal ~~i~~mpact on that particular ward.
- 13.6 Where an initial report is prepared as a result of a Notice of Motion having been considered, the report author must consult the Member(s) who submitted the Notice of Motion.
- 13.7 A report will only be submitted for consideration by the Council, Committee or Sub Committee where the Clerk, Chief Officer – Finance and the Chief Officer – Governance have responded to the consultation on that report.
- 13.8 Subject to Standing Orders 13.9 to 13.12 below, final reports to be included on an agenda for a meeting of the Council, Committee or Sub Committee must be submitted to the Clerk as specified in the timetable published by the Chief Officer - Governance.
- 13.9 If a report not listed on the agenda is submitted after the agenda for the meeting of the Council, Committee or Sub Committee has been published; the Convener must give authority for the report to be added to the agenda.
- 13.10 If a report listed on the agenda is submitted after the agenda has been published but more than three Clear Days before the meeting, no Late Docquet will be required.
- 13.11 If a report is submitted after the agenda has been published but less than three Clear Days before the meeting, the relevant Director- or Chief Officer must submit a Late Docquet to the Clerk explaining why the report is late and the special circumstances which require the ~~item-report~~ to be considered as a matter of urgency.
- 13.11.1 In terms of Standing Order ~~365.3~~, the Docquet must also be signed by the Convener who will specify why the ~~item-report~~ should be considered at the meeting as a matter of urgency.
 - 13.11.2 Standing Order 13.11 does not apply to the Licensing Committee, Urgent Business Committee or Licensing Sub Committee.
- 13.12 Any officer listed under Standing Order 13.1 will have the authority to withdraw his/her report from the agenda, following consultation with the Business Manager.

14. Deputations

- 14.1 Every request for a deputation must be in writing and received by the Clerk at least two working days before the meeting to which it relates. Any documentation that a deputation may wish to circulate to the Committee must be submitted along with the deputation request. Should such documentation not be submitted with the request, it will be for the Convener to determine if the document is circulated.
- 14.1.1 For example, for a meeting on a Thursday, requests must be received by the end of the Monday; and for a meeting on a Tuesday, requests must be received by the end of the previous Thursday.
- 14.2 In the event that a report has not been published to enable a deputation request to comply with the deadline set out in Standing Order 14.1, deputation requests may still be submitted and put on to the agenda.
- 14.2.1 In such instances, Standing Order 14.1 would require to be suspended at the meeting for the deputation to be heard.
- 14.3 The request must relate to a report on an agenda.
- 14.4 The request must state the report on which the deputation wants to be heard and the action (if any) the deputation would like the Council, Committee or Sub Committee to take in relation to the report.
- 14.5 The following deputation requests are not competent:-
- 14.5.1 Deputations which fail to comply with Standing Order 14.1
- 14.5.2 Deputations which relate to reports containing confidential information (see Standing Order 22)
- 14.5.3 Deputations which relate to the annual budget
- 14.5.4 Deputations which relate to a petition
- 14.5.5 Deputations which relate to a planning or licensing application
- 14.5.6 Deputations which relate to matters that have alternative procedures for representation (which may include, but are not restricted to, the Council's proposed sale or let of a property which has been subject to a closing date and the Council's proposed tendering of goods, services or works).
- 14.5.7 Deputations which relate to a Notice of Motion which has not yet been moved.
- 14.6 Subject to Standing Order 14.2 (late publication of reports), if a deputation request is determined to be incompetent, it will not be put on the agenda.
- 14.7 Deputations cannot consist of more than three people.
- 14.8 No individual may form part of more than one deputation on the same matter.
- 14.9 A competent deputation request will be placed on the agenda for the relevant meeting of the Council, Committee or Sub Committee.
- 14.9.1 If a deputation is deemed to be competent, it will be heard at the meeting, unless a Member moves a procedural motion to determine otherwise.

- 14.10 If, having heard the deputation, the Council, Committee or Sub Committee defer consideration of the report, no further request will be accepted from the same body or individuals in relation to the matter unless a new report containing substantially different information is submitted to a future meeting.
- 14.11 Competency in respect of Standing Orders 14.3, 14.5 and 14.10 will be determined by the Convener.
- 14.12 If a report on which a deputation has been heard is referred to another meeting of the Council, a Committee or Sub Committee, in order for the same body or individuals to be heard, a fresh request for a deputation must be submitted.
- 14.13 Deputations will be given a maximum of ten minutes to present their case, irrespective of the number of speakers.
- 14.14 Following the conclusion of the deputation, Members will be given the opportunity to ask questions of the deputation for a maximum of ten minutes.
 - 14.14.1 No questions can be asked of officers during this time period, and no debate or discussion will take place until the report is considered as part of the agenda.

15. Petition

- 15.1 A petition complying with the agreed criteria and having received at least 100 valid signatures will be placed on the agenda for consideration at the relevant committee.
- 15.2 The petitioner will be invited to explain their petition at the relevant committee and will have a maximum of ten minutes to present their case, following which Members will be given the opportunity to ask questions of the petitioner for a maximum of ten minutes.
- 15.3 The petitioner can be supported by up to two other individuals but the ten minute limit will be the same.
- 15.4 A Council officer will then have the opportunity to present their case for a maximum of ten minutes, following which Members will be given the opportunity to ask questions of the officer for a maximum of ten minutes.
- 15.5 There are three options for the committee to consider.
 - 15.5.1 Take no action and advise the lead petitioner of the Committee's reasoning.
 - 15.5.2 Agree that the matter be the subject of a report to the relevant Committee(s).
 - 15.5.3 Refer the matter to a relevant organisation with or without a recommendation.

16. Rights of Members to Attend Meetings

- 16.1 Subject to Standing Orders 12.14, 16.2 and 16.3 any Member will be entitled to attend any Committee or Sub Committee meeting of which they are not a member and will, with the consent of the Convener, be entitled to ask questions or address the meeting.
 - 16.1.1 The Member may not propose or second any motion or amendment or vote.
- 16.2 A Member cannot be present at a meeting of a Committee or Sub Committee for which they are not a member when all of the following three conditions apply:-
 - 16.2.1 The press and public have been excluded from the meeting; **and**

16.2.2 The meeting is likely to involve the taking of a decision which may affect the interests of any person or body following a hearing; **and**

16.2.3 The person or body has a right in terms of the law, Standing Orders or other administrative procedure, to be heard at that meeting in person or through a representative, for example the Appeals Sub Committee or Licensing Committee.

16.3 In respect of the following, Members will only be entitled to make representations through, as applicable, the formal statutory process or other procedure agreed by Council, Committee or Sub Committee:

16.3.1 quasi-judicial matters;

16.3.2 individual housing allocation decisions; or

16.3.3 reviews to be undertaken by the Community Asset Transfer Review Sub Committee.

16.4 Prior to sitting as a member or a substitute of the Pensions Committee and the Appeals Sub Committee, a Councillor must have undertaken the required training.

17. Substitute Members

17.1 Members or Groups will be entitled to nominate substitutes to attend meetings of Committees and Sub Committees on their behalf, providing those substitutes have received relevant training as determined by the Council.

17.2 Bodies appointing External Members shall be permitted to appoint a named substitute for their substantive Member, providing those substitutes have received relevant training as determined by the Council.

18. Failure to Attend Meetings

18.1 Subject to section 35 of the Local Government (Scotland) Act 1973, if a Member fails throughout a period of six consecutive months to attend any meeting of the authority, the Chief Executive must report this to Council, unless leave of absence has been granted to the Member.

18.2 If the Council is not satisfied as to the cause of the failure to attend, the Member will cease to be a Member of the Council.

18.3 The Member will not cease to be a Member of the Council if the absence is due to the Member having been suspended by the Standards Commission.

18.3.1 No report from the Chief Executive is required in these circumstances.

19. Chairing of Meetings

19.1 At any meeting of the Council, its Committees or Sub Committees, the chair will be taken by the Convener, or where the Convener is absent, the Vice Convener, who will be addressed in accordance with Standing Order 25.2.

19.1.1 In the event that there is more than one Vice Convener, it will be for those ~~who will be addressed in accordance with Standing Order 25.2.~~ Members to determine which of them will chair the meeting.

19.1.2 In the event that no agreement is reached between those Members, the decision will be taken by means of a procedural motion.

19.1.3 In the absence of both Convener and Vice Convener(s), the Members present will appoint a Convener.

20. Quorum

- 20.1 The quorum of Council, Committees and Sub Committees will be one quarter of the total number of members of the Council, Committee or Sub Committee, or three members, whichever is the higher.

21. Attendance at Meetings by Chief Officers

- 21.1 All meetings will normally have advice available from the Chief Officer – Finance and the Chief Officer - Governance.
- 21.2 The attendance of all other officers is at the discretion of the appropriate Chief Officer, taking into account the business of the meeting and the Working Time Regulations 1998.

22. Exempt and Confidential Information

- 22.1 Agendas and reports containing Confidential Information will contain a declaration that the report is 'Not for Publication' because it contains Confidential Information as described in Appendix 1 to the Standing Orders.
- 22.2 Agendas and reports containing Exempt Information (exempt items) will contain a declaration that the report is 'Not for Publication' because it contains Exempt Information as described in Appendix 2 to the Standing Orders.
- 22.3 The public **may** be excluded from a meeting when an item of business is being considered, if it is likely that, if the public were present, Exempt Information would be disclosed.
- 22.4 The public **must** be excluded from a meeting when an item of business is being considered and it is likely that, if the public were present, Confidential Information would be disclosed to them in breach of an obligation of confidence.

23. Declarations of Interest

- 23.1 Any Member making a declaration of interest should:-
- 23.1.1 indicate whether it is a financial or non-financial interest;
- 23.1.2 include some information on the nature of the interest; and
- 23.1.3 confirm whether or not they intend to withdraw from the meeting room.
- 23.2 A Member must withdraw from the meeting room, including from the public gallery, where they have declared an interest that prevents them from participating in the discussion of, and voting on, the item.

24. Introducing Reports

- 24.1 The Convener may identify that a report requires introduction from an officer, or a representative of an external organisation, following which, Members will be given the opportunity to ask questions of officers or an external representative. Any introduction

and questions for an external representative should be undertaken prior to asking questions of officers.

- 24.2 To promote the effective management of the meeting, Members should seek clarification or advice on any points from officers in advance of the meeting.
- 24.3 When, in the opinion of the Convener, Members have had a reasonable opportunity to ask questions, the Convener will move to determination of the matter.

25. Speaking at Meetings

- 25.1 When addressing Members, Trade Union Advisers, officers, deputations or representatives of external partners at meetings, no Member or officer should use the first name of the person being addressed.
- 25.2 When referring to or addressing the Convener, Members, Trade Union Advisers and officers should address the Convener as 'Lord Provost', 'Convener' or 'Chair' as appropriate.
- 25.3 When referring to or addressing a Member, Members, Trade Union Advisers and officers should address the Member as Councillor.

26. Order of Debate

- 26.1 If consensus cannot be reached on an item, the order of debate will be as follows:-
 - 26.1.1 Motion moved and seconded
 - 26.1.2 Amendment(s) moved and seconded
 - 26.1.3 Debate
 - 26.1.4 Summing up for the amendment(s)
 - 26.1.5 Summing up for the motion
 - 26.1.6 Vote
- 26.2 Any Member wishing to speak at any meeting will address the Convener and restrict their remarks to the item of business before the meeting through:-
 - 26.2.1 Asking questions
 - 26.2.2 Moving, seconding or supporting a motion or any relative amendment
 - 26.2.3 Moving or seconding a Procedural Motion; and
 - 26.2.4 Raising a Point of Order
- 26.3 Advisers to the Staff Governance Committee will be entitled raise a Point of Order, ask questions and participate in any debate, but will not be entitled to move a motion or amendment, nor participate in any vote.

27. Points of Order

- 27.1 A Point of Order is a verbal objection made to the Convener that a statement or proposed procedure or action at the meeting may be in breach of the law, Standing Orders or Councillors' Code of Conduct.

- 27.2 Any Member may raise a Point of Order at any point in the meeting, and must specify which Standing Order, law or section of the Councillors' Code of Conduct will be, or has been, breached.
- 27.3 The Convener will decide how the Point of Order will be dealt with.

28. Procedural Motions

28.1 A Procedural Motion is a motion on the procedure being proposed or undertaken at the meeting, including, but not restricted to:-

28.1.1 Moving exempt business to the public section of the agenda;

28.1.2 Proposing a change to the minute;

28.1.3 Proposing that an item on the business planner be considered at an earlier date or be deferred to a later date;

Commented [MO2]: To cover both scenarios

28.1.4 Proposing that an item be referred to another Committee or directly to full Council, with the exception of referrals under Standing Order 34.1;

Commented [MO3]: As referrals under SO 34.1 are not dealt with as a procedural motion suggest that the wording needs to be amended slightly to provide clarity.

28.1.5 Proposing that no further debate or questioning take place;

28.1.6 Proposing the suspension of a Standing Order;

28.1.7 Proposing an alternative method of voting; and

28.1.8 Proposing that a planning site visit be undertaken.

28.2 A Procedural Motion has to be moved and seconded, and Members will then vote on whether to support or oppose it.

28.3 When a Procedural Motion has been moved and seconded, it will be put immediately to the vote, without any debate.

28.4 If a Procedural Motion is not seconded, it will fall and this will be recorded in the minute.

28.5 Except where the Procedural Motion is to suspend Standing Orders in terms of Standing Order 41, for a Procedural Motion to be successful, it requires a simple majority of the vote.

28.6 Immediately following the vote, procedural motions may be referred to the relevant Committee or the Council for a decision in terms of Standing Order 34.1.

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Commented [MO4]: To provide clarity on an area where Standing Orders are currently silent.

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29. Motions and Amendments

29.1 Where a motion and amendments are proposed prior to a Council, Committee or Sub Committee meeting, Members should provide a copy of the proposed wording to the Clerk as soon as reasonably practicable and, if possible, before the meeting commences.

29.2 Any motion or amendment in respect of the budget should be submitted to the Chief Officer – Finance, by 10am on the third last Working Day before the meeting takes place to enable the Chief Officer – Finance to consider any financial implications. For example, if the budget meeting is on Tuesday then any amendment should be submitted to the Chief Officer – Finance, by 10am the Thursday before. Such motion or amendment should detail the cost of the proposal(s) being advanced or the savings proposed to be achieved

and the consequential impact of that cost or those savings on the annual budget and any associated commissioning intentions and service standards.

- 29.3 The Clerk will then be responsible for collating the views of the following officers and presenting these to the Member:
- 29.3.1 the relevant Director(s);
 - 29.3.2 Chief Officer – Governance;
 - 29.3.3 Chief Officer – Finance; and
 - 29.3.4 other relevant Chief Officer(s).
- 29.4 The Convener will have the prior right to the motion, except:-
- 29.4.1 where he/she waives this right and allows another Member to have the prior right to the motion;
 - 29.4.2 where a written Notice of Motion submitted by a Member is moved; or
 - 29.4.3 the Council is meeting to consider its annual revenue budget, in which case the Convener of the City Growth and Resources Committee will have the prior right to the motion. Following the moving of each budget, the spokesperson of the biggest Opposition Group will have the right to propose an amendment.
- 29.5 When moving any motion or amendment, a Member will provide its terms in full, which will then require to be seconded by another Member who, if speaking, must speak in support of that motion or amendment.
- 29.5.1 No Member will speak in support of a motion or amendment until it has been seconded.
 - 29.5.2 Any Member who has moved or seconded a motion or amendment will not be entitled to enter the debate.
- 29.6 All motions and amendments must be relevant to the report.
- 29.7 All amendments must differ from the motion and from each other substantially.
- 29.8 The Convener will offer any relevant officer an opportunity to address the meeting on the competency, relevancy or implications of any motion or amendment.
- 29.9 A motion or amendment is incompetent if it would require the incurring of expenditure and the source of funding is not identified.
- 29.10 A motion or amendment which identifies the source of funding as the Council's reserves will not be competent without advice being provided to the meeting by the Chief Officer - Finance.
- 29.11 The Convener will determine whether a motion or amendment is competent and relevant, and may seek advice from officers in this regard.
- 29.12 A motion or amendment moved but not seconded, or which has been ruled by the Convener to be incompetent will not be put to the vote but will be recorded in the minute.

Commented [MO5]: To make it clear that a Member must (if they choose to speak) speak in support of the motion or amendment they are seconding, and not an alternative proposal.

- 29.13 If a motion or amendment is withdrawn, the mover and seconder can move or second and speak in support of a further motion or amendment.
- 29.14 No Member will speak more than once (except on a Point of Order, by asking a question or by moving a Procedural Motion) in a debate, except for the Members who moved the motion / amendment(s), who will have the right to sum up.
- 29.15 In respect of the motion which proposes any element of the Council annual budget, the Council Leader will have the right to sum up.
- 29.16 A Member can make minor alterations to their motion or amendment, with the consent of the Convener.
- 29.17 When there is only one amendment to the motion, the vote will be taken between the motion and the amendment.
- 29.17.1 Whichever is carried will be the resolution of the meeting.
- 29.18 Where there is more than one amendment to the motion, a vote will be taken between the last two amendments, and this process will be repeated until only one amendment remains.
- 29.18.1 A vote will then be taken between the motion and the remaining amendment.
- 29.18.2 Whichever is carried by majority will become the resolution of the meeting.
- 29.19 If an amendment proposes that no decision be taken, the first vote will be between it and the motion.
- 29.19.1 If the amendment is carried, the meeting will proceed to the next item of business.
- 29.19.2 If the amendment is not carried, it will be eliminated from the amendments which, with the motion, will be voted on in the usual way.
- 29.20 The processes outlined above will not apply to the Appointment Panel, unless this is agreed by Members of the Panel.

30. Time Allowed for Speaking

- 30.1 Moving a motion or amendment – 10 minutes
- 30.2 Seconding a motion or amendment – 5 minutes
- 30.3 Speaking in debate – 5 minutes
- 30.4 Summing up – 5 minutes
- 30.5 Moving a Council budget – no time limit
- 30.6 Seconding a Council budget – 10 minutes
- 30.7 Summing up a Council budget – 10 minutes

31. Closure of Debate

- 31.1 After eight or more Members have spoken (including the movers and seconders of motions and amendments), any Member who has not spoken can move as a Procedural Motion that no further debate take place.

- 31.2 If the Procedural Motion is agreed, the movers of the original motion and amendment(s) will have the right to sum up and the matter will thereafter be put to the vote.
 - 31.2.1 In respect of the motion which proposes any element of the Council annual budget, the Council Leader will have the right to sum up.
- 31.3 If the Procedural Motion is defeated, the debate will continue.
- 31.4 Subsequent Procedural Motions that no further debate take place can be made after a further three Members have spoken.

32. Method of Voting

- 32.1 Votes will be taken by means of the electronic voting system at Council, and by roll call at Committees or Sub Committees, subject to Standing Orders:
 - 32.1.1 (Votes in Respect of Two or More Vacancies); and
 - 32.1.2 (Motion by a Member for an Alternative Method of Voting).
- 32.2 Votes in respect of two or more vacancies may be taken by roll call.
- 32.3 A Member can move that an alternative method of voting is used, such as roll call or show of hands, by means of a Procedural Motion.
- 32.4 The Clerk will conduct the vote.
 - 32.4.1 No one will interrupt the proceedings (except to draw attention to an omission in the calling of a Member's name or to a Point of Order) until the result of the vote has been announced.
- 32.5 With the exception of Standing Order 41.1 (Suspending Standing Orders), a simple majority of those present and voting will decide the result of any vote between motions and amendments.
- 32.6 Subject to Standing Order 33.1 (Quasi-Judicial Items of Business), a Member who is absent when their name is called will be entitled to vote if they enter the meeting before the result of the vote is announced.
- 32.7 In the event of a tied vote, the Convener will have the casting vote, except where the vote relates to the appointment of a Member to any particular office.
 - 32.7.1 If the Convener chooses not to exercise their casting vote, lots will be drawn using a method decided upon by the Clerk.
- 32.8 Any Member wishing to record their dissent against the decision after a vote should do so immediately after the result has been announced, and this will be recorded in the minute.

33. Quasi-Judicial Items of Business

- 33.1 Where the Council, Committee or Sub Committee is required to determine an item of business which is of a Quasi-Judicial nature, a Member must be present in the meeting room for the duration of the item.
- 33.2 If a Member has left the room at any point during discussion of the item, they will not be permitted to participate in the determination of the item, nor any vote.

34. Referrals

34.1 Immediately following a vote at Committee or Sub Committee, one third of the membership of the Committee or Sub Committee may refer the matter to the Council, a Committee or Sub Committee for a decision, unless thereafter the Convener determines otherwise (see Glossary for calculation).

Commented [MO6]: To provide clarity that the Convener does not have to determine that there can be a referral before the names are provided for the one-third referral.

34.1.1 With the exception of items of business which are of a Quasi-Judicial nature, a Member does not require to have participated in the initial vote to participate in a referral.

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34.2 Subject to Standing Orders 34.3 and 34.4, should the matter be referred in terms of Standing Order 34.1, the Clerk will then arrange for the matter to be referred to the next meeting of Council, relevant Committee or Sub Committee for determination.

Commented [MO7]: To cover the eventuality which may occur at a remote/hybrid meeting where a member may drop off a call between initial vote and referral. Current SOs are silent on this and so it is considered that members would be entitled to participate in the referral, therefore it is suggested wording is added to make this explicit.

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34.3 Standing Orders 34.1 and 34.2 will not apply to any proceedings relating to:-

34.3.1 The appointment of or retirement of staff;

34.3.2 Grievance or disciplinary appeals by staff;

34.3.3 School attendance;

34.3.4 Bursaries;

34.3.5 Admission of any particular child to school;

34.3.6 Provision of school transport for any particular child;

34.3.7 The granting of any licence, registration or certificate;

34.3.8 Assumption of parental rights or adoption in the case of any individual; or

34.3.9 Aids and adaptations to premises for the benefit of social work clients.

34.4 Where an item is referred to a meeting of the Council, Committee or Sub Committee, and it is not possible for the item to be open to the public for inspection at least three

Clear Days before the meeting, the referring Committee or Sub Committee must specify why the item should be considered as a matter of urgency.

34.4.1 The Convener of the Council, Committee or Sub Committee to which the item is referred will then determine whether it is added to the agenda.

35. Minutes

35.1 The Clerk will prepare the minutes of meetings of the Council, its Committees and Sub Committees and any other meetings at which Members are represented, as may be determined by the Chief Officer - Governance.

35.2 The minutes will record the names of the Members who attended the meeting and will contain a summary of the business of the meeting as determined by the Clerk.

35.3 The Convener and Vice Convener will normally propose and second the minute as a true record unless either were not present, in which case any Member present at the meeting can either propose or second the minute as a true record.

- 35.4 At the meeting, if any Member challenges the accuracy of the minute, they can move a Procedural Motion that a correction is made.
- 35.5 Any corrections to the minute will be outlined in the subsequent minute.
- 35.6 Any discussion around the approval of the minute cannot extend to opening up discussion of the substantive issues detailed in the minute.

36. Powers of Convener

- 36.1 To preserve order and ensure that Standing Orders are followed.
- 36.2 To decide on the order of business and matters of competency and relevancy, unless otherwise specified.
- 36.3 To accept urgent business onto the agenda in terms of Section 50B(4)(b) of the Local Government (Scotland) Act 1973.
 - 36.3.1 The reason(s) why the matter must be considered urgently will be recorded in the minute of the meeting.
- 36.4 To ensure that all Members are given the opportunity to speak and to decide on the order in which they speak.
- 36.5 To rule on all Points of Order.
- 36.6 To adjourn the meeting at any time for any reason, and to determine the length of the adjournment.
- 36.7 When the Convener begins to speak, all other Members must stop speaking.
- 36.8 It will be within the discretion of the Convener of the Council, a Committee or Sub Committee to cancel, advance or postpone an ordinary meeting to another date if in his/her opinion, acting reasonably; there is a good reason for so doing.
- 36.9 The decision of the Convener on all matters in Standing Order 36 will be final.

37. Behaviour

- 37.1 All Members must behave respectfully at any meeting and should not behave in a manner that is improper, offensive or deliberately obstructs the business of the meeting.
- 37.2 All Members are bound by the Councillors' Code of Conduct and are responsible for complying with it at all times.
- 37.3 If a member of the public interrupts any meeting, the Convener may issue a warning to the person creating the disturbance or may order them to leave the meeting.
- 37.4 If there is general disturbance during any part of the meeting, the Convener may order that the public leave the meeting.

38. Suspension of Members

- 38.1 If any Member disregards the authority of the Convener, obstructs the meeting or, in the opinion of the Convener, acts in an offensive or disruptive manner at a meeting, the

Convener may move, as a Procedural Motion, that the Member be suspended for the remainder of the meeting.

- 38.2 If seconded, the motion will be put to the vote immediately.
- 38.3 If the Procedural Motion is carried, the suspended Member will leave the meeting room immediately.
- 38.4 If the Procedural Motion is not carried, the Convener may call for an adjournment in the meeting.

39. Filming, Photographing and Recording of Meetings

- 39.1 Other than the live webcasting of Council, Committee and Sub Committee meetings by Aberdeen City Council, any video or sound recordings or broadcasting of meetings, or the taking of any photographs, will be at the Convener's discretion.

40. Length of Meetings

- 40.1 The Convener can call a break in proceedings at any time. Breaks in proceedings should be called on a regular basis and in consultation with the Executive Lead.
- 40.2 Meetings will not last ~~no~~ longer than six hours where there has been no break in proceedings.- On such occasions, there shall be a break in proceedings of no shorter than 20 minutes before the meeting goes beyond six hours.
 - ~~40.2.1 If a meeting continues beyond six hours, and where there has been no break in proceedings, the Convener must call a twenty minute break in proceedings in line with the Working Time Regulations 1998.~~
 - 40.2.12 For the avoidance of doubt, the calculation of six hours will not include any break in proceedings. adjournments.
- 40.3 If the meeting is adjourned to another date, the Convener, following consultation with the Clerk, will determine the time and date that the meeting will resume.

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Commented [MO8]: To provide clarity following a situation that arose at the recent City Growth and Resources Committee whereby it was apparent that the current Standing Order was open to interpretation

41. Suspending Standing Orders

- 41.1 Any Standing Order may be suspended at any meeting with the agreement of two thirds of the Members present and entitled to vote (see Glossary for calculation).
 - 41.1.1 This will be done by means of a Procedural Motion.
- 41.2 The Member must specify which Standing Order they are proposing to suspend.

42. Altering Previous Decisions

- 42.1 It will not be competent for the Council, Committee or Sub Committee to alter or reverse a previous decision within a period of six months.
- 42.2 Standing Order 42.1 does not apply:-
 - 42.2.1 where a Notice of Motion to that effect has been submitted, of which appropriate prior notice has been given in terms of Standing Order 12;
 - 42.2.2 where the Council, Committee or Sub Committee approves a recommendation contained in a report to alter or reverse a previous decision; or

42.2.3 to ongoing negotiations between the Council and any other party.

43. Amendments to Standing Orders

43.1 Non-material amendments can be made to the Standing Orders by the Chief Officer - Governance, following consultation with the Business Manager, without the requirement to report to Council.

43.1.1 Such amendments will be notified to all Members once completed.

43.2 Material amendments to the Standing Orders, including the removal or addition of Standing Orders, may only be approved after consideration of a report to the Council by the Chief Officer - Governance.

44. Review of Standing Orders

44.1 The Standing Orders will be subject to annual review by the Chief Officer - Governance.

45. Monitoring Officer

45.1 A Monitoring Officer's report may be required where any proposal, decision or omission by the Council may breach or has breached the law or any statutory code of practice.

46. Member Access to Documents

46.1 The additional rights of access to documents for Members are as set out in Appendix 4 to the Standing Orders.

COMMITTEES AND SUB COMMITTEES

47. Delegation and Appointment to Committees and Sub Committees

47.1 The Council may appoint or disband Committees for any purpose at any time, and will delegate or refer to these Committees any matter it thinks fit.

47.2 Committees may appoint or disband Sub Committees for any purpose at any time, and will delegate or refer to these Sub Committees any matter they think fit.

47.3 Matters referred or delegated to Committees or Sub Committees will be set out in the Terms of Reference.

47.4 Committee and Sub Committee remits may be amended only after consideration of a report to Council or the appropriate parent Committee by the Chief Officer – Governance.

47.5 Each Committee and Sub Committee can delegate any of its delegated functions to a named officer.

47.6 Where a matter for consideration is not specifically referred to in the Terms of Reference, it will be competent for it to be considered by the Committee or Sub Committee with the most relevant Terms of Reference, as determined by the Chief Officer - Governance.

47.7 The Council may, at any time, deal with any matter falling within the Terms of Reference of any Committee or Sub Committee.

- 47.8 Similarly, a Committee may, at any time, deal with any matter falling within the Terms of Reference of any of its Sub Committees.
- 47.9 The Council will set the membership for each Committee and in doing so should have regard to the political composition of the Council.
- 47.10 Committees will set the membership for each Sub Committee and in doing so should have regard to the political composition of the Council.
- 47.11 Members of Sub Committees who are not Members of the parent Committee will be provided with relevant training where required.
- 47.12 The Council may establish Working Groups with no delegated powers for such functions deemed necessary, consisting wholly of Councillors or otherwise.
- 47.13 On behalf of the Council, each Committee and Sub Committee can appoint representatives to outside bodies which provide services linked to, or associated with, the remit of that Committee or Sub Committee.

GLOSSARY

Agenda

A list of business to be considered at Council, Committee and Sub Committee Meetings.

Amendment

Where a motion has been put forward in respect of an item on the agenda, a Member may move an alternative proposal. The motion and amendment will then be **debated** and a vote taken between the two.

Business Manager

A Councillor appointed by Council to liaise with Chief Officers and Members of all parties in respect of Council business and governance matters.

Calculation of Quarter or One Third / Two Thirds of Members

If the figure is not a whole **number** it will be rounded up. This is to ensure that a quarter, one third or two thirds will always be met.

Chief Officer - Finance

Where this document refers to the Chief Officer - Finance, it should be noted that this may also refer to his/her nominated officer.

Chief Officer - Governance

Where this document refers to the Chief Officer - Governance, it should be noted that this may also refer to his/her nominated officer.

Clear Days

For **example** if a letter is posted on Monday advising of a meeting on Friday, it gives 3 clear days' notice (i.e. Tuesday, Wednesday, Thursday). Saturday, Sunday and public holidays are included within the definition of Clear Days.

Clerk

The Committee Officer with responsibility for the administration of the Council, Committee or Sub Committee.

Committee

A Committee of the Council appointed in accordance with Standing Orders.

Committee Planner

A document containing outstanding and pending business that is placed on the agenda for each meeting.

Confidential Information

See Appendix 1 to this document.

Convener

The Chair of the Committee. Where 'Convener' is referred to in this document, this will also include the Lord Provost.

Council

Where 'Council' is referred to in this document, it refers to meetings of the Full Council.

Deputation

A request submitted by a member of the public to address a Council, Committee or Sub Committee meeting in respect of a report on a published agenda.

Depute Provost

The Vice Convener of Full Council. The Depute Provost will act as Chair in the absence of the Lord Provost.

Depute Business Manager

A Councillor appointed by Council who acts as Business Manager in the absence of the Business Manager.

Exempt Information

See Appendix 2 to this document.

External Member

A representative appointed to any Committee or Sub Committee from outwith Aberdeen City Council who may have full voting rights.

Group

A number of Councillors who form a group. A group cannot be composed of a single member.

Group Leaders

The leaders of the individual political groups.

Late Docquet

A document which must accompany any reports that are not available for inspection by members of the public at least three clear days before a meeting. This contains the reason for lateness, an explanation of why the Council, Committee or Sub Committee requires to consider the report as a matter of urgency, and is signed by the Director and Convener. The Convener has ultimate discretion as to whether or not the item should be considered.

Lord Provost

The Convener of the Council. The Lord Provost is the civic head of the Council.

Minute

A summary of decisions from any Council, Committee or Sub Committee meeting prepared by the Clerk. This will not be a verbatim record.

Motion

An initial proposal of action submitted by a Member in respect of an item of business on an agenda.

Non-Material Amendments to Standing Orders

Such amendments may include the change of title for a particular post referred to in the Standing Orders, or an error in the text.

Notice of Motion

A request submitted by a Member in advance of a meeting of Council, a Committee or Sub Committee which may be placed on the agenda for an issue to be discussed and for a decision to be made.

Quasi-Judicial

Where the Council, Committee or Sub Committee has powers and procedures resembling those of a court of law or **judge**, and is obliged to objectively determine facts and draw conclusions from them so as to provide the basis of an official action.

Quorum

The minimum number of Members at a Council, Committee or Sub Committee meeting who must be present for valid transaction of business.

Significant Local Impact

In relation to a particular ward, this means in the opinion of the relevant Chief Officer, a significant impact on:

- roads or traffic arrangements within that ward;
- buildings or facilities within that ward; or
- the natural environment of that ward.

Sub Committee

A Sub Committee of any Council Committee appointed in accordance with Standing Orders.

Summons

A calling notice advising Members of the date, time and location of a Council, Committee or Sub Committee meeting.

Vice Convener

The Vice Chair of the Committee. The Vice Convener will act as Chair in the absence of the Convener (see Standing Order 19).

Appendix 1

LOCAL GOVERNMENT (SCOTLAND) ACT 1973 SECTION 50(A)

DEFINITION OF CONFIDENTIAL INFORMATION

In accordance with section 50A of the Local Government (Scotland) Act 1973, Confidential Information means:

- information furnished to the authority by a Government department upon terms (**however** expressed) which forbid the disclosure of the information to the public; and

- information the disclosure of which to the public is prohibited by or under any enactment or by the order of a court.

In either case the reference to the obligation of confidence is to be construed accordingly.

Appendix 2

LOCAL GOVERNMENT (SCOTLAND) ACT 1973

SCHEDULE 7A

ACCESS TO INFORMATION: EXEMPT INFORMATION

DESCRIPTIONS OF EXEMPT INFORMATION

(INCLUDING QUALIFICATIONS)

Employee/Office Holder:

1. Information relating to a particular employee, former employee or applicant to become an employee of, or a particular office-holder, former office-holder or applicant to become an office-holder under, the authority.

Occupier:

2. Information relating to any particular occupier or former occupier of, or applicant for, accommodation provided by or at the expense of the authority.

Recipient of Council Service:

3. Information relating to any particular applicant for, or recipient or former recipient of, any service provided by the authority.

Recipient of Financial Assistance:

4. Information relating to any particular applicant for, or recipient or former recipient of, any financial assistance provided by the authority.

Particular Child:

5. Information relating to the adoption, care, fostering or education of any particular child or where any particular child is subject to a compulsory supervision order or interim compulsory supervision order (as defined respectively in sections 83 and 86 of the Children's Hearings (Scotland) Act 2011) information relating to the order. "Child" means a person under the age of 18 and any person who has attained that age and is in attendance as a pupil at a school.

Financial Affairs of Particular Person:

6. Information relating to the financial or business affairs of any particular person (other than the authority). Information is not exempt if it is required to be registered under the Companies Acts (as defined in section 2(1) of the Companies Act 2006) or similar legislation.

Social Work Relating to a Particular Person:

7. Information relating to anything done or to be done in respect of any particular person for the purposes of any of the matters referred to in section 27(1) of the Social Work (Scotland) Act 1968 (providing reports on and supervision of certain persons).

Proposed Expenditure on Contracts:

8. 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 if and so long as disclosure to the public of the amount there referred to would be likely to give an advantage to a person entering into, or seeking to enter into, a contract with the authority in respect of the property, goods or services, whether the advantage would arise as against the authority or as against such other persons.

Contractual Terms:

9. Any terms proposed or to be proposed by or to the authority in the course of negotiations for a contract for the acquisition or disposal of property or the supply of goods or services if and so long as disclosure to the public of the terms would prejudice the authority in those or any other negotiations concerning the property or goods or services.

Tender for Contract:

10. The identity of the authority (as well as of any other person by virtue of paragraph 6 above) as the person offering any particular tender for a contract for the supply of goods or services.

Labour Relations:

11. Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or officeholders under, the authority if and so long as disclosure to the public of the information would prejudice the authority in those or any other consultations or negotiations in connection with a labour relations matter arising as mentioned in that paragraph.

Legal Proceedings:

12. Any instructions to counsel and any opinion of counsel (whether or not in connection with any proceedings) and any advice received, information obtained or action to be taken in connection with –
 - a. any legal proceedings by or against the authority, or
 - b. the determination of any matter affecting the authority (whether, in either case, proceedings have been commenced or are in contemplation).

Statutory Notices Etc:

13. Information which, if disclosed to the public, would reveal that the authority proposes –
 - a. to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or
 - b. to make an order or direction under any enactment if and so long as disclosure to the public might afford an opportunity to a person affected by the notice, order or direction to defeat the purpose or one of the purposes for which the notice, order or direction is to be given or made.

Crime:

14. Any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

Informant:

15. The identity of a protected informant.

Appendix 3

PROTOCOL FOR APPOINTMENT OF CHIEF OFFICERS

1. The Chief Executive, all Directors and Chief Officer posts at second tier level or above will be appointed by an Appointment Panel. In setting the membership of the Panel, the Council shall have regard to the political composition of the Council.
 - 1.1 Meetings of the Appointment Panel will be arranged by the Chief Officer – Governance.
 - 1.2 Group Leaders will provide the Chief Officer – Governance with the names of Members to sit on the Panel
 - 1.3 The Panel will be chaired by the Convener of the City Growth and Resources Committee unless otherwise agreed by the Members on the Appointment Panel.
 - 1.4 Only those Members who participate in the shortlisting of candidates can participate in the interview and selection process.
 - 1.5 The Chief Executive, Chief Officer – People and Organisational **Development** and any officer nominated by the Chief Executive will be entitled to be represented at any interview or meeting relating to the appointment of Chief Officers.
2. The above process does not apply to Chief Officer posts in respect of the Integration Joint Board, which will be in line with the process set out in the Aberdeen City Health and Social Care Partnership Integration Scheme.
3. There will be a period of at least seven days between the date a vacancy is advertised and the closing date for the receipt of applications.
4. The Panel responsible for making the appointment will draw up a shortlist of suitably qualified applicants who will then be called for interview.
5. Meetings dates for the Appointment Panel will be set by the Chief Officer – Governance, following consultation with the Chairperson.
 - 5.1 It will be within the discretion of the Chairperson to cancel, advance or postpone an ordinary meeting to another date if in his/her opinion, acting reasonably; there is a good reason for so doing.
- ~~2.6.~~ The quorum for the Appointment Panel will be one quarter of the total number of members of the Panel, or three members, whichever is the higher.
- ~~3.7.~~ The list of applicants for any appointment will be treated as confidential and only the name of successful candidates will be recorded in the minutes of the Appointment Panel.
- ~~4.8.~~ The determinations of the Panel will not be recorded in the minute.
- ~~5.9.~~ The Convener will have the casting vote in the case of an equality of votes.

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Appendix 4

ADDITIONAL RIGHTS OF ACCESS TO DOCUMENTS FOR MEMBERS OF LOCAL AUTHORITIES

1. Any document which is in the possession or under the control of a local authority and contains material which relates to any business to be transacted or proceedings at a meeting of –
 - b. the authority or of a committee or sub-committee of the authority; or
 - c. a statutory committee appointed by the authority, or any sub-committee of that committee, or
 - d. a relevant body, any member of which was appointed by the authority, or of a committee or sub-committee of such a bodyshall, subject to subsection (2) below, be open to inspection by any member of the authority and, in the case of a committee, sub-committee or relevant body, by any other member of the committee, sub-committee or relevant body.
2. Where it appears to the proper officer that a document discloses exempt information of a description for the time being falling within any of paragraphs 1 to 5, 7, 9, 11, 12 and 14 of Part I of Schedule 7A to this Act, subsection (1) above does not require the document to be open to inspection.
3. The Secretary of State may by order amend subsection (2) above -
 - a. by adding to the descriptions of exempt information to which that subsection refers for the time being; or
 - b. by removing any description of exempt information to which it refers for the time being.
4. Any statutory instrument containing an order under subsection (3) above shall be subject to annulment in pursuance of a resolution of either House of Parliament.
5. The rights conferred by this section on a member of a local authority are in addition to any other rights he may have apart from this section.



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Appendix E

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FINANCIAL REGULATIONS

Version 1

Approved at Council on 2 March 2020 For Approval at Council 3 March 2021

FINANCIAL REGULATIONS

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FINANCIAL REGULATIONS

1. INTRODUCTION

Financial Regulations are an integral part of the stewardship of Council Funds that mitigate financial, compliance and strategic risks. Adhering to the Regulations ensures that all financial decisions and transactions of the Council are enacted in a manner which demonstrates openness, integrity, and transparency. That results in more effective use of limited resources and better performance and outcomes for the Council. Financial Regulations therefore form a significant part of the governance of the Council. Financial Regulations are an integral part of the stewardship of Council Funds. Adhering to the Regulations ensures that all financial transactions of the Council are conducted in a manner which demonstrates openness, integrity and transparency. They form a significant part of the governance of the Council.

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The Regulations provide references to a number of linked documents which form an integral part of the Financial Regulations. Some of the linked documents are intended for internal use and can only be accessed through the Council's Intranet site.

2. COMPLIANCE

It is the duty of all officers employed by the Council to fully comply with the Financial Regulations. Failure to comply with the requirements contained within these Regulations and the associated guidance and procedures may result in an investigation under the Council's Conditions of Services Disciplinary and Appeals Procedure.

Any breach or non-compliance with these Regulations must, on discovery, be reported immediately to the Chief Officer – Finance. The Chief Officer - Finance may consult other relevant officers, including the Chief Executive, to determine the appropriate action.

Employees who deliberately obstruct or unreasonably fail to provide information to Auditors or Investigation Officers within the specified period may be subject to disciplinary action.

All budget holders must immediately notify the Chief Officer – Finance of any budget that is or is likely to be overspent.

3. RESPONSIBILITIES

GENERAL RESPONSIBILITIES

All officers employed by the Council must ensure that their financial transactions comply with the law. In case of doubt officers must consult the Chief Officer – Governance before incurring or legally committing to expenditure.

No officer must commit any expenditure unless it can be met from an approved budget. In case of doubt officers must consult the Chief Officer – Finance before incurring or legally committing to expenditure.

Powers Delegated to Officers provides that, except where prohibited by law, Chief Officers may sub-delegate any of their delegated powers to their deputies or such other officer(s) as they may consider appropriate. Chief Officers will remain accountable for decisions taken by their sub-delegates. These Financial Regulations assume that any reference to a Chief Officer would include any of their officers so nominated in accordance with that delegated power.

Chief Officers in this context means (i) the Chief Executive and Directors of the Council; (ii) Council officers whose job titles include the term “Chief Officer”; (iii) the Council’s Head of Commercial and Procurement; (iv) the Chief Officer of the Aberdeen City Health and Social Care Partnership (ACHSCP); and (v) the Chief Finance Officer of the ACHSCP.

Connected Bodies in this context refers to a range of external bodies that are closely connected to the Council. Such bodies include:

- i) The Council’s Arm’s Length External Organisations (ALEO’s), as defined in the ALEO Assurance Hub Terms of Reference;
- ii) A range of Group Entities that form part of the Council’s Group Accounts, including Associate and Subsidiary Companies, Joint Ventures and Trusts; and
- iii) Similar bodies to those outlined at ii) but who are not included in the Council’s Group Accounts due to the value of their assets or level of turnover being not material.

The above definition of Connected Bodies includes some (but not all) of the bodies on the Council’s Register of Outside Bodies. Those Outside Bodies that are not included in the definition of Connected Bodies are those bodies over which the Council is not considered to have a controlling or significant interest.

3.1 Responsibility of the Chief Officer - Finance

It shall be the responsibility of the Chief Officer - Finance, or designated officer, to ensure that these Regulations are kept up to date and monitored for their effectiveness. The Regulations shall be reviewed annually and updated to take account of changes in Statute, professional guidance or Council policy that impact upon the Regulations.

The Chief Officer - Finance, as the “Proper Officer”, in terms of Section 95 of the Local Government (Scotland) Act 1973, shall be the adviser on financial matters to the Council and all its Committees. S/he shall be responsible for the proper administration of the Council’s financial affairs.

The Chief Officer - Finance shall determine the detailed format of capital and revenue budgets.

The Chief Officer – ~~Governance~~ Finance shall deal with reported irregularities in accordance with the Council’s policies and procedures. S/he, following consultation with the Chief Executive, may, report matters to the Police where s/he considers it appropriate to do so.

Records relating to Counter Fraud matters including, ~~Bribery, and Corruption, Money Laundering and Tax Evasion and Whistleblowing~~ will be retained by the Chief Officer – ~~Governance~~ Finance. A report on matters arising from the work of the ~~Corporate Investigations team~~ Counter Fraud team will be presented to the Audit, Risk and

Scrutiny Committee annually.

3.2 Responsibility of Chief Officers

It shall be the duty of each Chief Officer to ensure that these Regulations and all associated policy manuals and documents as listed in Section 4 are made known to appropriate staff members and shall ensure full compliance with them.

Each Director shall prepare revenue and capital budgets in respect of their Function after consultation with the Chief Officer - Finance. Each Chief Officer shall consult the Chief Officer - Finance in respect of any matter which may materially affect the finances of the Council before any provisional or other commitment is incurred or before finalising a draft Full Council or committee report on the matter.

Whenever any matter arises which involves, or is thought to involve, irregularities concerning funds, property or the exercise of the Council's functions, or that of any Connected Body, the relevant Chief Officer shall notify the Chief Officer - Finance in writing. The Chief Officer – Finance, following consultation with the Chief Officer – Governance, will then determine what action is necessary.

Chief Officers shall ensure that arrangements are in place to establish the correct liability, process and accounting for VAT. The Chief Officers will seek advice from the Chief Officer - Finance as necessary to ensure compliance with VAT or other tax regimes.

Any debt, including associated interest and/or penalty, arising from the improper operation of VAT or other taxes may be recovered against the budget of the Service responsible. This will be determined by the Chief Officer – Finance.

Chief Officers shall ensure that their Cluster has appropriate governance arrangements in place.

Chief Officers are responsible for the submission of a Certificate of Assurance on the Effectiveness of Internal Financial Controls to the Chief Officer – Finance on an annual basis.

3.3 Responsibility of Chief Executives/Managing Directors/Trustees/Board Members of Connected Bodies.

The Head of Commercial and Procurement shall use reasonable endeavours to ensure that all contracts with Connected Bodies will provide that:

- i) In the absence of their own equivalent policies and documents, Chief Executives/Managing Directors/Trustees/Board Members of Connected Bodies shall adhere to these Financial Regulations and the policies and documents referred to in section 4.
However, the accounting implications of these Financial Regulations should not be viewed as prescriptive for the Council's ALEO's. It is recognised that related companies and charitable trusts will be required to operate to different standards of financial accounting and reporting, e.g. standards pertaining to charities.

- ii) Chief Executives/Managing Directors/Trustees/Board Members of Connected Bodies shall ensure that their organisation has appropriate governance arrangements in place, including internal audit arrangements.

3.4 Responsibilities in relation to Aberdeen City Health and Social Care Partnership (ACHSCP)

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The ACHSCP oversees the delivery of integrated services that the Council has been directed by the ACHSCP to deliver. This arrangement requires further clarification in addition to those set out in 3.3 above.

The Aberdeen City Council financial regulations are fully applicable to Council staff who are working to deliver integrated services under directions from the ACHSCP.

In addition, applicable staff are required to comply with the ACHSCP Financial Regulations. Any breach of compliance with ACHSCP regulations will be considered a breach of Aberdeen City Council financial regulations as set out in section 2. In applying the ACHSCP Financial Regulations due regard must be given to the authority of the Council Financial Regulations.

In the delivery of integrated services, staff employed by NHS Grampian may be required to comply with the Council Financial Regulations. Similarly, Council staff may be required to comply with the Financial Regulations of NHS Grampian.

The Chief Officer – Governance has the delegated power to appoint non-Council employees as officers of the Council. Under this power, employees of NHS Grampian may be appointed as officers of the Council for the specifically described purpose of delivering integrated services, and as such will be required to comply with Aberdeen City Council Financial Regulations.

The Chief Officer - Finance and the Chief Finance Officer of the ACHSCP will maintain a list of named individuals in this circumstance. Any breach or non-compliance may result in being removed from the appointment as an officer of the Council and may result in a referral for disciplinary action in line with the policies of the NHS Grampian.

Aberdeen City Council will maintain a list of those officers of Aberdeen City Council that are required to comply with the Financial Regulations of NHS Grampian. Any breach of those regulations will be treated as non-compliance with Aberdeen City Council Financial Regulations.

3.5 Responsibility of the Chief Officer – Governance

The Chief Officer – Governance can arrange for the provision of advice on proposed income and expenditure.

~~The Chief Officer – Governance shall deal with reported irregularities in accordance with the Council's policies and procedures. S/he, following consultation with the Chief Executive, may, report matters to the Police where s/he considers it appropriate to do so.~~

~~Records relating to Fraud, Bribery and Corruption and Whistleblowing will be retained~~

~~by the Chief Officer – Governance. A report on matters arising from the work of the Corporate Investigations team will be presented to the Audit, Risk and Scrutiny Committee annually.~~

It shall be the responsibility of the Chief Officer – Governance, following consultation with the Chief Officer - Finance, to ensure that an annual governance statement is incorporated into the Accounts and reported to Audit, Risk and Scrutiny Committee.

The Chief Executive has ultimate responsibility for the provision of the Internal Audit service to the Council. The management of Internal Audit is under the control of the Chief Officer - Governance. The Chief Officer - Governance also has a responsibility to ensure that the internal audit function operates to a consistent standard in accordance with best practice.

The Chief Internal Auditor (whether employed or engaged to act on behalf of the Council) or a representative authorised by the Chief Officer – Governance, may without prior notice:

- (i) enter at all reasonable times any Council operated property;
- (ii) have access to all records (electronic or manual), documents and correspondence relating to any financial or other transaction of the Council;
- (iii) require and receive such explanations as are necessary concerning any matter under examination;
- (iv) require any employee to produce cash, stores, or any other Council property under his or her control; and
- (v) examine financial records of organisations in receipt of grant aid from the Council.

The Chief Internal Auditor function may from time to time be commissioned externally. These auditors are the Council's representatives and will be afforded the same rights and privileges as an employee operating as an Internal Auditor.

The Chief Officer – Governance may engage specialist auditors from outwith the Council to carry out specific audit work.

Reference should be made to section 5.17 below for further information on the Internal Audit function.

Records relating to Whistleblowing will be retained by the Chief Officer – [People and Organisational Development Governance](#) and the Chief Officer – Finance will be informed if these relate to financial irregularities.

3.6 Councillors

The Committee responsible for oversight of the audit function is the Audit, Risk and Scrutiny Committee.

3.7 External Audit

3.7.1 The Council's External Auditor shall have the right to access all records (electronic or manual), documents and correspondence relating to any financial or other transactions of the Council. They will be able to receive such explanations as they consider necessary concerning any matter under examination.

3.7.2 Officers of the Council will ensure that these rights are given to the Council's External Auditors.

4. ASSOCIATED DOCUMENTS

Officers must comply with all documents contained within the ACC Scheme of Governance, and with the associated documents set out below.

4.1 Finance Framework

The Finance Framework is a clear, illustrated set of guidelines, roles and responsibilities for financial management in Aberdeen City Council for:

- Budget holder roles;
- Finance roles;
- Clear competencies; and
- Approach to meeting competency gaps – training and support

4.2 Whistleblowing Policy

This document sets out the Council's policy regarding whistleblowing. It is intended to cover concerns that are in the public interest.

4.3 ~~Fraud, Bribery and Corruption~~ Counter Fraud Policy

This document sets out the Council's policy on ~~the prevention, detection and investigation of fraud, bribery and corruption, money laundering and tax evasion. It sets out arrangements for governance, acknowledgement, prevention and pursuance of and protection from fraudulent activity.~~

Chief Officers are responsible for ensuring risk management arrangements are in place to prevent, detect and prohibit fraud, ~~bribery and corruption.~~

The ~~Chief Officer - Finance~~ Monitoring Officer is responsible for referring allegations to the external agencies including the Police.

The ~~Chief Officer – Finance~~ Corporate Investigation Manager is responsible for the management of investigations and will be able to:

- ~~Enter freely and at all reasonable times any Council operated premises or land.~~
- ~~Have access to all records (electronic or manual), documents and correspondence relating to any financial or other transaction of the Council~~

- ~~Require and receive such explanations as are necessary concerning any matter under examination~~
- ~~Require any employee to produce cash, stores, or any other Council property under his or her control~~
- ~~Examine financial records or assets of organisations in receipt of grant aid from the Council~~
- ~~Concern themselves with any activity, function or operation of the Council~~
- ~~Present, upon request, a duly authorised certificate confirming the above provisions oversight of prevention and pursuance of fraud and the direction of Counter Fraud Officers, enabling them to operate in an effective way as set out in the policy.~~

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Counter Fraud Policy & Guidance

4.4 Risk Management

The Risk Management Policy and Guidance documents contain the processes and activities for identifying and assessing risks, planning and implementing controls and monitoring progress.

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The Risk Appetite Statement sets the principles for how the Council will balance risk and opportunity in achieving its objectives. In relation to Financial risk, the Council's position is as follows:

The Council is averse to risks associated with impairing financial stewardship, internal controls, and financial sustainability. The Council has an open appetite for short-term risks that support financial performance and mitigate negative external factors. It has an open appetite for longer term capital and financial investments provided that the risks are well managed and demonstrate realisable future benefits for delivering the Council's outcomes and commissioning intentions.

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Financial Regulations ~~form part of~~ are referenced in the Finance Assurance Map that sets out the key ~~measures~~ resources of assurance ~~of~~ against the Council's response to managing finance risk. The Council identifies and manages financial institutional and operational risks that require mitigating action above the ~~measures~~ resources of assurance in the assurance map through ~~reporting~~ to the Risk Board and Audit, Risk and Scrutiny Committee ~~reporting~~.

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Risk Management Policy & Guidance

4.5 Following the Public Pound

The Council's procedures relating to grants to external bodies are documented in the Following the Public Pound Local Code of Practice.

Following the Public Pound Local Code of Practice

4.6 Treasury Management

All cash and bank transactions shall comply with the requirements of the CIPFA Code of Practice on Treasury Management in public services. The Chief Officer - Finance shall submit to the Council an annual treasury management strategy and investment strategy prior to the new financial year; a treasury management and investment annual report and a mid-year review of the treasury management and investment strategy and performance.

[Treasury Management Policy Statement and Strategy \(link only available internally via The Zone\)](#)

4.7 Monies owed to the Council

These procedures detail the arrangements for raising charges and collecting monies owed to the Council

[Debt Management Policy](#)

[Service Income Policy](#)

These guidelines must be complied with and necessary approvals sought before setting and collecting charges and undertaking recovery action.

4.8 Travel Procedures

These procedures detail the arrangements for arranging and paying for Councillors and officers travel.

[Travel Policy – Councillors](#)

[Travel Policy – Officers](#)

These arrangements can only be varied by agreement with the Chief Officer - Finance.

These guidelines must be complied with and necessary approvals sought before making any travel arrangements.

4.9 Councillors Expenses

The Scottish Government has laid down arrangements for the payment of Councillors' expenses.

[Councillors Remuneration, Allowances and Expenses \(link only available internally via The Zone\)](#)

[National Guidance](#)

Councillors, and officers supporting them, must comply with these regulations.

4.10 Money Laundering

The Anti Money Laundering Policy sets out the legal and regulatory requirements relating to the handling of money which could have come from the proceeds of crime

and is issued to help protect the Council and individual officers from the potential impact of criminals using the Council to launder money.

Money Laundering Policy

The Chief Officer Governance is the officer responsible for reporting suspected Proceeds of Crime Act offences

4.104 Information Governance

Each Chief Officer shall be responsible for:

- i) maintaining proper security, custody and control of all records (both electronic and paper records) within their Cluster.
- ii) the use and security of all personal data within their Cluster.

The Council has a Corporate Information Policy which is supported by a number of procedures and guides. These include the Council's Corporate Data Protection Procedures and the Council's Records Retention & Disposal Schedule. The aim is to ensure that the Council's information is used and managed appropriately:

Corporate Information Policy

Corporate Data Protection Procedures

Corporate Records Retention & Disposal Schedule

4.112 ICT Acceptable Use and Security

The Council has a Corporate ICT Acceptable Use Policy which sets out the Council's position on the acceptable use of Council ICT equipment, systems, and networks. Further information and guidance on ICT and Information Security is available on the Council's webpages:

ICT Acceptable Use Policy

ICT Security web pages

4.123 Codes of Conduct

Aberdeen City Council expects all Councillors and Officers to adhere to the relevant Codes of Conduct.

Employee Code of Conduct

Councillor Code of Conduct

4.134 Continuous Review and Development Scheme

Aberdeen City Council expects all Officers to engage with the Continuous Review and

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Development Scheme.

This Scheme sets out the principles, behaviours and competencies that officers must undertake to develop as part of their conditions of employment. Reference is made in the Scheme to principles, behaviours and competencies that directly relate to financial management.

Continuous Review and Development Scheme

5. RISK MANAGEMENT AND CONTROL OF RESOURCES

5.1 Internal Check

The following principles shall apply in the allocation of duties to individual members of staff, to ensure that there is adequate separation of duties, to reduce the risk of error or fraud:

- (i) Procedures to be followed regarding the calculation, checking and recording of sums due by or to the Council shall be arranged in such a way whereby the work of one person is proven independently or is complementary to the work of another. Calculation, checking and recording of sums due shall be separated from the duty of collecting or disbursing such sums; and
- (ii) Officers charged with the duty of examining and checking the accounts of cash transactions shall not themselves be participants or beneficiaries in any of these transactions.

5.2 Cash, Banking, and Security

5.2.1 General

Income is an essential source of financing many of the Council's services. Therefore, the system for collection of income needs to meet the following objectives:

- all income, including Council Tax, Business Rates, Council rents, etc., due to the Council is identified and maximised;
- all collections are recorded and banked promptly and completely; and
- the accounting records and debtor accounts are properly and promptly updated.

Chief Officers are responsible for the prompt and complete collection of income. They must ensure that accurate records are maintained for all income received (or that should be received) by their Cluster.

Chief Officers shall review the level of all fees and charges for services rendered as part of the budget setting process. Recommendations for changes in the level of fees and charges will form part of the annual budget report to Council. Setting of fees and charges as part of the annual budget report is a function reserved to itself by the Full Council. Approval of fees outwith the budget meeting is delegated to the Chief Officer - Finance in consultation with the appropriate Chief Officer.

All monies received on behalf of the Council (subject to a de-minimis value of £5.00) must be immediately recorded by the issue of a receipt, controlled ticket or by direct entry into a receipting system. Such methods must be approved by the Chief Officer - Finance.

All information and data should be managed in accordance with the Corporate Information, ICT Acceptable Use and Records Retention and Disposal Schedule policies, see 4.10.

5.2.2 Treatment of Monies Collected

All monies received by the Council shall be paid into the Council's bank accounts daily or remitted to the Chief Officer - Finance without delay at such intervals as may be approved by the Chief Officer – Finance.

All money received by an officer on behalf of the Council shall, without delay, be reconciled and remitted to the Chief Officer - Finance, or as otherwise directed, to the Council's bank accounts.

No deduction may be made from such money save to the extent that the Chief Officer - Finance may specifically authorise.

Each officer who banks money shall enter a reference to the source of the income on the paying-in slip.

Maximum limits for cash holdings shall be agreed with the Insurance Officer and shall not be exceeded without his or her express permission.

5.2.3 Forms, Books and Tickets

All receipt forms, books, tickets and other such items shall be ordered and supplied under arrangements approved by the Chief Officer - Finance.

5.2.4 Personal Cheques

Personal cheques from Council staff shall not be cashed out of monies held on behalf of the Council.

5.2.5 Transfers of Money

Every transfer of Council money (cash or cheques) from one member of staff to another will be evidenced in the records of the Services concerned by the signature of the receiving officer.

5.2.6 Arrangements with Bankers

All arrangements with the Council's Bankers concerning the Council's bank accounts and the issue of cheques, BACS, CHAPS and other forms of payment shall be made by the Chief Officer - Finance or another authorised bank

signatory.

The Chief Officer - Finance shall determine all arrangements with the Council's Bankers concerning the use of purchase cards and credit cards.

5.2.7 Opening and Closing of Bank Accounts

The bank account of the Council will be opened with the Bank selected by the Strategic Commissioning Committee following a procurement process. Where required the Chief Officer - Finance will arrange for subsidiary accounts to be opened with the Bank. Therefore, all banking arrangements, including

- the opening and closing of bank accounts;
- the approval of authorised signatories;
- the direction for withdrawals;
- the ordering and issuing of cheques; and
- day to day operation of all bank accounts,

shall be made with the approval of the Chief Officer - Finance.

All bank accounts opened for use in and for the benefit of Council services shall be in the name, or incorporate the name, of Aberdeen City Council and will not be in the name of any officer or designation. The one exception, subject to the approval of the Chief Officer - Finance, is that Children's Social Work and Adult Social Care may open accounts in trust for individual service users under the name of the relevant Chief Officer and the individual service user.

5.2.8 Cheque Control

All cheques and other documents, but excluding cheques drawn on authorised Imprest accounts or other such accounts so authorised by the Chief Officer - Finance, shall be ordered only on the authority of the Chief Officer - Finance who shall make proper arrangements for their safe custody.

Cheques on the Council's main bank accounts shall bear the facsimile signature of the Chief Officer - Finance and/or other officer authorised by the Council.

5.2.9 Safe Keys

Keys to safes and similar security boxes should be held securely at all times, either in a secure key box or carried on the person of those responsible. The loss of any such keys must be reported immediately to the Chief Officer - Finance. A register of all such key holders shall be maintained by each Director.

5.2.10 Purchase Cards

Purchase cards allow goods and services to be purchased and charges made electronically. Purchase cards are for business use only and must not be used for personal purchases.

All purchases made with a Council purchase card must be supported by a VAT receipt where relevant. If there is any doubt about whether a VAT receipt is required, clarification should be sought from the VAT Officer or from your primary finance contact.

5.2.11 Imprests / Petty Cash

The Chief Officer - Finance will provide such imprests as considered appropriate for such officers of the Council as may require them for the specific purpose of meeting minor expenses.

Such officers will be personally responsible for imprests which they hold, and, on leaving the employment of the Council or otherwise ceasing to be entitled to hold an imprest, they shall account to the Chief Officer - Finance for the amount advanced. A formal record of this accounting will be retained within the Service concerned for inspection.

Such imprests held within Services are to be recorded and controlled by the appropriate Chief Officer with arrangements made, by them, to include authorisation levels, general security and regular annual checks.

In addition, imprests are to be reconciled at regular intervals (no less than quarterly) to the Service's own records and to the financial ledger.

Income received on behalf of the Council must not be paid into an imprest account. It must be deposited in the Authority's main bank account(s) or paid over to the Authority in a form as provided elsewhere in these Regulations.

All imprest accounts will be maintained in accordance with guidance issued by, and under the general direction of, the Chief Officer – Finance, see link below for current guidance.

[Petty Cash Procedures](#)

5.3 Monies Owed to the Council

5.3.1 General

This refers to, but is not limited to, Charges for Services; Rent; Council Tax; Business Rates; Car Parking and Bus Lane Enforcement Fines.

The collection of monies owed and debtor accounts shall be administered through the Finance Cluster, unless otherwise agreed with the Chief Officer - Finance.

Where the collection of monies owed and debtor accounts is administered outwith the Finance Cluster, Chief Officers will follow advice and instruction from the Chief Officer -Finance in the application of controls and appropriate levels of resourcing to operate those controls.

Wherever possible monies owed should be collected prior to the supply of the goods and services, especially when dealing with companies or persons from outside the UK.

VAT must be applied in compliance with VAT legislation. Advice on the correct VAT treatment may be obtained from the Council's VAT officer.

The debt management policy and service income policy referred to in Section 4 set out the more detailed arrangements for administration of monies owed.

5.3.2 Debtor Accounts

No debtors invoice should be raised for a value less than £25 (excluding VAT), unless prior dispensation has been granted by the Chief Officer - Finance. If the charge is for a low value, then the relevant Service should reduce the frequency of billing.

Where charges between Services require to be applied, advice must be sought from the Chief Officer - Finance on the most suitable process to achieve this and to ensure that appropriate records are maintained.

Where a service or business need exists invoicing in arrears is permitted. The reason why invoicing in arrears is necessary should be clearly documented, with an agreed timescale for raising the invoice, and the decision must be confirmed by the appropriate Chief Officer. The Chief Officer - Finance shall be notified so that appropriate accounting treatment can be applied to that area of service.

Invoices will clearly state the description and relevant details, including cost and VAT where applicable, of the goods and/or services supplied by the Council. For further information on VAT see section 5.14.

5.3.3 Record Keeping

~~Directors~~ Chief Officers must ensure that supporting information is prepared and retained to support the charges levied for every invoice raised.

The Chief Officer - Finance must maintain accounting arrangements to ensure the prompt and proper recording of all money due to the Council.

The Chief Officer – Early Intervention and Community Empowerment is required to maintain records regarding rentals due and payments made towards the amounts due for every housing property.

The Chief Officer – Corporate Landlord is required to maintain records regarding lease arrangements and payments made towards the amounts due for every industrial and commercial property, whether held by:

- i) the Council (including Common Good property) or
- ii) Trusts for which the Council is the sole trustee.

The Chief Officer - ~~Operations and Protective Services~~ Early Intervention and Community Empowerment must also maintain a record of fines issued in relation to Car Parking and Bus Lane Enforcement.

Details of fines issued must be made available to the Chief Officer - Finance in order to complete the appropriate accounting transactions, including the value of sums collected and reasons and values of fines cancelled and written off.

5.3.4 Uncollectable/Bad Debt and Write Off of Debt

The Chief Officer - Finance is responsible for setting the accounting policy on uncollectable and bad debt. Appropriate provisions for bad debt will be considered when preparing the Annual Accounts.

The Chief Officers named below have the authority to approve write-off in the five categories of:

- (a) insolvency, receivership, liquidation and sequestration;
- (b) ceased trading/defunct company;
- (c) unable to trace;
- (d) recommendation of sheriff officer;
- ~~(e) unable to legally pursue; and~~

(f) small balances that are uneconomic to pursue.

Where the named Chief Officers consider a debt to be uncollectable they must prepare and retain a schedule of debtors showing name, address, amounts due, and reason for the debt.

The Chief Officer - Finance has authority to write off debts up to £25,000.

The Chief Officer - Customer Experience has authority to write off debts as follows:

- i) Business rates and sundry debts may be written off up to a value of £25,000 per debtor; and
- ii) Council Tax, Housing Benefit Overpayments and Penalty Charge Notices up to a value of £10,000 per debtor.

The Chief Officer - Customer Experience may delegate authority, to nominated officers to write off debts up to the value of £10,000 per debtor, in the categories outlined above, on the basis that a schedule of debt so written off is supplied to The Chief Officer - Customer Experience by the nominated officers on a regular basis, no less frequently than 6 monthly.

The Chief Officer – Early Intervention and Community Empowerment has authority to write off debts as follows:

- i) Former Tenants' Arrears and associated housing debts up to the value of £10,000 per debtor; and
- ii) In relation to homelessness, up to the value of £25,000 per debtor.

Additional factors to be considered when identifying which homelessness debts may be unreasonable to pursue will include:

- whether ongoing pursuance is likely to result in destitution for the household;
- if sustainability of subsequent accommodation may be affected by collection, and the risk of repeat homelessness increased;
- whether the relative cost/benefit impact is uneconomic taking account of any indirect costs which may be incurred; and
- the vulnerability of the household members.

The Chief Officer - Customer Experience and The Chief Officer – Early Intervention and Community Empowerment will submit annual joint reports to the City Growth and Resources Committee advising of the number, value and reasons for such accounts to be written off.

The Chief Officer - Customer Experience and The Chief Officer – Early Intervention and Community Empowerment shall also submit reports, no less frequently than annually, to the City Growth and Resources Committee advising of the number and value of debts exceeding the delegated authority outlined above that they recommend for write off. This report must include individual details of each debt and the reasons for recommending write-off.

5.4 Employee Remuneration

5.4.1 Responsibility for Payment Arrangements

All employees are to be paid through the payroll system.

The payment of all salaries, wages, compensation and other emoluments to all employees including casual workers, former employees, Councillors or beneficiaries shall be made by the Chief Officer - Customer Experience, under arrangements made or approved by the Chief Officer - Finance.

Chief Officers shall provide such information as directed by the Chief Officer - Customer Experience and/or the Chief Officer - Finance as is necessary to ensure remuneration is made accurately and timeously. Examples of information requirements include appointment, resignation, dismissal, suspension, secondment, transfer, sickness absence and changes in remuneration, other than pay awards.

The Chief Officer - Customer Experience shall also maintain records of service for superannuation, income tax, national insurance and social security purposes.

5.4.2 Form and Certification of Records

Time records or other pay documents shall be in a form prescribed or approved by the Chief Officer - Customer Experience and/or the Chief Officer – Finance and shall be certified by or on behalf of the Director.

A list of officers appointed by Directors to authorise payroll information shall be prepared and maintained within each Function. This will be known as the list of Authorised signatories. Such lists shall be submitted to the Chief Officer - Customer Experience or their authorised officer.

Changes to these lists shall be notified timeously to the Chief Officer - Customer Experience or their authorised officer.

All requests and/or information relating to pay information, whether in paper or electronic format, shall be authorised by an authorised signatory. No pay related document shall be processed unless authorised by an authorised signatory.

An individual is not permitted to authorise a change in their own pay, expenses, allowances or other remuneration and this must be authorised by an authorised signatory who is senior to them.

5.4.3 Overpayments of Salaries and Wages

The Chief Officer - Customer Experience shall ensure that all reasonable steps are taken to recover any identified overpayments. Recovery will normally be made by deduction from future salary payments, or by raising a Debtors invoice in the case of former employees.

5.5 Officers' Travelling Expenses and Allowances

5.5.1 Arrangements for Claims

The Chief Officer - Customer Experience, following consultation with the Chief Officer - Finance, shall be responsible for making arrangements for the administration and regulation of payment of claims for expenses to employees of the Council and other approved bodies. Claims for car mileage will only be paid where the employee has evidenced the following:

- a valid driving licence;
- a current insurance policy which covers the user for business use; and
- if applicable, a valid M.O.T. certificate for the vehicle used.

All officers who use either private or Council vehicles in the course of their duties must, in the event of their driving licence becoming invalid, report this immediately to their Chief Officer.

5.5.2 Claim Forms

All claims for payment of car allowances, subsistence allowances, travelling, telephone expenses and incidental expenditure shall be made using the Council's official expenses claim form, adhering to the published guidance, and must be duly certified by the claimant and authorised by an authorised signatory.

The format of the expenses claim form will be as prescribed by the Chief Officer - Customer Experience, following consultation with the Chief Officer - Finance.

No officer shall authorise their own personal claims.

5.5.3 Certification of Claims

A certifying officer will certify a claim only where s/he is satisfied that:

- the journeys were authorised;
- the expenditure was properly and necessarily incurred and evidenced; and
- the allowances are properly payable by the Council.

All mileage claims shall be accompanied by a valid VAT fuel receipt.

5.5.4 Time Limits

Officers' claims submitted more than 3 months after the expenses were incurred will be paid only in exceptional circumstances. Such late claims shall be authorised by the employee's Chief Officer.

5.5.5 Foreign Travel

Where officers are provided with foreign currency to cover expenses whilst travelling abroad receipts must be provided to support the expenditure incurred. If receipts are not provided the officer shall re-imburse the Council for such expenditure.

5.6 Stocks and Stores

5.6.1 Care and Custody of Stock

The care, custody and level of stores and equipment in any Service shall be the responsibility of the appropriate Director who will ensure that:

- adequate records are kept to maintain efficient and effective control over receipt and issue of stocks and stores items;
- stocktaking is carried out periodically by persons other than storekeepers as agreed by the Director;
- the arrangements for generating the year end stock figures are notified to the Chief Officer - Finance; and
- all obsolete or excess stock or scrap materials is identified and disposed of in accordance with the Council's policies.

5.6.2 Reporting of Write-Offs or Surpluses

Any discrepancies between actual stock held and the book value recorded shall be notified to the Chief Officer - Finance, whose agreement shall be obtained prior to them being written off. All write offs in excess of £10,000 must be reported to the relevant Council committee for their approval.

Each Chief Officer shall report annually on the certificate of assurance on the effectiveness of internal financial controls to the Chief Officer - Finance the total values of write-offs and surpluses of stock and the net effect of these adjustments on the book value of consumable stores under his or her control. The relevant Chief Officer should also provide a brief explanation of the reasons for any differences.

5.6.3 Inventories

Inventories are maintained to provide assurance on the effective management

and maintenance of moveable assets and technology. This requirement also supports effective operational performance and health and safety. The Chief Officer – Finance has the responsibility for ensuring the maintenance of all inventories. Inventories will be maintained of relevant assets where the sum purchase generally was of a value in excess of £1,000.

The Chief Officer – Digital and Technology has the responsibility for the inventory information for information technology (hardware and software). The Chief Officer – Corporate Landlord has the responsibility for the maintenance of inventory information for equipment, furniture, fixtures and fittings. The Chief Officer – Finance has the responsibility for the maintenance of inventory information for any other assets or specialist equipment held by other Chief Officers.

Inventories will be maintained on a continuous basis. There will be an annual check of all items in the inventory. This ensures that:

- new items have been entered on inventories (with date of purchase, value, etc.);
- all details (numbers, description, serial numbers, location, etc.) are recorded; and
- inventory items are present.

All Chief Officers are responsible for providing information to support this process, taking action in relation to any surpluses or deficits of inventory items. These must be investigated promptly and reported to the Chief Officer – Digital and Technology, the Chief Officer – Corporate Landlord or the Chief Officer - Finance, who will take appropriate action in relation to the recording of assets.

Appropriate officers will be nominated as responsible for maintaining inventories. It must be determined by a competent person that an inventory item is beyond economic repair before disposal or that there is reasonable justification for disposal. Prior to any disposal, this information must be recorded in the inventory register.

5.6.4 Use of Equipment

The Council's property shall not be removed other than in the course of the Council's normal business or used other than for the Council's purposes without the specific approval of the Director of the Service concerned.

5.6.5 Levels of Stock

Service managers shall assess the normal level of stock required to manage the service in the most cost effective and efficient manner and shall seek to maintain stocks at that level. Approval to exceed the normal stock level if special circumstances arise shall be sought from the Council Committee concerned.

5.7 Security of Other Assets

5.7.1 Responsibility for Security

The Chief Officer – Corporate Landlord, following consultation with the Chief Officer – Finance and Chief Officer – Governance, will maintain a register of all land and heritable properties owned or leased by the Council. The register will be held in a form designed to meet all internal and external requirements for such information.

The register shall, as far as practicable, include:

- the account it is held on;
- the purpose for which it is held;
- its location and extent (including address);
- purchase valuation details (including current valuation, date of valuation, valuation basis and useful life);
- occupier;
- tenancies granted and rents payable; and
- particulars of nature of interest i.e. owned or leased.

The Chief Officer – Governance will have custody of all title deeds and lease documents and shall ensure their security.

The Chief Officer – Operations and Protective Services will maintain an asset register of all vehicles, plant and equipment.

Each Director shall be responsible for maintaining proper security, custody and control of all fixed and movable assets under their control. The Chief Officer - Finance shall be consulted by the Director as appropriate in any case where security is thought to be defective or where it is considered that special security arrangements may be needed.

5.7.2 Theft or Loss

Each Chief Officer is responsible for ensuring that the Chief Officer - Finance is immediately informed of any theft or loss of an asset (including cash).

All losses of documented information or devices holding information such as laptops, mobile devices and flash drives must also be reported to the Chief Officer – Governance. Reference should be made to the Data Protection guidance referred to at 4.11.

5.8 Disposal of Surplus Assets

5.8.1 All surplus goods and materials in excess of £10,000 in value to be disposed of by any part of the Council shall be advertised for sale either by inviting sealed offers or by public auction, unless in special circumstances (of which the Committee concerned shall be the judge) it is otherwise decided.

5.8.2 The appropriate Chief Officer shall arrange for the disposal of surplus goods and materials valued at £10,000 or less by any means s/he deems appropriate, provided that the Chief Officer-Finance has approved disposal thereof.

5.9 Leasing

5.9.1 General

No leasing of equipment or capital assets shall be undertaken on behalf of the Council without the prior approval of the Chief Officer - Finance and Head of Commercial and Procurement.

Leased equipment is the property of the lessor and cannot be sold, assigned or otherwise disposed of by Services.

5.10 Insurance

5.10.1 Responsibility for Insurance

The Head of Commercial and Procurement shall arrange and effect, or authorise the Insurance Officer to arrange and effect, all insurance cover on behalf of the Council. S/he shall also settle or repudiate, or authorise the Insurance Officer and other officers to settle or repudiate, all claims made against the Council which involve the Council's insurers. Such settlement or repudiation shall follow consultation with other officers where necessary.

Chief Officers will ensure that all officers in their Service adhere to all insurance policy requirements.

The Head of Commercial and Procurement will arrange that the Council regularly tests the market by way of competitive tender to ensure that best value is achieved.

5.10.2 Notification of Risks

Chief Officers shall give prompt notification to the Head of Commercial and Procurement of all new or increased risks, properties, vehicles, stocks and stores which require to be insured and of any alteration affecting existing insurances. This should be done at the inception of a new project or proposed change, to ensure that Insurers requirements are met.

5.10.3 Notification of Claims

Chief Officers shall notify the Head of Commercial and Procurement and Chief Officer - Finance immediately in writing of any loss or any event likely to lead to a claim. Directors may also inform the Police where appropriate. All liability claims made against the Council shall be referred to the Insurance Officer in the first instance, without delay.

Upon notification to the Police, a crime report number should be obtained and notified to the Insurance Section.

The Chief Officer - Governance will notify the Insurance and Claims section (in Commercial and Procurement) of any corporate investigations which may be of interest to the insurers.

The relevant Chief Officer shall also advise the Chief Officer - Organisational Development of all cases involving Employer's Liability claims.

5.10.4 Fidelity Guarantee Insurance

The Council is covered under Fidelity Guarantee insurance for any dishonest act by an employee. This cover does not apply to associate or subsidiary companies, joint ventures or trusts, who would each require to provide their own Insurances.

5.10.5 Review of Insurance Cover

The Head of Commercial and Procurement, following consultation with the Chief Officer - Finance and Directors, shall annually, or at such other period as may be considered necessary, review all insurances regarding premium levels, claims experience and assessment of risk. The Head of Commercial and Procurement may decide not to insure for certain risks or to self-insure.

5.10.6 Indemnities

The Head of Commercial and Procurement shall consult with the relevant Director, the Chief Officer - Finance and the Chief Officer – Governance, regarding the terms of any indemnity that the Council is requested to give.

5.11 Gifts and Hospitality

5.11.1 General

It is important that officers are aware that it is a serious criminal offence to receive or give any significant gift, loan, fee, reward or advantage for doing or not doing anything, or for showing favour or disfavour to any person in the course of work for the Council. Aberdeen City Council's ~~Fraud, Bribery and Corruption~~ Counter Fraud Policy is in accordance with the Bribery Act 2010 which makes it illegal to offer or receive bribes.

Insignificant gifts are classified as diaries, calendars, pens and similar tokens with a monetary value of £50.00 or less.

Working lunches or dinners can be an appropriate method of business provided that no extravagance is involved, and the occasions are infrequent (infrequent is defined as fewer than 4 times in a 12-month period). Where there is a business need for increased frequency then this should be discussed and agreed by the relevant Chief Officer and paid for from within approved budgets.

For clarification, this clause applies to all 'in kind' gifts and other offers of goods or services at no cost to the employee. The Member and Staff travel policies provide more detailed examples relating to gifts and hospitality of that nature.

Likewise, it can be reasonable for an officer to represent a Service of the Council at an external social function or event organised by outside bodies. Acceptance of such invitations must be first approved by the officer's Chief Officer and the Chief Officer's by their Director and Directors by the Chief Executive. The Chief

Executive should seek approval from the Chief Officer – Finance, as Section 95 officer.

5.11.2 Register for Gifts and Hospitality

Chief Officers will hold a Register for Gifts and Hospitality within their service.

All gifts, whether accepted or not, that are not considered to be insignificant or that cannot be considered reasonable hospitality received directly in connection with any meeting, function or conference must be recorded in the appropriate Register for Gifts and Hospitality.

Gifts are insignificant and may be excluded from the Register if they have a monetary value of £50.00 or less.

5.11.3 Bequests

Bequests left to individual staff members should be returned to the Executor of the Will with the suggestion that a donation could be made to, for example, a Residential Home's Amenity Fund. Similarly, relatives of clients who wish to show their gratitude should be similarly advised.

5.11.4 Improper Handling of Gifts & Hospitality

Where it is suspected that an improper motive exists or a "special deal" not otherwise available is offered on a personal purchase from a supplier with whom the officer has a working relationship, the officer concerned should report this immediately to their Chief Officer. In the case of a Chief Officer, they should report this to their Director who should, following consultation with the Chief Executive, decide on appropriate action. Appropriate action may include the possible withdrawal from a tendering exercise or referral to the Police. The Chief Officer - Finance and Chief Officer - Governance must be informed of all such instances.

Any allegations of the soliciting of gifts by an employee of the Council will be subject to the Council's disciplinary procedure.

5.12 Purchasing

5.12.1 Value for Money

Local authorities must secure best value in accordance with section 1 of the Local Government Scotland Act 2003. Section 10 provides further information on the 2003 Act and Best Value.

Each Director and Chief Officer must ensure that their Services achieve best value from any purchase before making any commitment.

All purchasing and Orders for supplies, services and works must be undertaken in accordance with the Procurement Regulations.

All purchases of computer and telecommunications equipment must be coordinated through the Chief Officer – Digital and Technology.

In procuring equipment, particularly ICT equipment, regard should be held for business continuity in case the equipment fails at some point in the future.

5.12.2 Orders for Supplies, Services and Works

Purchase Orders are only to be issued for supplies, services and works which are lawful and only if the cost is covered by a budget allocation.

No supplies, services or works shall be ordered or instructed except on an official Purchase Order form, which shall be in an approved format and in accordance with Regulation 7 of the Procurement Regulations.

By reason of urgency or necessity (for example risk to health and safety or emergency situation), a verbal order may be issued. It must be confirmed within 3 working days with the issue of an official order form from the ordering system.

Purchase Orders must be issued for all supplies, services and works, or such other expenditure as the Chief Officer - Finance may require. ~~There are permitted exemptions~~ A list of exemptions from the requirement where one or other of these 2 criteria are met:

1. The expenditure being incurred would not represent a purchase of supplies, services and works; and

2. There is an agreed alternative control process in place.

~~for a purchase order is maintained by the~~ A list of permitted exemptions is retained and updated by the Chief Officer - Finance and is included in this document as Appendix A.

All other purchases require a purchase order to be raised and quoted on the supplier's invoice. Outside of permitted exemptions, exceptions must be specifically approved by the Chief Officer - Finance or their authorised representative or payment will not be made.

On-line ordering is to be controlled by restricted access to approved officers with financial limits set in the PECOS purchasing system to the appropriate values.

Once the supplies have been received, or services or works completed, then the Order shall be appropriately receipted to confirm that it is complete, or part delivered, and invoice payment can be progressed accordingly.

5.12.3 Payment of Accounts

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Each Budget Holder shall be responsible for ensuring the prompt examination, verification and certification of all invoices, vouchers and accounts relating to their Service.

Invoices must be processed for payment in accordance with the supplier's credit terms with expenditure authorised by authorised signatories (electronically through PECOS / Infosmart or with original signature). Signature stamps must not be used.

The Council has adopted a "No Purchase Order No Pay" approach to managing procurement expenditure, and as a result invoices will not be paid unless a purchase order has been raised. A list of exemptions from the requirement for a purchase order is maintained by the Chief Officer - Finance and is included in this document as Appendix A.

All supplier invoices should be addressed to the Business Services team. Any invoices received elsewhere shall be redirected to them for processing through the Council's workflow systems to enable a comprehensive audit trail to be maintained and electronic access to such records.

No officer shall authorise an account for their own reimbursement or for a close relative or business associate.

VAT must be accounted for in accordance with the relevant legislation and further information on VAT can be found in Section 5.14.

5.12.4 Partnerships and Joint Ventures

Prior to entering into any formal partnership or joint venture agreements with other parties the relevant Chief Officer must advise the Chief Officer - Finance and the Head of Commercial and Procurement of the on-going negotiations.

No partnership or joint venture agreement is to be formally entered into without the prior agreement of the Chief Officer - Finance and Head of Commercial and Procurement.

Before any partnership or joint venture is entered into, the selection criteria must be determined in advance, documented and be consistent with the nature of the contract.

5.13 Consultants & Sub-Contractors

5.13.1 General

Consultants, usually professional specialists who charge a fee, can be used to carry out work or to undertake specialised work for which there is a lack of experience/expertise by Council employees. It is therefore necessary to control the work and terms and conditions of such people or companies to ensure that value for money is achieved and that the Council's services are not compromised.

If Council officers would normally be expected to provide the service or advice but have sub-contracted the work due to lack of capacity then, this should not be regarded as consultancy work, but rather as sub-contracted work and coded accordingly.

5.13.2 **Contract**

All purchasing and Orders for consultancy services and/or sub-contract work must be undertaken in accordance with the Procurement Regulations.

5.13.3 **Payment of Fees**

The relevant Chief Officer should ensure that fees are only paid when the work fulfils the specification.

It is acceptable for interim payments to be made during the period of the engagement provided the consultant and/or sub-contractor has demonstrated that the claim for payment reflects the work that has been undertaken to that point.

5.14 **Taxation and VAT**

5.14.1 **General**

The Chief Officer - Finance will be responsible for the taxation procedures of the Council, ensuring where possible, that tax liabilities and obligations are properly reported and accounted for, avoiding any possible losses.

Where transactions of a new or unusual nature are being considered the Chief Officer - Finance should be consulted on the tax implications before committing the Council.

5.14.2 **Value Added Tax (VAT)**

As with all VAT registered organisations, the Council is responsible for managing its VAT affairs in accordance with the Value Added Tax Act 1994, and VAT Regulations issued by Her Majesty's Revenue and Customs (HMRC).

HMRC VAT Regulations can be extremely complex and HMRC have the power to apply significant financial penalties for failure to comply with statutory requirements. Therefore, it is very important for all officers to be aware of their role in ensuring the Council's compliance with and adherence to HMRC's VAT regulations.

Services will be responsible for interest and/or penalties charged by HMRC where the Service has failed to obtain, or comply with, appropriate VAT guidance that results in the incorrect VAT treatment.

Chief Officer - Finance Responsibilities

It shall be the responsibility of the Chief Officer - Finance to secure arrangements for the administration and accounting of VAT to ensure compliance with all statutory requirements including such returns as are required within laid down timescales. This includes the Making Tax Digital regulations being introduced in 2020 that require VAT records to be held digitally and linked digitally to the VAT return.

Chief Officers Responsibilities

Chief Officers shall ensure that arrangements are in place to properly establish the correct liability, process and accounting for VAT.

All officers in the Council who have financial responsibilities are responsible to the Chief Officer – Finance, through the Council's VAT Officer, for the provision of accurate VAT information.

Chief Officers shall ensure that any VAT invoices and VAT receipts that are held by their officers are retained for the prescribed statutory period.

Chief Officers will also retain documentation supporting all income raised by debtors invoice and documentation supporting all non-invoiced income, including amounts lodged directly with the bank and cash collected directly by Services.

The treasury management team and the bank reconciliation team must be given the relevant documentation, financial coding and VAT coding for any transactions coming into or going out of the bank account.

General

Aberdeen City Council VAT Registration Number 663 7266 13

To reclaim VAT, the council must have a valid tax invoice from a VAT registered trader and be able to produce it on request. Posting of the relevant VAT entries happens automatically when the correct VAT codes are used. The VAT Codes are:

- S Standard Rate (currently 20%)
- R Standard Rate – PECOS orders
- C Outside Scope
- F Reduced Rate
- Z Zero Rated
- E Exempt

VAT Errors

If input tax is claimed and not supported by a valid invoice, or output tax is under declared, the council may be liable for penalties for misdeclaration of VAT. When errors arise due to incorrect VAT coding this can impact on the amount of revenue posted to the income and expenditure account.

To correct this error, the Council's VAT Officer will adjust the relevant VAT return on the completion of a journal entry.

If the sum of errors in any one VAT period (1 calendar month) is greater than £50,000, the Council is required to make a voluntary disclosure to HMRC. Between £10,000 and £50,000 a voluntary disclosure is required if the sum is more than 1% of that month's turnover. A voluntary disclosure is not required if the sum of errors in the VAT period is below £10,000.

HMRC periodically inspects the Council's records and any errors discovered by them during the inspection will be automatically deducted from payments due to the Council on the next VAT return. The Council may be liable for interest and penalty charges in these circumstances. Penalties may be greater if the error is discovered by HMRC rather than via a voluntary disclosure.

5.15 External Funding / Grants

5.15.1 General

Receivable - External funding is a source of income. Funding conditions need to be considered to ensure they are compatible with the objectives of the Council.

There are many sources of external funding, such as the European Union, the Scottish Government and other Public Bodies and officers are to be alert to the opportunity of securing additional funding, especially in the context of projects.

Payable - The Council is relying upon external organisations to deliver services on its behalf and it is incumbent upon it to ensure that where external funding pays for service delivery it has robust and comprehensive governance of those funds. Where grants to outside organisations are being considered then careful consideration and compliance with the Aberdeen City Council Code of Practice on Funding External Organisations and Following the Public Pound must be followed.

Following the Public Pound

Further information on providing funding to partners and ALEO's is set out in section 5.16 below.

Approval of grants, both receivable and payable, must be compliant with Committee Terms of Reference and Powers Delegated to Officers, as appropriate.

5.15.2 Match Funding

Match funding occurs where external funding is payable only on the basis that it is matched by other funders, or by the recipient themselves.

Where External Funding is Receivable failure to achieve the match funding will put the Council at risk of losing the external funding proposed. The Council officer responsible for obtaining the external funding must produce a business case to support the application. The business case must include confirmation of the match funding. The match funding must be confirmed by the said officer prior

to submitting the application for external funding and entering into any agreements. The business case should be signed off by the Director of the relevant Service and the Chief Officer - Finance.

Where match funding is being provided by the Council itself, then this may be in the form of attributing a value to specific staff, property or other supplies and services costs. The external funder will require to see evidence that those costs have actually been incurred by the Council. To provide this evidence a mechanism for justifying and accounting for those values must be put in place. This may involve the use of time recording systems or other estimation techniques. In these circumstances the Council officer managing the project shall seek guidance from the Chief Officer – Finance.

It is essential that match funding and project costs are closely monitored by the officer managing the project to take account of changes in cost profiles and to ensure that the full project value is captured and reflected in the Council's Medium Term Financial Plan.

Where match funding is being provided to the Council by a third party, suitable documentation should be put in place between the Council and that party to ensure that the Council is not exposed to unnecessary financial risk because of its commitment to deliver the project. The Service must put in place a clear process to ensure that the funds are drawn down from the third party in line with a timetable of funding that should be agreed prior to the start of the project. The timetable will be reflective of the cost profile submitted as part of the external funding application.

Where External Funding is Payable failure to ensure that the match funding is obtained may put the Council at risk of both exposure to additional costs and a failure to complete the project and achieve the benefits anticipated. The budget holder must arrange for a suitable analysis of the costs of a project to be carried out to determine the requirements for match funding that is being requested from the outside body. The Council must be satisfied that only reasonable costs are included in the proposed project and that the request for grant funding, to match other partners, is appropriate.

Where match funding is being provided by the Council to an external body suitable documentation should be put in place between the Council and that body to ensure that the Council is not exposed to unnecessary financial risk because of its commitment to deliver the project. The Service must put in place a clear process to ensure that the funds are drawn down from the Council in line with a timetable of funding that should be agreed prior to the start of the project. The timetable will be reflective of the cost profile submitted as part project proposal / application for funding made.

5.15.3 Grant Offers and Claims

Where External Funding is Receivable – Prior to acceptance of external funding the Director, the Chief Officer - Finance and the Head of Commercial and Procurement will require to be satisfied that the terms of an external funding grant can be met.

The Director must ensure that all funding received by the Council from external bodies, government bodies, other agencies, partner organisations etc. is

received. S/he must also ensure that the income and expenditure is properly accounted for and complies with the conditions of the funding.

All claims for grant funds are to be made promptly by the due date.

All grants are to be paid directly to the Council.

The relevant Chief Officer shall identify a responsible officer to monitor compliance with grant conditions.

Grant claims for European Union funding must be properly authorised by the appropriate Director and the Chief Officer - Finance will arrange for suitable independent audit of the claims to be carried out.

Where External Funding is Payable – Reference must be made to the Council's Code of Practice on Funding External Organisations and Following the Public Pound for guidance.

[Following the Public Pound](#)

5.16 Partnerships and Relationships with External Bodies

5.16.1 General

Chief Officers will be responsible for ensuring that any funding relationships with external bodies, other than those which are operated on a contractual basis, are operated in accordance with the:

- "Code of Guidance on Funding External Bodies and Following the Public Pound" issued by the Accounts Commission,
- the associated COSLA Operational Guidance; and
- the Council's own local Code of Practice.

5.16.2 Relationship Management

The Council will appoint a suitable individual to establish and maintain the relationship between itself and the external body.

In considering an application for funding, due consideration in line with the code of practice should be given to the following areas:

- Aims and objectives of the external body and how they align to those of the Council; and
- Financial viability, risk and control.

5.16.3 Funding Agreement

The Council will put in place an appropriate funding agreement to set out the responsibilities of the external body to report back on outcomes and achievements to demonstrate their accountability towards the funds and the value that has been derived.

Detailed advice and checklists are available in the Aberdeen City Council Local Code of Practice for Funding External Bodies and Following the Public Pound

5.16.4 Group Entities

The Council recognises the importance of its relationships with those organisations that form part of its group. In so doing, the Council has approved a range of requirements to be adhered to by the group entities. These include requirements for the Council to scrutinise group entities, with specific reference to:

- Management assurance;
- Internal and external audit reports;
- Business planning;
- The system of risk management;
- The roles and responsibilities of the Board; and
- The work of the ALEO Assurance Hub.

The Head of Commercial and Procurement shall use reasonable endeavours to ensure that all contracts with Group Entities will provide that each group entity must:

- i) comply with all reasonable requests to co-operate with the ALEO Assurance Hub (applies only to those group entities that are considered to be ALEO's);
- ii) provide quarterly and year end information for inclusion in the Council's financial performance reports and the Annual Accounts in accordance with the timetable set by the Chief Officer - Finance. To include provision of an audited set of annual accounts and external audit report;
- iii) provide such assistance as the Chief Officer - Governance or Chief Officer - Finance may require in the production of the annual governance statement;
- iv) submit a Certificate of Assurance on the Effectiveness of Internal Financial Controls, as prescribed by the Chief Officer – Finance, on an annual basis;
- v) afford the Council's Internal Auditors (whether employed directly by or engaged by Internal or External Audit) full access rights as listed in 3.5; and
- vi) afford the Council's External Auditors the same rights of access as set out in 3.7.1.

5.17 Internal Audit

5.17.1 General

Guidance regarding the provision of an effective system of internal audit is provided by the United Kingdom Public Sector Internal Audit Standards (PSIAS).

The function of Internal Audit is based upon the following principles:

- it must be completely independent of all systems operating within the Council with no authority or responsibility for activities which they audit; and
- it may concern itself with any activity, function or operation of the Council.

The Council will secure an Internal Audit function through the employment of suitably qualified individuals or through entering into a binding contract with an external supplier of such services. The Chief Officer - Governance will manage the relationship that is put in place.

The Chief Officer – Governance shall be responsible for overseeing an independent and effective internal audit function.

The Chief Internal Auditor shall report on a regular basis to the Audit, Risk and Scrutiny Committee and they must:

- annually provide a copy of the Internal Audit plan drawn up after discussion with Chief Officers for the Committee's information, input and approval;
- report on all work carried out and the follow up status of previously reported work;
- provide an assurance for the reliability of existing and new financial systems and other management controls throughout the Council, including trusts where the Council is sole trustee or able to exercise overall control.
- prepare an annual report, including their audit opinion, on the overall adequacy and effectiveness of the Council's control environment; and
- liaise closely with External Auditors to ensure the Council derives maximum value from the combined resource.

5.17.2 Responsibilities of Senior Management

It is the responsibility of the Council's Chief Officers to ensure that:

- internal auditors and officers undertaking investigations are given access at all reasonable times to premises, personnel, documents and assets that the Auditors/Investigating Officers consider necessary for the purposes of their work;
- auditors and investigating officers are provided with any information and explanations that they seek in the course of their work, within a specified timescale; and
- any agreed actions arising from audit recommendations are carried out in a timely and efficient fashion.

It is also the responsibility of Chief Officers to consider and respond promptly to recommendations in audit and investigations reports.

5.18 Financial Irregularities

All officers shall inform their Chief Officer immediately of any circumstances which may suggest an irregularity affecting the finances, property, services or policy of the Council. These shall be reported immediately by the Chief Officer to the Chief Officer – Finance and Chief Officer – Governance. Pending investigation and reporting, the Chief Officer is to take all necessary steps to prevent further loss and to secure records and documentation against removal or alteration.

The Chief Officer - Finance or Chief Officer – Governance may investigate such incidents as they consider appropriate.

If, on consideration of the results of such an investigation, the Chief Officer - Finance and Chief Officer – Governance are of the opinion that there may be a

breach of criminal law they may, after taking advice from the Chief Officer – Governance, report the matter to the Police.

When an officer is suspended pending the conclusion of an investigation into a possible irregularity, or if an officer resigns in such circumstances, then that officer shall immediately surrender all Council property they may have including all money, portable ICT equipment, flash drives and keys. The officer shall be instructed not to enter Council premises without prior agreement and not to contact other Council officers in relation to the matter under investigation. The officer's Chief Officer must also ensure that passwords and computer access by the officer under investigation are also immediately withdrawn.

5.19 Deposit of Trust Securities

5.19.1 All officers acting as trustees by virtue of their official position shall deposit all securities, bank passbooks and documents and articles of value relating to any trust with the Chief Officer - Finance unless the relevant trust deed provides otherwise.

5.20 Control of Registered Charities, Trust Funds and Other Funds

5.20.1 Custody and Control

The Chief Officer - Finance shall ensure:

- 1) the proper and safe custody and control of all charitable and other funds held by the Council;
- 2) that all expenditure is in accordance with the conditions of the fund; and
- 3) that such charitable funds are held in accordance with regulations laid down by the Office of the Scottish Charity Regulator.

All registered charities, trust funds and other funds shall, wherever possible, be in the name of the Council or refer to the Council. All monies left in trust to the Council or to be administered by its officers shall be notified immediately to the Chief Officer - Finance, unless the trust's deed outlines otherwise.

5.20.2 Investment

All investments of money under the Council's control shall be made by the Chief Officer - Finance in the name of the Council or in the name of nominees approved by the City Growth and Resources Committee. Any investments made will be made in accordance with the Treasury Management Strategy approved by the Council.

5.20.3 Audit

Where elected members (all or some) of Aberdeen City Council are the sole trustees of registered charities, the charities will be subject to external audit by the Council's appointed external auditor.

5.21 Control of Common Good

5.21.1 Purposes for which Common Good monies may be utilised

Items of expenditure which can be met from the Aberdeen City Council Common Good must be for:

- upholding the dignity of the City;
- the prudent management, upkeep and improvement of those items of Council property which form part of the Common Good;
- safeguarding the corporate rights of the community and defending its interests;
- granting donations to public institutions or charities – this must be exercised in the interests of the general public of the City; and
- any other purpose which in a reasonable judgement of the Council is for the good of the community as a whole, or in which the inhabitants may share; as distinct from the interest or benefit of any particular individual or group.

Overall, the purposes for which Common Good monies may be utilised are limited to the City and its interests.

Where there is a doubt about whether Common Good monies can be used for a particular purpose then in the first instance advice should be sought from the Chief Officer – Governance.

5.21.2 Common Good Investment Strategy

The Common Good Investment Strategy was approved by the Finance and Resources Committee in December 2012. The Chief Officer - Finance is responsible for reviewing the Strategy and reporting any proposed changes in the Strategy to the City Growth and Resources Committee.

5.22 Voluntary Funds

5.22.1 General

A voluntary fund is any fund (other than an official Council fund) which is managed wholly or in part by a Council employee. Examples of such are School funds and funds to support Social Work Services establishments. Directors shall supply the Chief Officer - Finance with a list of all employees who are signatories to such funds.

Such funds are to be subject to the same financial rigour and probity as if they were Council funds.

5.22.2 Financial Control and Administration

The financial control of voluntary funds must reflect the standards required of public funds.

The Chief Officer - Finance or their representative may examine the accounts and records of the fund if held by a Council employee and ask for such records, explanations and information as they may require.

In the event of any loss of voluntary funds the Council accepts no responsibility whatsoever, and no person has any authority to bind the Council to accept such liability.

Money due to the Council shall not be paid into any voluntary fund, either permanently or temporarily.

The Council employee shall keep all money, goods, or property of the voluntary fund, separate from those of the Council. The Council employee must not use official Council order forms for voluntary funds.

The Council employee shall at the end of each financial year submit a return stating the balance held and a copy of the audit certificate & accounts to the Chief Officer – Finance.

5.22.3 Employee Involvement

The Council employee must inform their line manager of any involvement in a voluntary fund and state the position they hold within the fund. The line manager must ensure proper accounts of the funds activities are kept and that an independent audit is carried out at annual intervals by a competent auditor appointed by and reporting to the fund's controlling body. An audit should be carried out whenever an employee relinquishes this responsibility and hands over the funds to another person.

5.23 Pension Funds

5.23.1 General

The Chief Officer - Finance shall be responsible for the financial affairs of the North East Scotland Pension Funds. The investment of Pension Funds monies shall be made in the name of the nominees approved by the appropriate Committee and such investments shall be within the policy determined by the Council.

Specific guidance on the financial regulations relating to the Pension Funds can be found in Section 12. To the extent that section 12 varies from the general financial regulations, Section 12 shall take precedence for the Pension Funds only. For matters not specifically covered within Section 12, the Pension Funds will take due guidance from the general Financial Regulations. Should the Pension Fund officers still have any doubt on interpretation or implementation of the general financial regulations, further guidance shall be sought from the Chief Officer-Finance.

5.24 Amendments to Financial Regulations

5.24.1 Non-material amendments to the Financial Regulations can be made by the Chief Officer - Governance, following consultation as required by Powers Delegated to Officers, without the requirement to report to Full Council.

5.24.2 Material amendments to the Financial Regulations, including the removal or addition of Financial Regulations, may only be approved after consideration of a report to Full Council by the Chief Officer - Governance.

5.25 Review of Financial Regulations

5.25.1 The Financial Regulations will be subject to annual review by the Chief Officer - Finance.

6. FINANCIAL MANAGEMENT & CONTROL - ROLES AND RESPONSIBILITIES

6.1 Introduction

6.1.1 Aberdeen City Council is committed to achieving Best Value and the highest possible standards in the delivery of its services. The Council attaches a very high priority to exercising strong control over the management of its financial resources. Both objectives are facilitated by the provision of high quality financial management and control, through continuous improvement, to meet both statutory requirements and the needs of clients/customers in the most efficient and effective manner.

6.1.2 Financial management is provided to the Council, its Committees and Services through an accounting function that provides corporate financial management and service specific accounting. Within all Services, budget holders undertake financial management in varying degrees.

6.1.3 The Financial Regulations define the respective roles and responsibilities of officers in both the accounting function and Services. Compliance with the Financial Regulations will improve the effectiveness of financial management and control and ensure the continued development of best practice.

6.2 Councillors

6.2.1 As Council and committee members, councillors have a personal, individual and collective responsibility for the Council's organisation and activities. Councillors are responsible for ensuring that adequate management arrangements are in place, developing and taking decisions on the use of the Council's physical, financial and human resources, and to concern themselves with the performance, development, continuity and overall well-being of the organisation (*extract from the Code of Conduct for Councillors*).

6.2.2 To enable Councillors to discharge their responsibilities in this respect, officers must present to Councillors appropriate information on the Council's performance both in operational and financial terms to allow them to ask relevant questions.

6.3 Chief Executive

- 6.3.1 The Chief Executive has a responsibility to ensure that the Financial Regulations are applied across the Council, and the appropriate committee structures are in place.
- 6.3.2 The Chief Executive, as Head of Paid Service, has an authority over all officers and has responsibility for ensuring that the Council maintains an efficient use of the resources at its disposal. However, the Chief Executive relies on senior officers of the Council informing them of the up to date position of an operation. Directors shall therefore report to the Chief Executive on the financial performance of their Functions.
- 6.3.3 The Chief Executive does not have operational responsibility for Services, which responsibility rests with Directors. Similarly, the Chief Officer - Finance has the responsibility for establishing the appropriate financial reporting framework.
- 6.3.4 The Directors shall formally report any financial problems identified in a Service to the Chief Officer - Finance and to the Chief Executive who can instruct appropriate action and report as appropriate.
- 6.3.5 On a periodic basis a summary of the financial position of each Service shall also be reported to the Chief Executive. In pursuance of this the quarterly financial performance report shall be included on the agenda of the ~~Corporate Management Team~~ Performance Board.

6.4 Chief Officer - Finance

- 6.4.1 Section 95 of the Local Government (Scotland) Act 1973 states that every local authority shall make arrangements for the proper administration of its financial affairs and shall ensure that one of its officers has responsibility for the administration of these affairs. In Aberdeen City Council, the Chief Officer - Finance is the Section 95 officer. Where the Section 95 officer position is vacant, the Chief Executive will make alternative arrangements.
- 6.4.2 The Chartered Institute of Public Finance and Accountancy (CIPFA) has defined in detail the role of the Chief Financial Officer within local government.
- 6.4.3 CIPFA specifically outlines the role of the Chief Financial Officer as being:
- a key member of the Leadership Team, helping it to develop and implement strategy and to resource and deliver the authority's strategic objectives sustainably and in the public interest;
 - actively involved in, and able to bring influence to bear on, all material business decisions to ensure immediate and longer-term implications, opportunities and risks are fully considered, and aligned with the authority's financial strategy; and
 - leading the promotion and delivery by the whole authority of good financial management so that public money is safeguarded always and used appropriately, economically, efficiently and effectively.

To deliver these responsibilities the Chief Financial Officer:

- must lead and direct a finance function that is resourced to be fit for purpose; and
- must be professionally qualified and suitably experienced.

6.4.4 There exists, however, a degree of decentralisation of financial administration within the Council and the responsibilities of the Chief Officer - Finance must be seen in this context. The Financial Regulations delegate much of the day to day financial administration to Chief Officers, and by sub-delegation, to staff within Finance. The extent of delegations will be outlined within a framework of job profiles.

Financial Management

6.4.5 As head of strategic and operational financial management and administration, it is the responsibility of the Chief Officer - Finance to:

- ensure that a proper and prudential financial framework exists within the Council in terms of relevant legislation and codes of practice;
- secure effective systems of financial administration; and
- ensure that financial management arrangements are in line with the Council's strategic policies and objectives and its overall management arrangements.

6.4.6 Specifically, the Chief Officer - Finance will:

- advise on effective systems of internal control such as Financial Regulations;
- secure effective systems of internal financial control to ensure that income collected, and payments made, are accurate, complete and timely;
- ~~lead on~~ ~~advise on anti~~ ~~counteri~~-fraud and ~~counteranti~~-corruption measures; and
- ensure that all staff with financial management responsibilities are made aware of the existence and content of these financial regulations and their requirement to comply with them.

Supporting the Democratic Process

6.4.7 In supporting and advising the democratic process, the Chief Officer - Finance is expected to:

- advise on the respective roles of councillors and officers on financial management;
- advise councillors on an overall financial strategy which serves policy and service objectives;

- provide councillors with clear, accurate and impartial advice when considering service plans and budgets;
- provide timely, accurate and impartial advice on reported financial performance, including reporting any concerns and/or disagreements with Directors on the stated financial position and the reliability of financial systems; and
- ensure that councillors have adequate access to financial skills and are provided with an appropriate level of financial training on an ongoing basis.

Contributing to Corporate Management and Leadership

6.4.8 The Chief Officer - Finance has an essential part to play in the corporate management of the authority by;

- contributing to the effective leadership of the authority;
- contributing to the management of the authority;
- ensuring that the authority's financial resources are well managed; and
- contributing to cross-authority issues and to the development of the authority.

Supporting and Advising Operational Officers

6.4.9 In supporting and advising operational officers, the Chief Officer - Finance shall:

- ensure that financial strategy and arrangements serve policy and service objectives, advising services on all strategic and operational financial matters and on the availability of resources;
- advise officers on performance and standards to be adhered to in relation to financial matters;
- delegate responsibility for financial management and control to Directors, ensuring the development and maintenance of appropriate management accounting systems, functions and controls and that these are compatible with the corporate financial reporting systems;
- ensure that officers' roles and responsibilities in relation to financial management are clear and understood and that budget managers have access to adequate financial skills; and
- provide timely, accurate and impartial advice to the Chief Executive on any concerns or disagreements with Directors on the reported financial position or reliability of financial systems.

Leading and Managing an Effective and Responsive Financial Service.

6.4.10 In leading and managing the authority's finance function, the Chief Officer - Finance will;

- secure high standards of performance and service to the public;
- demonstrate accountability to the public by providing robust financial and performance information;
- establish a good, professional working relationship with external auditors and other statutory agencies; and
- act as head of profession for all finance staff in the authority.

Bond Governance

6.4.11 The credit rating that was obtained to facilitate the issue of bonds on the London Stock Exchange (LSE) must be maintained over the term of the bonds. The credit rating agency conducts a review at least once every twelve months and the Chief Officer – Finance shall ensure that the credit rating agency is provided with all the information that it requires to carry out its assessment. The outcome of such reviews shall be reported to the first meeting of the City Growth and Resources Committee following receipt of the outcome. The credit rating agency may also amend the rating between reviews. If this occurs, the Chief Officer – Finance shall report this occurrence to the next available City Growth and Resources Committee.

6.4.12 The Chief Officer – Finance shall ensure that the Council's quarterly financial monitoring report to City Growth and Resources Committee is structured to comply with the reporting requirements of the LSE including any notifications required to comply with the Market Abuse Regulations.

6.5 Chief Officers

6.5.1 Within the overall framework of the financial management and administration arrangements, it is the responsibility of the Directors to:

- ensure adherence to law and the Council's Scheme of Governance;
- manage the expenditure and income of the Function and ensure its control within approved budgets;
- prepare draft budget and service plans, following consultation with the Chief Officer - Finance and the Chief Executive;
- provide data necessary to enable the completion of budgets, monitoring reports, annual reports and all government or other statistical returns, following consultation with the Chief Officer - Finance; and
- formally report any financial problems identified within the Function to the Chief Officer - Finance, and if appropriate the Chief Executive, who can instruct appropriate action and report as required.
- furnish the Section 95 officer, or her/his authorised representative, with all such information that s/he may reasonably require for the discharge of

her/his functions.

- 6.5.2 In practice, duties will be delegated to operational managers within the Function, the extent of which shall be covered by a framework of job descriptions clearly defining individual responsibilities.

6.6 All Staff

- 6.6.1 The respective roles and responsibilities of budget holders, finance staff and staff with a responsibility for administering financial transactions are set out in the Finance Framework (also see 4.1 above)
- 6.6.x The Continuous Review and Development Scheme sets out skills, behaviours and competencies required of all staff (also see 4.x above).

Line Responsibilities/Accountabilities

- 6.6.2 The Chief Officer - Finance has overall responsibility for the management and administration of the Council's financial affairs and consequently for all staff engaged in delivering the service. All finance staff are responsible to the Chief Officer - Finance for maintaining professional accounting standards and the highest standards of conduct and integrity.

All staff engaged in financial management within Services have a similar responsibility, not only to their Director, but also to the Chief Officer - Finance. Finance staff also have a responsibility to Chief Officers for the provision of impartial advice and guidance on all financial matters, including contributing to and assisting in Best Value reviews, option appraisal and the process of continuous improvement across the Council.

- 6.6.3 The Chief Officer - Finance has the power to draw to the attention of a Director any circumstances where he/she considers that a member of staff engaged in financial management has not met the required standards. The Chief Officer - Finance may recommend how the matter shall be taken forward. Conversely, any Director has recourse to the Chief Officer - Finance where it is considered that any member of staff in Finance has not met the required standards. If a Director and the Chief Officer - Finance fail to agree, the matter shall be raised with the Chief Executive who will determine what action is appropriate.

7. INTERNAL CONTROL

7.1 Introduction

- 7.1.1 Internal control consists of all the policies and procedures the Council applies to achieve the following goals:
- Safeguard Council assets - well designed internal controls protect assets from accidental loss or loss from fraud.
 - Ensure the reliability and integrity of financial information - internal controls ensure that management has accurate, timely and complete information,

including accounting records, to plan, monitor and report business operations.

- Ensure compliance - internal controls help to ensure the Council complies with the laws and regulations affecting the operations of our business.
- Promote efficient and effective operations - internal controls provide an environment in which managers and staff can maximise the efficiency and effectiveness of their operations.
- Accomplishment of goals and objectives - internal control systems provide a mechanism for management to monitor the achievement of operational goals and objectives.

7.2 Responsibilities

7.2.1 Chief Officers are responsible for maintaining an adequate system of financial control and are expected to communicate the expectations and duties of staff as part of a control environment. They are also responsible for ensuring that the major areas of an internal control framework are addressed and that weaknesses highlighted are acted upon.

7.2.2 Staff are responsible for complying with the Council's internal controls.

7.3 Control Framework

7.3.1 The framework of good internal control includes:

- **The Control environment:** A sound control environment is created by management through communication, attitude and example. This includes a focus on integrity, a commitment to investigating discrepancies, diligence in designing systems and assigning responsibilities.
- **Risk Assessment:** This involves identifying the areas in which the greatest threat or risk of inaccuracies or loss exist. To be most efficient, the greatest risks should receive the greatest amount of effort and level of control. For example, the value or the nature of the transaction (for instance, those that involve cash) might be an indication of the related risk.
- **Monitoring and Reviewing:** The system of internal control should be periodically reviewed by management. By performing a periodic assessment, management assures that internal control activities have not become obsolete or lost due to staff turnover or other factors. They should also be enhanced to remain sufficient for the current level and extent of risks.
- **Information and communication:** The availability of information and a clear and evident plan for communicating responsibilities and expectations is paramount to a good internal control system.
- **Control activities:** These are the activities that occur within an internal control system. These are described in 7.4.

7.4 Internal Control Activities

- 7.4.1 These activities are the policies and procedures as well as the daily activities that occur within a system of internal control. The systems should include both prevention and detection activities. Internal Audit will provide assurance over the controls that the Council has established and make recommendations for strengthening such controls.
- 7.4.2 Prevention control activities aim to deter the instances of error or fraud. Activities include comprehensive documentation, authorisation processes, segregation of duties and security. These activities prevent undesirable transactions from happening and therefore require well thought out procedures and risk identification.
- 7.4.3 Detection control activities aim to identify any undesirable transactions after the fact, and in financial situations the most frequently used detection controls are reconciliation along with monitoring and review.
- 7.4.4 Appropriate controls shall be established to ensure that the financial information system accurately collates, sums and reports all authorised input and that regular and sufficient back up is maintained.

7.5 Embedding Internal Control Activities into Operations

- 7.5.1 Control activities occur at all levels and functions of the Council. Chief Officers should establish control activities that are effective and efficient.
- 7.5.2 When designing and implementing control activities, the aim should be to get the maximum benefit at the lowest cost. Consideration should be given to the following:
- The cost of the control activity in comparison to the cost that would be incurred by the Council if the undesirable event occurred, recognising that some risks may be difficult to attribute a financial value to e.g. reputational risks;
 - Control activities should be built into business processes and systems as the processes and systems are being designed. Adding control activities after the development of a process or system is generally costlier and may enable errors or fraud to occur;
 - The allocation of resources among control activities should be based on the likelihood and impact of the risk;
 - For any given risk, there may be multiple appropriate control activities that can be put into place, either individually or in combination with other control activities; and
 - Excessive use of controls could impede productivity.

7.6 Commonly Used Controls

- 7.6.1 The following brief descriptions of the commonly used control activities will help

managers to identify and select appropriate activities to prevent and detect error and fraud.

- **Documented Systems / Process** – Comprehensive documentation of systems and processes provides clarity to those involved and a structure to enable checking to be carried out;
- **Authorisation** – Control activities in this category are designed to provide reasonable assurance that all transactions are within the limits set by policy or that exceptions to policy have been granted by the appropriate officer(s);
- **Review and approval** – Control activities in this category are designed to provide reasonable assurance that transactions have been reviewed for accuracy and completeness by appropriate officers;
- **Verification** – Control activities in this category include a variety of computer and manual controls designed to provide reasonable assurance that all accounting information has been correctly captured;
- **Reconciliation** – Control activities in this category are designed to provide assurance of the accuracy of financial records through the periodic comparison of source documents to data recorded in and between accounting information systems;
- **Physical security over assets** – Control activities in this category are designed to provide reasonable assurance that assets are safeguarded and protected from loss or damage due to accident, natural disaster, negligence or intentional acts of fraud, theft or abuse;
- **Segregation of duties** – Control activities in this category reduce the risk of error and fraud by requiring that more than one person is involved in completing a financial process;
- **Education, training and development** – Control activities in this category reduce the risk of error and inefficiency in operations by ensuring that staff have the proper education and training to perform their duties effectively. Education and training programs should be periodically reviewed to ensure they remain relevant to the current Council operating environment and financial processing procedures; and
- **Performance planning and evaluation** – Control activities in this category establish key performance indicators for the Council that may be used to identify unexpected results or unusual trends in data which could indicate situations that require further investigation and/or corrective actions. Evaluations may be done at multiple levels within the Council, as appropriate: the Council as a whole; major projects; specific Services / Functions; or specific activities. Performance reviews may focus on compliance, financial or operational issues. For example, financial reviews should be made of actual performance versus budgets, forecasts and performance in prior periods.

7.6.2 This list is not exhaustive, and advice should be sought from the Chief Officer - Finance if any officer is uncertain about incorporating appropriate control activities into their operations.

8. BUDGETARY CONTROL

8.1 Revenue

8.1.1 Revenue items are the operational costs incurred by the authority during the financial year in providing its day to day services, or income generated through, for example, fees and charges.

8.2 Revenue Budget Preparation

8.2.1 A budget is required for all revenue items which form part of the Council's budgets, e.g.:

- General Revenue Fund;
- Housing Revenue Account;
- Common Good; and
- North East Scotland Pension Funds (the Council being the administering authority).

8.2.2 The budgets for both income and expenditure must be prepared in accordance with the Council's budgeting principles and approved timelines in support of the Council's Strategic Business Plan. The budgets will be prepared jointly by the Chief Officers and the Chief Officer - Finance.

8.2.3 The Chief Officer - Finance shall prepare a consolidated draft budget, incorporating a Medium Term Financial Plan, together with a report on its financial implications. This budget report may be submitted to the City Growth and Resources Committee prior to being submitted to the Council Budget meeting. Once approved by Council the Budgets will constitute the Revenue Budgets for the relevant financial year.

8.3 Revenue Budget Monitoring

8.3.1 The Chief Officer - Finance shall provide Chief Officers and Budget Holders with up-to-date financial information on income and expenditure compared to the approved budget. The Chief Officer - Finance will be entitled to receive any clarification deemed necessary on any item of expenditure or income. Chief Officers and Budget Holders shall provide the Chief Officer - Finance with such information as he or she shall require from them.

8.3.2 The Chief Officer - Finance shall report on a quarterly basis to the City Growth and Resources Committee on comparisons of actual figures with budget to date along with a forecast for the full year. The Committee should seek explanations and action where the Chief Officer – Finance has indicated that the quarterly forecast requires special attention. The Committee is entitled to seek explanations and actions for any figures which it deems require special attention.

8.3.3 The General Revenue Fund, Housing Revenue Account and the Common Good Fund shall be to the City Growth and Resources Committee; the North East Scotland Pension Funds shall be to the Pensions Committee; financial information related to the Consolidated Group position will be reported quarterly to City Growth and Resources Committee.

8.4 Revenue Budget Management

- 8.4.1 No expenditure shall be incurred unless it can be met from an approved budget. For the avoidance of doubt, any officer who fails to comply with this Financial Regulation may be subject to disciplinary action.
- 8.4.2 Budget Holders shall be responsible for monitoring their budgets in accordance with the Council's Scheme of Governance, using the relevant financial systems as determined by the Chief Officer - Finance.
- 8.4.3 If it becomes apparent that the forecast for any service budget is likely to vary from budget, this shall be reflected in revenue budget monitoring reports and reported to the City Growth and Resources Committee. If this is a permanent variance then a budget virement may be approved following the guidelines below.
- 8.4.4 The Chief Officer – Finance must be notified of forecasts for all budgets monthly. If it becomes apparent to any budget holder that due to previously unforeseen factors there is a risk of budget forecast being overspent, then the Chief Officer – Finance must be notified immediately.

8.5 Scheme of Virement

- 8.5.1 The term "virement" refers to the switching of budgetary provision from one budget head to another.
- 8.5.2 Chief Officers and Budget Managers may exercise virement, in accordance with the scheme of virement as set out below, and within the Services' overall Revenue Budget provided that:
- The Chief Officer - Finance has been notified; and
 - The virement does not create an additional financial commitment into future financial years.

Approval of such virement shall consider the following criteria:

- adherence to the Accounting Code of Practice (ACOP);
 - the balancing of related expenditure and income issues;
 - movements within approved schemes of budget delegation;
 - the need to remedy anticipated budget pressures elsewhere;
 - the impact of approved service developments on the nature of Service spend;
 - previous Council decisions on the application of budget resources;
 - the remedy of error in budget compilation; and
 - spend to save initiatives.
- 8.5.3 Virement cannot be used by Services in the following situations:
- to mask overspend and underspend issues;
 - to apply underspends or over-recoveries of income without reference to Committee;
 - for expected savings on finance costs or recharges;
 - for recurring items of expenditure in place of non-recurring savings;
 - for property items such as rates and utilities;

- any savings against a property which has been declared surplus under the Council's surplus asset procedure;
- to reinstate an item deleted by Council during budget considerations unless approved by the relevant Council Committee(s);
- to provide a budget for the implementation of a new policy, or variation of existing policy, which exceeds the limit of delegated authority provided to all Chief Officers in this regard (general delegated power no. 40) and therefore requiring the approval of the relevant Council Committee;
- for Service budgets which are committed to and included within partnership agreements;
- between Services that are budgeted and funded through Council house rents and the Council tax i.e. the Housing Revenue Account and General Fund budgets; and
- between Services that are budgeted and funded via the Integration Joint Board and other funds of the Council i.e. between IJB budgets and non-IJB budgets.

8.5.4 Education establishments within the scheme of Devolved Education Management (DEM) may vire between different categories of specified budgets in accordance with the scheme regulations.

Devolved Education Management (DEM) scheme

8.5.5 Virement rules relating to revenue expenditure summarised in table below:

Scope	Limit	Approval to Vire
1. Within or between Account Code Groupings, within individual budget holder areas of responsibility (e.g. printing & stationery to telephones – within Admin costs or Administration Costs to Supplies & Services)	Up to £20,000 or 10% of the budget grouping, whichever is the lesser	Budget Manager
	Up to £100,000	Chief Officer
	Over £100,000	Director, reported to City Growth and Resources Committee in Financial Performance Report
2. Between Functional Services Budgets but within Chief Officer area of responsibility (e.g. Primary to Secondary Education, Libraries to Community Learning, or Learning Disability to Mental Health)	Up to £20,000 or 10% of the budget grouping, whichever is the lesser	Chief Officer
	Up to £100,000	Director, reported to City Growth and Resources Committee in Financial Performance Report
	Over £100,000	City Growth and Resources Committee
3. Between Functional Service Budgets within Function Budgets (e.g. transfer from Education to Environmental Services)	Up to £250,000	Director, reported to City Growth and Resources Committee in Financial Performance Report

Scope	Limit	Approval to Vire
	Over £250,000	City Growth and Resources Committee
4. Between Function Budgets i.e. across committees (e.g. transfer from Commissioning to Operations)	Up to £500,000	Chief Executive, reported to City Growth and Resources Committee in Financial Performance Report
	Over £500,000	City Growth and Resources Committee

8.6 Capital

- 8.6.1 Capital items are the costs incurred by the authority on the acquisition, creation or enhancement of fixed assets.
- 8.6.2 Examples include, but are not limited to, land and property, roads and structures, vehicles and plant, and Information and Communication Technology (ICT).
- 8.6.3 Enhancement of an asset refers to something which will significantly lengthen the useful life of an asset; increase the open market value of an asset; or increase the extent to which an asset can be used.
- 8.6.4 Capital income is the value of any receipt received upon the sale or disposal of any fixed asset, or the value of any grant or contribution received to offset the cost of a new fixed asset.

8.7 Capital Budget Preparation

- 8.7.1 The Chief Officer – Capital, following consultation with the Chief Officer – Corporate Landlord, shall ensure that all capital items are included in one of the Council's capital budgets:
- Non-Housing capital programme; or
 - Housing capital programme.
- 8.7.2 The budgets for both capital income and expenditure must be prepared in accordance with the Council's budgeting principles and approved timelines, in support of the Council's Strategic Business Plan.
- 8.7.3 Bids to have new projects included in the capital programmes should comply with, and have been approved by, the governance arrangements overseen by the Capital Board. The Chief Officer – Capital shall then submit such proposals to the relevant Council Committee.

- 8.7.4 The revenue budget implications identified during the process shall be incorporated into the Revenue Budget and Medium Term Financial Plan.
- 8.7.5 The Chief Officer - Finance shall prepare a consolidated draft capital programme, incorporating a 5-year programme, together with a report on its financial implications. This budget report will be submitted to the Council Budget meeting. Once approved by Council the Budget will constitute the Capital Budget for the relevant financial year.
- 8.7.6 The Chief Officer - Finance shall prepare a report on the Prudential Indicators. This will demonstrate the affordability and prudence of the budget being set. This report will be incorporated into the Council budget setting report outlined at 8.7.5.

8.8 Capital Monitoring

- 8.8.1 No capital expenditure should be incurred unless it can be met from an approved capital budget. For the avoidance of doubt, any officer who fails to comply with this Financial Regulation may be subject to disciplinary action.
- 8.8.2 Capital project and programme managers shall be responsible for monitoring their budgets in accordance with the Council's Scheme of Governance using the relevant financial systems as determined by the Chief Officer - Finance. The Chief Officer – Finance must be notified of any budget that is or is likely to be overspent.
- 8.8.3 The Chief Officer – Capital, following consultation with the Capital Board and Performance Board, is responsible to the Corporate Management Team, for monitoring the overall Capital programme. S/he is also responsible, following consultation with the Capital Board, for the profiling of project expenditure within the Capital programme, subject to funding limits determined by the Chief Officer - Finance.

8.9 Virement of Capital Budgets

- 8.9.1 The Chief Officer – Capital, following consultation with the Capital Board, may exercise virement of budgets between projects included in the approved General Fund Capital programme, in accordance with the scheme of virement and within the overall budget, provided that the Chief Officer - Finance has been notified.
- 8.9.2 Budget virements shall not be made between the Non-Housing and Housing Capital programmes at any level.
- 8.9.3 Virement rules relating to capital expenditure summarised in table below:

Scope	Limit	Approval to Vire
Between Capital Project Budgets within Project	Up to £20,000 or 10% of each project's gross	Project Sponsor, reported to Programme Board in next Highlights report

Sponsor area of responsibility (e.g. between two school projects)	expenditure budget, whichever is the lesser	
	Up to £100,000	Chief Officer - Capital, reported to City Growth and Resources Committee in Quarterly monitoring report
	Over £100,000	City Growth and Resources Committee
Scope	Limit	Approval to Vire
Between Capital Project Budgets within Programme Board area of responsibility (e.g. between projects both governed by Asset Management Programme Board)	Up to £250,000	Chief Officer - Capital, reported to City Growth and Resources Committee in Quarterly monitoring report
	Over £250,000	City Growth and Resources Committee
Between Capital Project Budgets governed by different Programme Boards (e.g. from City Centre Masterplan to Asset Management Programme Board)	Up to £500,000	Chief Executive, reported to City Growth and Resources Committee in Quarterly monitoring report
	Over £500,000	City Growth and Resources Committee

9. ACCOUNTING POLICIES AND ANNUAL ACCOUNTS

9.1 General

- 9.1.1 The Chief Officer - Finance is responsible for the preparation of the Council's Annual Accounts, in accordance with proper practices. The accounts must be prepared in the format required by the Code of Practice on Local Authority Accounting in the United Kingdom ["The Code"] (published by CIPFA / LASAAC), for each year ending 31 March.
- 9.1.2 Maintaining proper accounting records is one of the ways in which the Council discharges its responsibility for stewardship of public resources. Accordingly, the Chief Officer - Finance is responsible for selecting suitable accounting policies and ensuring that they are consistently applied to the accounts relating to each financial year. All accounting procedures of the Council and the format of related records shall be determined by the Chief Officer - Finance.
- 9.1.3 It is the duty of Chief Officers to maintain proper financial and accounting records within their Cluster to demonstrate adequate stewardship of public resources. Arrangements put in place by the Chief Officer - Finance shall not be discontinued or amended and new arrangements will not be introduced without the approval of the Chief Officer - Finance.

9.1.4 The following principles will be observed in the allocation of accounting duties:

- The duties of providing information regarding sums due to, or by, the Council, and of calculating, checking and recording these, will be separated as completely as possible from the duty of collecting or disbursing them; and
- Officers charged with the duty of examining and checking the accounts of cash transactions shall not themselves be participants or beneficiaries in any of these transactions.

9.2 The Annual Accounts

9.2.1 It is a statutory requirement that the Council prepares its Annual Accounts for the preceding financial year by 30 June following, or by such date as may be determined by Scottish Ministers in regulations under Section 105 of the Local Government (Scotland) Act 1973. The Chief Officer - Finance must submit the accounts by that date to the Council and the Controller of Audit. Following completion of the Audit, the Chief Officer - Finance will submit a certified copy of the Accounts, together with the External Auditor's report thereon, to the Council, not later than two months following receipt of the External Auditor's report.

9.2.2 To comply with its obligations to the London Stock Exchange (LSE) Aberdeen City Council will be required to complete its Annual Accounts earlier than the statutory deadline. The Chief Officer – Finance will be responsible for issuing a timetable and instructions that will allow completion of the Annual Accounts in time to meet the LSE requirements.

9.2.3 Chief Officers shall be responsible for ensuring that their staff provide the Chief Officer - Finance with such assistance as is necessary to ensure the deadlines set by the Chief Officer - Finance for the completion of the Annual Accounts are complied with.

9.2.4 At the end of the financial year (or any other date as laid down by the Chief Officer - Finance), this shall include (but will not be limited to) the submission of:

- a copy of certified stock lists;
- a reconciliation of sums of petty cash held;
- assurance statements on internal controls;
- details of asset impairments and dilapidations;
- details of related parties and other organisations with which the Council has / may have control; and
- any other information necessary to close the Council's accounts.

9.2.5 It is the direct responsibility of the Chief Officers to provide the External Auditor with supporting documentation and any other information required in connection with the closure of the Council's Accounts.

10. LOCAL GOVERNMENT IN SCOTLAND ACT 2003

10.1 Requirements of the Act

10.1.1 The Act sets out a statutory duty on local authorities to secure Best Value in the delivery of their services. Best Value requires the Council to consider the

balance between:

- the quality of performance of its functions;
- the cost to the authority of that performance; and
- the cost to persons of any service provided to them by the authority on a wholly or partly rechargeable basis.

10.1.2 In maintaining that balance, the Council shall also have regard to seeking the most effective and efficient means of delivering services to its citizens.

10.1.3 The Act also sets out the requirement for statutory trading accounts to be maintained for 'significant trading operations' and that they should break even over a 3-year rolling period.

10.1.4 The Act introduces a requirement under primary legislation for authorities to adopt proper accounting practice and sets out a statutory duty to publish performance reports, including provision for the inclusion of trading accounts under this duty.

10.1.5 The requirement to keep accounts in accordance with 'proper practices' is defined, for the purposes of local government legislation, as meaning compliance with the terms of the Code of Practice on Local Authority Accounting in the United Kingdom ("The Code"). The Code is prepared under International Financial Reporting Standards.

10.1.6 The Code specifies the principles and practices of accounting required to prepare a Statement of Accounts which gives a true and fair view of the financial position and transactions of a local authority. The Code is reviewed continuously and is normally updated annually by the CIPFA/LASAAC Local Authority Code Board ("CIPFA/LASAAC").

10.2 Key Roles and Responsibilities

10.2.1 City Growth and Resources Committee

The City Growth and Resources Committee is responsible for oversight of the Council's:

- Revenue Budget;
- Capital Plan; and
- Common Good budget.

The City Growth and Resources Committee will also receive quarterly reports on the Council's Financial Performance as prepared by the Chief Officer – Finance.

The Capital Programme Sub Committee will oversee and scrutinise the Council's capital programme, making recommendations to the City Growth and Resources Committee on whether business cases should be approved for inclusion in the capital plan.

10.2.2 Audit, Risk and Scrutiny Committee

The Audit, Risk and Scrutiny Committee is responsible for the review of:

- the risk management system;
- the control environment; and
- internal and external audit reports.

The Committee is also responsible for overseeing the implementation of the Council's ALEO Assurance Framework, including the operation of the ALEO Assurance Hub

11. LOCAL AUTHORITY RESERVES

11.1 Background

11.1.1 To assist authorities in developing a framework for reserves, CIPFA have issued guidance in the form of the Local Authority Accounting Panel (LAAP) Bulletin 99 – Guidance Note on Local Authority Reserves and Balances. This guidance outlines the framework for reserves, the purpose of reserves and some key issues to be considered when determining the appropriate level of reserves.

11.2 Statutory/Regulatory Framework for Reserves

11.2.1 Local Authorities may only hold reserves for which there is a statutory or regulatory power to do so. In Scotland the legislative framework is as follows:

Reserve	Powers
General Fund	Local Government Scotland Act 1973
Capital Fund Insurance Fund	Local Government Scotland Act 1975

11.2.2 For each reserve there is a clear protocol setting out:

- the reason / purpose of the reserve;
- how and when the reserve can be used;
- procedures for the reserves management and control; and
- the review timescale to ensure continuing relevance and adequacy.

The protocol for each reserve is as follows:

General Fund

Purpose of the Reserve

Every local authority shall have a General Fund and the following shall apply in respect of the General Fund:

- All sums received by or on behalf of the authority shall be paid into that Fund.
- All fees, commissions, discounts allowed on payment of accounts and expenses payable to or recovered by any officer of a local authority in respect of any business relating to the authority whether by reason of his

office or otherwise shall be accounted for and paid into that Fund.

(c) All sums payable by the authority shall be paid out of that Fund.

— **Use of Reserve**

This represents the general reserve of the Council and is used to manage the financial strategy of the Council. Any use of General Fund reserves must be approved by the City Growth and Resources Committee.

Management and Control

Management and control is maintained through the established financial management processes for producing the Annual Accounts and the Council's budget.

Capital Fund

Purpose of the Reserve

To defray any expenditure of the authority to which capital is properly applicable, or to provide money for repayment of the principal of loans (but not payment of interest on loans).

Use of reserve

The Capital Fund will support major capital investment projects within the Council's approved capital programme.

Management and Control

Management and control is maintained through the established financial management processes for producing the Annual Accounts and the Council's budget.

Insurance Fund

Purpose of the Reserve

An authority may operate an Insurance Fund for the following purposes:

- (a) where the authority could have insured against a risk but have not done so, defraying any loss or damage suffered, or expenses incurred, by the authority as a consequence of that risk; or
- (b) paying premiums on a policy of insurance against a risk.

Use of reserve

The reserve is used to manage insurance costs over the medium term.

Management and Control

The Insurance Fund is subject to dedicated accounting rules and procedures as approved by LASAAC (Local Authorities Scotland Accounts Advisory Committee).

- 11.2.3 The adequacy and relevance of each Fund is reviewed by the Chief Officer - Finance at each year-end and through the budget process. All recommendations for movements in balances are reported to Council either through the year-end report or as part of the budget and service plan strategy.
- 11.2.4 The Code of Practice on Local Authority Accounting in the United Kingdom has introduced a number of technical reserves in line with proper accounting practice associated with capital accounting, defined benefits pension schemes, financial instruments and employee benefits. These reserves are governed by specific accounting treatment and do not form part of the Council's general available reserves.

11.3 Operation of Reserves

11.3.1 Useable reserves are generally held to do three things:

- create a working balance to help cushion the impact of uneven cash flows and avoid unnecessary temporary borrowing – this forms part of general reserves;
- create a contingency to cushion the impact of unexpected events or emergencies – this also forms part of general reserves; and
- create a means of building up funds, often referred to as earmarked reserves, to meet known or predicted liabilities.

11.4 Role of the Chief Officer - Finance

11.4.1 The Chief Officer - Finance is responsible for advising on the levels of reserves. The Council, based on this advice, should then approve the appropriate strategy as part of the budget process.

11.5 Adequacy of Reserves

- 11.5.1 There is no guidance on the minimum level of reserves that a Council should hold. In determining reserve levels, the Chief Officer - Finance must take account of the strategic, operational and financial risks facing the Council over the medium term and the Council's overall approach to risk management.
- 11.5.2 In determining the level of general reserves, the Chief Officer - Finance should consider the Council's Medium Term Financial Plan and the overall financial environment. Guidance also recommends that the Chief Officer - Finance also reviews any earmarked reserves as part of the annual budget process.

11.5.3 In light of the size and scale of the Council's operations, over the medium term a risk-based approach has been taken to establish a level of uncommitted reserves to be held by the Council. This Reserves Strategy should be reviewed on a regular basis. The value of reserves must be reviewed annually as part of the Council's Budget and Business Planning process and in light of the financial environment at that time.

11.5.4 The level of other earmarked funds will be established as part of the annual budget process.

11.6 Reporting Framework

11.6.1 The Chief Officer - Finance has a fiduciary duty to local taxpayers to ensure proper stewardship of public funds.

11.6.2 The level and utilisation of reserves will be formally approved by the Council based on the advice of the Chief Officer - Finance. To enable the Council to reach a decision, the Chief Officer - Finance should clearly state the factors that influenced this advice.

11.6.3 As part of the budget report the Chief Officer - Finance should state:

- the current value of general reserves, the movement proposed during the year and the estimated year-end balance and the extent that balances are being used to fund recurrent expenditure;
- the adequacy of general reserves in light of the Council's Strategic Business Plan; and
- an assessment of earmarked reserves and advice on appropriate levels and movements during the year and over the medium term.

12. NORTH EAST SCOTLAND PENSION FUNDS

12.1 Introduction

The North East Scotland Pension Fund (NESPF) and the Aberdeen City Council Transport Fund (ACCTF) are administered by Aberdeen City Council within the Local Government Pension Scheme (LGPS) Regulations.

The Scheme was established under the Superannuation Act 1972 and is open to all employees of the scheduled bodies, except for those whose employment entitles them to belong to another statutory pension scheme (e.g. Police, Fire, Teachers). Employees of admitted bodies can join the Scheme subject to the admitted bodies' individual admission criteria, which are out-with the control of Aberdeen City Council.

The Funds' investments are externally managed in accordance with the Local Government Pension Scheme (Scotland) (Management and Investment of Funds) Regulations 2010, as amended.

All pension benefits are paid in accordance with the Local Government Pension Scheme (Scotland) Regulations 2014, as amended.

12.2 North East Scotland Pension Fund Pensions Committee

Aberdeen City Council is the administering authority for the North East Scotland Pension Fund (NESPF) and the Aberdeen City Council Transport Fund (ACCTF). The Council delegates this responsibility to the Pensions Committee.

The Pensions Committee is the key decision maker for all matters under the LGPS Regulations including benefit administration and investment management.

The Council and the Pensions Committee have fiduciary duties and responsibilities towards pension scheme members, participating employers and local taxpayers.

12.3 North East Scotland Pension Fund Pension Board

The Pension Board is responsible for assisting the Scheme Manager in relation to:

- Compliance with the Local Government Pension Scheme (Scotland) Regulations 2014, as amended, and any other legislation relating to the governance and administration of the Scheme; and
- Securing compliance with requirements imposed by the Pensions Regulator.

12.4 Pension Funds Management and Control

12.4.1 Scheme Governance

The Chief Officer - Finance shall ensure that the Pensions Section complies with all government regulations in the administration of the Pension Funds.

The Chief Officer - Finance shall ensure that all required policy statements are created, maintained and annually reviewed, and reported to the Pensions Committee as required. The statutory statements/policies are currently:

- Governance Policy Statement
- Governance Compliance Statement
- Training Policy
- Statement of Investment Principles
- Pensions Administration Strategy
- Communication Policy

12.4.2 Accounting

The North East Scotland Pension Funds are governed by the Council and are required to:

- Make arrangements for the proper administration of their financial affairs and to secure that the proper officer of the administering authority has responsibility for the administration of those affairs (section 95 of the Local Government (Scotland) Act 1973). For the

North East Scotland Pension Funds, that officer is the Chief Officer - Finance of Aberdeen City Council;

- Manage its affairs to secure economic, efficient and effective use of resources and safeguard its assets;
- Ensure the Annual Accounts are prepared in accordance with legislation (The Local Authority Accounts (Scotland) Regulations 2014), and so far as it is compatible with the legislation, in accordance with proper accounting practices (section 12 of the Local Government in Scotland Act 2003); and
- Approve the Annual Accounts for signature by the Section 95 officer.

The Chief Officer - Finance's responsibilities:

The Chief Officer - Finance is responsible for the preparation of the Pension Funds' Annual Accounts in accordance with proper practices as required by legislation and as set out in the CIPFA/LASAAC *Code of Practice on Local Authority Accounting in the United Kingdom* (the accounting code).

In preparing the Annual Accounts, the Chief Officer - Finance will:

- select suitable accounting policies and then apply them consistently;
- made judgements and estimates that are reasonable and prudent;
- comply with legislation; and
- comply with the Local Authority Accounting Code (in so far as it is compatible with legislation).

The Chief Officer - Finance will also:

- keep adequate accounting records which are up to date; and
- take reasonable steps for the prevention and deletion of fraud and other irregularities.

It is the responsibility of the Pension Fund Manager to provide the Internal/External Auditor's with supporting documentation and any other information required in connection with the Pension Funds' accounts.

12.4.3 Global Custody Arrangements

The Chief Officer - Finance shall ensure that appropriate custody arrangements are in place to provide for the:

- safe custody of Scheme assets;
- income collection;
- proxy voting;
- foreign exchange transactions;
- the provision of a 'global record keeper'; and
- investment accountancy services.

The Chief Officer - Finance shall make recommendations to the Pensions Committee regarding added value custody services, such as, but not limited to:

- cash management;

- performance measurement; and
- stock lending.

12.4.4 Cash Management

Subject to the overriding requirements of the Council's Treasury Management Policy and Strategy, the Chief Officer - Finance shall create and maintain a Cash Management Policy in respect of the North East Scotland Pension Funds. The policy will provide for cash management practices in compliance with the Pension Funds' long-term investment objectives as set out in the Pension Funds Statement of Investment Principles.

The Chief Officer - Finance shall review the cash management strategy, policies, objectives, controls and activities annually, and report on these to the Pensions Committee.

12.4.5 Financial Controls

The Chief Officer - Finance shall maintain separate bank accounts on behalf of the Pension Funds as per the requirements of the LGPS Regulations.

The Chief Officer - Finance shall ensure that financial transactions carried out on behalf of the Pension Funds will be carried out with due regard to segregation of duties.

The Chief Officer - Finance shall approve the scope and limit of financial transactions carried out on behalf of the Pension Funds.

12.4.6 Budget

A budget will be prepared taking into account the following:

- a) any 'Service Level Agreement' between Aberdeen City Council and the Pension Funds;
- b) any projected Fund management costs. These costs are to be assessed by the Chief Officer - Finance and the Pension Fund Manager regarding any likely movement in the investment markets over a 12-month period; and
- c) any projected third-party costs. These costs are to be assessed by the Chief Officer - Finance and the Pension Fund Manager.

It is the responsibility of the Pension Fund Manager to report any variations to the budget to the Pensions Committee on a quarterly basis.

12.4.7 Financial Administration

- The Chief Officer - Finance shall ensure that appropriate policies are in place and are regularly reviewed for the effective and efficient collection of all monies due to the Pension Funds.

- The Chief Officer - Finance shall ensure that all outstanding income due to the Funds are pursued by the Pensions Section and escalated to the Service Income Section as appropriate. A report shall be prepared annually by the Pension Fund Manager for the Chief Officer - Finance regarding the write-off of unrecoverable debt. On review of the annual report the Pension Fund Manager shall be authorised to write off debts up to a value of £10,000, and the Chief Officer - Finance is authorised to write off debts up to a value of £25,000. All unrecoverable debts over £25,000 would be submitted to the Pensions Committee to seek approval for write-off.
- The Chief Officer - Finance shall ensure that effective procedures are in place and regularly reviewed regarding the Pension Funds' expenditure.
- The Chief Officer - Finance shall ensure that accurate records are maintained in respect of all Pension Funds' income and expenditure activity.
- The Chief Officer - Finance shall ensure that the Pension Funds have in place appropriate IT and accounting systems to comply with the requirements of the LGPS Regulations.

The Chief Officer - Finance shall be responsible for authorising all agreements and other documents concerning the administration of the Pension Funds.

12.4.8 Employee benefit payments

The Chief Officer - Finance shall approve and control arrangements for the payment of all benefits to Scheme members and the transfer of Pension Fund benefits to external pension providers.

The Senior Pensions Officer (Benefits) will review and authorise all payments and transfers processed through the Pension Fund benefit administration system.

12.4.9 Risk Management

Subject to overriding requirements at Regulation 12 of the LGPS (Management and Investment of Funds) (Scotland) Regulations 2010, as amended, the Chief Officer - Finance shall be responsible for the identification and control of Risk for the North East Scotland Pension Funds.

The Chief Officer - Finance will carry out an ongoing review of risk management relating to the Pension Funds and will report quarterly to the Pensions Committee in respect of all risk matters impacting the Pension Funds.

12.4.10 Audit

The Pension Funds shall be subject to the same internal audit appointments as the Council, providing there is no conflict of interest. The Pension Funds' External Auditors shall be appointed by the Accounts Commission.

The internal and external audit functions shall report to the Pensions Committee. A copy of such information shall be provided to the Audit, Risk and Scrutiny Committee.

An annual internal and external audit plan shall be drawn up after discussion with the Chief Officer - Finance and the Pension Fund Manager for the Pensions Committee's information, input and approval.

Both the internal and external audit function shall work directly with the Pension Fund Manager in relation to work carried out and followed up, with reporting to the Pensions Committee.

Internal and External Audit shall prepare an annual report, including their audit opinion, on the overall adequacy of the Pension Fund's control environment.

12.4.11 Investment of Funds

The Chief Officer - Finance will be responsible for ensuring that all monies in respect of the Pension Funds' shall be invested in accordance with the Local Government Pension Scheme (Scotland) Regulations.

The Chief Officer - Finance shall ensure that proper records are maintained regarding the investments of the North East Scotland Pension Funds.

The Chief Officer - Finance will be responsible for ensuring that, all investment will be held either in the name of the Aberdeen City Council Pension Fund or appropriate nominee name.

Asset classes considered as being suitable investments for the Pension Funds will be detailed in the Pension Funds' 'Statement of Investment Principles' (SIP). The SIP will be subject to annual review by the Pensions Committee.

In accordance with the Local Government Pension Scheme Regulations the Pensions Committee will take proper advice regarding investment of the Funds' monies including advice from the Chief Officer - Finance.

12.4.12 Service Providers

The Chief Officer - Finance shall ensure that all service providers engaged on behalf of the Pension Funds will be appointed in accordance with the Procurement Regulations.

The Pension Funds have identified the following third-party service providers as 'key' providers regarding the Pension Funds service provision. The list is not exhaustive and may be revised subject to direction by the Chief Officer - Finance:

- the Council;
- Scheme Actuary;
- Global Custodian;
- Investment Fund Managers;
- Investment Consultants;
- Benefit Administration system provider; and
- Implementation Services.

All third-party service providers will be subject to annual performance review (or more often as required) with reporting to the Pensions Committee as required.

12.4.13 Travel and Expenses

In respect of the North East Scotland Pension Funds', the Chief Officer - Finance shall approve an annual travel plan regarding the attendance at training events and conferences for elected members and officers.

Travel will be approved in accordance with the Travel Procedures set out in sections 4.7 and 4.8. To the extent that those procedures do not apply to all travel requirements relating to the Pension Funds, additional procedures specific to the Pension Funds will be determined by the Chief Officer – Finance.

APPENDIX A

APPROVED EXEMPTIONS FROM REQUIREMENT TO ISSUE A PURCHASE ORDER

The requirement to issue a purchase order is set out in Financial Regulation 5.12.2 and 5.12.3.

Essentially there are only 2 overarching reasons to not use a Purchase Order when committing or incurring expenditure and all Exemptions must meet one or other of these 2 criteria:

1. The expenditure being incurred would not represent a purchase of supplies, services and works
2. There is an agreed alternative control process in place

Specific examples that meet these 2 criteria are as follows:

1. The expenditure being incurred would not represent a purchase of supplies, services and works:
 - 1.1 Payments made through the payroll system
 - 1.1.1 Salaries and wages
 - 1.1.2 Payroll deductions including payments to HMRC, pension funds and employee benefits scheme providers
 - 1.1.3 Travel and subsistence claims
 - 1.2 Taxation and similar payments made to government bodies
 - 1.2.1 Levies
 - 1.2.2 Council Tax
 - 1.2.3 Business Rates
 - 1.2.4 Payments to the Tax Authorities
 - 1.3 Transfer payments
 - 1.3.1 Benefit payments including Housing Benefit, Universal Credit etc.
 - 1.3.2 Grant schemes and other similar payments e.g. fund distributions
 - 1.4 Other payments that do not constitute a purchase of supplies, services and works
 - 1.4.1 Grant schemes and other similar payments e.g. fund distributions
 - 1.4.2R ——— ofunds to customers/clients
 - 1.4.3 Insurance/Legal settlements and compensation payments
 - 1.4.4 Court fees/Legal fees
 - 1.4.5 Interview Expenses
 - 1.4.6 Long service awards
 - 1.4.7 Subscriptions to Professional Bodies (code 12873)
 - 1.4.8 SQA fees
 - 1.4.10 Registration & Inspection fees

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Commented [CS2R1]: This appendix is no longer required – it is procedural and is subject to update as systems and processes change. The overarching exemption principles have been added to section 5.12.2 and the detailed list will always follow this protocol, i.e. there must be an alternative control unless it is not a supply, service or works purchase.

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~~1.4.11 Purchase of land and heritable property~~

~~1.5 Other agreed exemptions~~

~~1.5.1 Postages~~

~~1.5.2 Hire of taxis~~

~~1.5.3 Payments related to the election function~~

~~2. There is an agreed alternative control process in place:~~

~~2.1 Payment vouchers/Self Bills~~

~~2.2 Payments to foster carers, adoption fees and kinship carer payments~~

~~2.3 Payments made via the one-bill system, including gas, electric, telephone, photocopying charges and utility bills for Void properties~~

~~2.4 Property Rents~~

~~2.5 Payments made via feeder systems with an alternative purchase commitment recording functionality:~~

~~2.5.1 Care Client Payments (e.g. Carefirst)~~

~~2.5.2 Building and Infrastructure works and jobs (Consillium) —~~

~~2.5.3 Fleet related payments (Tranman/Jamma) —~~

~~2.5.4 Other specific payments where there is an alternative control process such as library and asset related (e.g. Spydus; — Confirm)~~

~~2.6 Items purchased using purchasing cards or credit cards (specific control arrangements apply to the use of these cards)~~

~~2.7 Ongoing annual (repeat) subscriptions~~

~~2.8 Unitary Charges (e.g. 3R's/AWPR projects)~~

~~2.9 Payments for agency staff using relevant framework contracts and alternative controls.~~

~~All other purchases require a purchase order to be raised and quoted on the supplier's invoice. Invoices not containing the purchase order number will not be paid.~~

~~No exceptions will be accepted unless specifically approved by the Chief Officer— Finance or their authorised representative.~~

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Appendix F

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Aberdeen City Council Procurement Regulations

Approved by Council 3 March 2021 [~~2 March 2020~~]



Contents

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Version	<u>2.0</u>
Effective From	1 April 2020
To be Reviewed	March 2021
Application of Policy	Council-wide
Policy Author	Head of Commercial and Procurement

14. 15.

1. Overview

- 1.1 The purpose of these Procurement Regulations is to:
- a. ensure that uniform contracting procedures of the highest standard are laid down for use throughout the Council;
 - b. secure compliance with the law;
 - c. ensure that the Council obtains best value in its procurement activity and all resultant contracts;
 - d. provide a framework for a more detailed Procurement Manual; and
 - e. protect the Council and its staff.
- 1.2 This shall ensure the Council consistently acts in a transparent and proportionate manner and in a way that is equal and without discrimination. In turn this shall lead to value for money, and more sustainable outcomes.

2. Definitions

- 2.1 Throughout this document the following definitions shall apply:
- 2.1.1 **Annual Procurement Report** means a report published by the Council annually in relation to Regulated Procurements
- 2.1.2 **Capital Programme** means a list of the budgets allocated to capital projects, and the associated funding, either (i) approved at the annual Council budget meeting; (ii) approved by the City Growth and Resources Committee; or (iii) approved under Powers Delegated to Officers, or a specific delegation from Council or committee.
- 2.1.3 **City Region Deal Committee** means the Joint Committee established by Aberdeen City Council and Aberdeenshire Council under sections 56 and 57 of the Local Government (Scotland) Act 1973 with authority to approve business cases for City Region Deal projects; to approve operational expenditure within agreed Aberdeen City Region Deal Joint Committee budgets; and with responsibility for supporting and overseeing the implementation of the Aberdeen City Region Deal;
- 2.1.4 **Committee** means the Strategic Commissioning Committee of the Council with responsibility for monitoring best value, internal financial control, corporate governance relating to procurement, or any other matter to which the procedure for award of Council contracts may be relevant; or the City Growth and Resources Committee of the Council with responsibility for approving expenditure and procurement related to the Capital Programme, which may include an element of revenue spend;
- 2.1.5 **Concession Contract** means a works concession contract or a services concession contract as defined by the Concession Contracts (Scotland) Regulations 2016.
- 2.1.6 **Contract of Employment** means a contract between the Council and an individual that sets out an employee's employment conditions, rights, responsibilities and duties. This is distinct from an agreement to provide services for the Council, for example by a consultancy arrangement.

- 2.1.7 **Contract Value** means the estimated aggregate total value (total estimated value), excluding VAT, over the entire term of the Contract which the Council expects to be payable under the contract. In the case of a works concession contract or a services concession contract, the value shall be calculated on the basis of the total net turnover of the concessionaire generated over the duration of the contract, as estimated by the Council, in consideration for the works and services that are the object of the concession.
- 2.1.8 **Contracts Register** means a record of contract details currently in place within the Council.
- 2.1.9 **Corporate Procurement Plan** means a document giving details on how the Council intends to carry out regulated procurements as required by Section 15 of the Procurement Reform (Scotland) Act 2014.
- 2.1.10 **Council** means Aberdeen City Council.
- 2.1.11 **Delegated Procurement Authority** or DPA means the authority that permits a Delegated Procurer to conduct a procurement, and to agree to award, amend or vary contracts for supplies, services or works on behalf of the Council.
- 2.1.12 **Delegated Procurer** means any officer holding Delegated Procurement Authority and authorised to carry out procurement activities.
- 2.1.13 **E-Tendering** or **Electronic Tendering** means a tendering process where the contract documents are published electronically and the tender response to these is also submitted electronically in the first instance. E-tender shall be construed accordingly.
- 2.1.14 **Find a Tender Service** means the UK e-notification service, a single web-based portal called the Find a Tender Service which is provided, by or on behalf of the Cabinet Office and through which notices can be published in accordance with the Relevant Legislation and these procurement regulations.
- 2.1.14 **EU Procurement Directive** means the European legislative framework for public procurement in force at the time a procurement process is entered into.
- 2.1.15 **Higher Value EU Threshold** means the Contract Value thresholds set out in the Public Contracts (Scotland) Regulations 5 (1) (a), (b) and (c) and as amended by the Scottish Ministers by the EU from time to time, current thresholds are set out in the Procurement Manual.
- 2.1.16 **Framework Agreement** means an agreement between one or more contracting authorities and one or more suppliers. The purpose of such agreements is to establish the terms governing public contracts to be awarded during a given period, in particular with regard to price and, where appropriate, the quantity envisaged.
- 2.1.17 **IJB** means the Aberdeen City Integration Joint Board established by Order under section 9 of the Public Bodies (Joint Working) (Scotland) Act 2014.
- 2.1.18 **Inside Information** means information which relates directly or indirectly to the Council or any of its group entities; has not been made public; is precise; and if it were made public, would be likely to have a significant effect on the prices of one or more of the Council's Bonds or could have an impact on the Council's credit rating.

- 2.1.19 Pensions Committee** means the Committee of the Council with responsibility for discharging all functions and responsibilities relating to the Council's role as administering authority for the North East Scotland Pension Fund;
- 2.1.20 Procurement Manual** means a supplement to these Procurement Regulations which gives detailed guidance on the Procurement Regulations.
- 2.1.21 Procuring Cluster** means the Cluster of the Council with responsibility for procuring any particular requirement for supplies, services, works or a concession on behalf of the Council or for the disposal of surplus materials.
- 2.1.22 Proper Officer** means any officer in the employment of the Council who is duly authorised for the purpose of signing contracts on behalf of the Council under the Council's Scheme of Delegation or any other resolution of the Council authorising officers to sign contracts.
- 2.1.23 Public Contracts Scotland** means the national portal for advertising public sector contract opportunities in Scotland, which may be found at www.publiccontractsscotland.gov.uk.
- 2.1.24 Regulated Procurements** means a procurement where any contract formed will be a public contract the Contract Value of which is equal to or greater than the relevant contract Threshold, and which is not for the procurement of an excluded contract as defined in Section 4 of the Procurement Reform (Scotland) Act 2014 or a contract excluded from the scope of the Concession Contracts (Scotland) Regulations 2016
- 2.1.25 Relevant Legislation** means the Scottish procurement legislation in effect at the time any procurement process is entered into, ~~along with EU Procurement Directives~~ and any other relevant applicable law.
- 2.1.26 Terms and Conditions** means the special and general arrangements, provisions and requirements of a contract.
- 2.1.27 Thresholds** means the financial value that determines how a procurement is to be undertaken.

3. Extent and Application

- 3.1** These Procurement Regulations are made under section 81 of the Local Government (Scotland) Act 1973.
- 3.2** These Procurement Regulations must be interpreted in accordance with the principles of openness, fairness and non-discrimination.
- 3.3** All Council personnel shall comply with the terms of the Procurement Regulations. Any breach or non-compliance with these Regulations must, on discovery, be reported immediately to the Head of Commercial and Procurement. The Head of Commercial and Procurement may consult other relevant officers, including the Chief Executive, in order to determine the appropriate action. Failure by any employee to comply with the Procurement Regulations or the associated Procurement Manual may be grounds for disciplinary action. Employees of NHS Grampian appointed as officers of the Council for the purpose of delivering integrated services will be required to comply with Aberdeen City Council Procurement Regulations when undertaking a procurement pursuant to a Direction issued by the IJB to the Council. The Council's Head of Commercial and Procurement will maintain a list of such individuals. Any breach or non-compliance may result in being removed from the appointment as an officer of the Council and may

result in a referral for disciplinary action in line with the policies of the NHS Grampian. The Council's Head of Commercial and Procurement will maintain a list of those officers of the Council that are required to comply with the Procurement Regulations of NHS Grampian. Any breach of those regulations will be treated as non-compliance with Council's Procurement Regulations.

3.4 Subject to the provisions of Paragraph 3.11, the Procurement Regulations shall apply to:

- a. Any procurements undertaken by, or on behalf of, the Council with the intention of creating a contract or contracts (including the creation of a framework agreement) for the purchase of goods and/or services, or for the execution of works, or for the award of a concession;
- b. Any procurements undertaken by, or on behalf of, the Council with the intention to enter into a call-off contract under an external framework agreement. Prior to call-off from any external framework agreement, an Adoption Report must be completed in accordance with the Procurement Manual;
- c. Any amendment or variation of an existing contract for the purchase of goods or services, or for the execution of works, where:
 - I. that amendment or variation would exceed the parameters of the approval of the original procurement, or
 - II. the aggregate Contract Value of the original contract and the variation of that contract would exceed a threshold requiring approval at a higher level, or
 - III. the amendment would result in an assignation or novation to a new supplier; and
- d. Any procurement undertaken by, or on behalf of, the Council with the intention of leading to the award of a public services concession contract or public works concession contract.

3.5 The Procurement Regulations are subject to the over-riding provisions of ~~European~~ United Kingdom or Scots law governing public procurement. They are also subject to any statutory guidance issued from time to time by the ~~EU Commission~~ UK Government or Scottish Government on public procurement.

3.6 When determining the Contract Value for the purchase of goods or services, or for the execution of works, the Delegated Procurer must take into account the aggregate value of the particular requirement for supplies, services or works across the whole Council and any contract extension option. When determining the Contract Value of a Concession Contract, the Delegated Procurer shall follow the Procurement Manual. Where any single requirement is divided into Lots the Contract Value will equal the aggregate value of all the Lots. If the procurement of any such requirements is split amongst a number of contracts which, taken individually, are below the threshold values, each of these contracts will be subject to the ~~relevant~~ Relevant Legislation ~~EU Procurement Directive~~ in place at the time of the procurement in the same way as if the requirements were procured through a single large contract.

3.7 Contracts related for "care and support services" are subject to a Light-Touch Regime as defined in the legislation. Details of the services covered under this regime, and how the Council will procure such services are covered by Procurement Regulation 15 and also included within the Procurement Manual.

3.8 All tendering for Supplies, Services and/or Works, or a Concession Contract by a Delegated Procurer shall be carried out following consultation with the Head of Commercial and Procurement.

- 3.9 The following types of contract are exempted from the provisions of these Procurement Regulations:-
- a. Any contract of employment;
 - b. Any contract relating to the acquisition or disposal or lease of heritable property or any other interest in land;
 - c. Any award or receipt of a Grant;
 - d. Any contract for the Sponsorship of an event;
 - e. Any contract which relates to the appointment of legal counsel or expert witnesses in any legal proceedings on behalf of the Council subject to Procurement Regulation 4.1.1.3;
 - f. Any contract which, in the opinion of the Director of the Procuring Cluster, or of the Chief Executive, is urgently required to prevent danger to life, serious risk to health or damage to property. Where practicable the Director or the Chief Executive shall consult with the Head of Commercial and Procurement before taking any action under this paragraph. In all circumstances where this exemption has been used:
 - i. the Head of Commercial and Procurement shall be notified as soon as reasonably practicable; and
 - ii. any contract with a Contract Value of equal to or greater than £10,000 (supplies/services or works) or £4.5m (concessions) entered into, varied or terminated on behalf of the Council must be noted in the Contracts Register and be reported to the appropriate Committee by the Delegated Procurer as soon as practicable; and
 - g. Any contract that is to be performed in-house.
- 3.10 The Procurement Regulations may be suspended either in whole or in part by the Director of Commissioning and the Head of Commercial and Procurement in writing in respect of an award of any contract where the award of that contract is urgently required to meet the exigencies of the Function/Cluster.
- 3.11 Where the Director of Commissioning and the Head of Commercial and Procurement have decided that the criteria for suspension of Procurement Regulations are fulfilled, then a contract may be awarded to the preferred supplier or contractor as appropriate and the reason(s) must be noted in the Contracts Register if the Contract Value is greater than £10,000 (supplies/ services or works) or £4.5m (concessions). Any contract made on behalf of the Council under this paragraph shall be reported to the Strategic Commissioning Committee, ~~or~~ the City Growth and Resources Committee, or the IJB as appropriate by the Delegated Procurer as soon as practicable.
- 3.12 The Procurement Regulations must be read in conjunction with the Procurement Manual issued by the Head of Commercial and Procurement. Where there is any discrepancy between documents, the Procurement Regulations will take precedence.
- 3.13 Any query regarding the application or interpretation of the Procurement Regulations should be made in the first instance to the Commercial and Procurement Cluster.
- 3.14 ~~Officers and members shall have regard to~~ should consider the Council's Risk Appetite Statement approved the Audit Risk and Scrutiny Committee in December 2020 (as may be updated from time to time) when undertaking procurements and/ or making decisions relating thereto.

4. Procurement Procedures

4.1 Authority to Incur Expenditure

4.1.1 No tender shall be invited or contract entered into for the purchase of goods or services, or for the execution of works unless the total estimated expenditure has been previously approved and can be met from an approved budget. No tender shall be invited for a concession or Concession Contract entered into unless it has been previously approved. The method of authorising a procurement is dependent on the Contract Value as follows:

4.1.1.1 **Contract Value below £50,000 (supplies/services), £250,000 (works) or £4.5m (concessions)** Subject to budget approval, the relevant Chief Officer may give authority to conduct any procurement where the estimated Contract Value is below £50,000 (supplies/ services) or £250,000 (works), and following consultation with the Convener of the Strategic Commissioning Committee or the Convener of the City Growth and Resources Committee, the Head of Commercial and Procurement may give authority to conduct any procurement where the estimated Contract Value of a Concession Contract is below £4.5m. Such procurements shall be undertaken by a Delegated Procurer in line with Section 4.3 of these Procurement Regulations.

4.1.1.2 **Contract Value above £50,000 (supplies/services) £250,000 (works), or £4.5m (concessions)** Contracts with an estimated Contract Value of above these thresholds shall be listed on the workplan to be submitted by the relevant Director or Chief Officer in accordance with Procurement Regulation 14.6. Each individual contract will also require a **Business Case** (conforming to a template approved by the Head of Commercial and Procurement) to be submitted by the relevant Chief Officer to the Strategic Commissioning Committee or the City Growth and Resources Committee as appropriate or where the contract relates to a capital project that is already part of the Capital Programme, to the Director of Resources.

Business cases may only be submitted to the Strategic Commissioning Committee on the approval of the Head of Commercial and Procurement. The approval of the Strategic Commissioning Committee is required prior to the procurement being undertaken.

Business cases may only be submitted to the City Growth and Resources Committee on the approval of the Chief Officer – Capital, following consultation with the Director of Resources and Chief Officer – Finance. The approval of the City Growth and Resources Committee is required prior to the procurement being undertaken.

Business Cases that relate to a capital project that is already part of the Capital Programme, may be approved by the Director of Resources following consultation with Chief Officer – Capital, Head of Commercial and Procurement and Conveners of the Capital Programme Committee and the City Growth and Resources Committee.

4.1.1.3 Contracts above £5,000 for consultancy and accountancy services and services provided by Advocates and QCs

Where the estimated Contract Value of a contract or appointment for: -

- a. Business and management consultancy and related services;
- b. Financial consultancy and accountancy related services; or
- c. Services provided by Advocates or QCs;

exceeds £5,000, the relevant Chief Officer may only give authority to engage the services following consultation with the Leader of the Council and in respect of (c) also in consultation with Chief Officer - Governance.

In determining the estimated contract value of any contract or appointment covered by this Regulation 4.1.1.3, each individual contract or appointment shall be considered separately and there shall be no aggregation of separate contracts or appointments for the purposes of arriving at an estimated expenditure.

4.1.1.4 Expenditure via Framework Agreements

Delegated Procurers must whenever possible procure supplies, services and works under Scotland Excel or Scottish Government framework agreements provided that authority to incur expenditure for each call-off contract has been approved in accordance with these Procurement Regulations and also provided that: -

- i. An Adoption Report has been completed in accordance with the Procurement Manual,
- ii. No material change has been made to the call-off terms under the framework agreement and calling-off from the framework has been done in accordance with the procedures laid down within that framework,
- iii. All call-off contracts with a Contract Value of greater than £10,000 (supplies/ services or works) or £4.5m (concessions) must be added to the Contracts Register, and
- iv. If the aggregate Contract Value of call-off contracts under a framework agreement is likely to exceed the thresholds stated in Procurement Regulation 4.1.1.2 then the authority of the Strategic Commissioning Committee to incur the expenditure must be obtained in advance of the applicable thresholds being exceeded.

4.1.1.5 Expenditure Approved by the Integrated Joint Board

Notwithstanding Procurement Regulation 4.1.1.2, the Director of Commissioning can approve (or nominate a person as having authority to approve) any procurement or contract, as a result of a Direction from the Integrated Joint Board to the Council and/or a relevant business case, where the Contract Value of the contract is above £50,000 (supplies/services) or £250,000 (works) or £4.5m (concessions), subject to the approval of the Chief Officer – Finance and the Head of Commercial and Procurement without the need for the approval of any other Committee .

4.1.1.6 Expenditure Approved by the Pensions Committee

Notwithstanding Procurement Regulation 4.1.1.2, the Director of Resources can approve (or nominate a person as having authority to approve) any procurement or contract, as a result of a decision of the Pensions Committee and/or a relevant business case, where the estimated Contract Value of the contract is of or above £50,000 (supplies/ services), £250,000 (works) or £4.5m (concessions), following consultation with the Chief Officer – Finance and the Head of Commercial and Procurement

4.1.1.7 Expenditure Approved by the City Region Deal Joint Committee

Notwithstanding Procurement Regulation 4.1.1.2, the Director of Resources can approve (or nominate a person as having authority to approve) any procurement, contract and/or business case for the inclusion of a project onto the Council's Capital Programme, as a result of a decision of the Aberdeen City Region Deal Joint Committee and/or a relevant business case, where the estimated Contract Value of the contract is of or above £50,000 (supplies/services), £250,000 (works) or £4.5m (concessions), following consultation with the Chief Officer – Finance, Chief Officer - Capital and the Head of Commercial and Procurement.

4.1.2 Exceeding approved Contract Value

4.1.2.1 Where a Contract Value has been previously approved by the relevant Chief Officer, or Committee and it becomes apparent to the Chief Officer of the Procuring Cluster that the indicative total Contract Value of the contract as previously reported is likely to be exceeded, ~~no further action shall be taken under regulation 4.1.2.2 or 4.1.2.3 until~~ the relevant Chief Officer ~~shall consult with~~ has sought the approval of the Head of Commercial and Procurement, ~~on what action requires to be taken and no further orders shall be made under the contract until such advice has been obtained.~~

4.1.2.2 ~~In all cases w~~Where the Contract Value of a supplies/ services or concession contract is likely to exceed what has previously been approved, and the additional cost is more than either the lesser of £100,000; or 50% of the approved Contract Value, in the case of supplies/services ~~or works~~, or the additional turnover from the contract is more than the lesser of £4.5m and 10% of the original Contract Value in the case of a Concession Contract; the relevant Chief Officer shall ensure that a report on the matter is submitted to the next meeting of the Strategic Commissioning Committee or the IJB (as appropriate) or the City Growth and Resources Committee, as appropriate, ~~for consideration unless competition is absent for technical or economic reasons, in which case para 4.1.3 shall apply.~~ This Regulation applies to contracts equal to or greater than £50,000 for Goods and/or Services ~~and to contracts equal to or greater than £250,000 for Works~~ or with a Contract Value of equal or greater than £4.5m for concessions. In such circumstances the indicative previously agreed total Contract Value cannot be exceeded without the relevant approval being received.

4.1.2.3 Where the Contract Value of a works contract is likely to exceed the indicative total Contract Value of that contract that has previously been approved, Chief Officer – Capital or Chief Officer - Corporate Landlord

(as appropriate) may approve further expenditure provided it is affordable within the assigned budget including any contingency allowances following consultation with the Convener of the Capital Programme Committee. The requirement to obtain the prior approval of the Head of Commercial and Procurement in accordance with regulation 4.1.2.1 must be observed in all cases unless unforeseeable events occurring at a works site require an immediate decision. Chief Officer Capital and Chief Officer - Corporate Landlord shall keep a record of contract change notices/ contract variations that increase the price of a works contract procured by their cluster, and report them to the next scheduled Capital Programme Committee.

4.1.3 Competition absent for Technical Reasons

4.1.3.1 Where the works, supplies or services can only be provided by a particular economic operator because:

(a) competition is absent for technical reasons or because that operator has an exclusive right (including intellectual property rights), and no reasonable alternative or substitute exists; or

(b) a change of economic operator cannot be made for economic or technical reasons and would cause significant inconvenience or substantial duplication of cost;

-following consultation with the Convener of the Strategic Commissioning Committee or the Convener of the City Growth and Resources Committee (as appropriate) the Head of Commercial and Procurement may approve- a direct award to

that economic operator and the estimated expenditure associated with that without the need for a business case to be presented to the relevant Committee. In all other respects, Regulation 4.1.1 will continue to apply, including the requirement that expenditure can be met from an approved budget.

4.1.4 There shall be no artificial splitting of a contract to avoid the application of the provisions of Scottish, UK or EU procurement law and/or these Procurement Regulations

4.2 Authority to Carry Out Procurements

4.2.1 All contracts let by or on behalf of the Council shall be subject to an obligation on the Head of Commercial and Procurement to seek best value for the Council. The Head of Commercial and Procurement and the Delegated Procurer will be responsible for demonstrating fairness, non-discrimination, equal treatment and transparency in the contract procedures chosen to all parties having an interest in those procedures.

4.2.2 Procurements shall only be carried out by Delegated Procurers who have been designated as such by the Head of Commercial and Procurement and who hold relevant Delegated Procurement Authority (Procurement Manual).

4.2.3 Delegated Procurement Authority will be reviewed on an annual basis, or as required, and may be increased, reduced or withdrawn by the Head of Commercial and Procurement as necessary.

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4.3 Quotations - Contracts below £50,000 (Supplies/Services) or £250,000 (Works)

- 4.3.1 The procedure to be followed for the award of any contract by the Council depends on the estimated Contract Value. Values or amounts referred to in these Procurement Regulations shall be based on the best available estimate at the time of tendering.
- 4.3.2 For any contract with a total estimated Contract Value below £50,000 (for supplies and services), £250,000 (for works) or £4.5m (for concessions), the Delegated Procurer shall follow the Procurement Manual and obtain written quotations to ensure the demonstration of best value to the Council in the sourcing decision. If quotations cannot be obtained the Delegated Procurer shall complete a Non-Competitive Action Form (included in the Procurement Manual) explaining why this is the case and submit it to the relevant Chief Officer for approval.
- 4.3.3 All requests for quotations shall be advertised, and submissions received, via the Quick Quote online procurement tool available via Public Contracts Scotland, unless authorisation has been given by the Head of Commercial and Procurement to the contrary.

4.4 Competitive Tendering (Where the Contract Value is below the ~~EU Threshold~~ Higher Value Threshold)

- 4.4.1 Where any contract has an estimated value of between £50,000 and the ~~Higher Value EU~~ Higher Value Threshold (for supplies/services) or between £250,000 and the ~~Higher Value EU~~ Higher Value Threshold (works), or is otherwise exempt from the full application of ~~the Public Contracts (Scotland) Regulations 2015 EU Procurement Rules~~, competitive tendering shall be undertaken.
- 4.4.2 To ascertain how the procurement shall be undertaken in relation to the requirement, the Delegated Procurer shall follow the Procurement Manual.
- 4.4.3 All tenders shall be appropriately advertised, and submissions received, via Public Contracts Scotland or such other platform as may be authorised by the Head of Commercial and Procurement.

4.5 ~~EU Procurement~~ Higher Value Procurements

- 4.5.1 A ~~Higher Value EU~~ Higher Value Procurement means a procurement undertaken in accordance with the Public Contracts (Scotland) Regulations 2015 or the Concession Contracts (Scotland) Regulations 2016 and requires advertising in ~~Find a Tender Service Official Journal of the European Union (OJEU)~~. A ~~Higher Value EU~~ Higher Value Procurement must be undertaken where the Council proposes to tender for any contract with an estimated value equal to or exceeding the applicable ~~Higher Value EU~~ Higher Value Threshold (Supplies, Services or Works).
- 4.5.2 To ascertain how the procurement shall be undertaken in relation to the requirement, the Delegated Procurer shall follow the Procurement Manual.
- 4.5.3 All tenders shall be appropriately advertised, and submissions received, via Public Contracts Scotland or such other platform as may be authorised by the Head of Commercial and Procurement.

5. Roles and Responsibilities

5.1 General Responsibilities

- 5.1.1 It is the duty of all employees within the Council to ensure that these Procurement Regulations, and the Procurement Manual, are adhered to in order to ensure Best Value is achieved in relation to expenditure relating to supplies, services or works and the granting of Concession Contracts. The allocation of a budget as part of the Council's budget setting process is not sufficient to comply with these Procurement Regulations.
- 5.2 Head of Commercial and Procurement 5.2.1 The Head of Commercial and Procurement is responsible for all procurement and tendering arrangements for supplies, services, works and the granting of concessions.
- 5.2.2 The Head of Commercial and Procurement shall authorise, by means of Delegated Procurement Authority, adequately trained staff to undertake procurement activity (Delegated Procurers).
- 5.2.3 The Head of Commercial and Procurement shall ensure that the Procurement Manual is in place and that necessary revisions are made to it on a regular basis to reflect changes in legislation, Council policy or good practice.
- 5.2.4 The Head of Commercial and Procurement shall maintain a consolidated workplan for the Strategic Commissioning Committee and for the City Growth and Resources Committee. The workplans will contain a list of proposed procurement activity for the next financial year where the estimated expenditure per contract is £50,000 or more (supplies/services), £250,000 (works) or £4.5m (concessions) and will be compiled with the information provided by Directors/Chief Officers in accordance with Procurement Regulation 14.6.

5.3 Directors (including Chief Officer of Integrated Health & Social Care Partnership)

- 5.3.1 Each Director has responsibility to ensure that staff in their Function follow the Procurement Regulations for all contracts let by their Function and is accountable to the Council for the performance of their duties in relation to contract management. Each Director shall be able to evidence that the procurements are compliant with these Procurement Regulations and the Procurement Manual.
- 5.3.2 Each Director shall ensure that all contracts in place within their Function with a Contract Value of greater than £10,000 (supplies/ services or works) or £4.5m (concessions) are entered into the corporate Contracts Register. The details required to be provided are detailed within the Procurement Manual.

5.4 Delegated Procurers

- 5.4.1 All Delegated Procurers will ensure compliance with relevant procurement legislation, these Procurement Regulations and the Procurement Manual.
- 5.4.2 Delegated Procurers are authorised to undertake procurements to the levels stated within their individual Delegated Procurement Authority. They must ensure that these are not exceeded without the authority of the Head of Commercial and Procurement.
- 5.4.3 Delegated Procurers will undertake regular training in order to maintain their Delegated Procurement Authority.

6. Sustainable Procurement

- 6.1 The Council is committed to working towards sustainable development, and in particular sustainable procurement and will work to embed the principles of sustainability at all stages of procurement activities to ensure that social, environmental and economic impacts are considered throughout the procurement and contract management process, consistent with relevant legislation.
- 6.2 In the context of these Procurement Regulations “sustainable development” shall be taken to mean development which secures a balance of social, economic, health and environmental well-being in the impact of activities and decisions. Sustainable development seeks to meet the needs of the present without compromising the ability of future generations to meet their own needs.
- 6.3 Before carrying out a Regulated Procurement (other than the procurement of a concessionaire), the Council must consider how in conducting the procurement process it can:
- i. improve the economic, social and environmental wellbeing of the Council’s area.
 - ii. facilitate the involvement of small and medium enterprises, third sector bodies and
 - iii. supported businesses in the process.
- 6.4 In carrying out the procurement the Council must act with a view to securing such improvements as identified within paragraph 6.3. However the Council must only consider matters that are relevant to what is proposed to be procured and, in doing so, consider the extent to which it is proportionate in all the circumstances to take those matters in to account.
- 6.5 Detailed information is available within the Procurement Manual.

7. Purchase Orders

- 7.1 No supplies, services or works shall be ordered or instructed except on an official order form, which shall be in an approved format unless one of the alternative control processes listed in Appendix A to the Council’s Financial Regulations is in place. Where, by reason of urgency or necessity, a verbal order is issued, it must be confirmed within 3 working days with the issue of an official order form from the ordering system. The supplier shall be requested to quote order numbers on all invoices. The budget holder risks disciplinary action for noncompliance.
- 7.2 The order, with the contract references/schedule numbers added, shall be approved by the Director or other authorised signatory. All Directors must furnish the Chief Officer - Finance with a list of signatories approved for this purpose, and shall advise him or her of additions to or deletions from the list as they occur as per the Council’s Scheme of Delegation. The officer approving the purchase order must be satisfied that there is appropriate budgetary provision covering the estimated cost and that Council procurement procedures have been followed prior to authorisation.

8. Special Matters

8.1 Internal Services

- 8.1.1 Where supplies, services or works can be provided by another Cluster of the Council, this may be delivered by that Council Cluster following consultation between the Chief Officers of the relevant Cluster(s) and the Head of Commercial

and Procurement. It is the responsibility of the Chief Officer of the in-house provider to ensure that best value for the Council is achieved by either:

- a. carrying out such supplies, services or works at cost; or
- b. providing requested advice and support in relation to contracting with an external provider.

8.2 Second Hand Goods

- 8.2.1 Second hand goods up to a Contract Value of £50,000 may be acquired by the Council without a competitive quotation being obtained provided that:
- a. The Director of the relevant Function can demonstrate that the purchase is necessary to facilitate service delivery;
 - b. The Director of the relevant Function can demonstrate that the purchase represents best value, having given due consideration to the cost of an equivalent new purchase and estimated life of the asset both from new and current age;
 - c. The goods have been subject to inspection to ascertain their physical condition, with a record kept of the outcome of the inspection
 - d. The Council has clear title to the goods; and
 - e. The Director obtains in writing (which may be by e-mail) the prior agreement of the Head of Commercial and Procurement before effecting the purchase.

8.3 Grants

- 8.3.1 The award of grants is a means by which the Council provides subsidies or funding to external bodies (including individuals, businesses and third sector organisations) to further the aims of those external bodies. Grants must not be used to procure supplies, services or works which the Council would otherwise have to procure in accordance with these Procurement Regulations.
- 8.3.2 Whilst an award of a grant by the Council may not be subject to these Procurement Regulations, it is essential that the Council's procedures on Following the Public Pound are considered.
- 8.3.3 Where it is envisaged that there may be any procurement or state aid implications in the award of grants, then the Head of Commercial and Procurement must be consulted prior to entering into any such arrangement.
- 8.3.4 Purchase of supplies, services or works in relation to grant funding awarded to the Council will be carried out in accordance with the provisions within these Procurement Regulations, as per the values within Regulation 4.1.

8.4 Shared Services

- 8.4.1 Shared Services are arrangements where the Council collaborates with other public authorities to obtain supplies, services or works from them. Advice on the operation of procurement rules in respect of any proposed shared service arrangement should be sought from the Head of Commercial and Procurement .
- 8.4.2 Identification of a proposed shared service arrangement should be undertaken only following consultation with the Head of Commercial and Procurement and can only

be entered into where the Director of the relevant Service can demonstrate that such an arrangement represents best value to the Council.

8.4.3 Approval to enter into a shared service arrangement may also require the approval of the Strategic Commissioning Committee or City Growth and Resources Committee, as appropriate, as per Regulation 4.1.

8.5 Income Generation

8.5.1 Where a contract is to be entered into by the Council for income generation purposes and there will be no expenditure by the Council out with approved budgets, the Head of Commercial and Procurement, following consultation with the Convener of the Strategic Commissioning Committee or City Growth and Resources Committee, as appropriate, shall approve the decision to enter into the contract and the Terms and Conditions of Contract to be utilised and there shall be no requirement for Committee approval.

8.6 Inside Information

8.6.1 The Council has issued Bonds on the London Stock Exchange and must comply with the Market Abuse Regulations which control how Inside Information must be dealt with by the Council. The Council may from time to time be required to make Inside Information public as part of the procurement process and must do so through the London Stock Exchange. All Delegated Procurers must ensure that they comply with the requirements of the Market Abuse Regulations in this regard and that they take advice as necessary from the Chief Office – Finance, Chief Officer - Governance or the Head of Commercial and Procurement. Further information may be sought in the Council's Bond Governance Protocol.

8.7 Procurement of Consultants

8.7.1 The appointment of consultants or sub-contractors shall be done in accordance with Procurement Regulation 4.1.1.3. Such appointments may fall within the IR35 rules which may result in the Council being liable to pay income tax and national insurance contributions in respect of the engagement. The Council must not enter into contracts with any individual or company direct without the prior approval of the Head of Commercial and Procurement. Officers must follow these Procurement Regulations and must engage with Commercial and Procurement Cluster prior to agreeing to contract with an individual or organisation.

8.7.2 In appointing consultants Directors / Chief Officers must ensure that the terms of agreement are controlled and knowledge transfer to Council officers should be effected where beneficial.

8.7.3 Any contract for consultancy services shall be subject to the approval of the Head of Commercial and Procurement. IR35 implications must be established prior to commencing the procurement process. Amongst other things the contract shall specify:

- the precise scope of the commission;
- cost limits and controls;
- lines and levels of reporting, responsibility and authority;
- insurance cover (which must be verified by Council officers);
- the method of determining completion of work and payment thereof;

- standard Aberdeen City Council terms of payment; and
- the ownership of intellectual property rights relating to any material or computer software developed during the consultancy.

It shall be the responsibility of the relevant Director to ensure that any consultancy contract complies with the Procurement Regulations and the Financial Regulations.

8.8 ALEOs

- 8.8.1 Notwithstanding the regulations relating to Concession Contracts contained within these Procurement Regulations, no agreements setting out the terms and conditions of annual funding shall be entered into with an ALEO unless previously approved by the Strategic Commissioning Committee.

9. Tender Issue and Receipt

- 9.1 The Delegated Procurer shall issue invitations to quote/tender and contract documents for all contracts in compliance with these Procurement Regulations and the Procurement Manual.

9.2 Terms and Conditions of Contract

- 9.2.1 Except where specialist Terms and Conditions are required, the Delegated Procurer shall use the standard Terms and Conditions of Contract in use by the Council, or those within a relevant framework agreement. Any specialist Terms and Conditions must be approved in writing by the Head of Commercial and Procurement. Terms and Conditions of Contract are detailed within the Procurement Manual.
- 9.2.2 On no occasion will the Council contract under Terms and Conditions supplied by any tenderer/contractor unless these have been reviewed and agreed by the Head of Commercial and Procurement.

9.3 Advertisement

- 9.3.1 Unless agreed otherwise in writing by the Head of Commercial and Procurement, any tender which requires to be advertised in accordance with these Procurement Regulations shall be advertised via the Public Contracts Scotland website (www.publiccontractsscotland.gov.uk), notwithstanding any other form of advertisement or notice required by law or otherwise.

9.4 Issue of Tenders

- 9.4.1 Electronic Tendering (e-tendering) processes will be utilised for all tender exercises where this is practically possible. Contracts shall be advertised, contract documents issued, information exchanged, tenders submitted, received and opened via electronic means. Detailed information is available within the Procurement Manual.
- 9.4.2 Where in exceptional circumstances, Electronic Tendering is not utilised all procedures shall reflect as closely as possible those where Electronic Tendering is utilised. Tender issue, submission and opening shall, in these circumstances, be undertaken as per Procurement Manual.

9.5 Receipts of Tenders

- 9.5.1 Tenders will be received and opened electronically via the electronic tendering system utilised by the Council. Where, in exceptional circumstances, Electronic

Tendering is not utilised, tender receipt and submission shall be undertaken as per the Procurement Manual.

10. Tender Evaluation

- 10.1 Tenders shall be evaluated by a group of nominated individuals in accordance with the Procurement Manual.
- 10.2 Tenders shall be evaluated in accordance with the quotation or tender award criteria, and on the basis of establishing which offer is the most economically advantageous and provides best value to the Council.
- 10.3 Tenders shall be evaluated strictly in accordance with the evaluation criteria set out in the tender documents. No tender shall be accepted based on evaluation of criteria not set out in the tender documents
- 10.4 A written record shall be maintained outlining the evaluation process, recording the process followed, the criteria applied, and detailing the reasons for the decision. This record shall be retained as per the Council's Corporate Retention & Disposal Schedule and is further detailed within the Procurement Manual.

11. Supplier Selection and Tender Acceptance

- 11.1 As soon as reasonably practicable after a decision has been made to eliminate a supplier or tender at any stage of a procurement procedure the Council must notify those tenderers and candidates concerned of their elimination by notice in writing.
- 11.2 As soon as possible after a decision has been made to award any contract following a procurement process where Contract Value is above the relevant Higher Value EU Threshold the Council shall, by notice in writing, inform all candidates and economic operators concerned of the Council's decision to award the contract.
- 11.3 Tender acceptance letters and debrief letters shall be prepared by the Delegated Procurer and approved by the relevant Category Manager within Commercial and Procurement . Debriefs shall be undertaken in accordance with relevant legislation.
- 11.4 An Award Report must be completed in accordance with the Procurement Manual

12. Award of Contract

- 12.1 At the conclusion of the tender procedure and (if applicable) after the expiry of any Standstill Period the final contract shall be entered into between the Council and the successful tenderer. Officers awarding contracts on behalf of the Council must be aware of the requirements in relation to disclosure of Inside Information as detailed in Procurement Regulation 8.6.
- 12.2 Contracts shall be entered into and executed as follows:
 - 12.2.1 Contracts with a Contract Value equal to or exceeding the relevant Higher Value EU Threshold, through the execution of a written contract executed in accordance with Scots law, unless otherwise agreed in accordance with Paragraph 9.2.1, signed on behalf of the Council by a Proper Officer and signed by the contractor by a duly authorised person.
 - 12.2.2 Contract Values of less than the relevant Higher Value EU Threshold, unless the Head of Commercial and Procurement has directed a particular option in the case of a procurement, the Delegated Procurer shall determine whether the contract should be executed either:

- i. through the execution of a written contract executed in accordance with Scots law (unless otherwise agreed in accordance with Paragraph 9.2.1) and signed on behalf of the Council by a Proper Officer and signed by the contractor by a duly authorised person; or
- ii. by the issuing of an Award Letter by the Chief Officer of the Procuring Cluster, and the return of such letter signed by a duly authorised person on behalf of the tenderer signifying their acceptance of the appointment on the terms and conditions stated therein.

13. Contract Management

- 13.1 It is the responsibility of the Delegated Procurer to ensure that details of all contracts with a Contract Value equal to or greater than £10,000 (supplies/services or works) or £4.5m (concessions) are included within the Contracts Register and that copies of all concluded contracts are available to Commercial and Procurement as required.
- 13.2 The Delegated Procurer shall ensure that the performance of the contract is monitored and reviewed in a way which is proportionate to the value, duration, subject matter and complexity of the contract, and in accordance with the Manual and any other guidelines on contract management issued by the Council from time to time.
- 13.3 Officers managing contracts on behalf of the Council must be aware of the requirements in relation to disclosure of Inside Information as detailed in Procurement Regulation 8.6.

14. Records and Reporting

- 14.1 The Head of Commercial and Procurement shall maintain and publish a Contracts Register for the monitoring of all contracts and framework agreements developed or in use across the Council, which shall include, as a minimum, all information as required by relevant legislation. This information is detailed within the Procurement Manual.
- 14.2 Each Procuring Cluster shall ensure that the required information as detailed within the Procurement Manual is communicated to Commercial and Procurement in order to maintain the Contracts Register.
- 14.3 The Head of Commercial and Procurement shall produce and publish a Corporate Procurement Strategy, which shall be reviewed on an annual basis. The Corporate Procurement Strategy shall include, as a minimum, all information as required by relevant legislation.
- 14.4 The Head of Commercial and Procurement shall produce and publish an Annual Procurement Plan as soon as practicable after the end of each financial year. The Annual Procurement Plan shall include, as a minimum, all information as required by relevant legislation.
- 14.5 Delegated Procurers shall comply with all reporting procedures put in place by the Head of Commercial and Procurement.
- 14.6 The Chief Operating Officer, the Directors of Resources, Commissioning and Customer Services, the Chief Officer – Governance, the Chief Officer – Strategic Place Planning, the Chief Officer – City Growth and the Chief Officer of the IJB shall:
 - 14.6.1 submit to the Head of Commercial and Procurement, a workplan for their Function/Cluster prior to the commencement of each financial year (conforming to a template approved by the Head of Commercial and Procurement) detailing all contracts to be procured in the coming year with a Contract Value of

£50,000 or more (supplies/services) or £250,000 or more (works) or £4.5m or more (concession); and

14.6.2 update the Head of Commercial and Procurement from time to time in the event of any new procurements being added to the workplan; and

14.6.3 submit business cases for their Function/Cluster as and when required (conforming to a template approved by the Head of Commercial and Procurement) to the Head of Commercial and Procurement for each contract to be procured with a Contract Value of £50,000 or more (supplies/services) or £4.5m or more (concessions), or to the Chief Officer – Capital for each contract to be procured with a Contract Value of £250,000 or more (works). The Head of Commercial and Procurement or the Chief Officer – Capital (as appropriate) shall ensure that required business cases are brought to the appropriate Committee prior to any tender process commencing in so far as required to do so by these procurement regulations.

14.7 The Head of Commercial and Procurement shall ensure that reports on matters specified in the Corporate Procurement Plan, and otherwise as required by the Procurement Regulations, are brought to the Strategic Commissioning Committee, or City Growth and Resources Committee, as appropriate.

15. Contracts for Care and Support Services

15.1 Except as otherwise stated in this section, these Procurement Regulations shall apply to Care and Support Services. For the purposes of this section of the Procurement Regulations, Contracts for Care and Support Services shall mean contracts for the provision of services under the Social Work (Scotland) Act 1968; the Children (Scotland) Act 1995; the Mental Health (Care and Treatment) (Scotland) Act 2003 or any other function of the Council covered by the definition of a care service in the Regulation of Care (Scotland) Act 2001, including housing support services and any other relevant legislation, and included in Schedule 3 of the Public Contracts (Scotland) Regulations 2015.

15.2 The degree and method of competition required approving expenditure will depend on the total estimated expenditure for the contract as follows: -

Estimated Contract Value / Threshold	Degree of Competition Required
i. Up to £50,000	Written quotations must be obtained to demonstrate best value to the Council in accordance with the Procurement Manual.
ii. £50,000 up to the EU Light Touch Regime ("LTR") Threshold (from 1st January 2018 20 set at €663,540 15,278 but subject to change every second 1st of January)	Direct awards may be made subject to appropriate approval in accordance with Procurement Regulation 15.3, otherwise a competitive tendering process shall be undertaken in accordance with procurement legislation.
iii. LTR Threshold and above	Must be advertised in Find a Tender Service in OJEU and the light touch provisions in The Public Contracts (Scotland) Regulations 2015 apply.

<p>iv. Contract Value over £4.5m (concessions only)</p>	<p>Prior Information Notice must be published in OJEU in Find a Tender Service. A contract Notice is not required. Concession contract award notices must be published in Find a Tender Service in OJEU, but may be grouped and published quarterly- containing the information set out in s49 of the Concession Contracts (Scotland) Regulations 2016.</p>
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15.3 Justification of Direct Awards

Justification for making a direct award in relation to Threshold (ii), including call off contracts directly awarded from Framework Agreements, may include the following: -

- a. Where the relevant Chief Officer is satisfied that the requirement of the contract is unique or, after research, only one suitable source of supply can be identified;
- b. When, for reasons of extreme urgency or risk to life or health and wellbeing, the other procurement procedures cannot be complied with;
- c. Where, for example, in the case of certain residential or supported living services, there are only limited places available for a specific type of care and/or support and those places only become available occasionally and/or at short notice;
- d. Where the Council is instructed by a Children’s Hearing or Educational Tribunal to place a child in a particular setting;
- e. Where the individual has a right to choose and direct their own accommodation and/or support;
- f. Where the Relevant Chief Officer is satisfied that the risk to service user(s) outweighs the benefits of advertising the requirement and awarding the contract or framework following competition; or
- g. In exceptional circumstances, a direct award may be made in relation to Threshold (iii), for example in relation to residential care homes, where the provider owns the property and delivers the service and we have no ability to re-tender to change the provider. In accordance with the Scottish Government’s Best Practice Guidance: A public body should decide, on a case-by-case basis, whether or not to advertise the requirement and award a contract or framework agreement by competition. A number of factors should be taken into account, including application of the procurement legislation, procurement policy and risk of legal challenge; application of local financial regulations and standing orders; and benefits and risks to people who use services and service delivery.

15.4 Authority to Incur Expenditure in relation to Direct Awards

15.4.1 **Contracts that do not facilitate Individual placements**

Where the contract is for a service that does not facilitate individual placements [a business case must be approved as follows](#): -

15.4.1.1 In relation to Threshold (i) – Approval by the relevant Chief Officer ~~and in relation to a Concession Contract below Threshold (iv) approval in accordance with procurement regulation 4.1.1.1;~~

15.4.1.2 [In relation to Concession Contracts below threshold \(iv\), the submission of a business case by the relevant Chief Officer to Head of Commercial and](#)

Procurement, who shall consult with the convener of the Strategic Commissioning Committee or the Chair of the IJB as appropriate

15.4.1.3 In relation to Threshold (ii) - £50,000 up to the LTR Threshold and Threshold (iii) and (iv): - The submission of a business case by the relevant Chief Officer to the IJB or, if applicable, the Strategic Commissioning Committee in advance of the contract being awarded

~~Where the direct award of a contract is being made for a service that does not facilitate individual placements, the business case must be approved by the Chief Officer in advance of the contract being issued. Where the direct award of a contract is being made as a call-off from a framework agreement, i.e. relating to care and support for an individual, authorisation to incur expenditure will be obtained in accordance with Care Management processes.~~

15.4.2 Contracts for individual placements

Where the contract is for an individual placement, for any value, including call-off contracts from framework agreements, authorisation will be obtained in accordance with social work / care management procedures, (for example, resource allocation or placing panel). ~~Expenditure shall be approved by the or placing panel~~ chair of the placing panel where the amount is equal to or less than the amount of their "delegated financial limit" as set by Chief Officer – Finance, and otherwise shall be approved by the relevant Chief Officer. Prior to call-off from any external framework agreement, an Adoption Report must be completed in accordance with the Procurement Manual.

15.5 Authority to Carry Out Procurements

The Social Care Commissioning, Procurement and Contracts team are Delegated Procurers for Health and Social Care Services, designated as such by the Head of Commercial and Procurement.



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Review of Procurement Regulations

Explanation of Proposed Amendments

Existing PR Reference	Proposed Change	Rationale for Change
2.1.14, 2.1.15, 2.1.25, 3.2, 3.5, 3.6, 3.7, 4.1.4, 4.4, 4.4.1, 4.4.3, 4.5, 4.5.1, 4.5.3, 9.3.1, 11.2, 12.2.1, 12.2.2, 15.2 iii, 15.2 iv	This includes the removal of references to the EU such as the EU Procurement Directive, EU Thresholds, the European Commission and the Official Journal of the European Union (OJEU). Then replacing those references with the relevant national references including the applicable Scots Law Procurement Legislation, the new U.K e-notification Service and re-defining EU Thresholds as Higher Value Thresholds. A new definition was added for the U.K e-notification Service.	Amendments were made to reflect changes to Procurement Legislation as a result of the UK’s withdrawal from the EU. These are technical changes as the procedure remains unchanged with the exception of the requirement to advertise tenders on the new UK e-notification system.
3.11	Addition of IJB to the list of committees that it may be appropriate to report a use of the power under 3.10 of the procurement regulations (power to suspend the procurement regulations)	A technical change to reflect practice. The report should go to the committee that a business case detailing the expenditure would otherwise have gone. Contracts in relation to health and social care come under the remit of the IJB.
3.14	New regulation: Officers and members shall have regard to the Council’s Risk Appetite Statement approved the Audit Risk and Scrutiny Committee in December 2020 (as may be updated from time to time) when undertaking procurements and/ or making decisions relating thereto.	To incorporate the Council’s Risk Appetite Statement into the into the Council’s Scheme of Governance as per the Instruction of the Audit Risk and Scrutiny Committee.
4.1.1.3	Added that in respect of the engagement of the services of an advocate or QC, Chief Officer – Governance should be consulted.	To align with Delegated Power to Officers, Chief Officer – Governance no. 5.

4.1.2.1	Changing the requirement to consult with the Head of Commercial and Procurement to an obligation to obtain approval.	To increase the emphasis on the need for people to come to the Commercial and Procurement Service before they exceed a previously approved contract value.
4.1.2.2	<p>removed works contracts from the remit of this regulation which requires committee to approve further expenditure where a contract is likely to exceed what has previously been approved and the additional cost is more than the lesser of £100,000 or 50% of the approved Contract Value.</p> <p>Added IJB as a relevant committee for contract variations requiring approval to be reported to (in addition to the Strategic Commissioning Committee).</p>	<p>Given the nature and value of works contract, contract change notices/ variations for greater than £100,000 are common and require a swift approval process. A requirement to refer to Committee for approval is not in the Council's best interests, as it could result in wider delay to a capital project (which as a result would likely result in additional costs to the Council) and could result in the Council being in breach of contract for failing to respond within required timescales (which will vary from project to project). A new regulation 4.1.2.3 has been added with arrangements that are more suitable for works contracts.</p> <p>A technical change to reflect practice. The report should go to the committee that a business case detailing the expenditure would otherwise have gone. Contracts in relation to health and social care come under the remit of the IJB.</p>
4.1.2.3	<p>New regulation: Where the Contract Value of a works contract is likely to exceed the indicative total Contract Value of that contract that has previously been approved, Chief Officer – Capital or Chief Officer - Corporate Landlord (as appropriate) may approve further expenditure provided it is affordable within the assigned budget including any contingency allowances following consultation with the Convener of the Capital Programme Committee. The requirement to obtain the prior approval of the Head of Commercial and Procurement in accordance with regulation 4.1.2.1 must be observed in all cases unless unforeseeable events occurring at a works site require an immediate</p>	<p>Explanation as to why 4.1.2.2 is not an appropriate governance mechanism for works is stated above.</p> <p>4.1.2.3 is proposed as an appropriate governance mechanism because:</p> <ul style="list-style-type: none"> • It enables a swift response to contractors; • It may only be used if expenditure is within the Chief Officer's assigned budget for the project (including contingency allowances); and • Provides for a gateway to check compliance with procurement law; • Retrospective reporting to committee throughout the life of a contract (rather than at the conclusion of the contract)

	<p>decision. Chief Officer - Capital and Chief Officer - Corporate Landlord shall keep a record of contract change notices/ contract variations that increase the price of a works contract procured by their cluster, and report them to the next scheduled Capital Programme Committee.</p>	<p>allows members to monitor how frequently and for what reasons a previously approved contract value is being exceeded.</p> <ul style="list-style-type: none"> Retrospective reporting to committee is a proportionate solution to the need to approve a change swiftly, as Chief Officers are only to do so where possible within assigned budgets. <p>If this is not adopted another mechanism which facilitates swift (often same day) approval should be proposed, as the current situation is unworkable.</p>
4.1.3 and corresponding change to 4.1.2.2	<p>4.1.3 Added in additional text to reflect an alternative scenario where a contract may be considered for award to an existing supplier: a change of economic operator cannot be made for economic or technical reasons and would cause significant inconvenience or substantial duplication of cost.</p> <p>4.1.2.2 added “unless competition is absent for technical or economic reasons, in which case para 4.1.3 applies.</p>	<p>This is not materially different from the text already present, but has its roots in a different part of procurement legislation. The missing text is an omission we are seeking to close off to save renewals having to go to committee for approval when it is legal and in the best interests of the council to continue using the same supplier.</p> <p>The existing text of this regulation means the renewal would be subject to a legal check (to ensure the circumstances comply with procurement law) and would be subject to the approval of the Head of Commercial and Procurement Services and the Convener of the Strategic Commissioning Committee.</p>
15.2(ii)	<p>£50,000 up to the Light Touch Regime (“LTR”) Threshold (from 1st January 2020 set at £663,540 but subject to change every second 1st of January)</p>	<p>This is a technical change to reflect the increase in the Light Touch threshold set by government.</p>
15.4.1.1 and 15.4.1.2	<p>Deletion from 15.4.1.1. replaced with new sub-regulation 15.4.1.2:</p>	<p>Drafting changes for clarification.</p>

	In relation to Concession Contracts below threshold (iv), the submission of a business case by the relevant Chief Officer to Head of Commercial and Procurement, who shall consult with the convener of the Strategic Commissioning Committee or the Chair of the IJB as appropriate.	
15.4.2	Delegated Authority to approve expenditure on contracts for individual placements moved from another paragraph into this paragraph.	Drafting change only. To consolidate a previous paragraph that has now been deleted.

Appendix G

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Member - Officer Relations Protocol

Sharing Values and a Common Purpose
Approved by Council 32 March 20210



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Version	43.0
Effective From	1 April 20210
To be Reviewed	March 20221
Application of Policy	Council-wide
Policy Author	Stephanie Dunsmuir, Committee Services Officer

1. Good governance and a common purpose

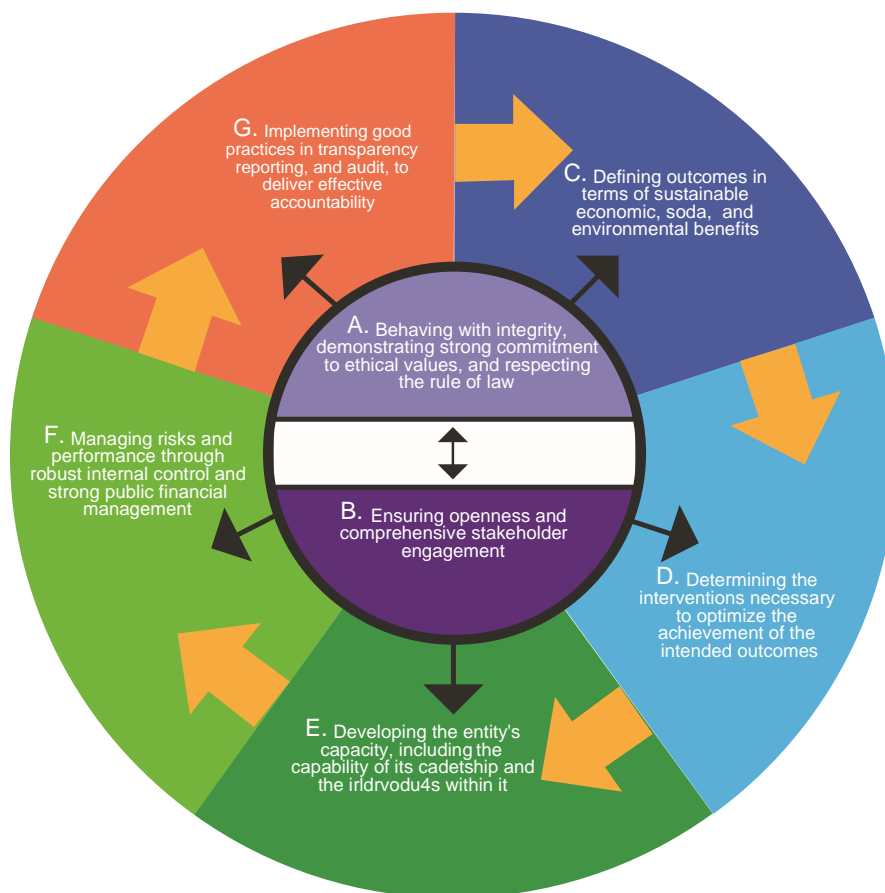
- 1.1 The Council's **Target_oO**perating **mM**odel requires a significant programme of change which is transforming the way in which services are designed and accessed by our customers. The delivery of this ambitious programme is the shared responsibility of elected members and council officers at all levels of the organisation.
- 1.2 In achieving our ambitions for the City of Aberdeen and its residents, it is important to be clear about:
- the respective roles and responsibilities of elected members and council officers, and
 - how the relationship between them can operate effectively to accomplish shared goals, in the public interest

The **Target_oO**perating **mM**odel also needs to be supported by the right structure and a leadership, cultural and behavioural framework has been developed to provide this.

- 1.3 This protocol results from an aspiration to adopt a proactive and positive approach to member-officer relations. This will have clear benefits for the organisation as well as the individuals within it. It responds to the Audit Scotland recommendation in their 2010 report, "Roles and Working Relationships: Are You Getting it Right?", so that Aberdeen City Council has a protocol which complements the Councillors' Code of Conduct . It also responds to Audit Scotland's 2015 audit of Best Value and Community Planning which stated that the Council should sustain improved working relationships, and consider introducing further protocols and guidance for member-to-member and member-to-officer working. The Accounts Commission follow-up report "How Councils Work – Are You Still Getting it Right?" (Nov 2016) again reinforces the benefits for all Councils, particularly in light of increasing coalition arrangements, of protocols to clarify roles and responsibilities, including member_officer engagement.
- 1.4 The CIPFA* Framework of good governance underpins the Council's own governance structure, and all the key documents within that, including this protocol on member-officer relations. A theme which will be returned to throughout this document, as the requirements on both members and officers are explained, will be that of a common purpose. This is set out by CIPFA in the Delivering Good Governance in Local Government Framework 2016:
- "It is crucial that the Framework is applied in a way that demonstrates the spirit and ethos of good governance which cannot be achieved by rules and procedures alone. Shared values that are integrated into the culture of an organisation, and are reflected in behaviour and policy, are hallmarks of good governance."
- 1.5 This emphasises that the achievement of the Council's intended outcomes can only be truly accomplished when members and officers operate from a shared set of values and consistently demonstrate these through a shared set of principles.

* The Chartered Institute of Public Finance and Accountancy

Achieving the Intended Outcomes
While Acting In the Public Interest at all Times



- 1.6 Local government can be a challenging environment. Financial and political pressures, albeit short-term and cyclical, can take their toll on member-officer relationships. CIPFA acknowledge the potential for this to interfere with the achievement of the Council's intended outcomes and urge authorities to act transparently and without conflict when this is the case. This can be achieved by agreeing a clear vision, which is performance measured, risk managed and based on a longer term view.
- 1.7 Good governance is also key to the Council's "triple aim" which consists of delivering a clear vision, modernising and transforming how we do business and clarity around the standards of behaviour expected of officers. These Guiding Principles form the basis against which employees' annual performance is measured and stress the requirement for open, honest communication, a focus on customers, high standards of professionalism and respect for people, property and processes.
- 1.8 Both members and officers work together to improve the experience for the customer, our use of resources, and the experience of all staff, and this is consistent with CIPFA's Framework for good governance.
- 1.9 This protocol is a tool for members and officers to achieve positive and constructive relations with each other in working towards our common purpose - our shared objectives for the people and place of Aberdeen.

2. Implementing the protocol

- 2.1 The protocol is underpinned at all times by the standards of good governance against which the Council measures itself annually. The protocol complements existing requirements under the Councillors' Code of Conduct for elected members, and the Employee Code of Conduct, the organisational Guiding Principles and Council policies and

guidance for employees. It includes some current unwritten practices and provides additional clarity on roles and how they interact.

- 2.2 Observing the protocol is an individual responsibility for each officer and member. Group Leaders will support their members in observing the protocol. Similarly, Chief Officers will support staff to do likewise. The protocol does not cover every eventuality and members and officers who are unsure about its application should seek advice from Chief Officers.
- 2.3 Where a member or officer has a concern relating to observation of the protocol, they may raise this with the relevant Group Leader, if they are a member of a group, or a Chief Officer in their service, if they are an employee in the first instance. He or she will determine any next steps to be taken. These should be in the interests of resolving the matter raised at the earliest opportunity, and could include an informal discussion, identifying training requirements for an officer or member, or mediation between the individuals concerned. Any remedy would primarily seek to restore and maintain positive working relationships between members and officers.
- 2.4 Members will be made aware of the protocol through Member induction and employees through their own employee induction. Copies of the protocol will also be available on the Zone and the Council's website.
- 2.5 Once approved, the protocol will be reviewed annually by the Chief Officer - Governance. This will ensure that the protocol remains effective. Any proposal to amend the protocol will be subject to consultation with members.

3. Member and officer roles and responsibilities

- 3.1 Members set and approve policy on behalf of the city and officers draft and implement policy. The Chief Executive leads in implementing strategy and managing the delivery of services set by members.
- 3.2 Members monitor the implementation of policy and scrutinise service delivery through robust performance management systems which allow them to hold officers to account. The importance of the role of members is emphasised by CIPFA, whose Delivering Good Governance in Local Government Framework 2016, reinforces the need for a culture and structure for scrutiny and a positive working culture which accepts, promotes and encourages constructive challenge.
- 3.3 The Council's approved Guiding Principles are:
 - We care about our purpose, our city and our people
 - We take pride in what we do and work to make things better
 - One team, one Council, one city
 - We trust each other and take responsibility
 - We value each other and recognise a job well done

These principles provide a guide to maintaining positive and constructive relations between officers and equally can be applied to relations between members and officers. Members and Chief Officers will lead by example by demonstrating these principles in how they relate to one another.

4. Respect

As members and officers we will behave in a way that demonstrates respect for people, property and processes, and which demonstrates due regard for our respective roles.

4.1 Respect for one another

4.1.1 As members and officers:

- A. We will always behave in a way which is consistent with our Guiding Principles and will treat each other, our colleagues, members of the public, constituents and representatives of partner organisations with respect whether by words, actions or inference and treat them with courtesy at all times. As members, we acknowledge that it is unacceptable to comment on the conduct or capabilities of officers in public. We will avoid personal attacks, refrain from using disrespectful or offensive language and avoid undermining respect for officers. As officers, we acknowledge that the same approach is required in our interactions with members and that members can advocate on behalf of their constituents.
- B. We will ensure that any feedback given is in the spirit of continuous improvement and based on fact.
- C. We will be conscious that the Council is an equal opportunity employer and that members and officers are each bound collectively by a legislative framework.

4.1.2 As members:

- A. We will acknowledge the impartiality of officers and will not exert any pressure on them in respect of report recommendations or in respect of their decision-making under delegated authority. We accept that if we wish to see officers' recommendations in a final report changed we will do so through motions or amendments at the appropriate meeting and will not approach senior officers or authors directly.
- B. We recognise our role in holding officers to account and will adopt appropriate questioning techniques which allow for impartial and professional responses, avoiding leading and politically loaded questions.
- C. We note that any suggestion by members of a lack of officer impartiality or capability will be responded to under the terms of paragraphs 2.2 and 2.3 above.
- D. Where we require information from a service for case work, we will request that information through the members' enquiries ~~online~~ portal, to allow performance tracking. This will also ensure that a consistent service is delivered for all members in line with the agreed corporate procedures and that data protection requirements are always met. If individual members consistently bypass the corporate approach, this will be raised with the appropriate Group Leader
- E. Where we require to request a service on behalf of a constituent, then we will do so through the appropriate channel e.g. online (<https://www.aberdeencity.gov.uk/services/have-your-say/online-services>) where possible, or telephone.

4.1.3 As officers:

- A. We will not let our personal views which we hold as citizens or officers affect our judgement.

- B. We will ensure that our relationships with members are not overly familiar in order to protect our impartiality.
- C. We will ensure that all groups and members are treated equally and have equal access to advice and assistance, taking into account exceptions as outlined in 5.4.2.

4.2 Respect for property

- 4.2.1 As members, we will not use Council facilities or equipment for political or campaigning purposes and will comply with the guidance issued on behalf of the Returning Officer during pre-election periods.

4.3 Respect at meetings

- 4.3.1 As members and officers:
 - A. We will treat everyone present with respect and courtesy at all meetings.
 - B. We will respect and comply with the authority of the chairperson.
 - C. We will keep our mobile phones on silent during meetings to avoid unnecessary disruption.
 - D. ~~We will ensure all members are addressed as “Councillor” and all officers by their title or surname eg Mr/Ms Smith. When addressing members, trade union advisers, officers, deputations or representatives of external partners at meetings, we will use the appropriate title and will not address them by their first name.~~
- 4.3.2 As officers we will ensure we are inclusive in our approach inviting all local members to attend when we arrange meetings in a ward, or meetings about a ward issue, and informing all members of any ministerial or Royal visit or visit by other dignitaries and VIPs. We will endeavour to avoid clashes with committee meetings and to ensure that, as far as is reasonable, all those to be invited are available. This does not apply to specific meetings we arrange with members at their or our request.

5. Professionalism

As members and officers we will undertake to maintain the standards expected by the organisation at all times, remembering that we are representing the Council and the city.

5.1 Maintaining standards

- 5.1.1 As members and officers we will uphold the principles of our respective Codes of Conduct and the behaviours outlined in this protocol in all our dealings on behalf of the Council and the city.
- 5.1.2 As members:
 - A. We will ensure that we are aware of the different duties, obligations, potential conflicts of interest and liabilities arising (which may include personal financial liability) when appointed to the board of an Arm’s Length External Organisation (ALEO), a trust or an outside body and will seek advice from officers of that body or the Monitoring Officer, as appropriate, if we are in any doubt.

B. We will not ask officers to undertake work designed to affect support for a political party or campaign.

5.1.3 As officers:

A. We will ensure we are aware of and understand our responsibilities if we hold a politically restricted post.

B. We will not undertake work on behalf of a member which may be designed to affect support for a political party or campaign. Where there is any doubt, we will seek advice from a senior officer in our service.

5.2 Maintaining skills and knowledge

5.2.1 As members and officers we recognise the importance of continuous professional development to members and officers understanding each other's priorities and therefore to maintaining constructive relationships; as such:

A. We will attend induction training to ensure we understand what is expected of us and what we can expect. This is supported by CIPFA which encourages local authorities to develop officer and member capability, by ensuring appropriate induction, continuing development both personal and professional, and support and shared learning. CIPFA also highlights the merits of constructive feedback and peer review for members and officers, ensuring that training and development needs are targeted at gaps and weaknesses.

B. We will be aware of, and complete appropriate training on, the terms of the Council's governance documents, certain Council policies which embed legislative requirements (including on matters such as corporate parenting, data protection and Protection of Vulnerable Groups (PVG) checks) and of our responsibilities under relevant legislation covering areas such as data protection, freedom of information and bribery.

5.2.2 As members we accept that we have an obligation to our citizens to keep our skills and knowledge up to date and will participate in training arranged for us and keep our personal development plans updated, as provided for in the Member Development Framework.

5.2.3 As Group Leaders we will encourage our members to undertake appropriate training and development in line with the Member Development Framework.

5.2.4 As officers we will undertake to keep our skills and knowledge up to date whether for professional regulation purposes or in keeping with the requirements of the Council as our employer.

5.3 Elections

5.3.1 As members and officers:

A. We will respect that additional restrictions apply on political activity during any pre-election period.

B. We will comply with any advice issued on behalf of the Returning Officer.

5.4 Maintaining fairness and transparency

5.4.1 As officers:

- A. We will remember that our duty is to the Council as a whole and, as such, will provide support to all members and groups equally, respecting the confidentiality of any information which we are party to, and providing all advice impartially and professionally.
- B. When invited to address group meetings we will recognise that some present may not be Council members, so we cannot provide any information on confidential matters, and will seek advice from Chief Officers if we have any doubts about meetings which we are asked to attend.
- C. In seeking to assist members, we will always be aware of the limitations of any delegated authority we may be able to exercise and of any advice we may be able to provide.

5.4.2 As members:

- A. We recognise that there are times when we will want to invite officers to attend our group meetings to increase our awareness of issues relating to matters of Council business and we will not use any confidential information received for personal or party political advantage or in such a way as to discredit the Council
- B. We recognise that group meetings, group pre-meetings, coalition meetings, formal and informal briefings, development sessions and similar meetings are not part of the Council decision making process and any conclusions or determinations are not binding on the Council. We recognise that consideration of any matter at these meetings does not replace the obligation on each individual member to come to a decision at the appropriate Council, committee or sub-committee meeting when we will have all information before us.
- C. We recognise that there are times when Administration leaders, Group Leaders or senior councillors may be given advance information which is necessary so that they can give officers guidance on strategic direction or so that they can understand the background to particular recommendations or proposals.
- D. We acknowledge that Chief Officers have the right to submit and withdraw certain reports as dictated by their professional judgement and that officers retain final responsibility for the content of reports.

5.5 Employment matters

5.5.1 As members:

- A. We recognise that we must not solicit a job within the Council for anyone or canvas support for any applicant for a job.
- B. We understand that we must not become involved in the pay and conditions of individual officers except when we sit on a committee dealing with such issues.

5.5.2 As officers we will not approach any member about our individual employment or terms and conditions or about the recruitment of anyone else.

6. Communication

As members and officers we will communicate in a way which is timely, clear, open, honest and constructive, respecting the confidentiality of information we are party to.

6.1 Handling information responsibly

- 6.1.1** As members and officers we recognise that information is one of our most valuable resources and as such it is incumbent on us to treat it responsibly. In all our dealings with information we will act in accordance with data protection legislation, Council policies, the Councillors' Code of Conduct and in the knowledge that requests for information can be made by anyone under data protection and freedom of information legislation.
- 6.1.2** As members we will ensure that, when we are provided with information by officers which is private or confidential, or of a personal nature, we treat it as confidential, only using it for the purpose for which it was provided and undertaking not to share it externally to the Council nor to use it for personal or party political advantage or in such a way as to discredit the Council.
- 6.1.3** As officers:
- A.** We will ensure that, when we provide information to members which is private, confidential, or of a personal nature, they are advised that it is confidential.
 - B.** We will not share correspondence with one member with any other without the former's express consent nor will we share information about a constituent with any member without the constituent's express consent.
 - C.** We will take steps to ensure that as many committee reports as possible can be considered in the public domain – and that, where possible, exempt or confidential information is included in an exempt or confidential appendix.
 - D.** We will endeavour to include any member who may not belong to any group or alliance when corresponding with political groups.
 - E.** We will remember that members have both statutory and common law rights to access documents relating to local authority proceedings, whether or not they are members of the committee or sub-committee in question. In this respect statutory rights include reports submitted to committees and subcommittees and background papers, with the exception of documents which disclose exempt information falling within paragraphs 1 to 5, 7, 9, 11, 12 and 14 of Part I of Schedule 7A of the Local Government Act (Scotland) 1973. In the main, this is information relating to:-
 - i.** members
 - ii.** officers or former officers
 - iii.** potential occupiers, occupiers or former occupiers of Council property
 - iv.** applicants for or recipients, or former recipients, of financial assistance and Council services
 - v.** the care of children

- vi. the supervision and care of certain individuals
 - vii. terms to be negotiated for contracts
 - viii. information relating to consultations or negotiations in connect with labour relations
 - ix. instructions and advice from Counsel or certain advice in respect of legal proceedings or the resolution of a legal matter
 - x. any action taken or to be taken in connection with prevention, investigation or prosecution of crime.
- 6.1.4 Common law rights are wider than those provided for by statute and give members access to some reports or background material including exempt reports. This right is based on a need to know, or information which is necessary to enable the Councillor to perform his or her duties. The principle is commonly referred to as the “need to know” principle. It does not include information which cannot be disclosed by virtue of the Data Protection Act or information relating to the internal operations of a political party to which the member requesting the information does not belong. In the event of any disagreement on whether or not a member should have access to a report, the matter should be referred to the Monitoring Officer.
- 6.1.5 As Directors we acknowledge and understand the importance of our relationships with conveners and will ensure that conveners are kept fully informed, as appropriate, of all developments relating to their committees.

7. Customer Focus

As members and officers we understand that customer focus is part of the duties of every member and officer and we will work together to improve the services which the Council delivers.

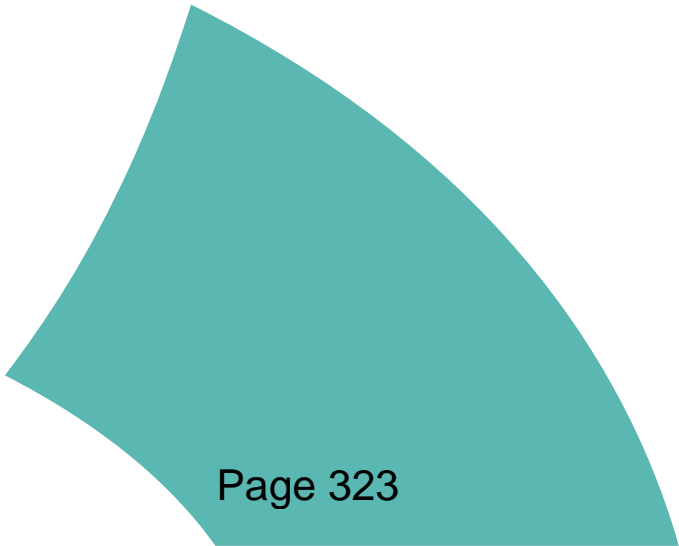
7.1 Members as private individuals

- 7.1.1 Officers will occasionally need to contact members as private individuals. Where such contact is other than routine, officers should (i) advise the appropriate Chief Officer, who should seek the advice of the Monitoring Officer, and (ii) advise members clearly if they are being contacted as a private individual. Members so contacted should seek the advice of the Monitoring Officer.
- 7.1.2 The Monitoring Officer will then consider if any further steps require to be taken to ensure the integrity of the Council’s decision making processes.
- 7.1.3 Officers should mark any non routine correspondence to members as private individuals as private and confidential.
- 7.1.4 Where a member does not respond to correspondence within such a timescale as may have been specified, the matter shall be escalated to the appropriate Chief Officer.
- 7.1.5 Where an officer is required to meet a member in a private capacity, the location of any meeting shall be agreed by the appropriate Chief Officer. This can be in the member’s office in the Town House.

8. Further Reference

The following documents provide additional guidance on this protocol:-

- [Councillors' Code of Conduct](#)
- Guidance on Councillors' Code of Conduct
- All Standards Commission Advice Notes for Councillors
- Employee Code of Conduct
- [Communications Policy](#)
- [Standing Orders for Council, Committees and Sub Committees](#)
- [Powers Delegated to Officers](#) ~~Scheme of Delegation~~
- [Financial Regulations](#)
- Procurement Regulations
- Terms of Reference
- Follow Me - A Guide To Social Media For Elected Members In Scotland
- Social Media Guidance for Employees
- Guiding Principles
- CIPFA/IFAC Framework
- CIPFA/SOLACE Guidance



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ABERDEEN CITY COUNCIL

COMMITTEE	Council
DATE	03 March 2021
EXEMPT	No
CONFIDENTIAL	No
REPORT TITLE	Treasury Management Policy
REPORT NUMBER	RES/21/035
DIRECTOR	Steven Whyte
CHIEF OFFICER	Jonathan Belford
REPORT AUTHOR	Neil Stewart
TERMS OF REFERENCE	5 and 6

1. PURPOSE OF REPORT

- 1.1 To outline the Council's Treasury Management Policy for 2021/22 to 2023/24, for approval.

2. RECOMMENDATION(S)

That Council: -

- 2.1 Approve the Council's Treasury Management Policy for 2021/22 to 2023/24 as detailed at Appendix 1. This includes the Treasury Management Policy Statement, Borrowing Policy, Investment Policy and Counterparty list.

3. BACKGROUND

Introduction

- 3.1 The Council approved a Treasury Management Policy for the financial years 2020/21 to 2022/23 on 2 March 2020. Part of this policy is to report annually on a policy which covers future financial years. A final report reviewing Treasury Management activities for the year, as well as a mid-year review report, will also be presented to full Council, in due course.
- 3.2 Councils are required by the Local Government Capital Expenditure Limits (Scotland) Regulations 2004 to have regard to the Prudential Code for Capital Finance in Local Authorities ("the Code") when carrying out their duties under part 7 of the Local Government in Scotland Act 2003.
- 3.3 It is a requirement of this Code that Treasury Management is carried out in accordance with good professional practice. The Code requires compliance with the CIPFA "Code of Practice for Treasury Management in the Public Services", which this Council does. The CIPFA Code of Practice state that Treasury Management reports must be approved by full Council.

- 3.4 Historically, the Council's annual programme of capital investment has been funded by Treasury Management activities, such as additional long-term borrowing.

Treasury Management Policy 2021/22 to 2023/24

- 3.5 The proposed Treasury Management Policy for 2021/22 to 2023/24 is set out in detail at Appendix 1 and is subject to annual review. The style of the policy has been revised in line with the Council's latest policy format, however the policy content remains consistent.

Treasury Management Policy Statement 2021/22 to 2023/24

- 3.6 The proposed Treasury Management Policy Statement for 2021/22 to 2023/24 is set out in detail in Appendix 1, Section 5.1, for approval. The Policy Statement uses a form of words as recommended by CIPFA in its Code of Practice for Treasury Management in the Public Services.

Borrowing and Investment Policies 2021/22 to 2023/24

- 3.7 There are no key changes within either the Council's Borrowing and Investment Policies for 2021/22 to 2023/24.
- 3.8 The Council's proposed Borrowing Policy for 2021/22 to 2023/24 is set out in detail at Appendix 1, Section 5.2 for approval. The Council's proposed Investment Policy for 2021/22 to 2023/24 is set out in detail at Appendix 1, Section 5.4 for approval.
- 3.9 The process of setting these policies takes account of the pre-existing structure of the Council's debt and investment portfolios. The limits on fixed rate debt and variable rate debt within this Treasury Management policy may be subject to further change, in line with market conditions. However, any such change to these limits would be reported to Council.
- 3.10 One of the key areas of the Local Government Investments (Scotland) Regulations 2010 (the "investment regulations") is permitted investments. Under the regulations and the associated Finance Circular 5/2010, local authorities are required to set out in their policy the types of investment that they will permit in the financial year. These are known as permitted investments. The Council is required to set a limit to the amounts that may be held in such investment types at any time in the year, although some types of investment may be classed as unlimited, e.g. Bank deposits (subject to individual Counterparty list limits).
- 3.11 Permitted Investment instruments identified for use in the financial years 2021/22 to 2023/24 are listed in Appendix 1, Section 5.5.

The Investment Policy is also required to identify: -

- the different types of risk that each permitted type of investments are exposed to;
- the objectives for each type of permitted investment;

- details of the maximum value and maximum period for which funds may prudently be invested; and
- procedures for reviewing the holding of longer-term investments

Counterparty List

- 3.12 The Council, as part of its Treasury Management Policy, has an approved listing of banks and other financial institutions (the Counterparty list) with which it can undertake short-term money investments.
- 3.13 The Council's Counterparty list is compiled using credit rating information supplied by the major credit rating agencies to Link Asset Services, the Council's appointed Treasury Management advisors.
- 3.14 The Counterparty list was last updated on 2 March 2020, and is attached at Appendix 1, Section 5.7, for approval.

CIPFA Code of Practice for Treasury Management in the Public Services

- 3.15 A revised version of the Treasury Management Code of Practice was issued by CIPFA in December 2017. The Treasury Management Policy Statement, Borrowing and Investment Policy documents contained within this report have been prepared in line with this latest version.

The Prudential Code for Capital Finance in Local Authorities

- 3.16 Similarly a revised version of the Prudential Code contained several changes to the governance around Prudential Code borrowing. The main changes were the inclusion of a new Capital Strategy, and the removal of some previously reported indicators.
- 3.17 The Capital Strategy will demonstrate that the Council takes capital expenditure and investment decisions in line with service objectives and properly takes account of stewardship, value for money, prudence, sustainability and affordability. The Capital Strategy will also set out the long-term context in which capital expenditure and investment decisions are made and give due consideration to both risk and reward and impact on the achievement of priority outcomes.
- 3.18 The Capital Strategy will be developed, reported for approval and implemented in due course.
- 3.19 The ability for the Council to set the scope and size of its capital plans remains unrestricted, but the prudential system processes have been strengthened to set out greater consideration of prudence, with sustainability and risk reporting to be improved through governance procedures.
- 3.20 The Council remains required to comply with the requirements of the Prudential Code. This includes the setting of several Prudential Indicators.

- 3.21 Included within these indicators are several Treasury Management Indicators for External Debt boundaries. The Code does state “It will probably not be significant if the operational boundary is breached temporarily on occasions due to variations in cash flow. However, a sustained or regular trend above the operational boundary would be significant and should lead to further investigation and action as appropriate”.
- 3.22 The Council has in place an early warning system to highlight when these indicators are likely to be breached. No indicators were breached during the previous year.
- 3.23 The Prudential Indicators 2021/22 to 2025/26 will be considered and approved by Council at its budget meeting on 2nd March 2021.

National Limit on Local Authority Borrowing

- 3.24 HM Treasury has a reserve power to limit local authority borrowing for 'national economic reasons'. Legislation specifies that any such 'National Limit' would be used to protect the country's economic interest if local borrowing under the Prudential Code, albeit prudent locally, were unaffordable nationally.
- 3.25 In principle, a national limit could be set at any point during any financial year. Any such national limit would be implemented, based on local authorities outstanding borrowing with all future borrowing being reduced proportionately. There are no known plans for the introduction of a national limit.

4. FINANCIAL IMPLICATIONS

- 4.1 Treasury Management activities influence the loans pool interest rates and aims to minimise the cost of borrowing. This directly impacts on costs chargeable to the Council's revenue budgets through the interest rates that are applied to capital financing costs. Whilst the level of borrowing a Council can undertake is now devolved from the Scottish Government to individual Councils, it will still be constrained by the requirement for capital investment to be affordable, sustainable and prudent. The main test of affordability will be whether the capital financing costs can be contained within the revenue budgets.

5. LEGAL IMPLICATIONS

- 5.1 There are no direct legal implications arising from the recommendations of this report, however it should be noted that the issuance of the Bonds requires the Council to comply with the Market Abuse Regulations, the Disclosure and Transparency Rules, the Listing Rules and ongoing obligations as set out in the London Stock Exchange Admission and Disclosure Standards.

6. MANAGEMENT OF RISK

Category	Risk	Low (L) Medium (M) High (H)	Mitigation
Financial	Loss of deposit in a failed bank or financial institution	L	The Council has strict lending criteria, only financial institutions with the highest credit ratings are included on the Council's Counterparty list. The list is compiled in conjunction with the Council's Treasury Advisors and is under constant review.

7. OUTCOMES

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

8. IMPACT ASSESSMENTS

Assessment	Outcome
Impact Assessment	Not Required
Data Protection Impact Assessment	Not Required

9. BACKGROUND PAPERS

- 9.1 CIPFA "Code of Practice for Treasury Management in the Public Services";
CIPFA "The Prudential Code for Capital Finance in Local Authorities";
Link Asset Services "Treasury Management Annual Investment Strategy";
Scottish Government "The Investment of Money by Scottish Local Authorities".

10. APPENDICES

- 10.1 Appendix 1 - Treasury Management Policy for 2021/22 to 2023/24

11. REPORT AUTHOR CONTACT DETAILS

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Treasury Management Policy: Borrowing and Investment

Approved by Council on
3rd March 2021

Document Control

Approval Date	03/03/2021
Implementation Date	01/04/2021
Policy Number	-
Policy Author(s) and Owner	Neil Stewart, Jonathan Belford
Approval Authority	Council
Scheduled Review	Annually
Changes	Format change only, no policy changes

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1. Purpose Statement

- 1.1 This policy outlines the Council's approach to its Treasury Management activities, including Borrowings and Investments, for financial years 2021/22 to 2023/24. The policy is subject to an annual review.
- 1.2 The policy statement uses a form of words as recommended by CIPFA in its Code of Practice for Treasury Management in the Public Services.

2. Application and Scope Statement

- 2.1 The policy sets out the framework that which the Council's Borrowing and Investment strategies will work within.
- 2.2 Treasury Management activities influence the loans pool interest rates and aims to minimise the cost of borrowing. This directly impacts on costs chargeable to the Council's revenue budgets through the interest rates that are applied to capital financing costs.

3. Responsibilities

- 3.1 It shall be the responsibility of the Chief Officer - Finance, or designated officer, to ensure that this policy is kept up to date and is monitored for its effectiveness. The policy shall be reviewed annually to take account of changes in regulations, statute or professional guidance.
- 3.2 The Chief Officer - Finance, as the "Proper Officer", in terms of Section 95 of the Local Government (Scotland) Act 1973, shall be the adviser on financial matters to the Council and all its Committees. S/he shall be responsible for the proper administration of the Council's financial affairs.
- 3.3 The policy is implemented and applied on a day-to-day basis by the Accountant (Treasury).

4. Supporting Procedures & Documentation

- 4.1 The Council is required by the Local Government Capital Expenditure Limits (Scotland) Regulations 2004 to have regard to the Prudential Code for Capital Finance in Local Authorities ("the Code") when carrying out its duties under part 7 of the Local Government in Scotland Act 2003.
- 4.2 It is a requirement of this Code that Treasury Management is carried out in accordance with good professional practice. The Code requires compliance with the CIPFA "Code of Practice for Treasury Management in the Public Services", which the Council does. The CIPFA Code of Practice states that Treasury Management Strategy reports must be approved by full Council.

4.3 A revised version of the Treasury Management Code of Practice was issued by CIPFA in December 2017. The Treasury Management Policy Statement, Borrowing and Investment Strategy documents contained within this report have been prepared in line with this latest version.

4.4 CIPFA's Code of Practice recommends that Treasury Management policy should be reported to full Council at least annually. A year-end report reviewing Treasury Management activities for the year, and a mid-year review, are also presented to full Council, as per CIPFA's recommendations.

5. Policy Statement

5.1 TREASURY MANAGEMENT POLICY STATEMENT FOR 2021/22 TO 2023/24

Aberdeen City Council will adopt the CIPFA Treasury Management in the Public Services Code of Practice. The Council will also have regard to the Local Government Investment (Scotland) Regulations 2010.

The Council defines its treasury management activities as:

The management of the organisation's investments and cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks.

The Council regards the successful identification, monitoring and control of risk to be the prime criteria by which the effectiveness of its treasury management activities will be measured. Accordingly, the analysis and reporting of treasury management activities will focus on their risk implications for the organisation.

The Council acknowledges that effective treasury management will provide support towards the achievement of its business and service objectives. It is therefore committed to the principles of achieving value for money in treasury management, and to employing suitable comprehensive performance measurement techniques, within the context of effective risk management.

The Council's appointed Treasury Advisors are Link Asset Services. Their expertise will continue to be used by the Council in making Treasury decisions in areas such as debt rescheduling, interest rate forecasts, market conditions, advice on new types of financial instruments and compiling the Council's Counterparty list.

5.2 BORROWING POLICY FOR 2021/22 TO 2023/24

Under the Prudential Code previous borrowing restrictions linked to consents no longer apply. With Public Works Loans Board (PWLB) rates at historic low levels in periods from 40 to 50 years, our policy would be to borrow, if required, in these periods to take advantage of those rates. Rates are monitored on an on-going basis to determine the optimum time to undertake any necessary borrowing. When decisions on new borrowing are being made, due consideration must also be given to the Council's Debt Maturity Profile.

Approximately 45% of the Council’s borrowing is in long-term fixed rate PWLB loans. Whilst there is no immediate intention to reschedule these debts, if opportunities arise to do so that will result in a decrease in the Council’s cost of borrowing then these will be fully examined to determine whether this represents Best Value. Due care and attention to IFRS 9 will be examined prior to entering any such commitment.

It is recommended that the Council sets an upper limit on its fixed interest rate exposures for 2021/22, 2022/23 and 2023/24 of 100% of its net outstanding principal sums.

It is further recommended that the Council sets an upper limit on its variable interest rate exposures for 2021/22, 2022/23 and 2023/24 of 30% of its net outstanding principal sums. This means that the Chief Officer - Finance will manage fixed interest rate exposures within the range 70% to 100% and variable interest rate exposures within the range 0% to 30%.

It is recommended that the Council sets upper and lower limits for the maturity structure of its borrowing as follows:

Amount of projected borrowing that is fixed rate maturing in each period as a percentage of total projected borrowing that is fixed rate:

	<u>Upper limit</u>	<u>Lower limit</u>
Under 12 months	20%	0%
12 months and within 24 months	20%	0%
24 months and within 5 years	50%	0%
5 years and within 10 years	75%	0%
10 years and above	90%	25%

The Council will not borrow more than or in advance of its needs purely in order to profit from the investment of the extra sums borrowed. Any decision to borrow in advance will be considered carefully to ensure value for money can be demonstrated and that the Council can ensure the security of such funds.

5.3 STATUTORY REPAYMENT OF LOANS FUND ADVANCES

The Council is required to set out its policy for the statutory repayment of loans fund advances prior to the start of the financial year. The repayment of loans fund advances ensures that the Council makes a prudent provision each year to pay off an element of the accumulated loans fund advances made in previous financial years.

For Loans Fund balances outstanding as at 1 April 2019, the policy will be to adopt a simplified prudent approach that uses an average Loans Fund repayment period of 40 years, applying an annuity method. The interest rate used for the annual repayment will be 5%, with this being the average consolidated rate on the Councils external borrowing for the period 2003/04 to 2018/19.

The average life and average interest rate will be kept under review each year to ensure they remain prudent.

The policy is subject to the following details:

- An average Asset life for the year's total advances will normally be used. There will not be separate schedules for the components of a building (e.g. plant, roof etc).
- The Average Asset Life will be determined by the Chief Officer - Finance.
- The interest rate used in the annuity calculation will be determined by the Chief Officer - Finance.
- Loans Fund Repayments will commence in the year following the year in which capital expenditure financed from borrowing is incurred, except for assets under construction where repayments will be deferred until the year after the asset becomes operational.
- Other methods to provide for debt repayment may occasionally be used in individual cases where this is consistent with the statutory duty to be prudent, as justified by the circumstances of the case, at the discretion of the Chief Officer - Finance.
- If appropriate, shorter repayment periods (i.e. less than the asset life) may be used for some or all new borrowing.
- The policy will aim to support the maintenance of a balanced and sustainable HRA business plan.
- Where revenue contributions or specific grants are received from government or other sources that can be associated with the debt financing costs of capital investment, then the repayments will be profiled in line with the income profile (e.g. TIF, City Deal). These will be kept under review to ensure the provision for repayment remains prudent.
- The Council may make additional voluntary debt repayment provision from revenue or capital resources. In this case, the Chief Officer - Finance may make an appropriate reduction in later years' levels of Loans Fund Repayments.

The policy was previously approved by the City Growth & Resources committee on 25 April 2019 and can be viewed via the following link:

<https://committees.aberdeencity.gov.uk/ielListDocuments.aspx?CId=618&MId=6191&Ver=4>

5.4 INVESTMENT POLICY FOR 2021/22 TO 2023/24

The Council's investment priorities are: -

- (a) the security of capital and
- (b) the liquidity of its investments.

The policy is designed to ensure that the Council complies with all applicable legislation and regulation relating to the management of portfolio liquidity risk and has robust controls in place to protect the financial soundness of this Council.

The policy must be read in conjunction with all applicable operational policies. The policy is aligned with the low risk appetite of this Council and fundamentally with the two key principles of preservation of capital and guarantee of liquidity of the investments. The policy has also been designed to provide the Council with the flexibility to obtain an adequate return on its investments in line with predefined levels of security and liquidity.

The Council's approved counterparty list will be adhered to when making short-term investments and reviewed as necessary. This ensures that only those counterparties with the highest credit ratings are used within the maximum limits set. If it is considered necessary to make any changes to the list Committee approval will be sought.

Prior to the introduction of the current investment regulations, investments made by Scottish local authorities were limited to one year. This restriction was removed from 1st April 2010 and the Council accordingly has used these powers when such investing is both appropriate and attractive, while respecting the key principles of preservation of capital and guaranteeing the liquidity of the investments.

Rates offered by approved counterparties are to be monitored on an on-going basis to determine the optimum time to undertake any investments. When decisions on new investments are being made, due consideration must also be given to the Council's projected cashflow position.

The Local Authority investment market may develop new investment products, in line with current investment regulations. In order to protect against any possible loss of income, the power to add a new investment instrument to the list of Permitted Investments, should be delegated to the Chief Officer - Finance. Any such approval would be reported at the next full Council meeting.

Liquidity of its investments is a key priority of the Council. To ensure good availability of liquidity for cashflow purposes, no more than 50% of the Council's available investments should be placed in longer-term, fixed rate investments. The remainder will be kept in highly liquid investments and invested on a short-term basis, using either Bank deposits or "Aaa"/"AAA" rated Money Market Funds.

Any change in the level of liquidity held will require approval from the Chief Officer - Finance and will be reported at the next full Council meeting.

The level of liquidity required at any given time will be based on several factors, including:

- (a) the Council's cashflow requirements over the months ahead. This would include any known payments to third parties, loan repayments etc.
- (b) the level of surplus funds administered on behalf other bodies such as the Pension Fund, ALEOs and Trusts, as these funds may be called back at any time by the bodies.
- (c) any payment with regards to capital projects which may require financing at short notice.

5.5 LIST OF PERMITTED INVESTMENTS

This Council approves the following forms of investment instrument for use as permitted investments: -

DEPOSITS - Unlimited (subject to individual Counterparty list limits)

- Debt Management Agency Deposit Facility
- Term deposits – local authorities (as per Counterparty list)
- Call accounts – banks and building societies (as per Counterparty list)
- Term deposits – banks and building societies (as per Counterparty list)
- Fixed term deposits with variable rate/maturities (Structured deposits, as per Counterparty list)

COLLECTIVE INVESTMENT SCHEMES - £300m

- Government Liquidity Funds
- Money Market Funds (subject to individual Counterparty list limits)
- Enhanced cash funds
- Gilt Funds
- Bond Funds
- Multi-Asset Fund

GOVERNMENT SECURITIES - £100m

- Treasury Bills
- UK Government Gilts
- Bond issuance (from financial institution guaranteed by UK Government)
- Bonds issued by multi-lateral development banks

CORPORATE SECURITIES - £10m

- Certificates of deposit (as per Counterparty list)

PERMITTED INVESTMENTS - NON-TREASURY INVESTMENTS

- The Council can also invest in the following areas, which are out with the Treasury Management scope and would be subject to separate committee approval: -
 - a) All shareholding, unit holding and bond holding, including those in a local authority owned company;
 - b) Loans to a local authority company or other entity formed by a local authority to deliver services, including Joint Venture entities;
 - c) Loans made to third parties;
 - d) Investment properties.

5.6 OBJECTIVES OF PERMITTED INVESTMENTS

DEPOSITS - The following forms of 'investments' are more accurately called deposits as cash is deposited in an account until an agreed maturity date or is held at call.

- Debt Management Agency Deposit Facility (DMADF) – This offers the lowest risk form of investment available to local authorities as it is effectively an investment placed with the Government. As it is low risk it also earns low rates of interest. The longest period for a term deposit with the DMADF is 6 months.

- Term Deposits – This is the most widely used form of investing used by local authorities. It offers a much higher rate of return than the DMADF. In addition, longer term deposits offer an opportunity to increase investments returns by locking in high rates ahead of an expected fall in the level of interest rates.
- Call accounts – The objectives are as for Term Deposits, but with instant access to recalling cash deposited. This generally means accepting a lower rate of interest than that which could be earned from the same institution by making a term deposit. Use of call accounts is highly desirable to ensure that the authority has ready access to cash for liquidity purposes.
- Fixed term deposits with variable rate/maturities – This encompasses all types of structured deposits. There has been considerable change in the types of structured deposits brought to the market over the last few years, some of which are already no longer available. In view of the fluid nature of this area, this section allows flexibility to adopt new instruments as and when they are brought to the market.
- Deposits with Counterparties currently in receipt of government support/ownership – These banks offer another dimension of creditworthiness in terms of Government backing through either partial or full direct ownership. The view of this authority is that such backing makes these banks attractive institutions with whom to place deposits.

COLLECTIVE INVESTMENT SCHEMES -

- Money Market Fund (MMF) – By definition, MMFs are AAA rated and are widely diversified, using many forms of money market securities including types which this authority does not currently have the expertise or capabilities to hold directly. Money Market Funds can have either a constant net asset value (CNAV) or a low volatility net asset value (LVNAV).

Due to the high level of expertise of the fund managers and the huge amounts of money invested in MMFs, and the fact that the weighted average maturity (WAM) cannot exceed 60 days, MMFs offer a combination of high security, instant access to funds, high diversification and good rates of return compared to equivalent instant access facilities. They are particularly advantageous in falling interest rate environments as their 60-day WAM means they have locked in investments earning higher rates of interest than are currently available in the market.

MMFs also help an authority to diversify its own portfolio and offer an effective way of minimising risk exposure while still getting much better rates of return than available through the DMADF.

- Government Liquidity Funds – These are the same as money market funds (see above) but only invest in government debt issuance with highly rated governments. Due to the higher quality of underlying investments, they offer a lower rate of return than

MMFs. However, their net return is typically on a par with the DMADF, but with instant access.

- Enhanced cash funds – These funds are similar to MMFs, can still be AAA rated but have variable net asset values (VNAV). They aim to achieve a higher yield and to do this either take more credit risk or invest out for longer periods of time, which means they are more volatile.

These funds can have WAMs and Weighted Average Life (WALs) of 90 – 365 days or even longer. Their primary objective is yield and capital preservation is second. They therefore are a higher risk than MMFs and correspondingly have the potential to earn higher returns than MMFs.

- Gilt Funds – These are funds which invest only in UK Government gilts. They offer a lower rate of return than bond funds but are highly rated both as a fund and through investing only in highly rated government securities. They offer a higher rate of return than investing in DMADF, but they do have an exposure to movements in market prices of assets held.
- Bond Funds – These can invest in both government and corporate bonds. This therefore entails a higher level of risk exposure than gilt funds and the aim is to achieve a higher rate of return than normally available from gilt funds by trading in non-government bonds.
- Multi-Asset Fund – These funds contain a combination of asset classes (such as cash, equity or bonds) and therefore increase the diversification of an investment. This reduces risk/volatility but can also impact upon potential returns. Funds can be tailored to suit an investors tolerance of risk.

GOVERNMENT SECURITIES – The following types of investments are where a local authority directly purchases a particular investment instrument - a security. It has a market price when purchased and that value can change during the period the instrument is held until it matures or is sold. The annual earnings on a security is called a yield - it is normally the interest paid by the issuer divided by the price paid, unless the security is initially issued at a discount (e.g. treasury bills).

- Treasury Bills – These are short term bills (up to 12 months, although none have ever been issued for this maturity) issued by the Government and so are backed by the sovereign rating of the UK. The yield is higher than the rate of interest paid by the DMADF and another advantage compared to a time deposit in the DMADF is that they can be sold if there is a need for access to cash at any point in time. However, there is a spread between purchase and sale prices so early sales could incur a net cost during the period of ownership.
- UK Government Gilts – These are longer term debt issuance by the UK Government and are backed by the sovereign rating of the UK. The yield is higher than the rate of

interest paid by the DMADF and another advantage compared to a time deposit in the DMADF is that they can be sold if there is a need for access to cash at any point in time. However, there is a spread between purchase and sale prices so early sales may incur a net cost. Market movements that occur between purchase and sale may also have an adverse impact on proceeds. The advantage over Treasury bills is that they generally offer higher yields the longer it is to maturity, if the yield curve is positive.

- Bond issuance (from financial institution guaranteed by UK Government) – This is similar to a gilt due to the Government guarantee.
- Bonds issued by multi-lateral development banks (MLDBs) – These are similar to both gilts and bond issuance but are issued by MLDBs which are typically guaranteed by a group of sovereign states e.g. European Bank for Reconstruction and Development.

CORPORATE SECURITIES – The following types of investments are where a local authority directly purchases a particular investment instrument – a security. It has a market price when purchased and that value can change during the period it is held until it is sold. The annual earnings on a security is called a yield – the interest paid by the issuer divided by the price paid. These are similar to government securities although they generally have a higher risk than government debt and as such earn higher yields.

- Certificates of deposit (CDs) – These are shorter term securities issued by deposit taking institutions (mainly financial institutions). They are negotiable instruments, so can be sold ahead of maturity and purchased after they have been issued. However, that liquidity can come at a price, where the yield could be marginally less than placing a deposit with the same bank as the issuing bank.

PERMITTED INVESTMENTS - NON-TREASURY INVESTMENTS

- The Council recognises that investment in other financial assets and property primarily for financial return, taken for non-treasury management purposes, requires careful investment management. Such activity includes loans supporting service outcomes, investments in subsidiaries/ALEOs, and investment property portfolios.

5.7 COUNTERPARTY LIST

Deposits up to 12 months

All the banks listed in this category have a suggested duration of 12 months from our treasury advisors, Link Asset Services credit rating list – i.e. the highest rated

UK Nationalised and Part Nationalised Banks - £30m limit

The Royal Bank of Scotland Group plc
(includes Royal Bank of Scotland plc, National Westminster Bank plc)
(actual rating overridden by the significant UK Govt. Ownership, i.e. >20%)

UK Banks - £30m limit

HSBC Bank plc
Lloyds Banking Group (includes Bank of Scotland)
Handelsbanken PLC

Other Banks - £20m limit

Countries with a minimum of AA+ Sovereign rating and Banks with a suggested duration of 12 months from LAS credit rating list – i.e. the highest rated

Australia - AAA

Australia and New Zealand Banking Group Ltd.
Commonwealth Bank of Australia
National Australia Bank Ltd.
Westpac Banking Corp.

Canada - AAA

Bank of Montreal
Bank of Nova Scotia
Canadian Imperial Bank of Commerce
Royal Bank of Canada
Toronto-Dominion Bank

Finland – AA+

Nordea Bank ABP

Germany - AAA

DZ BANK AG Deutsche Zentral-Genossenschaftsbank
Landwirtschaftliche Rentenbank
NRW.BANK

Netherlands - AAA

Bank Nederlandse Gemeenten N.V.
Coöperatieve Rabobank U.A.
ING Bank N.V.

Singapore - AAA

DBS Bank Ltd.

Oversea-Chinese Banking Corp. Ltd.

United Overseas Bank Ltd

Sweden - AAA

Skandinaviska Enskilda Banken AB (SEB)

Svenska Handelsbanken AB

Swedbank AB

Switzerland - AAA

UBS AG

UK Local Authorities (including Police Authorities) – £20m limit
(per authority)

Deposits up to 6 months

UK Banks - £20m limit

Abbey National Treasury Services PLC

Barclays Bank PLC

Close Brothers Ltd

Goldman Sachs International Bank

Santander UK PLC

Standard Chartered Bank

Sumitomo Mitsui Banking Corporation Europe Ltd

UK Building Societies - £10m limit

Coventry Building Society

Nationwide Building Society

Deposits up to 3 months

Council's Bankers - £30m limit

Clydesdale Bank plc

UK Building Societies - £10m limit

Leeds Building Society

Skipton Building Society

Yorkshire Building Society

Collective Investment Schemes

Money Market Funds - £30m limit

Aberdeen Liquidity Fund – Sterling

Deutsche Managed Sterling Fund

Federated Short Term Sterling Prime Fund

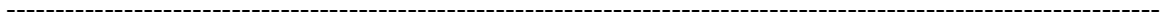
Goldman Sachs Sterling Liquid Reserve Fund

HSBC Sterling Liquidity Fund

Insight Liquidity Fund

Morgan Stanley Sterling Liquidity Fund

State Street Global Advisors GBP Liquidity Fund



6. Definitions

6.1 CIPFA Treasury Management in the Public Services Code of Practice

This is the CIPFA guidance document that all local authorities must follow for their treasury management activities.

6.2 Counterparty list

This is an approved listing of banks and other financial institutions with which the Council can undertake short-term money investments. The list is compiled using credit rating information supplied by the major credit rating agencies to Link Asset Services, the Council's appointed Treasury Management advisors.

6.3 Prudential Code

A CIPFA produced framework to support local strategic planning, local asset management planning and proper option appraisal. The objectives of the Code are to ensure that the capita; investment plans of local authorities are affordable, prudent and sustainable.

6.4 Public Works Loan Board

Operated by the UK Debt Management Office (DMO) on behalf of HM Treasury, to provide loans to local authorities from the National Loans Fund to support capital projects.

6.5 Debt Maturity Profile

A list/chart of loans/debt expressed in the order of their principal repayment dates.

6.6 Loans Fund Advances

The mechanism used to distribute both principal and interest costs for external borrowing, to the appropriate internal Council departmental budgets.

6.7 Money Market Funds

These funds collective investment schemes which are AAA rated. These fund portfolios are widely diversified, using many forms of investment types in order to produce a sustainable level of return to investors.

6.8 Liquidity

The availability of liquid assets/cash on hand, in order for the Council to meet its financial obligations.

7. Risk

7.1 TREASURY RISKS AND CONTROLS

All treasury borrowing and investments are subject to the following risks: -

7.2 Credit and counterparty risk: this is the risk of failure by a counterparty (bank or building society) to meet its contractual obligations to the organisation particularly as a result of the counterparty's diminished creditworthiness, and the resulting detrimental effect on the organisation's capital or current (revenue) resources. There are no counterparties where this risk is zero although AAA rated organisations have the highest, relative, level of creditworthiness.

Control: This authority has set minimum credit criteria to determine which counterparties and countries are of sufficiently high creditworthiness to be considered for investment purposes.

7.3 Liquidity risk: this is the risk that cash will not be available when it is needed. While it could be said that all counterparties are subject to at least a very small level of liquidity risk, as credit risk can never be zero. In this document, liquidity risk has been treated as whether instant access to cash can be obtained from each form of investment instrument. However, it has to be pointed out that while some forms of investment e.g. gilts, Certificates of Deposit, corporate bonds can usually be liquidated at short notice if the need arises, there are two caveats: - a) cash may not be available until a settlement date up to three days after the sale, b) there is an implied assumption that markets will not freeze up and so the instrument in question will find a ready buyer.

Control: This authority has a cash flow forecasting system to enable it to determine how long investments can be made for and how much can be invested.

7.4 Market risk: this is the risk that, through adverse market fluctuations in the value of the principal sums an organisation borrows and invests, its stated treasury management policies and objectives are compromised, against which effects it has failed to protect itself adequately. However, some cash rich local authorities may positively want exposure to market risk e.g. those investing in investment instruments with a view to obtaining a long-term increase in value.

Control: This authority does not purchase investment instruments which are subject to market risk in terms of fluctuation in their value.

7.5 Interest rate risk: this is the risk that fluctuations in the levels of interest rates create an unexpected or unbudgeted burden on the organisation's finances, against which the organisation has failed to protect itself adequately. This authority has set limits for its fixed and variable rate exposure in its Treasury Indicators in this report. All types of investment instrument have interest rate risk except for instruments with a variable rate of interest.

Control: This authority manages this risk by having a view of the future course of interest rates and then formulating a treasury management strategy accordingly which seeks to minimise borrowing costs.

7.6 Legal and regulatory risk: this is the risk that the organisation itself, or an organisation with which it is dealing in its treasury management activities, fails to act in accordance with its legal powers or regulatory requirements, and that the organisation suffers losses accordingly.

Control: This authority will not undertake any form of investing until it has ensured that it has all the necessary powers and complied with all regulations.

8. Policy Performance

8.1 Loans Fund Pool Rate – The Council maintains a Consolidated Loans Fund (CLF) under the powers contained in the Local Government (Scotland) Act 1975. All loans raised by the Council are paid into the Fund and all advances to finance capital expenditure are made from the Fund, except projects financed directly from Revenue Accounts.

In essence, the Loans Fund acts as a bank to the Council's Services. The Loans Fund finances the daily cashflow of Services (and either pays or charges interest) as well as deciding the amount of borrowing to undertake to finance capital expenditure. The Treasury section pro-actively manages the Council's debt and investment portfolios with the goal of reducing the overall cost of debt servicing to the Council.

All loans and investment interest and expenses for the year, as well as interest on historic outstanding borrowing, are reflected within the Council's average Loans Pool Rate. The projected pool rate is monitored against an estimate throughout the year, and any adverse movements in this would be reported to the Chief Officer – Finance.

The Loans Pool Rate is the key financial indicator of the effectiveness of Treasury Management Policy. The final rate is reported to full Council as part of the annual Treasury Management Year-End Review report.

8.2 The Council remains required to comply with the requirements of the Prudential Code. This includes the setting of several Prudential Indicators. Included within these indicators are several Treasury Management Indicators for External Debt boundaries.

The Code does state "It will probably not be significant if the operational boundary is breached temporarily on occasions due to variations in cash flow. However, a sustained or regular trend above the operational boundary would be significant and should lead to further investigation and action as appropriate".

The Council has in place an early warning system to highlight when these indicators are likely to be breached. No indicators were breached during the previous year.

9. Design and Delivery

9.1 This policy has taken into consideration organisational design and governance principles of Aberdeen City Council's Operating Model.

9.2 This policy has been designed to allow scope for the use of emerging products, financial instruments and/or services which would improve the effectiveness of the Council's Treasury Management function.

10. Housekeeping and Maintenance

10.1 This policy is constantly monitored throughout the year. In line with CIPFA recommendations, Treasury Management matters are reported to full Council at least 3 times annually: -

- Annual Policy and Strategy Review
- Year End Summary
- Mid-Year Review

Should an urgent matter arise outwith the timing of these reports (e.g. a new Counterparty to be added), then a separate report can be made to full Council for approval.

11. Communication and Distribution

11.1 Although this policy is not published separately, the policy would be available as part of the relevant Council report, and therefore would be accessible through the Committee Reporting section of the Council's website and the Council's Intranet. The policy will be shared with users and stakeholders, such as Internal Audit.

12. Information Management

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

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ABERDEEN CITY COUNCIL

COMMITTEE	Council
DATE	3 March 2021
EXEMPT	No
CONFIDENTIAL	No
REPORT TITLE	Council Climate Change Plan 2021-2025
REPORT NUMBER	COM/21/047
DIRECTOR	Rob Polkinghorne
CHIEF OFFICER	Gale Beattie
REPORT AUTHOR	Alison Leslie
TERMS OF REFERENCE	21

1. PURPOSE OF REPORT

- 1.1 This report seeks approval of the Climate Change Plan 2021-2025: Towards a Net Zero and Climate Resilient Council, which sets a net zero target for Council assets and operations; and outlines actions for this period to reduce carbon emissions and increase resilience to climate change.

2. RECOMMENDATION(S)

That Council:-

- 2.1 Approves the Climate Change Plan 2021 - 2025 (Appendix 1) and notes the scope, approach, governance and milestones in the plan for Council managed assets and operations.
- 2.2 Notes the ultimate and interim targets within the plan to achieve net zero corporate carbon emissions by 2045, against the plan's defined reporting boundary.
- 2.3 Approves the Project Register Summary (Appendix 2) and; instructs the Chief Operating Officer, to (i) progress the delivery of existing projects on the Project Register; (ii) make any changes which are necessary to those projects which are required, or would contribute to the delivery of the plan; and (iii) develop new projects which are required or which would contribute to the delivery of the plan; (always in consultation with relevant Chief Officers, and in accordance with the Council's Scheme of Governance).
- 2.4 Notes the pilot of a Carbon Budget during the financial year 2021-22.
- 2.5 Instructs the Chief Operating Officer to report back to Full Council with a revised 5 year plan in 2025, or earlier if required.

3. BACKGROUND

- 3.1 The Urgent Business Committee approved the Council Energy and Climate Routemap on 6 May 2020, with the decision 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."
- 3.2 In December 2020, Scotland's Climate Change Plan was updated to reflect the policy and actions required to meet the Scottish Government target of net zero greenhouse gas emissions by 2045. The Plan indicates that public sector bodies have a strong leadership role in delivering the transition to net zero.
- 3.3 Greenhouse gas emissions are reported as tonnes of carbon dioxide equivalent (tCO₂e). For the purposes of this report, these are referred to as carbon emissions.
- 3.4 As required by Public Bodies Climate Duties, the Council produces an annual Climate Change Report for approval in October/ November each year by the City Growth and Resources Committee. To meet statutory requirements, the report documents carbon emissions from Council assets and operations, alongside information on actions to reduce the Council's carbon footprint and to adapt to climate change. This will allow Elected Members to monitor our performance in reducing carbon emissions.
- 3.5 Data from the Climate Change Report indicates there has been a 34% reduction in the Council's corporate carbon emissions since statutory reporting commenced in 2015/16. Contributing actions have included connections for 26 public buildings to district heating, a programme of energy efficiency measures, street lighting replacement to LED and introduction of electric and hydrogen vehicles to the Council fleet.

Plan and Project Register

- 3.6 Amendments to climate reporting will require the Council to report a target date for achieving zero direct emissions, or other targets that demonstrate contribution to Scotland achieving emission reduction targets. This will require an increased scale and pace of action. The Climate Change Plan (Appendix 1) sets out the scope of the Council's ambitions, with net zero and interim targets for a reduction in carbon emissions from Council assets and operations. It indicates climate risks affecting the Council and it outlines the project priorities being taken forward to 2025.
- 3.7 The Project Register Summary for the Plan (Appendix 2) was developed by the theme groups (described below at 3.10). It sets emission reduction and climate resilience actions, for Council assets and operations. It includes relevant operational actions from approved programmes including the gold standard new Council house building programme; as well as new actions. In addition, it includes enabling actions to support integration of climate change in Council systems and processes and to build internal awareness and understanding of climate change.

Governance, monitoring and reporting

- 3.8 Full Council is asked to set the strategic direction for Council carbon emissions and adaptation actions up to 2025, through approval of this plan. Scrutiny will be through the Council's Climate Change Report, produced annually to meet requirements of Public Bodies Climate Duties and reported to the City Growth & Resources Committee by the end of November each year.
- 3.9 Officer governance for the development and implementation of this plan has been established. An Oversight Group, led by the Chief Operating Officer has a remit for implementation and delivery of the plan and the project programme, taking a project assurance role to review performance and progress and keep the plan on track. The Oversight Group includes officers from Procurement, Finance, Communications, Corporate Landlord, Data and Insights and from the Net Zero (City) Delivery Unit. Progress reports will be compiled and reported on a quarterly basis to the Council's Performance Board.
- 3.10 Five theme sub groups have been established, with an assigned lead officer, to develop and implement actions in the plan. The theme groups cover: Buildings, Mobility, Other Operations, Leadership and Governance, Awareness and Behaviour Change.

Review

- 3.11 To keep abreast of changes to relevant national legislation, policy, procedure, regulation and guidance, it is proposed the Plan will be reviewed and a new plan brought back to Full Council in 2025. Following this, the plan will be reviewed every 5 years, or earlier if required.

Carbon budget

- 3.12 The Council Energy and Climate Routemap, approved at the Urgent Business Committee in May 2020, included an indicative action to "Consider carbon budget and accounting options, in parallel to our financial systems."
- 3.13 The General Fund Revenue Budget and Capital Programme 2020/21, approved by Council, on 3 March 2020, included the recommendation: "to instruct the Chief Operating Officer to provide the City Growth and Resources Committee, by July 2020, with options on how Carbon Budgeting for Aberdeen City Council could be introduced to support the organisation's climate transition plans." The date of this committee was delayed due to the Covid response and on 28 October 2020, the City Growth and Resources Committee, approved the decision to instruct officers to develop an in-house methodology for a calculating an overarching carbon budget for the Council Energy and Climate Plan; and progressing to break down allocation to Functions and/ or Clusters.
- 3.14 A carbon budget will be piloted for the first financial year of this plan. An indicative carbon budget has been calculated to align with Scottish Government interim target to reduce Scotland's greenhouse gases emissions by at least

75% by 2030 and calculated using a linear trajectory from our baseline year 2015/16. To keep on track will require a reduction in reported emissions of at least 48% lower than the baseline year, by 2025.

- 3.15 In dialogue with relevant officers, the pilot will trial an agreed carbon allocation with a number of Clusters, with allocations based on their influence on relevant policy and action.

4. FINANCIAL IMPLICATIONS

- 4.1 Council, on 3rd March 2020, approved the Council's Revenue Budgets for 2020/21 and Capital Programmes for 2020/21 – 2024/25 which contained funding commitments towards achieving net zero emission targets and climate resilience. This included funding for initiatives that will be delivered under this Plan, such as: fleet vehicle replacement, electric vehicle charging, energy efficiency, heating replacement, property refurbishment and improvements. These funding commitments will be revisited when the Council meets on 10 March 2021 to agree its 2021/22 Revenue Budgets and Capital Programmes for 2021/22 – 2025/26.

- 4.2 In addition, a range of external funding mechanisms are contributing to the delivery of projects. These include, but are not limited to, funding from: European Regional Development Fund for various projects relevant to the Buildings, Mobility and Other operations themes. The Energy Savings Trust, on behalf of Transport Scotland, to support the fleet transition. From the Low Carbon Infrastructure Programme Grant to support district heating expansion and from the Department for Business, Energy and Industrial Strategy (BEIS), Social Housing Decarbonisation Fund Demonstrator to support housing retrofit.

- 4.3 It is anticipated that further funding streams will become available in coming years. Where relevant, new external funding opportunities will be pursued during the course of this plan.

5. LEGAL IMPLICATIONS

- 5.1 Public Bodies Duties under Part 4 of the Climate Change (Scotland) Act 2009 require the Council, in exercising functions, to act in the way best calculated to:
- Contribute to delivery of the Act's greenhouse gas emissions reduction targets (referred to as mitigation).
 - In the way best calculated to help deliver Scotland's adaptation programme (Climate Ready Scotland).

- 5.2 The Council are in general to act in a way in which they consider to be most sustainable through actions and decisions.

- 5.3 The Scottish Government have set their own statutory targets for achieving net-zero emissions, for all greenhouse gases by 2045, with interim targets for reductions of at least 56% by 2020, 75% by 2030, 90% by 2040. It is towards these targets that the Council are to contribute.

5.4 For the next reporting year (1 April 2021 – 31 March 2022) and onwards, the Council are to report additional information in Climate Change Reports, including:

- Where applicable, any targets for reducing indirect emissions of greenhouse gases;
- Where applicable, provide the Council’s target date for achieving zero direct emissions of greenhouse gases.

In addition to this, the Council will also be required to provide the following information:

- Details of how the Council will align spending plans and use of resources to contribute to reducing emissions and delivering the Council’s emission reduction targets.
- Details of how the Council publishes its progress towards the reduction targets.
- Where applicable, the Council will need to detail to what extent it is contributing to the Scottish Government’s programme for emission reduction. Scottish Government guidance on the requirements is still to be published.

6. MANAGEMENT OF RISK

Category	Risk	Low (L) Medium (M) High (H)	Mitigation
Strategic Risk	Failure to address climate risks in the delivery of Council strategic objectives and outcomes.	L	Delivery of this Plan, which includes actions on climate risk and embedding climate change in policy/ strategy.
Compliance	Failure to meet legislative requirements – specifically public bodies climate duties. Failure to keep abreast of legislative changes.	L	Ensure legal ramifications of regulatory changes are understood. Respond to relevant strategic and legislative consultations.
Operational	Lack of understanding on/ planned approach to climate risks affecting Council estate and operations. Insufficient resources to progress action. Competing priorities.	M	Delivery of this Plan. Governance, monitoring and review through the Council Climate Oversight Group.
Financial	Budget pressures - costs to develop/ implement climate change actions. Lack of funding to implement actions.	M	Identify and cost projects, where required to support the delivery of the plan. Unlock external funding opportunities. Collaborative

	Increased costs from failure to address climate risks.		working, where applicable, for economies of scale.
Reputational	Failure to address climate risks/ set a year for net zero corporate emissions. Risk if commitment conflicts with other Council decisions. Risk of delays to progress.	L	Delivery of this Plan. Governance, monitoring and review through the Council Climate Oversight Group. Embed climate change in service planning and decision making.
Environment / Climate	Failure to meet emission reduction target year. Approach is not sufficiently robust to support the financing, delivery and monitoring of internal carbon reduction and adaptation projects.	M	Plan will establish clear monitoring and reporting procedures. Identify sufficient projects to deliver carbon savings. Strategic Environmental Assessment screening for the plan has been undertaken.

7. OUTCOMES

<u>COUNCIL DELIVERY PLAN</u>	
	Impact of Report
Aberdeen City Council Policy Statement	The plan aims to reduce emissions and building climate resilience in the development/ operation of Council buildings, wider estate and operations. It is relevant to programmes in the Policy statement of: People: 1.Completion of school estate review (P1) and development of estate strategy for next 5-10 years (P2). 2. Development of four new primary schools – Tillydrone, Torry, Milltimber and Countesswells.10.Reduce fuel poverty across our most deprived communities through combined heat and power schemes, including the Energy from Waste Plant, and supporting community owned energy solutions. Place: 7. Build of 2,000 new Council homes. In addition, it aims to explore options that relate to the delivery of Place: 1. Build up our strength in hydrogen technology and 3. Refresh of the Local Transport Strategy.
Aberdeen City Local Outcome Improvement Plan	
Prosperous Economy Stretch Outcomes	The proposals in this report relate to the Council's own assets and operations. However, the development and delivery of Council net zero and resilience actions can indirectly support the delivery

	of LOIP Stretch Outcome 1 – <i>10% increase in employment across priority and volume growth sectors by 2026</i> . This seeks an increase in the number of people employed in growth sectors, including the energy sector.
Prosperous People Stretch Outcomes	The proposals in this report support the delivery of stretch outcome 11 - <i>Healthy life expectancy (time lived in good health) is five years longer by 2026</i> . Actions to reduce carbon emissions; and protect and improve the environment can have a positive impact on health and wellbeing.
Prosperous Place Stretch Outcomes	The proposals in this report support the delivery of stretch outcome 14 - <i>carbon emissions reduction by 42.5% by 2026 and adapting to the impacts of our changing climate</i> . It can contribute to stretch outcome 15 – <i>38% of people walking and 5% of people cycling as main mode of travel by 2026</i> .
Regional and City Strategies	The proposals within this report support Council contribution to a wide number of regional and city strategies, indicated as drivers in the plan. Most specifically, reducing Council emissions contributes to the wider delivery of the Net Zero vision for Aberdeen and Net Zero Council actions under the supporting Strategic Infrastructure Plan – Energy Transition. Actions to increase Council climate resilience contributes to Aberdeen Adapts; the city Climate Adaptation Framework.
UK and Scottish Legislative and Policy Programmes	The report is relevant to the Climate Change Act 2008. It sets out a planned approach to meeting climate duties under the Climate Change (Scotland) Act 2009 and Scottish emission targets set out in the Climate Change (Emissions Reduction Targets) (Scotland) Act 2019. The Plan is also relevant to a range of legislation, policy and programmes which is indicated in the drivers for the plan.

8. IMPACT ASSESSMENTS

Assessment	Outcome
Impact Assessment	Assessment completed.
Data Protection Impact Assessment	Not required.
Strategic Environmental Assessment	Strategic Environmental Assessment, Screening completed. Statutory consultees Scottish Environment Protection Agency (SEPA), Nature Scot and Historic Environment Scotland were in agreement a full SEA is

	not required for the plan. Indicated in a Screening Determination , available on the Council website.
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9. BACKGROUND PAPERS

- Council, 3 March 2020: General Fund Revenue Budget and Capital Programme 2020/21 – RES/20/065
- Urgent Business Committee, 6 May 2020: Council Energy and Climate Routemap – PLA/20/082
- Urgent Business Committee, 6 May 2020: Net Zero Vision and Infrastructure Plan – PLA/20/088
- City Growth & Resources, 28 October 2020: Climate Change Report 2019/20 – COM/20/152

10. APPENDICES

- Appendix 1 Council Climate Change Plan 2021-2025
- Appendix 2 Project Register Summary

11. REPORT AUTHOR CONTACT DETAILS

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Appendix 1

Climate Change Plan 2021-2025:

Towards a Net Zero and Climate Resilient Council

The purpose of this plan is to set out the Council's approach, pathway and actions towards net zero and climate resilient Council assets and operations, by 2045.

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1.0 Executive summary

1.1 Introduction and targets

Following Committee on Climate Change recommendations the UK has pursued ambitious net zero greenhouse gas targets.

Aberdeen City Council recognises the challenge of climate change and the need to reduce emissions to play our part in limiting global emissions, as well as preparing for the impacts of a changing climate. We have been making progress, leading city low carbon technology with 2 hydrogen refuelling stations, a growing hydrogen bus fleet and an innovative energy centre at Aberdeen's event complex.

We have also taken action to reduce the Council's own carbon footprint. Rolling out LED street lighting, expanding the range of electric and hydrogen vehicles in our own fleet; increasing connections to district heating for some of our public buildings and Council housing; and installing several green roofs.

But a transition towards a net zero and climate resilience will require an increased scale of ambition, a faster pace of change and a different way of doing things. Strengthening our climate commitments in May 2020, we approved:

- A **Net Zero Vision for Aberdeen** and supporting **Strategic Infrastructure Plan (SIP)**, which includes a goal for a Net Carbon Zero – Public Sector.
- A **Council Energy and Climate Plan Routemap** setting out phased approaches to developing a plan to reduce emissions from Council assets and activity and to adapt to climate to climate change.

Expanding on the Routemap, this Climate Change Plan 2021 – 2025 aims to demonstrate leadership, state our ambitions and support our progress with public sector climate duties. It sets a net zero target for Aberdeen City Council's own assets and operations and drives a significant increase in actions to reduce carbon emissions and to build resilience. Delivery of the plan will make an active contribution to the Council's wider net zero city commitments.

Our targets

We will achieve net zero corporate carbon emissions* by **2045** at the latest with interim targets of:

- a reduction of at least 48% by 2025
- a reduction of at least 75% by 2030 (against Council 2015/16 reporting baseline)

This plan will be reviewed in 2025 and thereafter every 5 years, or earlier, taking into account changes to legislation, strategy and guidelines.

* For the purpose of this plan, "carbon emissions" refers to tonnes of carbon dioxide equivalent (tCO₂e).

In order to deliver the plan we will:

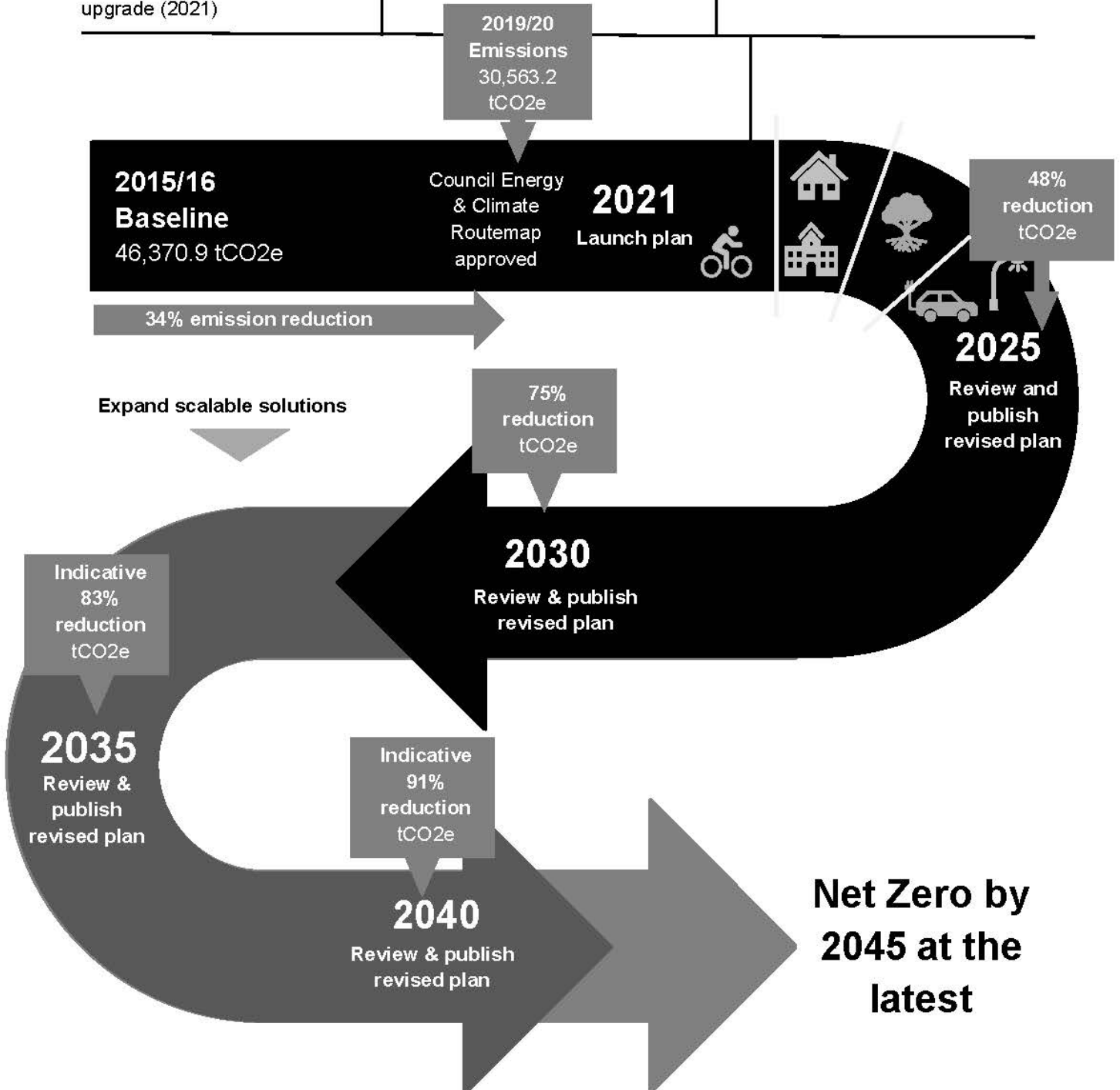
- Be an exemplar for net zero and climate resilience, through actions to reduce direct and indirect emissions and measures to manage the climate risks to our estate and operations.
- Re-shape our operational activity but also, where possible, go beyond this for reductions to our whole carbon footprint and to examine our wider influence.
- Establish partnerships for the delivery of projects.
- Contribute our part to the delivery of:
 - The Scottish Government emission reduction target of Net Zero by 2045 (the "net-zero emission target") - Climate Change (Emission Reduction Targets) (Scotland) Act 2019.
 - Scotland's Climate Change Adaptation Programme.
 - Aberdeen Local Outcome Improvement Plan's, stretch outcome on addressing climate change.

1.2 Key milestones to 2025

Figure 1: key milestones diagram

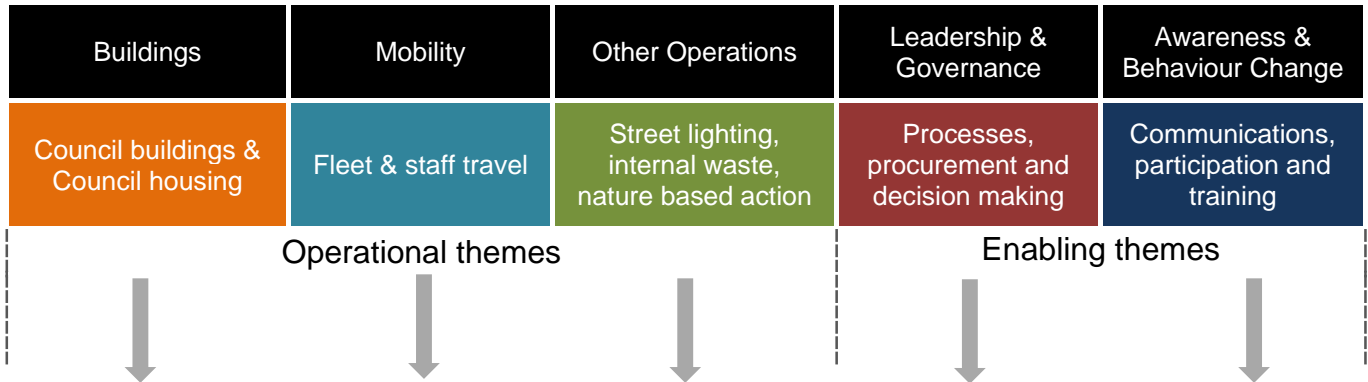
Note: Indicative diagram – information to be plotted on design version

Climate embedded in Council strategy/ policy guidance (2021)	Conversion to dual fuel refuse collection vehicles (2021)	Fleet cars/ small vans decarbonised (2025)
Hydrogen for heat feasibility study (2021)	Fleet optimisation (2022)	100% street lighting LED (2025)
Retrofit pilot, 100 Council homes (2021)	Council carbon budget in place (2022)	Transition to low carbon small machinery (2025)
Marischal College LED lighting upgrade (2021)	2,000 new Council homes Gold Standard (2023)	Expand district heating connections – (ongoing)



1.3 Council Climate Change Plan summary

The plan has **5 themes** covering Council assets and operations:



Each theme has a range of projects up to 2025 – aim to meet **outcomes** of:

Reduced energy demand	Zero emission fleet	Upgraded street lighting	Improved data management	Greater awareness (staff and elected members)
Low carbon/renewable energy	Low carbon fleet infrastructure	Increase in nature based solutions	Climate risk management	Capability building
Increased resilience (buildings)	Reduced emissions from staff travel	Water management	Climate considerations embedded in Strategy & Policy development	Increased participation
Improved standards (buildings)	Resilient design and management - infrastructure	Internal waste minimisation/sustainable catering	Strategic resource allocation	Wider engagement

Our Projects

Our ambition is to achieve a 48% reduction in emissions by 2025.

National net zero targets and adaptation outcomes are driving further changes to legislation, regulation and proposing new statutory and voluntary standards which will emerge during the course of this plan.

Our Project Register will be kept under continuous review and updated as new opportunities and risks are identified.

Where our monitoring indicates we are not on track our governance process allows us to be agile and we will identify additional actions to take us further.

Partnership working is driving many of our actions and we welcome collaborative work to deliver our projects.

1.4 The journey so far

Over and above our city wide net zero actions, key actions have already contributed to a reduction in the Council's own carbon emissions and to increased resilience:

3,603 Council flats and houses; and 26 public buildings and sheltered housing complexes connected to Combined Heat and Power (CHP) Energy Centres in the city.

LED lighting upgrade Bridge of Don Academy.

Building Management System and heating control upgrades for various schools.

Biomass is operating at Aberdeen's Duthie Park.

Our Council Condition and Suitability programme covers energy efficiency improvements.

Energy Performance Certificates EPC's show energy efficiency ratings for Council buildings (over 1,000m²).

Green roofs have been installed at Pets Corner and the Crematorium extension.

The Council was a winner in the 2020 Green Fleet Awards.

A growing electric and hydrogen Council fleet of 20 electric vans, 1 electric compact sweeper, 1 electric mini digger, 3 hydrogen cars, 5 diesel/ hydrogen vehicles, 40 hybrid vehicles, in addition to city hydrogen buses.

Electric and hydrogen vehicles can be booked for Council staff use through the Co-Wheels Car Club.

Electric vehicle charge points installed: 22 - Council fleet, 16 - Car Club, form part of over 100 in the city.

Cycle travel is included in staff mileage. Pool bikes and cycle storage are available in several premises.

Our rolling LED street lighting programme has reduced emissions from street lighting by around 58%.

An award winning wetland area established in Seaton Park, in a space prone to flooding.

Silver Food for Life Award, achieved from the Soil Association for sustainable school meals.

Use of compostable consumables across the board in all Facilities Management Catering sites.

Case study: 179 new Council houses have already been built to Gold Level Technical Standard at Smithfield and Manor Walk. In total the Council's new house building programme will build 2,000 new homes to the gold standard, with the further phases included in this plan.

The programme includes connections and expansions to the Combined Heat and Power network, where practical. It aims to integrate measures, including cycle storage, space for homeworking, green roofs on bin stores and dedicated green space.

At the Manor Walk site the burn was de-culverted, bringing it to the surface to allow for biodiversity with planted marshlands, meadow grass and trees.

1.5 How will we achieve our 2025 target?

Project summary on a page

Deliver project DORIC, a whole house retrofit pilot for 100 houses

Run a pilot for the Net Zero Carbon Standard Public Buildings

Build 4 new schools to EPC A rating, with natural outdoor areas

Develop on site energy schemes - identified new Council houses, schools

Expand connections to existing heat networks & plan wider connections

Build 2,000 in total, new Council houses to Gold Standard 2020-2022

Energy efficiency measures and building upgrades for Council buildings

Install heat pumps, solar PV and battery storage for Kaimhill new homes

Develop the Torry Heat Network connecting to Energy from Waste

Ongoing energy efficiency upgrades for Council housing stock

Feasibility study to inform hydrogen for heat demand

Lighting upgrade to LED, Marischal College

A Fleet Review, identify numbers/ cost for hydrogen and electric vehicles

Replacement of petrol and diesel fleet to hydrogen and electric vehicles

Identify locations, electric vehicle charge points, for fleet and staff vehicles

Convert 42 refuse collection fleet vehicles to dual fuel (hydrogen/ diesel)

Fleet optimisation analysing required fleet vehicle size and numbers

Update the staff travel policy, including a grey fleet review

Increase the number of Co-Wheels Car Club vehicles accessible for staff

Expand secure cycle storage in Council buildings & car parks

Increase use of sensor technology to monitor areas at risk of flooding

Complete LED street lighting replacement programme

Phased Intelligent Street Lighting Programme

Support, promote and integrate circular economy principles

Test the installation and retrofit of blue green infrastructure (BGI)

Mapping blue/ green infrastructure opportunity sites

Pilot low carbon small machinery

Expand a programme of tree planting on Council owned land

Use of local, sustainable, seasonable, products in Council catering

Review, replace old catering equipment with energy efficient models

Develop and implement a carbon budget for the Plan

Establish a platform for collating, monitoring, and reporting climate data

Integrate climate change in our policy, strategy and business cases

Strengthen delivery of climate priorities, through procurement processes

Integrate sustainability in the Council Capability Framework

Develop, launch and maintain a staff green champions network

Develop and implement a staff training plan on climate change

Plan and deliver a staff awareness raising programme

Inform city schools and teachers about Council commitments and actions

2021	2022	2023	2024	2025
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2. Plan context

2.1 Background

Climate Change (Scotland) Acts set the legal framework for climate action; with duties for the public sector on reducing emissions, adapting to climate change and reporting annually on progress. The introduction of a net zero target by 2045 by Scottish Government, has required a strengthening of ambition to address climate change across the public sector.

2.2 Key drivers

Global
<ul style="list-style-type: none">• The 2015 Paris Agreement sets a global commitment to limit global warming to 1.5°C.• An Intergovernmental Panel on Climate Change (IPCC) special report 2018, highlighted the need for rapid and far reaching change to reach this target.• The UN Climate Conference COP26 is planned to take place in Glasgow in 2021 and aims to accelerate action towards the goals of the Paris Agreement.• Climate Action is one of the 17 United Nations Sustainable Development Goals, encouraging urgent action to combat climate change and its impacts. Alignment with the SDGs is included in section 7.
National
<ul style="list-style-type: none">• The Climate Change Act 2008 sets a framework for a UK reduction in greenhouse gas emissions and provision for adaptation to climate change.• The Climate Change (Scotland) Act 2009 set climate change duties for public bodies which include:<ul style="list-style-type: none">- contributing to the delivery of national emission targets;- adapting to help deliver the national adaptation programme;- acting sustainably.• The Committee on Climate Change report 2019, Net Zero: the UK's contribution to stopping global warming, was produced in response to a request to reassess the UK's long-term emissions targets. It stated net-zero is necessary, to meet UK commitments as a signatory of the Paris Agreement.• The Climate Change (Emissions Reduction Targets) Act 2019 has amended greenhouse gas emissions targets under the Climate Change (Scotland) Act 2009, with a Scottish Government target to reduce Scotland's greenhouse gases emissions to net-zero* by 2045 at the latest. With interim reduction targets:<ul style="list-style-type: none">- 56% below the baseline by 2020- 75% below the baseline by 2030- 90% below the baseline by 2040• The Climate Change (Duties of Public Bodies: Reporting Requirements) (Scotland) Amendment Order 2020, amends the information public bodies must include in annual Climate Change Reports. Future reports will ask organisations for their target date for zero direct emissions; for reducing indirect emissions; and how they will align spending plans and use of resources to delivering reduction targets. Scottish Government guidance on this is anticipated.• Climate Ready Scotland, the Scottish adaptation programme, was updated in 2019, addressing the risks for Scotland identified in the UK Climate Risk Assessment and through UK Climate Projections (UKCP18).• Scotland's Climate Change Plan Update (CCPu) was published in 2020. This sets out the Scottish Government approach to reaching Net Zero targets. It states Scotland's public sector bodies have a strong leadership role in delivering the transition to net zero.

Local

- Action under this Plan supports the delivery of outcomes under Aberdeen's Local Outcome Improvement Plan (LOIP), specifically the stretch outcome on addressing climate change.
- The Council's Delivery Plan sets out our purpose, which is aligned to the vision of the LOIP - Aberdeen; 'a place where all people can prosper'.
- The Council Budget 2020/21 included a spending commitment of £100 million on green initiatives at Council and City scale.
- A Net Zero Vision for Aberdeen was approved in 2020, along with a supporting Strategic Infrastructure Plan for Energy Transition, supporting the region's transition towards net zero. The plan includes projects under a Net Zero Carbon Public Sector category.
- Aberdeen Adapts, a Climate Adaptation Framework for the city was approved in December 2019 setting out goals and priority actions to build climate resilience over the long term.
- The Council has entered a partnership with BP. This is exploring support for zero-carbon technology innovation, with potential opportunities for the City and the Council plans.

* **net zero** - the Committee on Climate Change scenario for net-zero has all sectors at zero, or virtually zero, emissions except for agriculture, some parts of industry, and international aviation. Remaining emissions from these sectors will need to be balanced, or outweighed, by negative emissions solutions such as tree planting.

2.3 On the horizon – Scottish Government targets and timelines

The Scottish Government proposed New Build Heat Standard aims that all new builds given consent from 2024 must use heating systems which produce zero direct emissions at the point of use. Below are other targets that the Scottish Government has set itself and must comply with. Council understanding of these targets may assist with the development of plans and projects in support of progress with its public sector climate duty, of demonstrating how it is going to contribute to the emissions targets set by the Scottish Government.

End on landfilling of biodegradable municipal waste	2025
Phase out the need for new petrol and diesel light commercial vehicles from the public sector fleet	By 2025
Phase out the need for new petrol and diesel vehicles in Scotland's public sector fleet	By 2030
Phase out the need for new petrol and diesel cars and vans (Scotland)	By 2030
Reduce emissions from Scotland's rail passenger services to zero	By 2035
Decarbonise scheduled flights in Scotland	By 2040
Target for no more than 5% of Scottish households being in fuel poverty	By 2040
Net Zero Scotland	By 2045

3. Emissions

3.1 Scope of reporting

This plan covers the emissions from the Council's assets and activities currently measured for our annual climate reporting requirements for Scottish Government.

To allow for meaningful comparisons of emissions over time; the Council follows public bodies guidance on climate reporting, using data that is consistent. Figures 2 & 3 show the scope of our reported emissions:

Scope 1 – 61% of emissions are from petrol and diesel fuelled fleet; and the use of gas and oil in our buildings.

Scope 2 – 34% of emissions are from electricity use in buildings, streetlighting and for electric vehicles.

Scope 3 – 5% of emissions are from staff travel, water supply and treatment; and certain internal waste streams (mixed recycling, WEEE, glass, paper and cardboard and food waste).

Figure 2 - reported emissions by scope

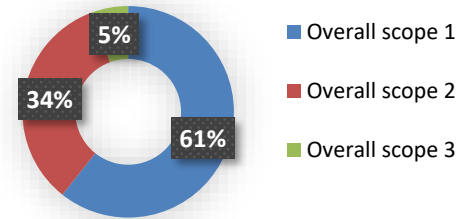
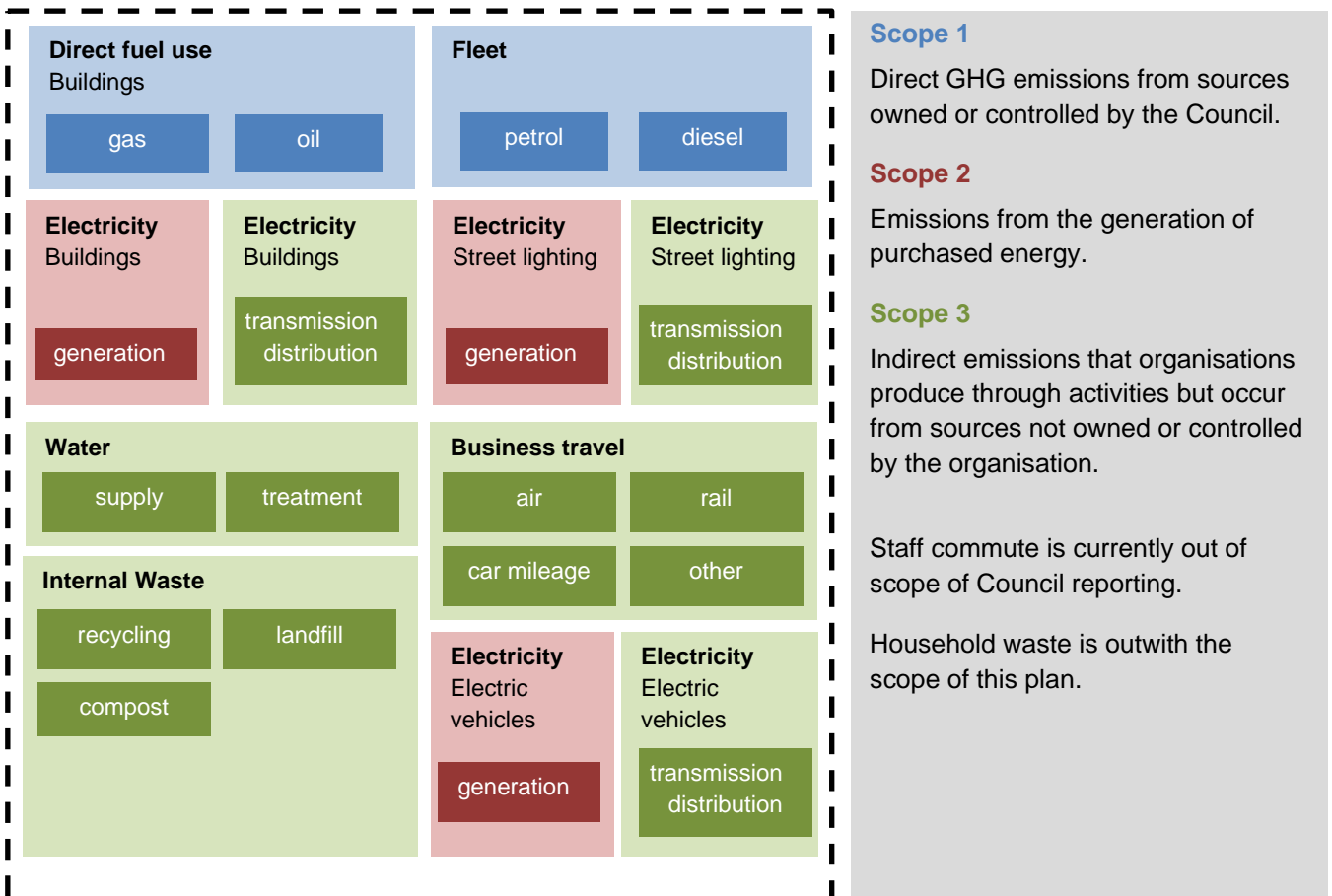


Figure 2: our measured carbon footprint



3.2 Our reported CO2 emissions

Corporate carbon emissions* reported over the last 5 years are summarised in Figure 3. These show a **34%** reduction in carbon emissions since our baseline year of 2015/16. Our baseline encompasses the scope of data required for the annual Council Climate Change Report, allowing for consistency in year on year monitoring since statutory reporting was introduced.

Figure 3: Council carbon emissions since baseline year

Baseline year 2015/16 - 46,370.9 tonnes of carbon dioxide equivalent (tCO₂e)					
Since then emissions have reduced by 34%					
Emissions (tCO ₂ e)	2015/16	2016/17	2017/18	2018/19	2019/20
Buildings	33,545.4	27,443.4	26,407.5	23,118.7	23,020.7
Street lighting	8,149.7	6,403.8	5,358.7	3,980.9	3,424.8
Fleet	3,774.9	3,873.0	3,323.9	3,113.5	3,295.1
Staff travel	469.4	728.4	459.0	537.6	382.7
Internal waste	213.1	511.9	57.6	26.2	133.0
Water	218.4	277.7	285.7	313.5	306.9
	46,370.9	39,238.2	35,892.4	31,090.4	30,563.2

72% of our emissions come from energy for buildings.

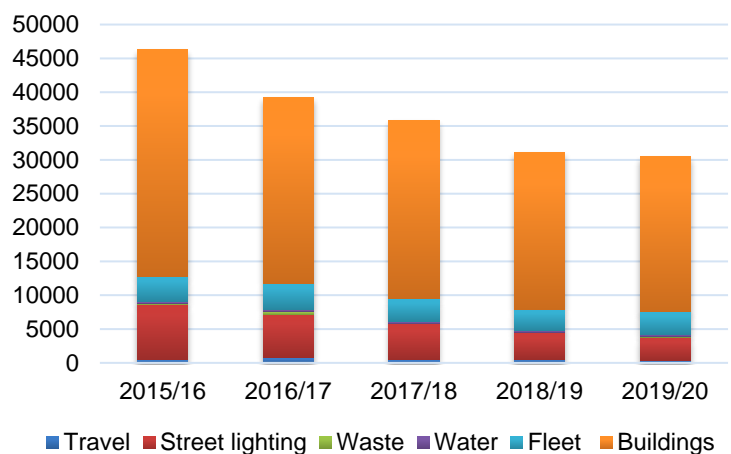
Street lighting at 18% and **fleet** at 8% are also key areas to target.

*emissions calculated using UK emission factors, updated annually by Department for Business Energy and Industrial Strategy

Since 2015/16, emissions from:

- i) Buildings have decreased through changes in emission factors due to greening of the National Grid and actions including:
 - District heating connections.
 - Energy efficiency measures.
- ii) Street lighting also decreased, again through greening of the National Grid and actions including:
 - LED street lighting replacement.
 - Intelligent Street Lighting Programme.
- iii) Fleet has also decreased through:
 - The addition of electric, hydrogen, hydrogen/ diesel and hybrid vehicles to our fleet.
 - Nearly 97% of our fleet meeting Euro 6 standards.
 - Route optimisation for waste collection vehicles.
- iv) Staff travel has decreased, although emissions have fluctuated over the 5 years depending on mode and km travelled. Actions have included:
 - Staff access to electric and hydrogen vehicles, for work travel, through Co-Wheels Car Club.
 - Cycle to work scheme and workplace cycle storage.

Figure 4: Annual emissions (tCO₂e)



v) Internal waste has decreased, although there are fluctuations. This may be due to the way data was captured and reported; as well as a changes in emission factors. Actions included continued recycling and a reduction in single use plastic.

vi) Water has shown an increase.

3.3 Beyond our reporting boundary

Our whole footprint

The Council reports our corporate scope 1 and 2 emissions and certain scope 3 emissions where data aligns with greenhouse gas principles of relevance, completeness, consistency, transparency and accuracy. This is known as our reporting boundary.

This plan includes actions which aim to improve our monitoring and reporting over time. This may also help to identify and clarify sources of corporate emissions that may still be outwith this reporting boundary but are still of interest, such as our procurement and some of our internal waste streams.

Emissions from Council Housing

We have a role to play in putting in place the low carbon infrastructure and advice to improve the energy efficiency and resilience of our Council homes. The Council manages over 22,000 Council homes, with 52% of our housing stock over 50 years old. Energy Performance Certificates (EPCs) for Council Housing are carried out by in-house Domestic EPC surveyors, 2019/20 figures for Council Housing showed a 5% improvement for the Energy Efficiency Standard for Social Housing (ESSH) from the previous year. As we cannot calculate operational emissions from our Council housing stock they are not included in our corporate reporting. However, by monitoring energy performance we can estimate emissions from our Council housing stock at point of use, with this indicating 52,885 tCO₂e in 2019/20.

The Council has an ongoing programme to upgrade housing stock and improve energy efficiency. Our Housing Revenue Account Budget 2020/ 2021 includes spending priorities to reduce heat loss and improve energy efficiency including: cavity wall and loft insulation; solid wall insulation; and heating system replacement. However, over and above individual measures a more comprehensive approach will be crucial to meet changing legislative requirements for energy efficiency in social housing and a range of actions are included in this plan.





Arms Length Organisations (ALEOs)

Our ALEOs have their own climate commitments and are proactive with their own plans and as such, are not included in our corporate reporting boundary.

4. Climate risks

4.1 Climate impacts for the region

Adaptation is an adjustment to current climate and weather; as well as to future climate change. Climate change projections* for Aberdeen indicate an increase in the severity and frequency of severe weather.

	Winter rainfall will increase, with heavier rainfall, increasing the risk of flooding and water penetration.
	Summer temperatures will increase and there will be a reduction in summer rainfall.
	There will be an increase in winter temperatures, with less snow, ice and frost days.
	Sea level will rise. Risk of tidal surge and wave overtopping causing coastal flooding and erosion

*(UKCP18) – UK Climate Projections

4.2 Climate risks affecting the Council

An updated Local Climate Impact Profile was produced in 2020, reviewing the impact of weather on Council functions (for 2014-2019) and our response to severe weather events, including Storm Frank and the Beast from the East snowfall. A climate risk assessment has been completed and climate change is included in the Council Corporate Risk Register. The potential impact of climate change to the Council and associated control actions will be further articulated across cluster and operational risk registers.

Figure 5: Current weather impacts experienced by the Council and future climate risks

	Current weather impacts experienced by the Council	Future climate risks
Buildings	Some damage to building interior, mechanical, electrical and water services from flooding/ water penetration. Burst pipes – ice, frost.	Increase in damage to building structure and contents from flooding, water penetration and subsidence. Higher maintenance & repair costs. Increased need for water efficiency measures and cooling. Risk of power outages.
Roads/ transport	Damage to road surfaces. Costs & demands on staff time for flood response, snow clearance, gritting. Travel disruptions.	Higher maintenance & repair costs for road and path surfaces, pot holes and sink holes. Lifespan of roads, pavements, paths reduced. Increased demands on staff for flood response. Greater travel disruptions.
Waste/ parks and grounds	Waste and recycling collections disrupted – storms, flooding & snow. Fallen or damaged trees.	Damage to waste infrastructure. Waste and recycling collections disrupted – increase in flooding, heavy rainfall & storms. Demands on staff time for post flooding clean-up operations. Increase in tree damage. Longer growing season. Increase in pests, disease and risk of wildfire.
Leadership/ finance/ procurement	Costs for damage and repair. Emergency response & recovery (flood events).	Increased pressure on budgets. Increased insurance costs. Impact on delivery of services. Demands for emergency response & recovery. Impact on the cost and availability of goods.

4.3 Adaptation Benchmarking

The Council is a participant in the Adaptation Scotland, Adaptation Benchmarking Tool Working Group. Figure 6 indicates our adaptation progress against the Adaptation Benchmarking Capability Framework for a Climate Ready Public Sector. This will be reviewed annually to assess our progress over the long term.

Figure 6: Adaptation Benchmarking Toolkit – assessment summary Aberdeen City Council

	Starting	Intermediate	Advanced	Mature
Organisational Culture & Resources	OC1A Examine the structure & priorities of the organisation	OC2A Secure resources to plan and deliver adaptation	OC3A Identify opportunities to include adaptation in plans, policies and procedures	OC4A Mainstream adaptation into Council plans, policies and procedures
	OC1B Identify resources available for adaptation	OC2B Engage colleagues to identify adaptation opportunities and potential 'champions'	OC3B Motivate 'champions' and actively promote adaptation across the Council	OC4B Develop a network of recognised adaptation 'champions'
		OC2C Establish governance arrangements for adaptation	OC3C Put governance arrangements for adaptation into operation	OC4C Review and update governance arrangements for adaptation
Understanding the challenge	UC1A Learn about climate trends and projections	UC2A Develop understanding of climate risk and vulnerability	UC3A Develop (scenarios, storylines, narratives) for future climate change impacts/ vulnerabilities	UC4A Mainstreaming of climate change risk assessment
	UC1B Learn about climate impacts affecting Scotland	UC2B Consider how the Council might be affected by climate change	UC3B Undertake strategic climate change risk assessment	UC4B Accessible climate adaptation knowledge that is integrated into internal systems and procedures
		UC2C Explore the impact of recent weather events on your organisation	UC3C Undertake project-level risk assessment	UC4C Actively engaged in sharing, learning, research and innovation
			UC3D Identify knowledge gaps, seek expertise and foster links with research and innovation	
Planning & implementation	PI1A Identify existing adaptation work within ACC.	PI2A Define strategic adaptation goals, outcomes and/or vision	PI3A Explore adaptation pathways / theory of change	PI4A Adopt an ongoing adaptive management cycle for adaptation planning
	PI1B Demonstrate how the Council contributes to Scotland's work to adapt	PI2A Define strategic adaptation goals, outcomes and/or vision	PI3B Appraisal of adaptation options	PI4B Taking action on adaptation is mainstreamed into Council (functions / services)
	PI1C Identify key internal stakeholders for adaptation	PI2C Develop an initial adaptation (strategy and) action plan	PI3C Develop a comprehensive adaptation strategy and action plan	PI4C Implement pathways for adaptation / transformational change
		PI2D Take action to deliver initial adaptation (measures, options, actions)	PI3D Implement a programme of adaptation (measures, actions)	
Working together	WT1A Join/ participate in relevant professional and/or networks	WT2A Make connections with external partners	WT3A Begin to formalise partnership working	WT4A Further develop and maintain partnership working
	WT1B Identify and research relevant external organisations and partnerships	WT2B Coordinate with partners to deliver initial actions	WT3B Engage a wide range of stakeholders	WT4B Sustain engagement with partners and stakeholders
		WT2C Develop communication and engagement activities	WT3C Implement further joint actions	WT4C Expand a programme of joint actions
			WT3D Join networks and link with peer organisations.	

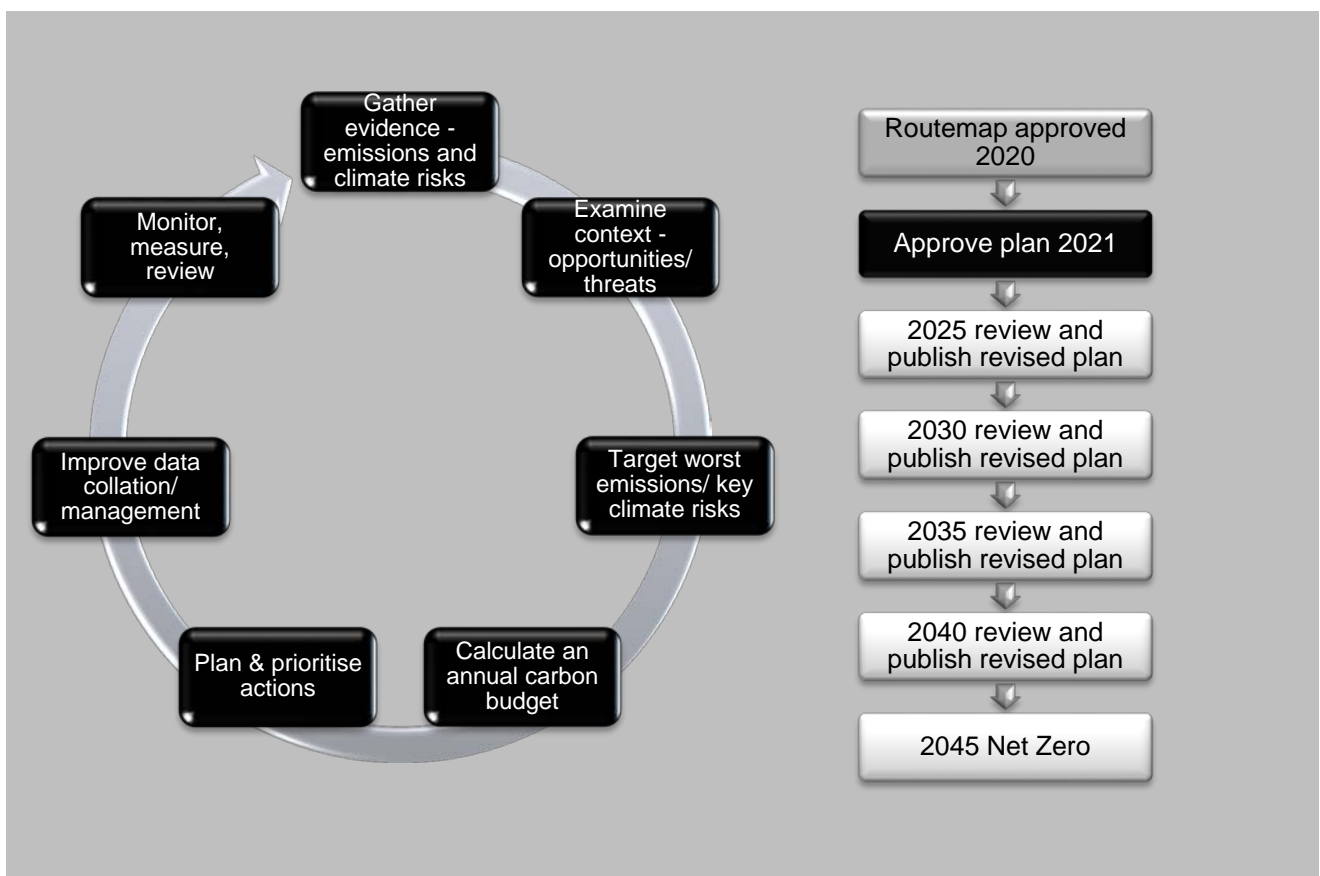
■ Complete
■ Ongoing
■ To start

5. Approach

5.1 Towards a net zero and climate resilient Council

Our approach, Outlined in Figure 7, has gathered data on emissions and climate risks and built understanding of the current situation, barriers and opportunities for change. It had examined existing policy, projects and programmes and planned and prioritised new actions to target the most significant sources of emissions and areas of climate risk. Ongoing monitoring will help show progress, from this we can learn from our successes, identify where more action is needed and plan the subsequent activity needed to deliver our target.

Figure 7: Council Climate Change Plan approach



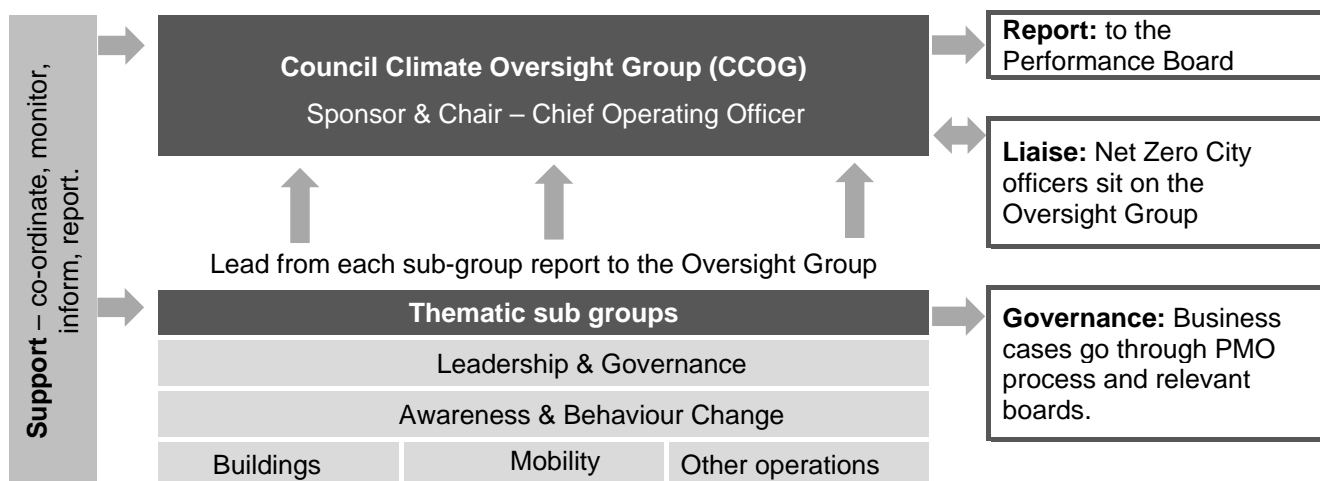
5.2 Governance

A Council Climate Oversight Group (Figure 8) supports the development and implementation of the plan. Led by the Council's Chief Operating Officer, the group has input from senior managers and from the leads for 5 themed sub groups.

With 3 operational themes responsible for the development and implementation of low carbon and climate adaptation actions for Council assets and operations. These cover Buildings looking at our Council buildings and Council housing; Mobility covering our fleet and staff travel; and Other Operations including street lighting, internal waste and water management. A further 2 theme groups in leadership and Management; and Awareness and Behaviour Change are developing and implementing enabling actions.

Officers from the Net Zero City Delivery Unit also sit on the Oversight Group to ensure Council activity aligns with our wider city actions.

Figure 8: governance approach



5.2.1 Programme management of the plan

A Project Register is established and will sit on the Council website. This is intended to be a “live” document, prioritising actions needed, alongside available resources. Additional opportunities may emerge through new technology and external funding routes.

5.2.2 Carbon budgeting

Carbon accounting to measure and monitor the Council's direct and indirect emissions will be necessary to deliver any net zero target. The development of a Council Carbon Budget aims to improve understanding of our energy consumption, in doing so, the costs associated with carbon expenditure. To stay within this budget requires cutting carbon emissions from the Council's own assets and operations, by an agreed amount each year.

A Council Carbon Budget will be prepared annually, aligning with the budget setting process and carbon allocations apportioned, agreed and assigned to a Function or Cluster based on their influence on action. This aims to build greater accountability for the delivery of actions and improve understanding of corporate carbon emissions.

The carbon budget will be piloted for the first year of this plan, in dialogue with relevant officers. It has been calculated using a linear trajectory, from our baseline year 2015/16, to align with Scottish Government's interim target to reduce Scotland's greenhouse gases emissions by 75% by 2030. The Carbon Budget will be reviewed annually against the delivery of any existing and new projects and adjusted, where required, to keep on track with a reduction in Council emissions of at least 48% by 2025.

5.2.3 Offsetting

The Council does not currently include any use of offsetting in emission calculations. This plan will focus on reducing operational emissions in the first instance to reduce and limit the need for offset in future years. Scottish Government guidance on the public sector use of offsetting for residual emissions is anticipated and the Council will wait for this to be published before developing any plans.

Making a contribution to carbon sinks, actions within this plan include developing a strategic approach to our trees, forests and woodlands, identifying areas of Council land suitable for tree planting and extending our tree planting. In addition, we will explore areas to expand wildflower meadows recognising through all of these we can make use of our land to contribute to wider carbon stocks.

5.2.4 Measuring, monitoring & reviewing the Plan

The Council Climate Oversight Group will monitor the progress of this Plan. Reports on progress with actions in this plan will be collated, with qualitative and quantitative information reported on a quarterly basis to the Council's Performance Board.

Our actions include improvements to data capture and performance reporting on climate change.

Indicators include:

	Relevant measures/ indicators	Currently captured	Often	Where
1	Electricity – emissions tCO ₂ e (Council buildings)	Yes	Annual	Climate Change Report
2	Gas - emissions tCO ₂ e (Council buildings)	Yes	Annual	Climate Change Report
3	Oil - emissions tCO ₂ e (Council buildings)	Yes	Annual	Climate Change Report
4	Energy renewables (Council buildings) - kWh	Yes	Annual	Climate Change Report
5	Use of renewables – No. Council housing stock			
6	Water emissions tCO ₂ e (Council buildings)	Yes	Annual	Climate Change Report
7	EPC ratings – relevant Council buildings	Yes	Ongoing	on ACC website
8	EPC ratings – Council Housing	Yes	Ongoing	Housing
9	Accreditation (Gold Standard, BREEAM etc)	Yes	Ad hoc	Relevant to projects
10	Reduction of Carbon Emissions			Property Asset Management
11	Reduction in Energy Consumption per year	Yes		Property Asset Management
12	No. Operational Buildings Connected to District Heating	Yes		Property Asset Management
13	No. Council houses connected to District Heating			
14	Petrol - emissions tCO ₂ e (fleet)	Yes	Annual	Climate Change Report
15	Diesel - emissions tCO ₂ e (fleet)	Yes	Annual	Climate Change Report
16	% of fleet transitioned from fossil fuels			
17	Air travel – emissions tCO ₂ e (short and long haul)	Yes	Annual	Climate Change Report
18	Rail travel emissions tCO ₂ e	Yes	Annual	Climate Change Report
19	Km travelled (business travel – petrol, diesel, hybrid, electric)	Yes	Annual	Climate Change Report
20	% of staff utilising home working to reduce travel			LOIP
21	Electricity – emissions tCO ₂ e (street lighting)	Yes		Climate Change Report
22	Mixed recycling – tonnes (Council)	Yes	Annual	Climate Change Report
23	Organic food and drink composting tonnes (Council)	Yes	Annual	Climate Change Report
24	Waste electronic and electrical equipment tonnes	Yes	Annual	Climate Change Report
25	No. of public sector workforce ambassadors of low carbon living and working	Yes	Ongoing	LOIP
26	No. of people taking part in environment/ sustainability educational activities	Yes	Ongoing	LOIP
27	% of workforce completing Climate Awareness Training within the Council	Yes	Ongoing	

Further indicators may be included as projects develop.

A Climate Change Report on progress with meeting climate duties under Part 4 of the Climate Change (Scotland) Act 2009 is reported through City Growth and Resources Committee, in October/ November annually before submission to Scottish Government. To meet statutory requirements, the report documents carbon emissions from Council assets and operations, alongside information on actions to reduce the Council's carbon footprint and to adapt to climate change. The report will indicate progress with this plan.

Existing performance and reporting requirements already in place include:

- Our annual reporting includes a Statutory Performance Indicator (SPI) on corporate emissions.
- Updates are provided on the current climate change risk entries in the Corporate Risk Register and reported to the Council's Risk Board.

5.2.5 Review

The Plan will be reviewed in 2025 and updated where required and taking into account any changes to legislation and guidance relating to climate change. Following this the plan will be reviewed every 5 years.

5.2.6 Communicating the plan

Information on the Council's climate change progress and our commitments is included on the Council website. However, the difference between providing information and making it accessible is recognised. Internal and external communications are represented on the Council Climate Oversight Group and communication activities will be ongoing for staff and the wider public to highlight Council performance on climate change, to provide information on project progress, successes and any new initiatives.

5.2.7 Resources

The Council General Fund Revenue Budget and Capital Programme contains a funding commitment towards achieving net zero emission targets, with funding for initiatives that will support the development of net zero and climate adaptation priorities with initiatives including fleet replacement, active travel, electric vehicle charging, energy efficiency, heating replacement, property refurbishment and improvements, district heating and hydrogen projects.

A number of funding streams have already been accessed for the development and delivery of projects under this plan, including funding from:

- European Regional Development Fund for various projects relevant to the Buildings, Mobility and Other operations themes.
- Energy Savings Trust, on behalf of Transport Scotland to support the fleet transition.
- Low Carbon Infrastructure Programme Grant to support district heating expansion.
- Department for Business, Energy and Industrial Strategy (BEIS), Social Housing Decarbonisation Fund Demonstrator to support housing retrofit.

It is anticipated that further funding streams will become available in coming years and new grant opportunities will be pursued during the course of this plan. In some cases, action may result in reduced costs and/ or income generation, presenting further opportunities to re-align budgets.

In future, Climate Change Reports for Scottish Government will ask for narrative on; "How will the body align its spending plans and use of resources to contribute to reducing emissions and delivering it's emission reduction targets." Guidance on the reporting requirements is anticipated.

Where any additional actions are identified for the Project Register, financial options for delivery, will be developed. The delivery of this plan will link to the budget setting process and the development of our carbon budget.

Our operational projects include a number of feasibility studies, assessments and pilots which aim to establish the most cost-effective solutions for any subsequent roll out of further action.

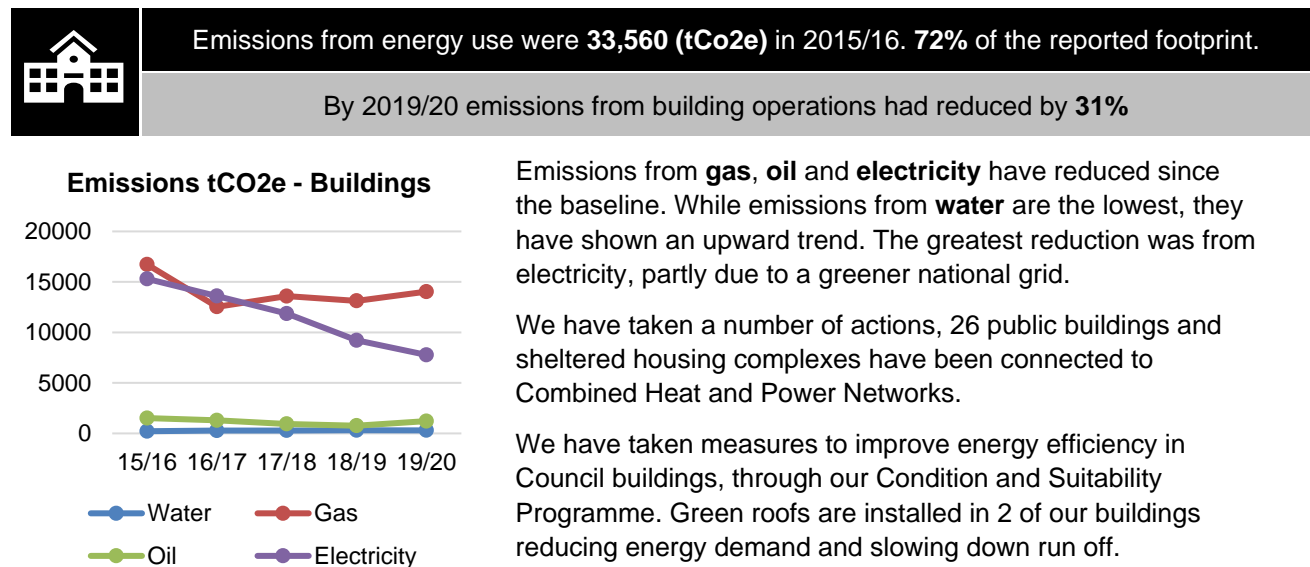
In addition, actions including our Zero Emission Fleet Programme are progressing with a number of north and north east partners, to unlock the potential for economies of scale in procurement.

6.1 Buildings theme

Current context

Our buildings including offices, libraries, schools and depots vary in range of age, build, size and condition. The majority of Council buildings and our Council housing are currently fuelled by gas and electricity, although the Council has installed biomass; solar PVs and heat pumps on various Council buildings there is much to learn on cost effective application for different buildings types, age, size and location. However, existing connections to district heating are providing low cost, lower carbon heat.

Figure 9: Emissions from Council buildings



Council Housing is not included in our reporting footprint but we do monitor EPC ratings. Our actions have included connections for 3,603 Council flats and houses to CHP, as well as Council spending priorities to reduce heat loss and improve energy efficiency for our Council housing.

Drivers

National	Local
<p>Energy Performance Certificates (EPC), to meet requirements, EPC's are produced to show energy efficiency ratings, for Council buildings (over 1,000m²).</p> <p>Energy Efficiency Standard for Social Housing (ESSH2) milestone is for social housing to meet an EPC Band B by December 2032, within limits of cost, technology, consent.</p> <p>Fuel Poverty (Targets, Definitions and Strategy) (Scotland) Act 2019</p> <p>The Future of Energy in Scotland: Energy Strategy</p>	<p>The Council Property Asset Management Policy includes key principles of sustainability and reducing carbon emissions.</p> <p>The Council Building Performance Policy and Checklist set sustainability standards for Council new build and refurbishment projects.</p> <p>The Local Housing Strategy (2018 -2023) has targets and an objective for fuel poverty.</p>
<p>Emerging changes to legislation and regulation will require a transition to renewable and low carbon heating; set requirements for district heating; and increase energy efficiency standards. Proposed requirements for all local authorities to produce an area-based Local Heat and Energy Strategy (LHEES).</p>	

Project priorities to 2025

The Buildings theme sets out information under 4 outcomes, alongside these are range of activities that will be delivered through this theme. A full list of activities for the theme is in our Project Register.

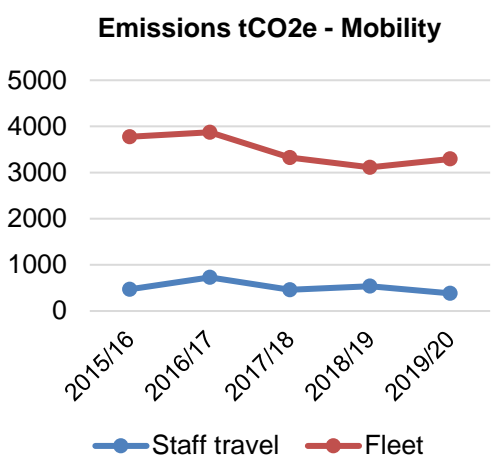
<i>Outcomes</i>	<i>Activities will include:</i>
<p>Reduced energy demand</p> <p>An increase in energy efficiency and reducing energy demand, to avoid a waste of energy in the first instance.</p>	<ul style="list-style-type: none"> • Project DORIC, a “whole house” retrofit demonstrator project, in 100 existing council properties to improve fabric and energy efficiency. • Learning about the standards, timescales, cost of retrofit to inform the development of a future retrofit programme. • Using smart modelling software and infrared survey techniques to better target resources, decisions, monitoring and analysis of energy use. • Installing energy efficiency measures, (window, door and heating replacements, property insulation). • Replacement of lighting to LED in Marischal College. • Developing plans to optimise Council assets, as ways of working change. • Establishing plans to meet EESHS2 standards for energy efficiency in Council Housing.
<p>Low carbon/ renewable energy</p> <p>A transition to locally produced renewable energy sources, hydrogen or low carbon technology to supply remaining energy needs.</p>	<ul style="list-style-type: none"> • Installing further renewables including; heat pumps and solar PV. • A trial of battery storage. • Connecting identified schools, public buildings and new Council housing to onsite CHP energy centres and expanding existing CHP networks. • A Torry Heat Network for some of our existing homes. • Links to heat from the Energy from Waste plant for a number of our heat networks. • Feasibility study on use of hydrogen for heat. • Establishing cost effective solutions for a range of building types; and planning scalable solutions to phase out fossil fuels.
<p>Increased resilience</p> <p>Resilience of Council buildings and homes is improved, through design, management and maintenance.</p>	<ul style="list-style-type: none"> • Installing approved upgrades to roofs, external rendering, gutters and downpipes. • Specifying water efficiency measures and appliances. • Establishing wildflower and food growing areas; and installing green roofs on external storage in new Council housing developments. • Making use of the grounds around our buildings for nature-based solutions, to reduce flood risk and benefit nature. • Ensuring that main services and plant rooms servicing buildings are not exposed to flooding risks and locations of new energy centres are selected based on future expansion and demand for the wider area.
<p>Improved standards</p> <p>Meet new and revised legislation, regulation and standards, going beyond minimum requirements, where practical.</p>	<ul style="list-style-type: none"> • Achieving Gold Standard for our Council House Building programme, of around 2,000 homes. • Designing 4 new schools to achieve EPC A rating, be fibre ready and with outside space for biodiversity, food growing and natural play, learning. • Trial of new Net Zero New Build Standards and integrating the requirements into our policy. • Keeping pace with emerging energy policy, legislation, building regulations and new and revised standards.

6.2 Mobility theme

Current context

Our fleet of over 520 vehicles includes cars, small, medium and large vans, mini buses, lorries, tipper trucks, refuse collection and street cleaning vehicles, to support the breadth and type of Council activity.

Figure 10: Emissions from fleet and staff travel



8% of our reported emissions are from fleet. They have reduced since the baseline year, although there has been limited change in the last 3 years.

We have already introduced low emission vehicles to our fleet, including 20 electric vans, a sweeper and mini digger, 3 hydrogen cars, 5 diesel/ hydrogen vehicles, 40 hybrid vehicles.

The main source of emissions from staff travel is from staff business mileage, with essential and casual car users travelling over 919,704 km in 2019/20.

Staff have access to pool bikes and to electric and hydrogen vehicles, through the Co-Wheels Car Club.

A Staff Travel Plan Survey is completed around every 2 years. We do not currently calculate emissions from our staff commute. Pre pandemic around 19% of staff walked or cycled to work and another 19% used public transport. Online systems now provide the means for many staff to work from home.

Drivers

National	Local
<p>The Road to Zero Industrial Strategy (UK)</p> <p>Transport (Scotland) Act 2019</p> <p>National Transport Strategy (NTS2) 2020 includes the priority to take climate action: reduce emissions from the transport sector; adapt to the effects of climate change; and promote greener, cleaner choices.</p>	<p>Regional Transport Strategy – 2013. A new strategy Nestrans 2040 is in development.</p> <p>Local Transport Strategy (2016-2021) includes the objective; to contribute to Aberdeen's carbon emissions targets and develop climate resilient infrastructure.</p> <p>The Strategic Infrastructure Plan: Energy Transition includes a goal for Sustainable Mobility.</p> <p>Aberdeen Hydrogen Strategy and Action Plan 2015-2025.</p> <p>Electric Vehicle Framework for Aberdeen.</p> <p>Aberdeen Active Travel Action Plan.</p> <p>Aberdeen Sustainable Urban Mobility Plan (SUMP).</p>

Project priorities to 2025

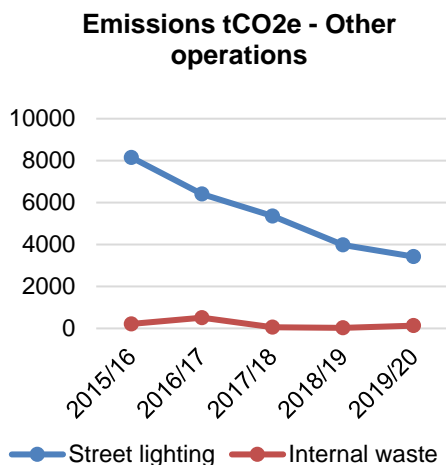
The Mobility theme sets out information under 4 outcomes, alongside these are range of activities that will be delivered through this theme. A full list of activities for the theme is in our Project Register.

<i>Outcomes</i>	<i>Activities will include:</i>
<p>Zero emission fleet</p> <p>Phase out the need for new fossil fuelled small vehicles by 2025 and for larger vehicles by 2029, switching to electric and hydrogen powered fleet vehicles.</p>	<ul style="list-style-type: none"> • Conducting a Fleet Review to establish the timeline, key barriers and opportunities to switch from a fossil fuelled fleet to alternative fuels. • Planning a conversion of larger fleet to hydrogen, where practical. • Testing and deploying a hydrogen fuel cell refuse truck. • Converting 42 of our refuse collection vehicles to dual fuel, hydrogen/diesel, and assess vehicles, where it is practical to convert to hydrogen. • Fleet optimisation, analysing fleet vehicle size and numbers for operational needs. • A phased procurement of electric vehicles (EV) for smaller fleet (cars & small vans) by 2025. • Budget is allocated to fleet replacement, we will also pursue external funding and work collaboratively for cost effective procurement.
<p>Low carbon fleet infrastructure</p> <p>Plan, test and implement an expanded EV charging and hydrogen refuelling infrastructure for Council fleet.</p>	<ul style="list-style-type: none"> • Assessing suitable locations, access requirements and maximum charging capacity for EV charging. • Planning and implementing a phased installation of electric vehicle charge points at Council offices and identified locations. • Identifying opportunities for the use of renewables (eg solar canopies) for fleet electric vehicle charging. • Partnership working on a Hydrogen Fleet Development and Infrastructure Study to determine the overall infrastructure requirements for further public sector hydrogen fleet. • Examining opportunities for on-site renewable energy generation or the use of energy storage to support charging for Council fleet.
<p>Reduced emissions from staff travel</p> <p>Increased staff uptake of active, sustainable and alternative travel choices, reducing the need for travel through use of technology.</p>	<ul style="list-style-type: none"> • Review of procedure and incentives that can facilitate and reduce the need for staff travel. • Updating the staff travel policy. • Completing a grey fleet review (use of employee owned vehicles). • Expanding the number of Car Club vehicles available to staff, including access for heavy users of grey miles. • Expanding secure cycle storage in Council buildings & car parks. • Promoting active travel options (staff & schools) – cycling and walking.
<p>Resilient design and management - infrastructure</p> <p>Ensure climate adaptation is considered at all stages of project development, management and maintenance of the transport infrastructure we maintain and manage.</p>	<ul style="list-style-type: none"> • Increasing use of permeable surfaces, Sustainable Urban Drainage systems and swales in our car parks and around our buildings. • Bringing culverted watercourses to the surface and reducing hard engineering in existing open channels.

6.3 Other operations theme

Current context

Figure 11 – Emissions from street lighting and internal waste



Emissions from street lighting form just under 18% of our reported footprint. They have reduced substantially through a greener national grid and progress with our LED street lighting programme which is about 60% complete.

Internal waste is a smaller proportion of our emissions. 637 tonnes of mixed recycling, food waste, glass, waste electronic and electrical equipment were recycled from Council premises in 2019/20. Although recycling of waste streams including special waste, oil, construction waste, green waste takes place, data is not currently reported as part of our organisation footprint.

Helping to increase resilience, our actions have also included the development of a wetland area at a part of Seaton Park prone to drainage issues and flooding. As well as the planting of 210,000 trees in the city, through the Tree for every Citizen initiative. Both initiatives, as well as helping to adapt, have also made a contribution to biodiversity.

Drivers

National	Local
<p>The Council must meet a Biodiversity Duty under the Nature Conservation (Scotland) Act.</p> <p>Requirements under the Planning (Scotland) Act 2019 for a Forestry and Woodland Strategy.</p> <p>National Infrastructure Investment Plan.</p> <p>Waste (Scotland) Regulations 2012 set a mandatory requirement for recycling from Council premises (for paper, plastic, metal, glass; and where relevant, food waste).</p> <p>Targets for a reduction in total waste arising in Scotland by 15% against 2011 levels; and a reduction in food waste by 33% against 2013 levels.</p>	<p>Aberdeen Open Space Strategy includes an objective to, "Maximise opportunities to mitigate and adapt to climate change and further biodiversity.</p> <p>Aberdeen Nature Conservation Strategy recognises that biodiversity loss and climate change are interlinked.</p> <p>North East Flood Risk Management Plan.</p> <p>The Strategic Infrastructure Plan includes priorities for tree planting.</p> <p>Council Internal Waste Implementation Plan and Policy.</p>
<p>Emerging drivers include proposed legislation restricting supply of single use plastics; and on the circular economy.</p>	

Project priorities to 2025

The Other Operations theme sets out information under 4 outcomes, alongside these are range of activities that will be delivered through this theme. A full list of activities for the theme is in our Project Register.

<i>Outcomes</i>	<i>Activities will include:</i>
<p>Upgraded street lighting</p> <p>Reduced energy consumption from street lighting.</p>	<ul style="list-style-type: none"> • Completing the LED street lighting replacement to replace old inefficient and expensive street lighting with lower energy LED units. • Developing further phases of an Intelligent Lighting Systems Programme to control, dim and remotely monitor faults and support the control of street lighting. • Extending the LED replacement programme to include lit signs and bollards.
<p>Increase in nature based solutions (Council land)</p> <p>Development of blue, green infrastructure on Council owned land for water management and biodiversity.</p>	<ul style="list-style-type: none"> • Mapping blue/ green infrastructure areas suitable for installation and retrofit of blue green infrastructure, through partnership work on a Sustainable Growth Agreement. • Testing the installation and retrofit of blue green infrastructure (BGI) on the land we manage, including work as a partner in the EU project BEGIN (Blue Green Infrastructure through Social Innovation) project. • Identifying sites on Council land to create naturalised grasslands and wildflower meadows. Increasing biodiversity, contributing to carbon stores and carbon savings from intensive grass cutting. • Establishing strategic priorities and actions to protect and enhance our trees, forests and woodlands. • Expanding a programme of tree planting on Council owned land. Identifying a diversity of species, that are resilient to climate change.
<p>Water management</p> <p>Prepared for the impacts to the Council from changes in rainfall.</p>	<ul style="list-style-type: none"> • Installing CCTV and/or gauges as proactive measures to enable faster Council response and reduce the risk and impact from flooding. • Developing the Denburn re-naturalisation project to identify natural ways of providing flood storage areas in the Denburn Valley. • Developing flood risk management and surface water management plans. • Increasing rainwater capture for Council growing spaces, to reduce mains water use.
<p>Internal waste minimisation and sustainable catering</p> <p>A reduction in waste generated from Council buildings and operations. A reduced carbon footprint from our catering.</p>	<ul style="list-style-type: none"> • Improving monitoring and measuring of internal waste streams. • Supporting, promoting and integrating circular economy principles of reduce, reuse, repair, recycle and designing out waste tying in with our procurement process. • Reviewing the Council events guidance to reflect net zero targets, with a focus on waste generated from events. • Transition to online systems to reduce paper consumption and waste. • Use of local sustainable, seasonable, fresh and Marine Stewardship Council products in Council catering. • Reviewing and replacing old catering equipment with energy efficient models, making reductions in water, electric, gas consumption.

6.4 Leadership and Governance theme

Current context

One of our enabling themes, being delivered through the Leadership and Governance sub-group to ensure climate change is mainstreamed into our Corporate Governance. We will strengthen the integration of climate change into our strategies, policies, and decision making, so the Council is making a strategic and operational contribution to addressing climate change.

This work is building on existing actions already in place to embed climate change. Our Committee Report template requires information on environmental and climate risks, to help inform member decision making. Our capital project strategic documentation (outline business case and full business case), includes an environmental management section, which requires carbon emissions and climate adaptation to be considered in proposed capital projects. Strategic Environmental Assessment (SEA) is applied to the development of relevant plans, programmes and strategies where required.

Addressing climate risk, climate change is included in the Council's Corporate Risk Register, with regular updates provided to the Risk Board. Annual updates of the risk management system, including the corporate risk register, is provided to the Audit, Risk and Scrutiny Committee.

In addition, we report annually on our performance in reducing emissions and adapting to climate change, through a statutory Climate Change Report and our Statutory Performance Indicator on Emissions Management.

Our consultation and legislation trackers help to ensure that the Council is aware of, prepared for and ready to respond to new law and national policy and to the scale and pace of legislative change.

Drivers

National	Local
The Climate Change (Duties of Public Bodies: Reporting Requirements) (Scotland) Amendment Order 2020 means future Climate Change Reports will ask for narrative on how the Council align its spending plans and use of resources to contribute to reducing emissions and delivering it's emission reduction targets.	Joint Procurement Strategy, Aberdeen City Council, Aberdeenshire Council and The Highland Council 2017 – 2022 Aberdeen City Council, Sustainable Procurement and Community Benefits Policy

Project priorities to 2025

The Leadership and Governance theme sets out information under 4 outcomes, alongside these are range of activities that will be delivered through this theme. A full list of activities for the theme is in our Project Register.

<i>Outcomes</i>	<i>Activities will include:</i>
<p>Improved data management</p> <p>Arrangements in place to capture and analyse data to help facilitate the delivery of our net zero target.</p>	<ul style="list-style-type: none"> • Developing a platform for collating, monitoring, and reporting emissions and adaptation data. We require reliable and accurate data to inform the Council's Planning Cycle and continuous improvement in environmental performance. • Developing and implementing a carbon budget for the Council; allocating an agreed fair portion to Council Functions and Clusters; and building links to our Commissioning Intentions. • Completing an annual review of adaptation progress against the Adaptation Capability Framework.
<p>Climate risk management</p> <p>Climate risks affecting the Council are assessed and integrated in the Risk Management Framework</p>	<ul style="list-style-type: none"> • Mainstreaming climate risk assessment at operational level and put in place appropriate levels of controls to protect Council assets and services. • Monitoring for change in vulnerability and exposure to climate change. • Building staff understanding of the consequences of climate impacts on the Council.
<p>Climate considerations embedded</p> <p>Climate change is incorporated into Council practices and decision-making processes.</p>	<ul style="list-style-type: none"> • Ensuring climate change priorities are embedded in templates for future strategies and policies. • Strengthening inclusion of climate considerations in the Committee Report Author Guidance and in the Project Management process and templates. • Ongoing review of the Scheme of Governance to reflect the targets and commitments of this plan. • Monitoring any new or revised legislation which may impact the outcomes of this plan.
<p>Strategic Resource Allocation</p> <p>Through strategic resource allocation, use our resources to contribute our net zero target.</p>	<ul style="list-style-type: none"> • Strategic allocation of resources against those activities that will help us secure a net zero Council and climate resilient Council by 2045. • Integration of the Climate Plan into the Planning Cycle, to inform spending plans and use of resources. • Identify, examine and strengthen delivery of the Council's climate priorities, within our procurement processes and identify how we can support our suppliers in contributing to the Council's net zero target.

6.5 Awareness and behaviour change theme

Current context

The Awareness and Behaviour Change sub-group has been actively involved in wider theme discussions to understand the staff, knowledge, skills and competencies that will be required to deliver this plan. The Council has taken a number of awareness actions already including:

Participation in Earth Hour and Climate Week North East, with various awareness raising activities open to staff.

Supporting uptake of sustainable travel, the Council operates an employee benefit scheme which includes incentives such as a Cycle to Work scheme and a Bus to Work scheme.

Run staff short “Pitstop” training sessions on sustainability; and energy and climate. Although these have a limited reach and are currently designed for face to face delivery.

To help inform the development of our Green Champions scheme, a placement project with an MSc student from the University of Aberdeen took place. Carrying out background research on similar staff schemes in the UK and a staff survey was completed.

Workshops delivering Climate Ready Lesson Plans were held in 3 city schools and flooding workshops and creative learning have taken place with a further school to support flood management work.

Many of our pupils are actively involved in learning on climate change and the environment, 20 city schools have achieved EcoSchool Green Flag Awards.

Drivers

National	Local
Changes to Climate Change Reporting will require public bodies in Scotland to provide information on how they publish or otherwise make available progress towards achieving emission reduction targets.	LOIP Improvement Measures include: No. of public sector workforce ambassadors of low carbon living and working; and No. of people taking part in environment/ sustainability educational activities. The Council Delivery Plan 2020/21 includes “% of workforce completing Climate Adaption Awareness Training within the Council”. This theme is also relevant to the Council Statutory Performance Indicator, work done to encourage and support sustainable development.

Project priorities to 2025

The Awareness and Behaviour Change theme sets out information under 4 outcomes, alongside these are range of activities that will be delivered through this theme. A full list of activities for the theme is in our Project Register.

<i>Outcomes</i>	<i>Activities will include:</i>
<p>Greater awareness (staff and elected members)</p> <p>Staff are aware of the Council's climate action and commitments and how they relate to their work.</p>	<ul style="list-style-type: none"> • Producing an Internal Communication Plan, to raise staff awareness, build knowledge and understanding of actions and progress on the delivery of the plan. • Using a range of communication channels to make information accessible, consistent and relevant, including a Green Workplace area on the staff intranet; Leadership Forum events for senior managers; and staff webinars. • Linking with other themes under the plan to gather and promote success stories. • Promoting and participating in wider climate awareness initiatives including local and national Climate Weeks and the global Earth Hour initiative. • Raising awareness of ambitious corporate programmes taking place towards net zero and climate resilience.
<p>Capability building</p> <p>Staff have knowledge and understanding on climate change; and where necessary, are upskilled to support actions.</p>	<ul style="list-style-type: none"> • Establishing an internal Climate Change Training Plan, covering staff workplace skills and professional development. • Working with other themes to identify any relevant specialised training requirements, as projects develop. • Developing an online generic staff training module on climate change on our training platform ACC Learn. • Upgrading the Council Capability Framework to include climate leadership measures at all levels.
<p>Increased participation</p> <p>Participation of staff in the design of relevant policy and process; and increased uptake of sustainable choices.</p>	<ul style="list-style-type: none"> • Grouping and promoting existing employee benefits relevant to sustainability and explore any further opportunities for the scheme. • Signposting to any sustainability initiatives, schemes and grants available nationally relevant to the outcomes of this plan. • Taking the corporate approach to holistic behaviour change and apply it to energy and climate change. • Connecting with our Leadership & Governance theme to ensure staff understand any Council's changes to policy and procedure as a result of this plan and how it may affect them. • Developing and launching a Green Champions scheme to empower staff involvement.
<p>Wider engagement</p> <p>Our climate data is accessible. Schools are informed on our actions and are engaged in climate activity.</p>	<ul style="list-style-type: none"> • Publishing and making the Council's climate change data accessible. Including production of visual icons and infographics on progress towards targets. • Informing city schools and teachers about Council commitments, actions to address climate change and any actions relevant to individual schools. • Supporting learning on climate change, encouraging participation in initiatives such as Climate Ready Classrooms and the EcoSchools programme. • Examining opportunities for the views and ideas of pupils to be heard and integrated into the development of relevant theme actions.

7.0 Aligning with Sustainable Development Goals (SDGs)

7.1 Our actions align with the 17 UN Sustainable Development Goals, including:

SDG 1 No Poverty	Generating clean energy and improving energy efficiency of Council housing, help to alleviate fuel poverty and to improve climate resilience for housing.
SDG 2 Zero Hunger	Expanding use of blue green infrastructure on Council land. Developing spaces for food growing spaces through our new build. Increased tree cover could include the planting of crop trees and orchards. Capability building of staff to grow food in the workplace.
SDG 3 Good Health and Wellbeing	Expanded use of blue green infrastructure can contribute to health and well-being of staff and service users. Increased tree cover and clean energy generation can contribute to improved air quality and help to improve health.
SDG 4 Quality Education	Actions to support wider engagement with schools will support global citizenship education and education for sustainable development. Improved building standards and resilience of school assets could enhance the school environment for learning and reduce the risks of education being disrupted by temperature or weather impacts.
SDG 5 Gender Equality	Covered by the Integrated Impact Assessment.
SDG 6 Clean Water and Sanitation	Improving water use efficiency through the effective use of resources and the expanded use of blue green infrastructure will contribute to protecting and restoring water related ecosystems, rivers and aquifers. Increased tree cover on Council land will also support the water environment.
SDG 7 Affordable and Clean Energy	Generating clean energy, extend the heat network, upgrade street lighting, increase the share of renewable energy in the energy mix and improve energy efficiency of Council housing and other buildings will contribute to universal access to affordable, reliable and modern energy services.
SDG 8 Decent Work and Economic Growth	Encouraging effective use of resources and low-carbon enhancements to infrastructure will support and encourage local business to endeavour to decouple economic growth from environmental degradation.
SDG 9 Industry, Innovation and Infrastructure	Encouraging the effective use of resources, low-carbon enhancements to infrastructure and expanding the use of blue-green infrastructure will 'lead by example' and support and encourage local stakeholders and researchers to further innovate.
SDG 10 Reduced Inequalities	Increasing energy efficiency of Council housing and effective use of resources will help to alleviate fuel poverty and contribute to progressively achieving and sustaining income growth of those facing most socio-economic challenges.
SDG 11 Sustainable Cities and Communities	Improving housing quality, protecting and enhancing Council owned open spaces, resilient design of roads and paths, reducing losses from weather impacts and improving air quality all contribute to a sustainable city.
SDG 12 Responsible Consumption and Production	Minimising waste, encouraging the effective use of resources in support of a circular economy, improving data capture, encouraging sustainable public procurement and the wider engagement with schools and staff training will all increase greater awareness of the links with climate action.
SDG 13 Climate Action	Reducing emissions, increasing the resilience and build standards of Council assets, climate risk management and embedding climate considerations into Council activities are all contributing to city-wide climate action.
SDG 14 Life below Water	Improving water use efficiency, through effective use of resources and the expanded use of blue green infrastructure will contribute to protecting and restoring water related ecosystems, rivers and aquifers. Increased tree cover on Council land will also support the water environment. These actions will in turn contribute to water quality at the coast.
SDG 15 Life on Land	Increasing tree cover will contribute to overall biodiversity gain and potentially support and protect habitats for wildlife.
SDG 16 Peace Justice and Strong Institutions	Developing effective, accountable and transparent governance of the Council's climate actions, benchmarking and regular public reporting of progress contribute to strong institutions and a process in which people feel able to participate.
SDG 17 Partnerships for the Goals	Aiming to embed climate considerations into other programmes, plans and strategies will lead to improved policy coherence and present opportunities to engage further with multi-stakeholder partnerships.

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Appendix 2: Council Climate Change Plan - Draft Project Register Summary

The Project Register summarises the current list of projects, covering the period up to 2025.

Operational themes

Buildings theme			Project Lead			
No.	Project title	Project description	Project Lead	Indicative Timeline	Key outcome	Measure
A.1	Council House Build Programme - Wellheads 283 homes to Gold Standard	New homes to connect to an onsite Combined Heat and Power energy centre providing district heating. Aberdeen Heat & Power will be billing tenants, operating the heat network and deploying smart meters and app for tenants to manage their heat usage.	Colin Doig Senior Architect	In progress / 2021	Low carbon energy (Council housing)	8, 9, 13
A.2	Council House Build Programme - Summerhill 369 homes to Gold Standard	New homes to connect to an existing Combined Heat and Power district heating network (Stockethill Energy Centre).	Colin Doig Senior Architect	In progress / 2021	Low carbon energy (Council housing)	8,9, 13
A.3	Council House Build Programme - Kincorth 213 homes to Gold Standard	New homes to connect to a new Combined Heat and Power energy centre providing district heating. Planning for this heat network to connect to the wider Kincorth area and to heat from the energy from waste plant.	Colin Doig Senior Architect	Design stage / 2023	Low carbon energy (Council housing)	8, 9, 13
A.4	Council House Build Programme - Craighill 99 homes to Gold Standard	New homes to connect to a new Combined Heat and Power energy centre, providing district heating. Planning for this heat network to eventually connect to the wider Kincorth area and to heat from the energy from waste plant.	Colin Doig Senior Architect	Design stage / 2023	Low carbon energy (Council housing)	8, 9, 13
A.5	Council House Build Programme - Kaimhill 36 homes to Gold Standard	New homes to be built incorporating low/ zero carbon renewable technologies, such as heat pumps and solar PV + battery. (Application for grant funding to support renewable technologies submitted December 2020).	Colin Doig Senior Architect	Design stage / 2022	Renewable energy (Council housing)	4, 8, 9
A.6	Council House Build Programme - Auchmill homes to Gold Standard	Developer led housing development based on a district heating design. Number of homes to be arranged.	Stephen Booth Chief Officer - Corporate Landlord	2022	Low carbon energy (Council housing)	8, 9, 13
A.7	Council House Build Programme - Cloverhill homes to Gold Standard	Developer led housing development, to include renewable technologies. Number of homes to be arranged.	Stephen Booth Chief Officer - Corporate Landlord	2022	Low carbon energy (Council housing)	8, 9, 13
A.8	Council Housing Retrofit Demonstrator project –	BEIS grant funded consortia demonstrator project led by the Council. Taking a whole-house	Mai Muhammad	2021	Reduced energy demand	5

	DORIC, Domestic Optimised Retrofit Innovation Concept	approach to energy retrofit (trial number of 100) existing council properties. Using smart modelling software and infrared survey techniques and installation of renewables and energy efficiency measures to rapidly identify the optimum paths for the decarbonisation of these homes.	Energy Manager		Low carbon energy (Council housing)	
A.9	Energy audits & Energy Performance Certificates (EPCs), Council Public Buildings	Develop a list of energy improvement measures for public buildings which will improve energy ratings.	Ian Park Energy Project Officer	Ongoing	Improved standards (Council buildings)	7
A.10	Marischal College lighting upgrade	Upgrade of lighting in all areas of Marischal College to LED to reduce maintenance and energy cost.	Mai Muhammad Energy Manager	2021 / 2022	Reduced energy demand	1
A.11	Condition & Suitability Programme	Implementing energy efficiency measures and building upgrades for Council buildings. Develop a scoring matrix and methodology to capture carbon reduction, climate resilience and maintenance reduction measures implemented. Review programme in 2022.	Alastair Reid Team Leader - Asset Management	Ongoing	Reduced energy demand (Council buildings)	10,11
A.12	Estates and Asset Strategy	Corporate Landlord to develop property and asset strategy for maximising benefit and fitness of purpose of the property portfolio.	Alastair Reid Team Leader, Asset Management	2022	Reduced energy demand Increased resilience (informing approach)	
A.13	Council Properties replacement and maintenance of gutters/ downpipes	Replacement, maintenance and overall proactive maintenance programme. This is to mitigate issues caused by climate change such as increased flood risk.	Ian Cowling Hard FM Manager	Ongoing	Increased resilience	
A.14	Water Management	Active water management for early leak detection to save water resources and maintain integrity of drainage.	Sandy Paterson Energy Officer, Water	Ongoing	Increased resilience	6
A.15	New primary school, Torry	New school, part of the Torry Hub and will be connected to the Energy from Waste district heating network (post 2023). Design brief has stipulated an EPC A rating and fibre ready, in line with our Building Performance Policy. Outdoor landscaping brief has a more natural and sustainable design concept with an increased focus on biodiversity and natural and exploratory play and learning. Food growing will feature.	Maria Thies Estates Programme Manager	2021 / 2023	Low carbon energy Improved standards	7, 12
A.16	New primary school, Riverbank (Tillydrone)	Replacement school (though increasing in size). School to be connected to the district heating network. Design brief has stipulated an EPC A rating and fibre ready, in line with Building Performance Policy. Outdoor landscaping brief has a more natural and sustainable design	Maria Thies Estates Programme Manager	2021 / 2023	Low carbon energy Improved standards	7, 12

		concept with an increased focus on biodiversity and natural and exploratory play and learning. Food growing will feature.				
A.17	New primary school, Countesswells	New school. Design brief has stipulated an EPC A rating and fibre ready, in line with our Building Performance Policy. Outdoor landscaping brief has a more natural and sustainable design concept with an increased focus on biodiversity and natural and exploratory play and learning. Food growing will feature.	Maria Thies Estates Programme Manager	2021 / 2023	Improved standards	7
A.18	New primary school, Milltimber	Replacement school. Design brief has stipulated an EPC A rating and fibre ready, in line with Building Performance Policy. Outdoor landscaping brief has a more natural and sustainable design concept with an increased focus on biodiversity and natural and exploratory play and learning. Food growing will feature.	Maria Thies Estates Programme Manager	2020 / 2021	Improved standards	7
A.19	Energy education schools	Rolling energy education initiatives with schools.	Energy Management Team	Ongoing	Reduced energy demand	
A.20	Net Zero Carbon Public Buildings Standard	Trial application of the new voluntary standard. Assess requirements to adopt this standard for new Council builds and major refurbishments.	Stephen Booth Chief Officer, Corporate Landlord	2021 / 2022	Improved standards (Council buildings)	9, 10,11
A.21	Meeting Energy Efficiency Standard for Social Housing Post 2020 (ESSH 2)	Develop a plan for a targeted approach on improving energy efficiency for Council housing. This is to comply with the requirements of the upcoming ESSH 2 standard.	Sean Ewing Strategic Stock Conditions Officer	Ongoing	Reduced energy demand	8
A.22	Meeting the requirements for PAS 2035	Identify staff training requirements to comply with PAS:2035, a new methodology for assessing energy efficiency improvement retrofit works for domestic dwellings, based on a "whole house approach".	Sean Ewing Strategic Stock Conditions Officer	2021	Improved standards	27
A.23	Post Occupancy Evaluation of new builds	Develop a post occupancy evaluation process with PMO, to be carried out over 24 months to compare design and operational energy consumption and operational parameters and performance are as expected.	Stephen Booth Chief Officer, Corporate Landlord	2021 / 2022	Improved standards	
A.24	Develop a draft plan for the replacement of individual gas boilers for Council housing	Produce a feasibility study and options appraisal for the long term approach for replacing individual gas boilers in council housing stock. Identifying low carbon heat systems suitable for housing type and age - to support the Council net zero target.	Mai Muhammad Energy Manager	2021 / 2022	Low carbon energy (informing approach)	
A.25	Plan expansion of the district heating network for existing Council	Expansion plan for district heating connection in Tillydrone area, to connect Council housing.	Mai Muhammad Energy Manager	Feasibility stage / 2023	Low carbon energy (informing approach)	

	housing & Council buildings	Aligns with A.19, plans to remove individual gas boilers and will be delivered in phased approach.				
A.26	Torry HEATNET	EU part-funded project expanding existing district heating network. Connections for Balnagask House, Provost Hogg Court and Deeside Family Centre (146 homes). Produce a district heating guidance "routemap" to encourage uptake of district heating.	Sara Cameron Senior Domestic Energy Officer	In progress / 2021	Low carbon energy	13
A.27	Torry, Energy from Waste (EfW) Heat Network - Phase 1	New district heating infrastructure project. Primary heat supply from the energy from waste plant. Connect with the existing heating network in Torry; around 150 homes, a school and council office.	Bill Watson Principal Architect	Tender prep stage / 2023	Low carbon energy	13
A.28	Torry Energy from Waste (EfW) Heat Network - Phase 2	Extension of this district heating infrastructure project. Grant application to be submitted in September 2021. Expression of Interest was successful, invitation to progress to application stage.	Bill Watson Principal Architect		Low carbon energy	13
A.29	Net Zero Aberdeen MOU with BP	Aims to co-create net zero solutions and economic recovery for Aberdeen City in partnership with BP. Links to Council plan to be determined.	Richard Sweetnam City Growth			
A.30	Hydrogen for Heat	Develop feasibility study to inform hydrogen for heat demand for Aberdeen. Links to the development of the Hydrogen Hub.	Laura Paterson City Growth	Feasibility stage / 2021	Low carbon energy (informing approach)	

Mobility theme

No.	Project title	Project description	Project Lead	Indicative Timeline	Key outcome	Measure
B.1	Conduct a Fleet Review – (Zero Emission Fleet)	Identify the numbers and cost for adopting hydrogen and electric vehicles. Assess vehicles, where it is practical to convert to hydrogen. Links to the development of the Hydrogen Hub.	William Whyte Fleet Services Manager	In progress / 2021	Zero emission fleet (informing approach)	
B.2	Zero Emission Fleet Transition	Rolling replacement of Council petrol and diesel fleet to hydrogen and electric vehicles (EVs). EV procurement for smaller fleet by 2025. Plan conversion to hydrogen for larger fleet by 2029.	William Whyte Fleet Services Manager	In progress / 2025	Zero emission fleet	15, 16
B.3	HECTOR project - Hydrogen Waste Collection Vehicles in North West Europe	The Council is a partner in this EU project to deploy/ test fuel cell refuse trucks, at pilot sites, to demonstrate effectiveness in reducing emissions.	Louise Napier Senior Project Officer	In progress / 2023	Zero emission fleet	

B.4	Conversion to dual fuel refuse collection vehicles	Conversion of 42 refuse collection vehicles in the Council fleet to dual fuel (hydrogen/ diesel).	William Whyte Fleet Services Manager	2021	Zero emission fleet	15
B.5	Fleet optimisation	Analysing vehicle size and numbers of fleet vehicles for operational needs, to inform fleet optimisation.	William Whyte Fleet Services Manager	2021 / 2022	Zero emission fleet	
B.6	Hydrogen Fleet Development and Infrastructure Study	A feasibility study (with public sector partners) to determine the overall infrastructure requirements for further public sector hydrogen fleet deployments (relevant to Council fleet).	Andrew Win Programme and Projects Manager	tbc	Zero emission fleet (informing approach)	
B.7	Install electric vehicle charge points – (for fleet and staff vehicles)	Identify suitable locations (based on maximum charging capability from the grid) for the installation of fleet electric vehicle infrastructure. Links to the Aberdeen EV Framework.	Alan Simpson Senior Planner	In progress / 2022	Low carbon fleet infrastructure	1, 15
B.8	Use of renewable energy and energy storage for electric vehicle charging	Link to Buildings theme. Identify opportunities for the use of renewables (eg solar canopies) and energy surplus, for fleet electric vehicle charging.	Mai Muhammad Energy Manager	Ongoing	Low carbon fleet infrastructure	1
B.9	Update the staff travel policy, including a grey fleet review	Revise the policy to reflect the net zero target(s) in the plan. This is to reduce non-essential travel and grey fleet miles. Examine links with the policy to action B.10.	Bruce Reid People and Organisation	2021 / 2022	Reduced emissions – staff travel	17, 18, 19
B.10	Increased number of Co-Wheels Car Club vehicles accessible for staff	Expand the number of car club vehicles available to staff, including access for heavy users of grey miles. Analysis is planned for 2022. Link to action B.9.	Alan Simpson Senior Planner	In progress / 2023	Reduced emissions – staff travel	19
B.11	Expand secure cycle storage in Council buildings & car parks	Expand secure cycle storage, providing increased facilities to encourage uptake of cycling – staff commute.	Alan Simpson Senior Planner	Ongoing	Reduced emissions – staff travel	
B.12	Increase cycling options and infrastructure for staff use	Expand cycling options and infrastructure for staff use. Explore opportunities for corporate use of the Aberdeen Cycle Hire scheme to give staff access to bikes for work.	Technical Officer	Ongoing	Reduced emissions – staff travel	
B.13	Promote active travel options (staff & schools) – cycling and walking.	Information on safe active travel.	Alan Simpson Senior Planner	Ongoing	Reduced emissions – staff travel	19
B.14	Engage our school/ client transport providers to raise awareness of our commitments.	Where there is scope to influence a reduction in carbon emissions from school/ client transport/ buses.	Chris Cormack Team Leader - PTU	Ongoing	Reduced emissions – school travel	
B.15	Increase use of permeable surfaces and SUDs and swales in our	Link to areas for car park resurfacing identified in the Condition and Suitability Programme - to reduce flood risk, where practical.	Philip Hall	Ongoing		

	car parks and around our buildings.		Team Leader – Structures, Flooding and Coastal		Resilient design & management – infrastructure	
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Other operations theme

No.	Project title	Project description	Project Lead	Indicative Timeline	Key outcome	Measure
C.1	LED street lighting replacement programme	Complete rolling program replacing the old, inefficient and expensive street lighting with lower energy, cost effective LED lighting.	Steve McGuire Team Leader ITS and Street Lighting	In progress / 2025	Upgraded street lighting	21
C.2	Lighting replacement - lit sign and bollards	Extend the LED programme to include lit sign and bollards.	Steve McGuire Team Leader ITS and Street Lighting	In progress / 2025	Upgraded street lighting	21
C.3	Phased Intelligent Street Lighting Programme	3,500 controllers are being installed to street lighting, with a corresponding LoRaWAN network and lighting Configuration Management System (CMS). Control, dim and remotely monitor faults.	Steve McGuire Team Leader ITS and Street Lighting	In progress / 2025	Upgraded street lighting	21
C.4	Sustainable Growth Agreement (SGA), mapping blue/ green infrastructure	SGA in partnership with SEPA and Scottish Water. The project will map blue/ green infrastructure potential sites in the city, including identifying areas of Council land suitable for BGI.	David Dunne Policy and Strategy Manager	2020 / 2025	Increase in nature based solutions	
C.5	Test the installation and retrofit of blue green infrastructure (BGI) on council owned land	Learning on retrofit of BGI - appropriate to location to inform wider mainstreaming for future plans. Includes BGI at Fernielea School as part of the EU BEGIN project.	Claire Royce Team Leader - Projects	2021 / 2025	Increase in nature based solutions	
C.6	Increase areas of naturalised grassland and wildflower meadow – Council land	Identify sites on Council land to create naturalised grasslands and establish wildflower meadows. Consult with the public on changes to grassland management.	Steven Shaw Environmental Services	2021 / 2025	Increase in nature based solutions	
C.7	Transition to low carbon small machinery	Test and phase a transition to low carbon and sustainably fuelled small machinery and plant for landscaping and grounds maintenance work, where availability on the market.	Environmental Services	2021 / 2025	CO2 reduction	14, 15
C.8	Develop a strategic approach for trees, forestry and woodlands	Establish strategic priorities and actions to protect trees and for planting to increase city woodland cover, including areas of Council owned land.	Steven Shaw Environmental Manager	In progress / 2025	Increase in nature based solutions	

C.9	Expand a programme of tree planting on Council owned land	Programme of tree planting and woodland creation on Council owned land. Linked to action C.8. Identify a diversity of species, that are resilient to climate change. Includes local, community based planting schemes.	Steven Shaw Environmental Manager	In progress / 2025	Increase in nature based solutions	
C.10	Improve monitoring of city tree cover	Manage and record details of all existing city trees and woodland. Support the measuring and monitoring of action to increase tree canopy cover.	Steven Shaw Environmental Manager	2021 / 2025	Increase in nature based solutions	
C.11	Investigate opportunities for rainwater capture - Council growing spaces.	Incorporate rainwater capture into growing spaces where practical, to reduce consumption of mains water.	Environmental Services	2022 / 2025	Water management	6
C.12	Trial natural solutions for water logged school playing fields	Climate change will bring an increase in rainfall intensity. Link to the Condition and Suitability programme.	Claire Royce Team Leader - Projects	2022 / 2025	Water management	
C.13	Denburn re-naturalisation project	Joint project with SEPA to identify natural ways of providing flood storage areas in the Denburn Valley.	Flooding, Coastal Management team	In progress / 2025	Water management	
C.14	Re - naturalisation of watercourses	Including bringing culverted watercourses to surface and reducing hard engineering in existing open channels.	Flooding, Coastal Management team	In progress / 2025	Water management	
C.15	Control and management of invasive non-native species (INNS)	Ongoing treatment of giant hogweed, Japanese knotweed, Himalayan balsam, American skunk cabbage. Raising public awareness to highlight the issues and encourage reporting of INNS. Monitoring for other potential INNS becoming established at the expense of native species.	Steven Shaw Environmental Manager	In progress / 2025	Environmental management	
C.16	Publish Draft Local Flood Risk Management Plans	In association with SEPA and Scottish Water, identify areas at risk of flooding and potential mitigation for 14 Objective Target Areas in Aberdeen. Plans to be published in 2022.	Flooding, Coastal Management team	In progress / 2022	Water management	
C.17	Develop Surface Water Management Plans	In association with Scottish Water develop Surface Water Management Plans and identify priority projects.	Flooding, Coastal Management team	In progress / 2025	Water management	
C.18	Merchant Quarter	Scottish Water and Council initiative to provide some separation of surface and foul water and reduce flood risk.	Flooding, Coastal Management team	In progress / 2025	Water management	
C.19	Jesmond Drive	Scottish Water and Council initiative to provide some separation of surface and foul water and reduce flood risk.	Flooding, Coastal Management team	In progress / 2025	Water management	
C.20	Peterculter flood warning app development project	Peterculter flood warning app development project.	Flooding, Coastal Management team	In progress / 2025	Water management	

C.21	Install CCTV and/or gauges at known flood risk locations	Enable proactive measures to be taken in reducing flood risk. Monitoring areas of concern in terms of flooding and subsequent impact on drainage systems. This enables faster response and reduced impact.	Flooding, Coastal Management team	In progress / 2025	Water management	
C.22	Install CCTV at SEPA gauging stations on the River Dee and River Don	Provide verification of SEPA data and more accurate forecasting of river levels and flood risk.	Flooding, Coastal Management team	In progress / 2025	Water management	
C.23	Crematorium Compliance Scheme	In association with the Federation of Burial and Cremation Authorities. Developing environmental statement on compliance with environmental legislation and prevention of damage to the environment.	Angus Beacom Crematorium Manager	2021 / 2022	Environmental management	
C.24	Enhance monitoring and measuring of internal waste streams	Improve data management and collation of any internal reuse and recycling (not currently captured).	Climate Change Officer	2021 / 2022	Internal waste minimisation	
C.25	Digitisation of paper processes and transactions	Reduce paper consumption and waste through alternatives to print and transition to online systems.	Digital Transformation	Ongoing	Internal waste minimisation	22
C.26	Support, promote and integrate circular economy principles	Set a commitment to circular economy principles to reduce, reuse, repair and recycle, tying in with our procurement process.	Environmental Policy	2021 / 2023	Internal waste minimisation	22
C.27	Review the Council Internal Waste Minimisation Policy	Review the baseline for Council-generated waste and the target for reducing waste arisings and increasing diversion and recycling and relevant policy documents.	Environmental Policy	2022 / 2023	Internal waste minimisation (informing approach)	22,23,24
C.28	Continue to reduce use of disposable and single use products	Removal of plastics: straws, cutlery, vessels, containers etc. Implemented compostable consumables across the board in all Facilities Management Catering sites.	John Landragon Catering Manager	Ongoing	Internal waste minimisation and sustainable catering	
C.29	Sustainable Food City - Silver Award	Review and reduce delivery frequency. Source cost effective sustainable produce to meet relevant criteria. Use of multi drop vehicles - ambient and frozen produce in one vehicle. Bio degradable or reusable packaging.	John Landragon Catering Manager	In place / Ongoing	Internal waste minimisation and sustainable catering	
C.30	Catering Services - Menus	Design of menus to reflect Scottish Government Healthy Standards & Food for Life bronze award criteria. Use of local sustainable, seasonable, fresh and Marine Stewardship Council products. Monitor waste per site and act where waste is identified as high. Review the seasonal menu to take account of waste data trends.	John Landragon Catering Manager	In place / Ongoing	Internal waste minimisation and sustainable catering	

C.31	Catering Services - Equipment	Review and replace old equipment with energy efficient models for reductions in water, electric, gas consumption, whilst increasing productivity, improving quality of finished product and the working environment within the kitchen for staff.	John Landragon Catering Manager	In place / Ongoing	Internal waste minimisation and sustainable catering	1, 2, 6
C.32	Catering Services - Kitchen Management System	Implement an electronic catering system enabling increased uptake, monitoring, reporting, trend analysis, control of ordering and stocktake. Quality Management held online, nutritional analysis and labelling.	John Landragon Catering Manager	In place / Ongoing	Internal waste minimisation and sustainable catering	
C.33	Integrate commitments in event management	Review the Council's Event Management Guidance to reflect the Council's net zero commitments.	Stephen O'Neill Senior Events Manager	2021 / 2022	Internal waste minimisation and sustainable catering	
C.34	Food growing in schools and workplaces	Many city schools are now involved in food growing through Project Craster. Encourage and support food growing initiatives in workplaces. This links to city wide community, Friends groups and gardening group growing activity.	Steven Shaw Environmental Manager	In progress / 2025	Increase in nature based solutions	
C.35	Community run green spaces	Adding and developing green partners including schools, Friends groups and volunteer groups to support sustainability measures and to protect green space.	Steven Shaw Environmental Manager	In progress / 2025	Increase in nature based solutions	
C.36	Managing green waste	Develop additional, efficient local green waste composting for green waste generated in parks and greenspaces.	Steven Shaw Environmental Manager	In progress / 2025	Increase in nature based solutions	

Enabling themes

Leadership and Governance theme

No.	Project title	Project description	Project Lead	Indicative Timeline	Key outcome
D.1	Climate Data, Information Management and Reporting	Examine & improve the production, collation, analysis and reporting of climate data and information – covering emissions, risks and adaptation. Ensuring relevant stakeholders receive appropriate data to help inform decision making that contributes to the delivery of the Plan's commitments and targets. Project includes the development of methods, skills and platforms to support these outcomes.	Gale Beattie/Martin Murchie Chief Officer – Strategic Place Planning/Data and Insights	2022 / 23	Improved data management

D.2	Carbon budgeting / accounting & future scenarios modelling	Enhance the Council's approach to carbon budgeting and accounting. Progressing from a whole Council carbon budget and targets to allocating budgets and targets to Functions and or Clusters. Identifying, implementing carbon assessment, scenario tools to support this outcome.	Olu Fatokun Sustainability Officer	In progress / 2022	Improved data management
D.3	Risk Management - Energy & Climate	Risk Management Framework (identification of risks, issues, control actions and sources of assurance) to reflect the Plan. Mainstream climate risk assessment at operational level.	Alison Leslie Senior Sustainability Officer	2021	Climate risk management
D.4	Adaptation Benchmarking	Annual review of adaptation progress against the Adaptation Capability Framework.	Alison Leslie Senior Sustainability Officer	Annually	Climate risk management
D.5	Integrate climate change into the Council policy template and guidance	Update the Council's Policy Guidance and Policy Template documents to reflect the targets and commitments of this plan and the risks associated with climate change.	Ronnie McKean Service Support Manager	In progress / 2021	Climate considerations embedded
D.6	Integrate climate change into the Council strategy template and guidance	Update the Council's Strategy Guidance and Strategy Template documents to reflect the targets and commitments of this plan and the city's net zero vision.	David Leslie PMO Service Manager	In progress / 2021	Climate considerations embedded
D.7	Integrate climate change into the Council's Committee Report template	Review the inclusion of climate change in the Committee Report Template. Update Report Author Guidance to reflect this plan.	Sinclair Laing Team Leader - Environmental Policy	In progress / 2021	Climate considerations embedded
D.8	Integrate climate change into the Project Management process	Ensure Council Business Cases give due consideration to climate risks and the targets and commitments of this plan.	David Leslie PMO Service Manager	In progress / 2021	Climate considerations embedded
D.9	Influencing the Council's Commissioning Cycle	Take steps to ensure that the Plan influences the Council's Planning cycle (Analyse, Plan, Do, Review) to help ensure the delivery of the targets and commitments. This will include an influence on: <ul style="list-style-type: none"> • Analysis – ensuring sharing of relevant data and information. • Commissioning Intentions. • Service Standards. • Service Re-Design. • Resource allocation. 	Martin Murchie Chief Officer – Data and Insights	Developing / 2022	Strategic Resource Allocation
D.10	Procurement - Integrating climate change	Identify and examine opportunities that will strengthen delivery of the Council's net zero emissions target and the City's Net Zero Vision, through the Council's procurement processes, including: <ul style="list-style-type: none"> • climate friendly weightings; 	Michele Pittendreigh	Developing / 2021	Strategic Resource Allocation

		<ul style="list-style-type: none"> • certifications; • engagement with suppliers on net zero; • aligning principles of the circular economy to commissioning activity; and specifications that include requirements to commit to the Council's net zero target. 			
D.11	Governance - oversight of Energy and Climate Plan and Net Zero Vision	Develop the governance arrangements in place to link the Council's Energy and Climate Plan workstreams with associated city and national workstreams.	Fraser Bell Chief Officer - Governance	In progress / 2021	Climate considerations embedded

Awareness and Behaviour Change theme

No.	Project title	Description	Project Lead	Indicative Timeline	Key outcome
E.1	Planning - Develop and implement a Council Climate Change Awareness & Behaviour Change Approach	Develop approach to raising awareness and changing behaviour so that our Council leadership and workforce take individual and collective responsibility for defining and delivering changes needed to achieve our commitments for net zero and building resilience to climate change.	Sandie Scott People & Organisational Development	In progress / 2021	Greater awareness
E.2	Awareness Raising	Plan and deliver a programme of awareness raising actions, for staff and elected members, using a range of internal communication channels. Use success stories to highlight work delivered by the group and inspire further activity. Highlight events, campaigns, initiatives.	Paula Fullerton Communications Business Adviser	In progress / 2021	Greater awareness
E.3	Increased participation - Champions Network	Develop, launch and maintain a staff green champions network to share ideas and promote carbon reduction and sustainability actions. An Improvement Charter approved (December 2020) to support the LOIP key improvement measure: No. of public sector workforce ambassadors of low carbon living and working.	Kat Ramsay Sustainability Trainee	In progress / Ongoing	Increased participation
E.4	Capability Building – Capability Framework	Integrate sustainability in the Council Capability Framework. The addition of a sustainability indicator or similar in the Council Capability Framework, as part of the refresh of indicators in 2021.	Ka Kuen Mo CPD Coordinator	Scoping / 2022	Capability building
E.5	Staff Training Plan - climate change	Develop and implement a staff training plan to build staff knowledge on climate change and the Council plan. Work with theme leads to identify any relevant specialised training requirements.	Ka Kuen Mo CPD Coordinator	Scoping / 2021	Capability building

E.6	Engage staff in Policy and Processes – employee benefits	Group and promote existing employee benefits relevant to sustainability. Signpost staff to any national initiatives/ incentives relevant to the outcomes of this plan. Liaise with external organisations to identify other initiatives that could be incorporated into the employee benefits scheme. Engage staff in changes to policy and procedure as a result of this plan.	Kirsten Foley Employee Relations Lead	2021	Increased participation
E.7	Increased participation - Policy and Processes – climate change	Engage staff in changes to policy and procedure as a result of this plan – co-ordinating activity with the Leadership and Management theme. Further scoping required to agree remit of this.	Climate Change Officer	Scoping / 2021	Increased participation
E.8	Wider Engagement	Establish external/ internal engagement and behaviour change approach.	Karen Allan Communications Business Adviser	Scoping / 2021	Wider engagement
E.9	Wider Engagement - Schools	Inform city schools and teachers about Council commitments and actions to address climate change. See where we can learn from what pupils are doing, school climate programmes, initiatives.	Matt Reid Education Support Officer	2021	Wider engagement
E.10	Impact Measurement and Monitoring (Awareness and behaviour change)	Publish and make the Council's climate change data accessible. Including production of visual icons and infographics on progress towards achieving emission reduction targets. Sustainability and environment included in the Future of Work report, with recommendations for energy & climate change.	Data & Insights	In progress / 2021	Wider engagement

ABERDEEN CITY COUNCIL

COMMITTEE	Aberdeen City Council
DATE	3 March 2021
EXEMPT	No
CONFIDENTIAL	No
REPORT TITLE	Fairer Aberdeen Fund Annual Report 2019-20
REPORT NUMBER	CUS/21/039
DIRECTOR	Andy MacDonald
CHIEF OFFICER	Derek McGowan
REPORT AUTHOR	Susan Thoms, Programme Coordinator
TERMS OF REFERENCE	21

1. PURPOSE OF REPORT

- 1.1 To provide members with the Fairer Aberdeen Fund Annual Report 2019-20.

2. RECOMMENDATION(S)

That Council:

- 2.1 Note the Annual Report for 2019-20, at Appendix 1 and instruct the Director of Customer Services to report the Council's feedback to the Fairer Aberdeen Board as appropriate.

3. BACKGROUND

- 3.1 At its meeting of 21st June 2017 the Council agreed that Fairer Aberdeen Annual Reports would continue to be reported to Full Council. This report includes the Annual Report for 2019-20 at Appendix 1.
- 3.2 The Annual Report details how the Fund was used and the impact it had during 2019-20. £1.6m was allocated by the Council to the Fairer Aberdeen Fund, to be dispersed by the Fairer Aberdeen Board, to tackle poverty and deprivation in the priority areas of Cummings Park, Mastrick, Middlefield, Northfield,

Seaton, Tillydrone, Woodside and Torry, and across the City with vulnerable groups and individuals. A few highlights are summarised here, further detail is available at Appendix 1.

- 3.3 At its meeting of 5th March 2018, Council agreed to request that the Chief Officer - Early Intervention and Community Empowerment ensure that future reports contain a table detailing project spend for each project with an explanation of the impact it has had in terms of the programme. This is available at Appendix 2.
- 3.4 The Fund is dispersed and managed by the Fairer Aberdeen Board, made up of representatives from the identified priority areas, the Civic Forum, the Council, NHS Grampian, Police Scotland and ACVO (Aberdeen Council of Voluntary Organisations). Following discussion with Locality Partnerships, the Fund is now aligned with the LOIP and Locality Plan themes and community representatives from Locality Partnerships participated in subgroups considering applications for funding and made recommendations to the Fairer Aberdeen Board.
- 3.5 Funding was awarded to 41 projects within the main programme, as well as a Community Support Fund to support community engagement, an Employment Support Fund to support costs associated with getting people back into work, and a Participatory Budgeting event to reduce social isolation in Froghall, Powis and Sunnybank.
- 3.6 Grants ranged from £2,200 to £156,000 in value. A total of 34,431 people were involved in, or benefited from, funded initiatives, 9,327 of them were under 16 years old. 973 volunteers contributed 145,324 hours of volunteering time with a value of over £2.2m.
- 3.7 The Economy theme promotes inclusive economic growth, removes barriers to accessing employment and helps to maximise household incomes. It also provides opportunities for young people to enter employment, education and training. It provides access to affordable financial services and products, coordinated provision of quality advice and information services, and access to support and skills needed to return to work, including initial engagement, personal development activity and in work support.
- 3.8 Over the year 270 people moved into work and 62 young people moved on to employment, education or training.
- 3.9 2126 people received money advice or income maximisation advice, with 1268 reporting a total financial gain of £3.1m, an average of £2500 per person.
- 3.10 5625 people saved with a credit union, providing £1.7m in affordable loans.
- 3.11 The People (Children and Young People) theme promotes health and provides parenting and family support, services that meet the needs of young people, and opportunities for young people to secure positive destinations.

- 3.12 Over the year 9,327 children and young people were supported, along with 469 parents and families with complex needs. 359 young people accessed 3076 counselling sessions and 186 young people were involved in producing youth media. At least 5 families no longer required Social Work support.
- 3.13 The People (Adults) theme promotes health, mental health and wellbeing, community safety, and social cohesion and socially sustainable communities. It supports learning opportunities, volunteering, and increased opportunities to influence decision making and improves.
- 3.14 Over the year 404 people accessed counselling provision delivered in priority areas, 654 people took part in adult learning activities, 105 older people were supported to develop digital skills and 130 volunteers provided support to rough sleepers. Additional patrol hours were allocated to reduce harm to women involved in the sex trade and to protect communities from the risk and harm caused by prostitution. 61 ex-offenders were supported in the community after their release, 20 secured a positive destination and 11 moved into work.
- 3.15 The Place theme addresses food poverty and supports community initiatives to increase access to healthy and affordable food. It provides community facilities, access to recreational and educational activities, support with welfare reform issues, and promotes community capacity building.
- 3.16 Over the year 484 tonnes of free food was distributed, the equivalent of 1.4m meals, and 3 community pantries operated with 205 members. 582 food bank users were referred to other services for support and 1,021 received financial support through their SAFE Team. 5 Community Flats/Projects were funded in priority areas, providing youth work, adult learning, support and advice and addressing isolation.
- 3.17 The Fairer Aberdeen Board held another PB (Participatory Budgeting) event in Froghall, Powis and Sunnybank in October 2019. The areas chosen for PB reflect the desire of the Fairer Aberdeen Board to allocate funding to neighbourhoods with pockets of deprivation but out with the priority areas that usually receive funding. 18 proposals were received, and £25,000 allocated to 16 projects that received most votes at the public voting event, including SZTUKA Art Agency Polish Association, Powis Residents Group, Froghall Community Centre, Powis Community Centre, Sunnybank Community Centre, Kittybrewster Congregational Church, Friends of Sunnybank Park and Froghall Residents Group. Activities included community gardening, Chair Yoga for seniors, Sports and games, Arts and Crafts, international cooking and youth work.

4. FINANCIAL IMPLICATIONS

- 4.1 The Fairer Aberdeen Fund is allocated by Aberdeen City Council and is aimed at tackling poverty and deprivation; supporting partners to work together to tackle area-based and individual poverty; and to help more people access and sustain employment opportunities. Funding supports initiatives and services for the most disadvantaged communities and vulnerable people across the City.

4.2 In 2019-20 the Council agreed a sum of £1.6m to be managed by the Fairer Aberdeen Board. The same sum was agreed for 2020-21.

5. LEGAL IMPLICATIONS

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

6. MANAGEMENT OF RISK

Category	Risk	Low (L) Medium (M) High (H)	Mitigation
Strategic risk	Over 34,000 people benefitted from funded initiatives through the year. Many of the initiatives provide services that are preventative and addressing inequalities within the City, however there is an increasing need for support for people in crisis situations which is also being delivered for some of our most vulnerable citizens.	L	The Fairer Aberdeen programme is a positive example of partnership working, involving communities in decision making, bring a wide range of experience and knowledge to support initiatives that can respond to the needs of vulnerable people.
Compliance	No risks identified		
Operational	No risks identified		
Financial	Failure to continue to address the needs of Aberdeen's most disadvantaged communities would have a detrimental effect for the individuals and communities involved and potentially increased costs in the	L	Supporting people into employment, maximizing people's income, providing early intervention in relation to education and health is not only a better outcome for individuals but reduces the costs involved in responding to the effects of poverty in the long run.

	long term for public services.		
Reputational	The public may be unaware of the Fairer Aberdeen Fund and its contributions to the LOIP and Locality Plans may not be clear.	L	The Annual Report will be widely circulated. The programme is now aligned with the LOIP and Locality Plan priorities. Reports are provided to Locality Partnerships.
Environment /climate	No risks identified		

7. OUTCOMES

COUNCIL DELIVERY PLAN	
	Impact of Report
Aberdeen City Council Policy Statement	The activities in this report support the delivery of Policy Statement People 9 - Promote diversion activities for youths and adults in our city with enhanced focus on our three locality areas.
Aberdeen City Local Outcome Improvement Plan	
Prosperous Economy Stretch Outcomes	<p>The activities detailed in this report support the delivery of LOIP Stretch Outcomes:</p> <p>2 - 90% of working people in Living Wage Employment by 2026.</p> <p>2.1 - Promoting inclusive economic growth for our most disadvantaged communities.</p> <p>They also support delivery of the following outcomes in Locality Plans:</p> <ul style="list-style-type: none"> • Remove barriers to accessing employment and employment progression. • Maximise household incomes. • Maximise the employment, education and training opportunities for school leavers. <p>The initiatives and programmes being funded support frontline services that are provided by the Council, Community, Voluntary and other public sector partners with 95% of the fund allocated to voluntary and community organisations. Supporting people into employment, maximising people's income, providing early intervention in relation to education and health is not only a better outcome for individuals but reduces</p>

	<p>the costs involved in responding to the effects of poverty in the long run.</p>
<p>Prosperous People Stretch Outcomes</p>	<p>The activities detailed in this report support the delivery of LOIP Stretch Outcomes</p> <p>3. 95% of children (0-5years) will reach their expected developmental milestones by the time of their child health reviews by 2026.</p> <p>3.1 Ensuring that families receive the parenting and family support they need.</p> <p>Improving health and reducing inequalities</p> <p>4. 90% of children and young people will report that they feel mentally well by 2026 –</p> <p>4.2 Increasing children’s knowledge and understanding of their own physical and mental wellbeing.</p> <p>7. Child Friendly City which supports all children to prosper and engage actively with their communities by 2026.</p> <p>10. 2% fewer people reconvicted within one year of receiving a community or custodial sentence by 2026–</p> <p>10.2 Ensuring people on community sentences and liberated from prison have better access to services.</p> <p>11. Healthy life expectancy (time lived in good health) is five years longer by 2026.</p> <p>11.1 Supporting vulnerable and disadvantaged people, families and groups.</p> <p>11.4 Encouraging adoption of healthier lifestyles.</p> <p>They also support delivery of the following outcomes in Locality Plans:</p> <ul style="list-style-type: none"> • Improve outcomes for families with the most complex needs. • Facilities and services that meet the needs of young people. • Improve health, mental health and wellbeing/ • Access to learning opportunities to develop digital skills and use the internet safely. • Enhance social cohesion and socially sustainable communities. • Increased opportunities to influence decision making. • Improve community safety to keep people safe. • Prevent and reduce levels of substance misuse. <p>The Fairer Aberdeen Fund supports a range of initiatives to support vulnerable people. Many of the services are addressing inequalities within the City and responding to an increasing need for support for people in crisis situations. Fairer Aberdeen initiatives also contribute to the delivery of the Council’s Locality Plans,</p>

	Anti-Poverty Strategy and have an important role in responding to Welfare Reform changes.
Prosperous Place Stretch Outcomes	<p>The activities detailed in this report support the delivery of LOIP Stretch Outcomes</p> <p>13. No one in Aberdeen will go without food due to poverty by 2026.</p> <p>13.1 Increasing food resilience at individual and community level by establishing self-governing community co-operatives to offer further supportive ways of providing food.</p> <p>They also support delivery of the following outcomes in Locality Plans:</p> <ul style="list-style-type: none"> • Increased opportunities to access high quality, fit for purpose facilities. • Appropriate spaces and facilities to support play and recreational activities. • Celebrate and promote heritage and culture. • Tidy and well-maintained communities. • Support community capacity building through the use of technology. <p>The Fairer Aberdeen Fund provides services that tackle poverty and contribute to improving wellbeing for the city's most disadvantaged communities and vulnerable individuals. The programme responds to locally identified issues and addresses unemployment, providing financial inclusion services, improving health and literacies and enabling more sustainable and safer communities.</p>

8. IMPACT ASSESSMENTS

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

9. BACKGROUND PAPERS

Funded initiatives provide annual monitoring reports which are used to produce the Annual Report.

10. APPENDICES

Appendix 1 – Fairer Aberdeen Annual Report 2019-20
Appendix 2 – Funded Initiatives Impact Measures

11. REPORT AUTHOR CONTACT DETAILS

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Fairer Aberdeen Fund Annual Report 2019-20



The Fairer Aberdeen Fund is allocated by Aberdeen City Council to tackle poverty and deprivation. The Fund is dispersed and managed by the Fairer Aberdeen Board, a subgroup of the Community Planning Partnership, made up of representatives from the regeneration areas, the Civic Forum, the Council, NHS Grampian, Police Scotland and ACVO (Aberdeen Council of Voluntary Organisations). In 2019-20 funding of £1,640,000 was made available to support work in priority areas and across the City with vulnerable groups and individuals.

Funding was awarded to 41 projects within the main programme, as well as a Community Support Fund to support community engagement, an Employment Support Fund to support costs associated with getting people back into work, and a Participatory Budgeting event.

Grants ranged from £2,200 to £156,000 in value. A total of 34,431 people were involved in, or benefited from, funded initiatives, 9,327 of them were under 16 years old. 973 volunteers contributed 145,324 hours of volunteering time with a value of over £2.2m*.

*Volunteering time is generally valued as the median hourly pay rate in the area, in Aberdeen this was £15.33. (Office of National Statistics, the Annual Survey of Hours and Earnings (ASHE))

The Fairer Aberdeen programme is aligned with the themes from the **LOCAL OUTCOME IMPROVEMENT PLAN** and **LOCALITY PLANS** in priority areas:

ECONOMY
CHILDREN AND
YOUNG PEOPLE
ADULTS
PLACE

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Community Planning Aberdeen



FAIRER ABERDEEN FUND

£1.6m invested **41** funded projects

34,431 people supported

973 volunteers **145,000** hours of volunteering time

£2.2m value of volunteering

ECONOMY

270 people into work

62 young people moved on to employment, education or training

23 weekly employment support sessions

36 sensory impaired people supported to stay in employment

2126 people receiving money advice and income maximisation advice

£3.1m client financial gain, an average of £2,500 per person

5625 Credit Union savers **£1.7m** affordable loans provided

CHILDREN & YOUNG PEOPLE

9,327 children and young people supported

469 parents and families with complex needs supported

359 young people accessed **3076** counselling sessions

186 young people involved in producing youth media

ADULTS

404 people accessed counselling provision provided locally

654 people took part in adult learning

137 people involved in producing community media

105 older people were supported to develop digital skills

130 volunteers provided meals and facilities to rough sleepers

PLACE

484 tonnes of free food distributed, equal to **1.4m** meals

1,603 food bank users referred to other services

3 community pantries established with **205** members

5 community projects/flats supported in disadvantaged areas

ECONOMY

LOCAL
OUTCOME
IMPROVEMENT
PLAN

90% of working people in Living Wage Employment by 2026 –

Promoting inclusive economic growth for our most disadvantaged communities

LOCALITY PLANS

Remove barriers to accessing employment and employment progression

Maximise household incomes

Maximise the employment, education and training opportunities for school leavers

Pathways supports people into employment by providing tailored support for people from the first stages of job seeking through to securing and maintaining employment. They identify and encourage participation of hard to reach residents through weekly drop-ins, work clubs, established links with partner agencies and individually tailored one to one Keyworker support.

461 people received support and 213 moved into work. Weekly drop-ins were delivered in all the priority areas, with additional drop-ins arranged in areas identified as needing extra support. Key workers were in each priority area at least twice a week, offering advice and help with job searches and providing laptops to enable people to complete online applications with their support. 7 volunteers contributed 294 volunteer hours.

shmuTRAIN (Station House Media Unit) offers comprehensive employability support and skills development training to young people aged 14-19, using community & digital media to engage young people, increase motivation and develop core skills such as confidence, communication and team work, and to support young people to move on to a positive destination.

50 young people participated in the programme. 31 of them moved into positive destinations, 7 into work, 14 into further education and 10 into training. 13 young people secured an SQA, 50 showed improved communication skills and 50 showed increased readiness for work.

NESS (North East Sensory Services) Employment Service

provides an employment service to blind, visually impaired, deaf or hard of hearing people who live in Aberdeen City. They provide specialist support enabling people to access relevant employment, education and training opportunities and to sustain opportunities which have already been accessed.

They worked with 75 clients. 6 people moved into work and 36 were sustained in their current jobs. Clients were also involved with training, work placements and volunteering.

CAB Money Advice Outreach Project

provides advice and information using community centres as drop-in centres, assisting clients to maximise their income from welfare benefits and to reduce levels of debt.

702 clients received money advice and income maximisation advice with a total financial gain of £760,136, an average of £1,083 per client.

St Machar Credit Union improves access to affordable financial services and products and develops credit union membership, by providing and promoting easy access savings accounts for adults and juniors and low-cost loans within the community.

Over the year they gave out affordable loans of over £1.7m, meaning 3,600 people had access to affordable credit, avoiding payday loans or doorstep lending.

9 volunteers staffed 7 collection points across the priority areas.

Volunteering can give valuable experience and confidence to enable people to get back into work, with appropriate training and support



270 people into work
62 young people moved on to employment, education or training
2126 people receiving money advice
£3m client financial gain

Prince's Trust Team Programme

provides a 12 week personal, social and employability skills development programme for participants aged 16-25 who are disadvantaged, with a high proportion having complex needs including offending behaviour, drug and alcohol issues, behavioural issues, problems with literacy, numeracy, mental health and homelessness.

Over the year 23 people completed the programme, 10 moved into work and 8 into education, training or volunteering.

Social return on investment for every £1 of funding received by Pathways there was a return of £4.67

PATHWAYS

Social return on investment for every £1 of funding received by shmuTRAIN there was a return of £3.69

“We worked with a father who had numerous financial difficulties. He was unaware he could apply for Disability Living Allowance for the extra care needed for his autistic son. He is now receiving this and has had his ESA reinstated at the maximum amount. We also referred his son to various autistic charities in the city. His son is now receiving 2 days a week doing various sporting activities and learning maths. This has been a huge help to both father and son.”

CFINE SAFE

Care and Repair provides advice and financial assistance to older people and people with disabilities, to maximise household income and raise charitable funding on behalf of individuals to carry out repairs, improvements, and adaptations to the home.

Over the year 441 households were assisted with income maximisation and charitable funding, achieving a total financial gain of £596,731, an average of £1,353 per household. 986 households in priority areas received assistance with repairs, adaptations, and handyman services.

CFINE SAFE (support, advice, financial, education) provides financial capability support on benefits, budgeting and debt, and a referral system to direct beneficiaries to agencies who can support them to resolve issues. SAFE provides a holistic, person-centred response to the multiple and complex needs of people on low incomes and reliant on emergency food provision.

Over the year 582 clients were seen, 202 of them received financial gain of £879,168, an average of £4,352 per person.

“Client B suffered from extreme depression and anxiety. We were able to represent him at appeal and ensure his PIP was reinstated.”

CFINE SAFE DA

CFINE SAFE Disability Action provides financial capability support for those affected by disability. Confidential non-medical advice is provided, as well as for their carers. Home and hospital visits are available, and beneficiaries are supported through the tribunals phase of benefit appeals where required.

401 clients were seen, 141 of them reported financial gain of £943,743 an average of £6,693 per person.

PATHWAYS

The labour market in Aberdeen has been very poor over the past year, with far fewer vacancies in lower and unskilled jobs than in more buoyant years. It is not anticipated that the labour market will return to previous levels. Alongside this, the introduction of Universal Credit and Welfare Reform is having a huge impact. Clients are under more pressure to find work, including clients who have health problems. As a result, the referrals being received now tend to be much further from being job ready than in previous years.

The impact of these factors is fewer vacancies, with increased competition for these vacancies.

And now the biggest single impact on the service is the Coronavirus pandemic. There are limited vacancies available, restricted to jobs such as supermarkets, drivers, and the NHS, and many clients are wary of taking jobs in these occupations.

As we enter the new reporting year Pathways is working hard to raise our profile across social media, so that when the lockdown is lifted and people start to return to work they know where to come for support to re-enter employment.

CHILDREN AND YOUNG PEOPLE

LOCAL OUTCOME
IMPROVEMENT PLAN

95% of children (0-5years) will reach their expected developmental milestones by the time of their child health reviews by 2026 –

*Ensuring that families receive the parenting and family support they need
Improving health and reducing inequalities*

90% of children and young people will report that they feel mentally well by 2026 –

Increasing children's knowledge and understanding of their own physical and mental wellbeing

LOCALITY
PLANS

Improve outcomes for families with the most complex needs

Facilities and services that meet the needs of young people

Fersands Family Centre Support Worker and Twos Group provides a safe, welcoming and stimulating environment to deliver good quality play and learning experiences to encourage motivation, and enthusiastic learning.

Over the year 40 families received support and 22 children attended the weekly pre-nursery group. More intensive, long term support was provided to 12 families who have social work involvement.

Middlefield Youth Flat and Under 11s work supports young people, especially those with low self-esteem and lack of confidence.

Over the year 170 young people participated in 1600 sessions at the Youth Flat, as well as 15 outreach sessions, 145 of them were under 16.

90 young people were involved in Under 11s Work, there were 142 club and small group work sessions. 8 volunteers contributed 860 hours of volunteer time.

Fersands Youth Work Support provides a wide range of youth work services to encourage young people to experience new activities, gain new skills, build relationships and learn about health issues, employment and other issues relevant to them.

Over the year 120 young people participated, 101 of them under 16 years old. 8 volunteers contributed 500 hours of volunteer time.

Mental Health Aberdeen provides ACIS Youth Counselling, where 223 young people accessed 2147 counselling sessions. ACIS Youth also operates in Torry, where 104 young people accessed 833 counselling sessions in Primary and Secondary schools.

Choices Relationship Revolution delivers an early intervention programme to break the cycle of gender-based violence and sexual exploitation and to raise awareness, challenge prejudice and stereotypes amongst young people.

Over the year 1200 participants were involved, 135 educational workshops and 100 drop in clubs were held. 94% of young people reported being able to identify violent and exploitative relationships and an increased knowledge of existing support services following participation in the workshops.

There were 25 young people trained and supported to volunteer and 210 volunteer hours contributed.

SHMU Youth Media provides creative opportunities for young people (between the age of 12-19), primarily from the regeneration areas of Aberdeen, to train and take part in all aspects of the production of regular radio programmes

A total of 186 young people participated, 175 of them under 16 years old. 28 volunteers contributed 14,900 hours of volunteer time.

9,327 children and young people supported

469 parents and families with complex needs supported

359 young people accessed

3076 counselling sessions

186 young people involved in producing youth media



Services for young people support their personal, social and educational development, enabling them to develop their voice, influence and place in society and to reach their full potential

Home-Start coordinate home visiting support to families identified as at risk and hard to reach, working to prevent further crisis and family breakdown.

38 families in priority areas were supported. All families reported reduced isolation, and reduced levels of family conflict or stress. 5 families no longer required Social Work support. 23 families were supported with financial issues, 9 people moved into work, volunteering or training and 49 volunteers contributed 2890 volunteering time.

Tillydrone ACT Attack provides drama classes as a means to help promote a sense of value, self-worth, and self-confidence in young people, and give them an appreciation of Arts, drama and music while having fun and enjoying themselves.

Average weekly attendance at classes was 50, and 6 volunteers contributed 80 hours of volunteering time.

Befriend A Child provide accessible group activities for children involved in the Befriend A Child scheme. One is based at Woodside Primary School, accessible to children from Tillydrone, Seaton, Fersands, Woodside and the other is in Cummings Park.

23 children and young people benefitted from regular use of the youth club, and in actively participating in organising activities. 13 volunteers contributed 1560 hours of volunteering time.

Aberdeen Lads Club Big Bang Drumming Group provides percussion workshops for young people, to create a performance band to enhance participants' confidence, self-esteem and social skills.

12 young people participated regularly throughout the year.

St Machar Parent Support Project Positive Lifestyles provides support to young parents, helping them identify issues and to engage with the relevant agencies before they reach crisis point, preventing future long term need for statutory services.

401 people participated in the programme and 126 parents were referred on to relevant agencies for further support. 88 people were supported to claim grants totalling £13,944. 66 young people under the age of 16 were helped by the support provided to their parents.

Geronimo – Time to Play is delivered by Aberdeen City Council's Creative Learning for parents and their early years children (0-5 years) to play and be creative together. Through play, creativity and risk Geronimo aims to improve parents' confidence in taking part in their children's learning and to be confident in their own ability to think creatively and be able to find opportunity to play in any environment; a supermarket queue, at home when feeling busy, or out in the rain.

33 sessions were delivered in Cummings Park, Tillydrone and Tullos, attended by 65 parents and 90 children.

“Alice is a grandmother who is bringing up her grandchild. She was very worried and stressed about her daughter who had mental health issues, and her granddaughter who was displaying violent behaviour. We supported Alice through our Kinship Group that meets once a fortnight. We helped Alice contact the relevant services and secured a counselling place for her granddaughter and social work support for her daughter. We also helped her granddaughter to make contact with her sister after many months. Alice and her granddaughter now plan to get involved with our playscheme.”

St Machar Parent Support Project

GERONIMO – TIME TO PLAY



Throughout the Geronimo project staff and artists captured anecdotes, quotes, observations, and evaluation at each session that demonstrate:

- Play, creativity and risk taking
- Parents / carers have increased confidence playing with their child / children
- Parents / carers and children showing signs of positive attachment
- Parents / carers taking a proactive role in their child's development
- Families using Geronimo approaches at home

Observation from drawing week

Child to Adult: *"Maybe if we cut out my body shape and put it outside my room, it'll make the bad dreams go away."*

Observation from messy play week

Adult 1 (speaking about baby covered in food colouring): *"I'm not usually comfortable with lots of mess, but now she's THIS messy, I don't actually care anymore."*

Adult 2: *"It's kinda liberating!"*

ADULTS

LOCAL OUTCOME
IMPROVEMENT PLAN

Healthy life expectancy (time lived in good health) is five years longer by 2026 –

Supporting vulnerable and disadvantaged people, families and groups

Encouraging adoption of healthier lifestyles

2% fewer people reconvicted within one year of receiving a community or custodial sentence by 2026–

Ensuring people on community sentences and liberated from prison have better access to services

LOCALITY
PLANS

Improve health, mental health and wellbeing

Access to learning opportunities to develop digital skills and use the internet safely

Enhance social cohesion and socially sustainable communities

Increased opportunities to influence decision making

Improve community safety to keep people safe

Prevent and reduce levels of substance misuse

Mental Health Aberdeen provides adult counselling in Torry, where 161 clients accessed the service and 989 counselling sessions were provided; and in Calsayseat Surgery, where 164 clients accessed 1,082 counselling sessions.

Pathways to Wellbeing provides locally based, easily accessible counselling services.

They provided counselling in 7 priority areas; 79 people accessed 977 counselling sessions delivered. 7 volunteers contributed 294 hours of volunteering time.

SHMU Community Reintegration Support Service works with ex-offenders, following their release, to create strong, supportive community networks and develop effective community based multi-agency working.

206 offenders participated in the programme within prison and 24 in the pre-release programme. 61 participants engaged with appropriate support services post release. 20 participants secured a positive destination after release, 20 volunteering in the community, 4 into education, 7 into training and 11 into employment.

Cyrenians Street Alternatives

provides a volunteer led service offering practical support to people in Aberdeen City who are sleeping rough or who have no access to cooking or personal care facilities.

Over the year 39 people attended sessions held 4 times per week. 16 community awareness raising events were held to promote the service and volunteering opportunities. 130 volunteers contributed 7,072 hours of volunteering time.

SHMU Connecting Communities Through Community Media

supports the production of community media in regeneration areas, exploring and addressing local community issues and developing skills by providing training and support, developing opportunities for underrepresented voices to be heard across the city; creating a wide range of benefits for individuals and communities, fostering a spirit of engagement and partnership working; developing transferrable skills in participants; and contributing towards increased social capital.

37 volunteers were supported to produce community magazines 3 times a year in 7 regeneration areas, and 100 volunteers supported to produce radio programmes, including 6 community shows broadcast weekly in priority areas.

404 people accessed counselling provision provided locally
654 people took part in adult learning
137 people involved in producing community media
105 older people supported to develop digital skills
130 volunteers provided meals and facilities to rough sleepers
61 ex-offenders supported in the community after release



Services for adults focus on improving health, mental health and wellbeing, learning and skills development, community capacity building, volunteering and reducing isolation

347 organisations worked in partnership with SHMU over the year and a total of 265 participants were involved. 137 volunteers contributed 21,454 hours of volunteer time.

Aberdeen Foyer Reach delivers personal, social, wellbeing and employability skills development programmes, aimed at participants who are in recovery from any long-term condition e.g. substance misuse, mental illness or physical illness.

34 clients participated in the course and 7 secured employment, training or education as a result. 20 volunteers contributed 350 hours of volunteer time.

Silver City Surfers provide one to one computer tutoring for over 55s in the City Centre, and Northfield/Cummings Park areas, so they can confidently learn how to use the computer and surf the internet safely in a welcoming and social environment.

105 people registered as new learners. 183 sessions were offered, and 42 volunteers contributed 2,795 hours of volunteer time.

Police Scotland Operation Begonia is a joint initiative involving Police Scotland and partner agencies with the two aims of preventing sexual exploitation and supporting those who find themselves involved in selling or exchanging sexual activity. It provides dedicated, directed patrols with the aim of using a trauma informed approach to signpost those involved in sex work towards services and more positive destinations. Begonia was set up to reduce harm to women and men involved in the on street sex industry and to protect communities from any real or perceived threat, risk and harm caused by prostitution.

During the year there were 411 separate interactions with sex workers. 14 new women were encountered through street work patrols. 18 women were referred to partner agencies. Begonia patrols access rape alarms, toiletries and snacks to give out when needed. There were 784 hours of dedicated additional patrol time undertaken in Aberdeen to address on street prostitution. 78 male perpetrators were stopped, educated or charged regarding kerb crawling offences to try and discourage males from frequenting identified areas, in support of local communities.

Printfield Feel Good Project and Tillydrone Health & Well Being Project provide Complementary Health sessions to increase relaxation and wellbeing.

80 people accessed 472 sessions and 2 volunteers contributed 40 hours of volunteering time.

GREC Language and Integration Project provides employability ESOL classes within priority areas and a Language Café to offer opportunities to build confidence in speaking English.

240 people of over 30 nationalities participated. 27 people took up employability as a result of the project and 14 moved into work. 90% of participants reported increased confidence and skills in employability related English. 80% felt the project had supported them to build networks and reduce isolation, improved their mental health and strengthened connections.

LANGUAGE cafe



THURSDAY 5TH AND 12TH OCTOBER

- Tullis Community Centre, Girdleness Road, Aberdeen, AB11 8FJ 11.30 TO 12.30 PM
- Woodside Community Centre, Marquis Road, Aberdeen AB24 2QY 6.00 TO 7.00 PM

YOU CAN ALSO JOIN OUR WEEKLY SESSIONS

- Sunnybank Community Centre, Sunnybank Road, Aberdeen AB24 3NG, 10.30 TO 11.30 AM (Closed during October break)
- City Centre at Sopranos, 18 Guild Street, Aberdeen AB11 6NF, 10:00 TO 11:30 AM

“The online language café platform we opened to continue our project has opened new possibilities to maintain meaningful interaction in spite of distance. A volunteer from Iran who left Aberdeen in 2019 after his visa expired, has joined our language cafes on-line. This has been a welcome surprise for Cafetistas and volunteers alike as their interaction establishes firm bonds and reinforces the sense of integration amongst people in attendance. It shows that the project serves the very valuable purpose of eliminating barriers in communication.”

GREC

TILLYDRONE COMMUNITY CAMPUS

The new Tillydrone Community Campus received funding to develop a community café.

Community Hubs provide a wide range of facilities and services in communities, including access to free or affordable food, help with welfare reform issues, adult learning, and youth activities.

Many Fairer Aberdeen initiatives are delivered in Hubs, Community Projects and Flats, where they are accessible for local people.



PLACE

LOCAL
OUTCOME
IMPROVEMENT
PLAN

No one in Aberdeen will go without food due to poverty by 2026–

Increasing food resilience at individual and community level by establishing self-governing community co-operatives to offer further supportive ways of providing food

LOCALITY
PLANS

Increased opportunities to access high quality, fit for purpose facilities

Appropriate spaces and facilities to support play and recreational activities

Celebrate and promote heritage and culture

Tidy and well-maintained communities

Support community capacity building

through the use of technology

Cummings Park Community Flat, Printfield Community Project Tillydrone Community Flat and Seaton Community Flat provide resources for community activity; venues for a range of organisations that offer support, information and advice; and support community capacity building and adult learning. They support people with welfare reform issues and help to address isolation.

In **Cummings Park Community Flat** 17 partner agencies used the Flat to deliver advice and support for a range of issues including employability and financial inclusion. The total number of contacts accessing activities was 3,004 and the number of users of the Flat facilities, including phone, computers and enquiries was 47. The Flat was open for 5 days a week and 22 volunteers contributed 5,070 hours.

In **Printfield Community Project** 170 children and young people participated in activities in the project and 69 in the After School Club. 12 children under 3 years were registered.

50 young people were provided with healthy lunches during the school holidays. 25 residents were supported to be part of the Woodside Network and 60 to become involved in the delivery of PB. 40 volunteers contributed 450 volunteer hours.

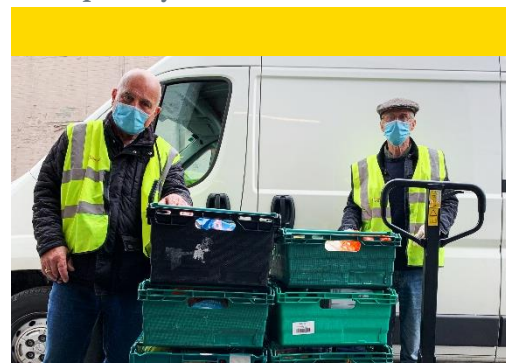
Tillydrone Community Flat had 25 agencies using the flat to deliver advice and support services for a range of issues including Health, Education, Employability and Financial Inclusion. There were 3,426 recorded uses of the Flat facilities, including use of washing machine, phone and access to computers.

There were 68 Learning Support creche sessions with 36 children attending creche sessions. 36 people were involved in adult learning activities, and 172 people got support with welfare reform issues. A total of 360 participants were involved, 41 of them under 16 years old. 12 volunteers contributed 600 hours of volunteer work.

In **Seaton Community Flat** there were 1,975 attendances at sessions provided by 16 partner agencies. 15 people attended sessions supporting people back into work and 39 people attended sessions aimed at increasing skills and creativity. A total of 452 people attended the flat and 4 volunteers contributed 240 hours of volunteer time.

CFINE (Community Food Initiatives North East) provide services to tackle food poverty. They maintain and develop Community Food Outlets and Pantries to provide access to healthy, affordable food in priority areas.

Affordable food provision is being increased by the development of community pantries, to deliver a more sustainable approach to food poverty



484 tonnes of free food distributed equal to **£1.7m** or **1.4m** meals
1,603 food bank users referred to support services
3 community pantries established with **205** members
5 community projects/flats supported in priority areas

Over the year they supported 90 Community Food Outlets and 3 community pantries were established with 205 members, providing a more sustainable and dignified response to food poverty. FareShare food was provided to over 200 charities and community organisations across the city. Emergency food provision is also undertaken, as well as coordination and networking between organisations involved in food poverty work. 484 tonnes of free produce were distributed, 20,045 food parcels were given out and 9,500 FareShare meals provided to support holiday hunger initiatives. 582 food bank users were referred to other agencies and 1,021 people accessed financial support through their SAFE Team. 322 volunteers contributed 77,280 hours of volunteer time.



COMMUNITY ENGAGEMENT

“Being on the Fairer Aberdeen Board is an important role; it has a big impact on the City. We need to represent our own communities but also see the bigger picture.”



Regeneration Matters is a forum of community representatives from all the regeneration and priority neighbourhoods in Aberdeen City who nominate 7 members to sit on the Fairer Aberdeen Board along with 3 representatives from the Civic Forum. The group meets monthly to discuss issues of interest across all the communities, as well as managing the Community Support Fund to support community engagement and empowerment. Over the year the Fund supported Community Networks, printing and distribution of Community Newsletters, research trips, engagement events, meetings, and training.

PARTICIPATORY BUDGETING



£25,000 was allocated to undertake a Participatory Budgeting (PB) process, which is a way for local people to have a direct say in how funds can be used to address local needs.

A steering group was set up to organise the process, made up of community and partner representatives. It was decided to hold the event in Froghall, Powis and Sunnybank.

18 proposals were presented and then voted on by residents at the voting event in October 2019. Funding was awarded to 16 projects that were most popular.

“PB is community empowerment at its best.”



In memory of Arthur Forbes

Arthur was a much loved member of the Fairer Aberdeen Board from 2009 until his sad death in 2020.

Arthur will be greatly missed by all members of the Board, for his hard work and dedication, his sense of humour, and for representing old and young people with equal passion.

As Cllr Jenny Laing, Fairer Aberdeen Board Chairperson, recalls: “I was deeply saddened to hear that Arthur had passed away. I feel privileged to have had the opportunity to work with Arthur over the last 6 years both through the Fairer Aberdeen Board and the City Centre Masterplan Working Group. Arthur was a real character who was extremely passionate about the work of the Fairer Aberdeen Board and gave up a great deal of his own time to champion the cause of those living in our regeneration areas. Arthur was never slow in speaking up for the most vulnerable in our communities and worked in partnership with others to ensure they were ably supported. He played a lead role in the participatory budgeting events organised by the Fairer Aberdeen Board over recent years and kept everyone on their toes by utilising his considerable bell ringing skills! He was a true community campaigner, and he will be sorely missed by us all.”

THANK YOU



Thank you to all the participants, staff and volunteers who have contributed to this report and to the Fairer Aberdeen programme over the year.

Fairer Aberdeen Programme 2019-20

Funded initiatives

Project	Organisation	Funding 18-19
ECONOMY		
CAB Money Advice Outreach Project	Citizens Advice Bureau	82,206
Care and Repair Funding Officer	Castlehill Housing Association	30,065
NESS Employment Service	North East Sensory Services	23,477
Pathways to Employment	Pathways	156,432
Princes Trust Team Programme	Aberdeen Foyer	13,000
SHMU Train Initiative	Station House Media Unit	35,000
St Machar Credit Union	St Machar Credit Union	57,000
SAFE	CFINE	101,466
SAFE DA	CFINE	46,420
CHILDREN AND YOUNG PEOPLE		
ACT Attack	St George's Church	3,000
ACIS Youth Counselling	Mental Health Aberdeen	68,570
Befriend A Child	Befriend A Child	11,255
Big Bang Drumming Group	Aberdeen Lads Club Community Project	3,750
Fersands Twos Group	Fersands Family Centre	3,500
Fersands Family Support Worker	Fersands Family Centre	2,200
Fersands Youth Work Support	Fersands Community Project	3,500
Geronimo - Time to Play in Mastrick	ACC Creative Learning	27,288
Home-Start	Home-Start Aberdeen	33,090
Middlefield Under 11's work	Middlefield Community Project	9,539
Middlefield Youth Flat	Middlefield Community Project	45,000
Positive Lifestyles	St Machar Parent Support Project	38,217
Relationship Revolution	Choices Aberdeen	26,390
Youth Media	Station House Media Unit	16,000
ADULTS		
Aberdeen Foyer REACH	Aberdeen Foyer	11,000
Calsayseat Counselling	Mental Health Aberdeen	33,735
Connecting Communities Through Community Media	Station House Media Unit	69,030
Community Reintegration Support Service	Station House Media Unit	25,758
GREC Language and Integration Project	GREC	12,069
Operation Begonia	Police Scotland	27,000
Pathways to Wellbeing	Pathways	64,553
Printfield Feel Good Project	Printfield Community Project	3,040
Street Alternatives	Aberdeen Cyrenians	32,000
Silver City Surfers	Silver City Surfers	12,763
Tillydrone Health & Well Being Project	Tillydrone Community Flat	8,640
Torry Adult Counselling	Mental Health Aberdeen	30,800
PLACE		
CFINE Tackling Food Poverty	CFINE	64,810
Cummings Park Community Flat	Cummings Park Community Flat	23,575
Printfield Community Project	Printfield Community Project	24,958
STAR Community Flat	Langstane Housing Association	36,235
Tillydrone Community Flat	Tillydrone Community Flat	50,485
Community Café	Tillydrone Community Campus	10,714

Funded initiatives – impact measures

ECONOMY

CAB Money Advice Outreach Project	
Number of clients receiving money advice	218
Number of clients receiving income maximisation advice	484
Number of home visits	27
Number of community appointments	1527
Total client financial gain	760,136
Total client financial gain - money advice/debt counselling	368,315
Total client financial gain - income maximisation	391,821
Total financial gain per head	1570
Total number of participants involved	484
Number of participants aged under 16 years	0
Number of volunteers involved	0
Number of volunteer hours contributed	0
Care and Repair Funding Officer	
Number of households assisted for income maximisation and charitable funding	441
Total client financial gain - Income Maximisation	£493,688
Total client financial gain - Charitable Funding	£103,043
Number of households assisted receiving assistance with repairs/improvements/adaptations or home furnishings and/or handyman services - in Regeneration areas	986
Number of households assisted suffering from some form of disability - in regeneration areas	794
Number of households receiving gardening services	98
Number of households assisted with security or safety issues - in regeneration areas	374
*Work Experience/Work Placement/Trainee post - number of hours	1777
Number of young people involved in *	5
Number of households assisted across all services, where children under 16 were involved	29
Total number of households involved	1427
Total number of participants involved	1945
Number of participants aged under 16 years	12
Number of volunteers involved	11
Number of volunteer hours contributed	132
NESS Employment Service	
Number of people engaged and registered with the service	75
Number of people moving into work	6
Number of people in work receiving support to retain work or look at alternative options	36
Number of people supported to use technology adaptations	7
Number of people moving onto education and training	14
Number of people taking up work placement and volunteering opportunities	7
Total number of participants involved	75
Number of participants aged under 16 years	1
Number of volunteers involved	0
Number of volunteer hours contributed	0
Pathways	
Numbers caseloaded by Keyworkers to receive support	461
Number of people moving into work	192
Number of people accessing the Support Fund	94
One-to-one support sessions delivered in communities each week	23

Number of Job Fairs and City Centre events attended	4
% of clients registered on Meganexus	100%
% of clients offered in-work support	100%
% of clients receiving 6-month follow-up contact	100%
Total number of participants involved	461
Number of participants aged under 16 years	0
Number of volunteers involved	7
Number of volunteer hours contributed	294
Princes Trust Team Programme	
Number of participants progressing to employment, training education or volunteering	18
Number of people moving into work	10
Number of entrants achieving SQA units	23
Number of entrants achieving Food Hygiene certificate	30
Number of entrants achieving First Aid certificates	20
Number retained on the programme	23
Number of completers taking part in final presentation	23
Number of clients participating in mental health and wellbeing activities during the course	33
Number of unemployed young people participating in the programme from deprived areas of the City	20
Number of participants taking part in community project	25
Number of clients completing Digital Skills SVQF Level 4	23
Number of participants taking part in team challenge	23
Number of participants previously engaged in offending behaviour	7
Total number of participants involved	33
Number of participants aged under 16 years	0
Number of volunteers involved	3
Number of volunteer hours contributed	120
shmuTRAIN Initiative	
shmuTRAIN Early Interventions (schools programme)	
Number of young people participation in school programme	5
Number of young people securing Positive destinations	5
Number of young people securing positive destinations - employment	0
Number of young people securing positive destinations - Education	5
Number of young people securing positive destinations - Training	0
Number of young people achieving Progression Milestones	5
Number of participants securing interview for work	0
Number of participants securing interview for College	5
Number of participants securing an SQA	2
Number of SQA's achieved	2
Number of participants showing raised level of academic achievement	2
Number of participants showing improved communication skills	5
Number of participants showing improved readiness for work	5
shmuTRAIN Positive Transitions (16-25 years)	
Number of young people (16-25) participating in shmuTRAIN employability programmes (incl AA)	45
Number of young people securing Positive Destinations:	26
Employment	7
Education	9
Training	10
<i>Progression Milestones:</i>	

Number of participants securing an SQA	11
Number of SQA's achieved	11
Number of young people moving into volunteering	3
Number of young people securing an interview for work	14
Number of young people securing an interview for college	10
<i>Soft Outcomes:</i>	
Number of participants showing raised level of academic achievement	20
Number of participants showing improved communication skills	45
Number of participants showing improved readiness for work	45
Total number of participants involved both programmes	50
Number of participants aged under 16 years both programmes	6
Number of volunteers involved	0
Number of volunteer hours contributed	0
St Machar Credit Union	
Number of adult savers	3865
Number of junior savers (those aged under 16)	1760
Total savings deposited (both adult and juniors)	2,195,980
Number of affordable loans provided	3597
Total amount of affordable loans provided	1,747,286
Number of community collection points	7
Number of school collection points	0
Number of volunteers	9
Number of onward referrals to other Cash In Your Pocket partners	31
Number of Prepaid Maestro cards	240
Number of junior savers going on to open adult accounts	21
Total number of participants involved	5625
Number of participants aged under 16 years	1760
Number of volunteers involved	9
Number of volunteer hours contributed	2800
CFINE SAFE	
Number of clients seen	582
Total client financial gain	879,168
Number of people reporting financial gain	202
Total financial gain per head	4,352
Number of people receiving one to one digital support	311
Number of people undertaking digital training improve IT and employability skills	72
Number of outreach venues	9
Number of people engaged at outreach sessions	69
Number of community events attended	24
Number of food bank referrals	1021
Number of NHS referrals	51
Number of Social Work referrals	38
Number of telephone enquiries	2203
Total number of participants	4180
Number of participants aged under 16 years (if applicable)	0
Number of volunteers who will take part	22
Number of volunteer hours contributed	1010
CFINE SAFE Disability Action	
Number of clients seen	401

Total client financial gain	943,743
Number of people reporting financial gain	141
Total financial gain per head	6,693
Financial gains from benefit claims	85
Financial gains from appeals	319,635
Number of people seen at home visits	41
Number of people seen at hospital visits	47
Number of people seen at office consultancies	241
Number of mandatory reconsiderations submitted to DWP	145
Number of mandatory reconsiderations successful	22
Number of appeals/tribunals undertaken	61
Number of people supported to improve IT skills and confidence to apply for employment online	15
Total number of participants involved	401
Number of participants aged under 16 years	0
Number of volunteers involved	0
Number of volunteer hours contributed	0

CHILDREN AND YOUNG PEOPLE

ACT Attack	
Number of weekly drama classes held in Tillydrone	50
Number of youth led workshops where the young people will help pick topic and issues they wish to explore	50
Number of spaces available in church/school to explore drama	50
Number of young people involved in promoting heritage/culture by receiving basic performance skills	55
Average weekly attendance at classes	55
Attendance at Easter Holiday Club	0
Attendance at Summer Holiday Club	0
Total number of participants involved	55
Number of participants aged under 16 years	55
Number of volunteers involved	6
Number of volunteer hours contributed	80
ACIS Youth Counselling	
Number of counselling sessions provided	2147
Number of clients aged 12-18 accessing the service	223
Number of volunteers involved	11
ACIS Youth Torry	
Number of requests for information responded to	1456
Number of clients aged 5-11 accessing the service (Torry primary schools only)	48
Number of clients aged 8 to 16 accessing the service	56
Number of counselling sessions provided	833
Number of meeting hours with referring agencies and meetings with appropriate carers of young person at primary school	933
Number of new youth counsellors trained to ensure a local supply of fully equipped and trained youth counsellors	11
Total number of participants involved	271
Number of participants aged under 16 years	193
Number of volunteers involved	11
Number of volunteer hours contributed	410
Befriend A Child	
Number of children and young people attending the youth clubs on a regular basis	23
Number of young people suggesting topics for and taking part in youth information sessions	23
Number of young people actively participating in organising activities	23
Number of volunteer Youth Workers and volunteer drivers recruited through advertising in local community centres in the regeneration areas	4
Proportion of children and young people from all regeneration areas attending the youth clubs	23
Number of children that are safe and responsible	23
Number of children that are respected, included and achieving	23
Total number of participants involved	23
Number of participants aged under 16 years	23
Number of volunteers involved	13
Number of volunteer hours contributed	1560
Big Bang Drumming Group	
Number of young people attending sessions which give them access to positive learning environment and develops their skills, confidence and self esteem	12
Number of local young people supported to access this group	12

Number of young people who feel included -improved peer relationships	12
Total number of participants involved	16
Number of participants aged under 16 years	12
Number of volunteers involved	1
Number of volunteer hours contributed	40
Fersands Twos Group	
Number of prenursery groups per week	2
Number of children attending	22
Number of families in contact with	22
Number of groups meeting	2
Number of hours of childcare provided	600
Total number of participants involved	50
Number of participants aged under 16 years	22
Number of volunteers involved	5
Number of volunteer hours contributed	130
Fersands Family Support Worker	
Number of families in crisis offered intensive support	12
Number of families given information advice and practical help	40
Number of parents attending support information sessions	28
Number of Parent groups running weekly	2
Number of parents attending groups	16
Total number of participants involved	44
Number of participants aged under 16 years	0
Number of volunteers involved	0
Number of volunteer hours contributed	0
Fersands Youth Work Support	
Number of youths offered specialised family support	10
Number of activity groups held per week	12
Number attending drop in facility within community	22
Number of young involved with the creation of Youth Committee	10
Number of young people attending Sexploitation course	24
Number attending Job Club	0
Number of Youth groups supported	6
Total number of participants involved	120
Number of participants aged under 16 years	101
Number of volunteers involved	8
Number of volunteer hours contributed	7
Geronimo - Time to Play	
Number of sessions delivered in Cummings Park	13
Number of parents attending in Cumming Park	20
Number of children attending in Cumming Park	28
Number of sessions delivered in Tillydrone	10
Number of parents attending in Tillydrone	35
Number of children attending in Tillydrone	39
Number of sessions delivered in Tullos	10
Number of parents attending in Tullos	10
Number of children attending in Tullos	23
Number of sessions delivered in Mastrick	9
Number of parents attending in Mastrick	29

Number of children attending in Mastrick	36
Number of looked after children participating	6
Number of kinship parents participating	0
Number of resource booklets produced	120
% of participants reporting a good quality experience	100
% of participants reporting increased skills	92
% of participants reporting increased confidence	92
Total number of participants involved	228
Number of participants aged under 16 years	126
Number of volunteers involved	1
Number of volunteer hours contributed	16
Home-Start	
Number of families supported in Regeneration areas	38
Number of families report that they feel better able to cope with the issues in their lives	38
Number of families reporting reduced isolation	38
Number of families no longer needing Social Work support	5
Number of people reporting reduced levels of family conflict or stress	38
Number of people reporting improved physical and/or mental health	34
Number of families participating in 'Recipe for Life' health development project	10
Number of families with increased access to local services	34
Number of children accessing play and learning opportunities	35
Number of families supported with financial issues	23
Number of families supported to access statutory and community services	34
Number of families supported to play a more active role in their community	12
Number of people moving into training	4
Number of people moving into employment	1
Number of people moving into volunteering	4
Number of volunteers supporting the project.	49
Number of volunteer hours undertaken	2890
Number of training events provided for volunteers	8
Total number of participants involved	129
Number of participants aged under 16 years	65
Number of volunteers involved	49
Number of volunteer hours contributed	2890
Middlefield Under 11s work	
Number of children involved with clubs and diversionary activities	90
Number of children having better access to services	90
Number of people participating in community activities	90
Number of volunteers attending clubs	8
Number of training events for volunteers	1
Number of volunteers moving on	2
Number of new volunteers	1
Number of primary 1sessions	34
Number of primary 2 sessions	36
Number of primary 3-4s sessions	36
Number of primary 5-6s sessions	36
Number of small group work sessions	0
Total number of participants involved	90
Number of participants aged under 16 years	90

Number of volunteers involved	8
Number of volunteer hours contributed	860
Middlefield Youth Flat	
Number of young people involved in diversionary activities to reduce youth crime and exclusion rates	140
Number of days the Youth Flat is open	270
Number of sessions run in the Youth Hub	1600
Numbers of young people using the Youth Hub	170
Number of day trips organised for young people	20
Number of residential trips organised for young people	1
Number of young people with individual learning plans	45
Number of young people in work or training	10
Number of Youth Committees meetings held	6
Number of outreach sessions	15
Total number of participants involved	170
Number of participants aged under 16 years	145
Number of volunteers involved	3
Number of volunteer hours contributed	80
Positive Lifestyles	
Number of kinship carers receiving either one to one or group work support from project staff	43
Number of kinship carers receiving access to Leisure Cards	15
Number of kinship carers attending regularly	20
Number of kinship carers attending social media risk training	20
Number of Kinship carers reporting they feel less socially isolated	43
Number of people able to monitor use of internet with children	20
Number of people have access to foodbanks	131
Number of people accessing grants	88
Number of people accessing credit unions through referral from staff	21
Number of parents of children under 5 and adults over 16 accessing service outwith council core funding	247
Number of one to one parent support meetings	247
Number of participants attending the Positive Lifestyles Programme	401
Number of individual inquiries	401
Number of parents referred on to relevant agencies	126
Number of people receiving help with CVs and interviews	10
Number of young people 16+ receiving help with CVs and interviews	10
Number of people helped to complete benefit enquiries	122
Number of people joining St Machar Credit union	21
Number of people supported to claim grants	88
Amount of grants received for individuals	13,944
Number of people referred to Pathways Counselling Service	10
Number of people taking up volunteering opportunities	27
Total number of participants involved	401
Number of participants aged under 16 years	66
Number of volunteers involved	14
Number of volunteer hours contributed	18
Relationship Revolution	
Number of young people participating in the programme.	1200
Number of educational workshops delivered	135
Number of drop in clubs delivered	100

Number of young people consistently engaged in focus group.	6
Number of young people accessing counselling for 3+ sessions	32
Number of counselling sessions provided	96
Young people reporting increased knowledge of existing support services	95%
Percentage of participants able to identify violent and exploitative relationships	94%
Number of Promoting Positive Communication groups for young people and a significant adult	4
Number of Empathy workshops for practitioners	3
Total number of participants involved	1200
Number of participants aged under 16 years	1118
Number of young people trained and supported to volunteer	15
Number of volunteer hours contributed	600
Youth Media	
Number of young people attending training sessions	186
Number of young people actively involved with Youth media on a regular basis	28
Number of young people securing Dynamic Youth Awards	6
Number of young people securing Saltire Awards	20
Number of young people securing SVQ's	10
Number of young people demonstrating increased communication skills	138
Number of young people demonstrating increased confidence	138
Number of young people demonstrating improved time management	138
Number of young people who feel able to do new things	139
Number of young people who report their skills are increasing	141
Number of young people who report increased aspirations	131
Number of young people who report positive changes in their behaviour	83
Number of young people who report increases in wellbeing against SHANARRI indicators	142
Number of young people progressing to employment	18
Number of young people progressing to further education	3
Number of young people acting as members of Youth media Forum	12
Number of participants aged under 16 years actively involved on a regular basis	25
Total number of participants involved	186
Number of participants aged under 16 years	175
Number of volunteers involved	28
Number of volunteer hours contributed	14,900

ADULTS

Aberdeen Foyer REACH	
Number of clients participating in 'budgeting' sessions during 'Personal Development' weeks of the course	34
Number of clients securing employment, training and/or education as a result of the course	7
Number of clients participating in mental health and wellbeing activities during 'Personal Development' weeks of the course.	34
Number of clients participating in the Community Project and Community Challenge	26
Number of clients achieving recognised training certificates and/or qualifications	28
Number of digital skills sessions delivered	28
Total number of participants involved	34
Number of participants aged under 16 years	0
Number of volunteers involved	20
Number of volunteer hours contributed	350
Calsayseat Counselling	
Number of clients who take part in counselling	164
Number of counselling sessions provided	1082
% of clients showing a decrease score in their HAD scales (Hospital/Anxiety-Depression monitoring forms	61%
Number of clients referred to Pathways, Foyer, Job Centre, Further education/ training	n/a
Total number of participants involved	164
Number of participants aged under 16 years	0
Number of volunteers involved	1
Number of volunteer hours contributed	102
Connecting Communities Thru Community Media	
Number of active volunteers supported to produce radio programmes	100
Number of hour-long weekly Community radio shows broadcast	6
Number of weekly issue based radio shows produced and broadcast	32
Number of weekly 'What's On' news feature collated and broadcast	25
Number of volunteers supported to produce community magazines	37
Number of magazines produced and distributed	18
Number of editorial teams supported and meeting regularly	7
Number of Editorial Team meetings supported	74
Number of Joint Editorial Team meetings supported	6
Number of individuals and groups supported to participate in training and skills development	173
Number of volunteer hours contributed in regeneration areas	18,589
Number of organisations working in partnership with	347
Number of guests from local authorities/local & national government	15
Number of volunteers receiving tailored employability support	6
Total number of participants involved	265
Number of participants aged under 16 years	0
Number of volunteers involved	137
Number of volunteer hours contributed	21,454
Community Reintegration Support Service (SHMU)	
Total number of offenders participating in programme in prison	206
Number participating in the programme pre-release	24
Total number of offenders participating in programme in the community	61
Number of participants who engage with appropriate support services post release	61
Number of participants engaging in activities within the community	24

Number of participants securing a positive destination:	20
Volunteering	20
Education	4
Training	7
Employment	11
Number of participants reducing their offending behaviour	51
Number of volunteer hours contributed (pre-release)	2022
Number of volunteer hours contributed (post release)	979
Total number of participants involved	129
Number of participants aged under 16 years	0
Number of volunteers involved	0
Number of volunteer hours contributed	3001
GREC Language and Integration Project	
% of participants who feel the project has supported them to build networks and reduce social isolation	95%
% of participants who feel their mental health has been positively impacted by the project	95%
% of participants who have strengthened connections and networks as a result of the project	95%
Number and diversity (national/ethnicity, gender) of participants	240
Number of participants that take up employability support as a result of the project	27
Number of individuals who have positive employment outcomes following participation in the project	14
% of participants who have increased confidence and skills with employability-related English	90%
Total number of participants involved	265
Number of participants aged under 16 years	0
Number of volunteers involved	20
Number of volunteer hours contributed	745
Operation Begonia	
Number of women working with Spring Gardens/Cyrenians/Drugs Action who will work directly with the women to address issues within their families	18
Number of women working with Spring Gardens/Cyrenians/Drugs Action who can address alcohol and drug misuse	18
Number of women working with Spring Gardens/Cyrenians/Drugs Action to allow them to assist the women in gaining meaningful employment	18
Increase DBI referrals to Penumbra	52
Numbers of females filling in sexual health questionnaires	15
Number of conduct patrols with NHS and partner agencies	3
Number of males being dealt with for kerb crawling or other antisocial offending in the areas	78
Number of women educated on ways they can improve their safety and how to report any issues they may have	411
Number of briefings with Police Scotland Offender Management Unit to make sure that the women and members of community are safe from sexual predators	12
Monitor amount of intelligence being gleaned from the women which can assist progressing other serious and organised crime	442
Number of off street prostitution enquiries being conducted by controls	2
Number of Community Council meetings attend - Address community concerns regarding on street prostitution and associated criminality by attending Castlehill/Pittodrie C.C. meetings	6
Increase numbers of engaging women to assist them in addressing their specific issues and allow them to become contributing members of their community	24
Number of partner agencies worked with to increase specific ongoing projects which will address the womens' specific needs	6
Number of women engaged with to educate them on taking a pride in the area and reduce calls relating to prostitution related to paraphernalia	411
Number of patrols	98

Number of patrol hours	784
Number of females spoken with	411
Number of new females spoken with	14
Number of consent forms completed	18
Number of questionnaires filled out	9
Number of females engaging	24
Number of intelligence logs submitted	442
Number of off-street enquiries	2
Total number of participants involved	78
Number of participants aged under 16 years	0
Number of volunteers involved	0
Number of volunteer hours contributed	0
Pathways to Wellbeing	
Number of regeneration areas where counselling is provided	7
Number of people accessing counselling service	79
Number of counselling sessions delivered	977
Total number of participants involved	81
Number of participants aged under 16 years	0
Number of volunteers involved	7
Number of volunteer hours contributed	294
Printfield Feel Good Project	
Number of therapy sessions provided	76
Total number of participants involved	20
Number of participants aged under 16 years	0
Number of volunteers involved	0
Number of volunteer hours contributed	0
Street Alternatives	
Number of staff trained in Mental health First Aid working at Street Alternatives service	11
Number of ASIST trained staff working at Street Alternatives service	11
Number of podiatry session provided a year	4
Number of Music Group sessions a year	20
Number of social activities run in Street Alternatives a year	19
Number of Service Users attending sessions	22
Number of Street Alternative sessions provided per week	4
Number of weekly sessions attended by the Advice & Information worker	4
Number of community awareness raising events held to promote the service & volunteering opportunities	15
Number of ex and/or current service users volunteering with the organisation	1
Number of service user involvement events held	10
Total number of participants involved	39
Number of participants aged under 16 years	0
Number of volunteers involved	130
Number of volunteer hours contributed	7072
Silver City Surfers	
Number of people registering as new learners in City Centre	86
Average number of learners coming to each session in City Centre	5
Average number of volunteers at each session in City Centre	5
Number of sessions offered City Centre	183
Number of new learners in Northfield/Cummings Park	19

Average number of people coming to each session Northfield/Cummings Park	3
Number of volunteers involved	42
Number of volunteer hours contributed	2795
Tillydrone Health & Well Being Project	
Number of treatments provided	396
Number of individuals expressing a sense of wellbeing from sessions	60
Number of young people/children benefitting from sessions	4
Number of clients in process of recovery from substance misuse/addiction finding sessions beneficial to their recovery	15
Total number of participants involved	60
Number of participants aged under 16 years	4
Number of volunteers involved	2
Number of volunteer hours contributed	40
Torry Adult Counselling	
Number of Adult clients accessing the service and completing a course of counselling therapy	161
Number of counselling sessions provided for adults	989
Number of clients referred to Pathways, Foyer, Job Centre, Further education/ training	5
Number of meetings with referring agencies/GPs at Torry	7
Total number of participants involved	176
Number of participants aged under 16 years	0
Number of volunteers involved	1
Number of volunteer hours contributed	98

PLACE

CFINE Tackling Food Poverty	
Number of emergency food parcel provided	20,045
Number of Fareshare Community Food Outlets	90
Number of Community Pantries established	3
Number of Community Food members	205
Number of work placements focusing on creating skills & experience	62
Number of food parcels provided by CFINE at foodbank and to partner organisations & services	20,045
Tonnage of Fareshare food being provided to Community Food members in locality partnership areas	484
Number of Fareshare meals provided to support programmes e.g. Food & Fun	9,500
Number of referrals for advice, support and care	582
Total number of participants involved	15,400
Number of participants aged under 16 years	5,000
Number of volunteers involved	322
Number of volunteer hours contributed	77,280
Cummings Park Community Flat	
Number of management committee meetings	10
Number of management committee members	14
Number of management committee training events	3
% of activities led by the management committee	90%
Number of contacts accessing flat led activities	3004
Number of individual contacts accessing flat led activities	381
Number of individual users of Flat facilities - enquiries, phone, use of computers	47
Number of partners/agencies delivering services from Cummings Park Community Flat.	17
Number of Northfield Partnership meetings attended	0
Number of individuals referred to partner agencies by volunteers	100
Number of contacts accessing the drop in sessions facilitated by partners	66
Total number of youth work contacts	42
Total number of individual young people involved in youth work	18
Total number of adult learning contacts	198
Total number of individual adult learners	71
Number of people on the Cumming North editorial group	6
Number of people who have access to Wi-Fi for phone, computer etc.	329
Number of people undertaking walking activities	24
Number of people accessing affordable healthy food weekly (CFINE outlet)	11
Number of healthy meals/snacks provided	3
Number of people signposted to relevant health agencies	54
Number of young people taking part in intergenerational activities	18
Number of older people taking part in intergenerational activities	17
% of people reporting they find flat safe and welcoming place to attend	90%
Number of agencies flat is working in partnership with	17
Number of people involved in Litter Picking and community walk abouts	26
Total number of participants involved	447
Number of participants aged under 16 years	59
Number of volunteers involved	22
Number of volunteer hours contributed	5,070

Printfield Community Project	
Number of children & young people provided with healthy lunches during school holidays	50
Number of children & young people who attend Out of School Care and Youth Services	170
Number of residents who are part of the Woodside Network	25
Number of local people encouraged and support to become involved in the delivery of PB	60
Number of children and young people aged 5-16 participating	100
Number of children under 3 yrs registered	12
Number of children registered at After School Club	69
Number of volunteers involved in Printfield Community Project Management Committee, Printfield Area Forum and Woodside Network	60
Number of Woodside Network meetings supported	6
Number of Adult Learners involved in courses	12
Number of Adult Learning Courses provided	4
Number of people getting support with welfare reform issues 1-2-1 support	60
Total number of participants involved	250
Number of participants aged under 16 years	182
Number of volunteers involved	40
Number of volunteer hours contributed	450
STAR Flat	
Number of agencies using the Flat.	16
Number of attendances at agencies	1975
Number of uses of flat facilities	521
Number of uses of Information and advice provision	330
Number of members on STAR Management Committee	3
Number of STAR Management Committee meetings and training sessions held	3
Number of members and organisation reps on STAR Flat Management Committee	3
Number of STAR Flat Management Committee meetings and training sessions held	3
Number of STAR members	21
Number of sessions (group or individual) supporting getting people back to work	41
Number of attendances at sessions supporting getting people back to work	266
Number of people involved in sessions supporting getting people back to work	15
Number of Credit Union branch openings held	47
Number of attendances (pay ins) at Credit Union	421
Number of sessions aimed at increasing skills and creativity	153
Number of attendances at sessions aimed at increasing skills and creativity	587
Number of people involved in sessions aimed at increasing skills and creativity	39
Number of uses of services and activities that support improving mental health, wellbeing and diet	1456
Number of sessions in the Chill Out room	1152
Number of attendances at sessions in the Chill Out Room	780
Total number of participants involved	452
Number of participants aged under 16 years	16
Number of volunteers involved	4
Number of volunteer hours contributed	240
Tillydrone Community Flat	
Number of uses of flat facilities – washing machine, phone, access to computers	3426
Number of Learning support crèche sessions	68
Number of children attending crèche sessions	36
Number of agencies using the Flat to deliver advice and support services for a range of issues including Health, Education, Employability and Financial Inclusion	25
Number of locals/members on the Committee	8

Number of Management Committee meetings and training sessions occurring	14
Number of people on the Tilly Tattle editorial group	2
Number of reps from the Flat attending Tillydrone Network meetings	3
Number of attendances at Learning opportunities	508
Number of adults involved in Adult Learning Activities	36
Number of volunteers supporting the service	12
Number of people attending for support with welfare reform issues	172
Number of sessions provided in flat for ACC Social Work who provide assistance to families experiencing complex issues	2
Number of opportunities provided to engage with people with mental health issues and/or feeling of social isolation	40
Number of Food Parcels provided to those in need due to benefit issues	744
Number of Food Partnership groups attended by Development Officer	4
Number of children who attend Childcare provision in the flat	41
Number of service users who are engaged in activities to assist with their recovery from drug/alcohol issues	72
Number of network meetings attended and receive updated information from local police on current crime issues in area	8
Number of users who access computers at the flat and undergo basic training in computer skills to assist with benefits and other issues	27
Number of growing spaces and planters in flat garden to engage with local residents to grown fruit/veg/flowers	2
Number of users engaging with Trustlens to explore use of technology connected with home and outdoor space	6
Number of service users assisted with debt or benefit issues inhouse and referred to other agencies	172
Number of food parcels made available from CFINE, Trussell Trust and donations given to flat	744
Number of users accessing assistance from Pathways employment worker	102
Total number of participants involved	360
Number of participants aged under 16 years	41
Number of volunteers involved	12
Number of volunteer hours contributed	600
Tillydrone Community Campus Café	
Number of customers using the café weekly	200
Number of days café is open per week	5
Number of community events held at Campus supported by café	4
Use of Fareshare/CFINE supplier	yes
Number of young people's groups based at café weekly	2
Number of volunteers trained in skills required for working in café	32
Number of volunteers working towards awards working in café e.g. Healthy Eating, Saltire Awards	32
Number of local people using café per day	45
Number of cooking class sessions provided in the training kitchen	2
Number of people taking part in cooking classes in the training kitchen	12
Number of young people from St Machar Academy given placement at café	3

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ABERDEEN CITY COUNCIL

COMMITTEE	Council
DATE	3 March 2021
EXEMPT	No
CONFIDENTIAL	No
REPORT TITLE	School Estate Plan: Process and timeline for delivery
REPORT NUMBER	RES/21/065
DIRECTOR	Resources
CHIEF OFFICER	Corporate Landlord
REPORT AUTHOR	Andrew Jones
TERMS OF REFERENCE	Intro. 6

1. PURPOSE OF REPORT

- 1.1 To outline the process and timeline for delivering the School Estate Plan.

2. RECOMMENDATIONS

That Council :-

- 2.1 Notes the process and timeline required to be followed in delivering the School Estate Plan, as set out in this report, and instructs the Chief Officer - Corporate Landlord to present the finalised School Estate Plan to the Education Operational Delivery Committee in Summer 2022, in line with this timetable.

3. BACKGROUND

- 3.1 At its meeting on 6 March 2018, Council instructed the Chief Officer – Corporate Landlord to present a report on the review of the school estate to the Education Operational Delivery Committee, and a number of updates have subsequently been provided to elected members relating to progress on fulfilling that instruction. Most recently an update was included in the committee business planner for the Education Operational Delivery Committee, prior to its meeting on 20 January 2021, which advised that the school estate report should be deferred to Summer 2022, due to the impact of the pandemic.
- 3.2 In response to this, the Education Operational Delivery Committee agreed at its 20 January meeting to instruct the Chief Officer – Corporate Landlord to report back to the next meeting of the Committee, rather than in June 2022 as outlined in the committee business planner. Officers have however determined that it will not be possible to present a final school estate plan to the next meeting of the Education Operational Delivery Committee, given the impact of the pandemic and also due to a number of key sets of data, which will inform the final school estate plan, requiring to be updated.
- 3.3 This report explains the reasons why additional time is required to finalise the school estate plan, and sets out the process and timeline which require to be

followed, to deliver a full and accurate school estate plan for committee approval.

Response to the Pandemic

- 3.4 The events of the past year have required officers in the School Estate Team to prioritise their time and resources in supporting the response to the pandemic, preparing school buildings for safe reopening after the initial lockdown in Spring / Summer 2020. This required officers within the team to devote almost all of their time between May and August, in developing and contributing to local guidance for schools colleagues, and working directly with every head teacher to develop detailed recovery plans and risk assessments for each school, based on the latest available national guidance.
- 3.5 Following the reopening of schools in August, the team was required to continue working closely with colleagues in Children's Services and in schools, to monitor the effectiveness of the control measures which were in place in ensuring the buildings remained safe for pupils and staff, and to provide further advice and guidance as the situation developed, for example in creating guidance and procedures for measuring classroom ventilation levels.
- 3.6 This meant that work to develop the school estate plan, which would otherwise have continued this year, was placed on hold, and consequently the plan has not yet been finalised.

Supporting Data

- 3.7 The final school estate plan will provide elected members with a series of recommendations on actions to be taken to improve the school estate in all areas of the city, in the short, medium and long term. To ensure that elected members have all of the information necessary to help them make their decisions, it will be important for the school estate plan to be underpinned by the most accurate and up-to-date data available. The underlying data which was used originally as the plan started to take shape, is no longer current. Officers are keen to avoid presenting recommendations to elected members on potentially significant changes to the school estate based on data which may no longer be accurate.
- 3.8 A number of separate workstreams are currently ongoing which will provide updated information relating to the school estate, and officers recommend that it would be prudent to wait until this information is available, before presenting the final school estate plan for approval. For example, there is a need to consider the latest running cost information for each school building, so that the relative efficiency of school buildings can be presented within the school estate plan. Colleagues in the Operational Assets Team are currently collating the 2020 running cost data, and officers intend to refer to this data within the school estate plan, when it becomes available.
- 3.9 A further key source of information required to produce an accurate school estate plan is the school roll forecast. This document provides projected pupil roll figures for every school in the estate, covering the next eight years, and is

based on a range of source data, including current school census figures, planned housing development, birth rates and pre-school population, and migration data. The current forecast is based on data which was collated in 2018. This means that we can currently only predict pupil numbers in our schools up until 2026, and these predictions do not benefit from updates to any new source data which was available after 2018.

- 3.10 In order to provide an update to the forecast, there is a requirement to enter into a new data sharing agreement with NHS Grampian, so that it can provide the Council with the data it holds on the numbers of pre-school aged children living in each school catchment area, whilst continuing to comply with GDPR requirements. This data is required for the school roll forecast, to enable the accurate prediction of pupil numbers likely to be entering the P1 year group in each of our primary schools over the first four years of the forecast, and in turn the impact that these year groups will have on pupil numbers as they progress through primary and secondary school in future years.
- 3.11 Officers have been discussing this with NHS Grampian colleagues, and anticipate that a new data sharing agreement will be in place within the next two months. This will then allow colleagues in Data and Insights to compile an updated school roll forecast, which will be used to inform the final recommendations in the school estate plan.
- 3.12 At the other end of the school population, it is important to accurately predict within the school roll forecast the numbers of pupils reaching the end of their S4 year, who will choose to stay on at school for S5 and S6. This is done by monitoring trends in staying-on rates from recent years.
- 3.13 However, head teachers are anticipating that from August 2021 there may be a significant increase in the number of S4 pupils in the city choosing to stay on to S5, due to the pandemic and the impact this is likely to have had on the economy and the local job market. This is anecdotal at present, and more analysis will need to be done to assess the likely impact of this on secondary school roll forecasts. It will be important for the findings from this work to feed into the overall school estate plan, in terms of the amount of space likely to be required in secondary schools in the short to medium term, to accommodate senior pupils.
- 3.14 More generally there are signs that the city is seeing significant change in migration patterns, potentially as a result of the pandemic and also Brexit, which are likely to have created economic uncertainty. The current 2018-based school roll forecast indicates an overall increase in school rolls, whilst other measures indicate that there is a more general trend towards a potential reduction in population across the city, and also a more elderly population.
- 3.15 The timeline for finalising the school estate plan outlined in this report will provide an opportunity for officers to further analyse the impact of the events of the past year in more detail, to ensure that any likely changes to future pupils numbers as a result of these events are fully taken into account, when making final recommendations for improvements to the school estate.

Related Workstreams

- 3.16 Two further workstreams which are currently under way are expected to impact on the recommendations within the school estate plan, and officers consider that it would also be prudent to await the outcomes from these before finalising the school estate plan.
- 3.17 First, at its meeting of 21 November 2019, the Strategic Commissioning Committee approved the commissioning of an Estates and Asset Strategy, to incorporate the School Estate Strategy (subsequently referred to as the School Estate Plan). The estates and asset strategy will set out the high-level principles and objectives for managing and developing the Council's corporate estate, including school buildings. It is intended that the school estate plan will be developed as a separate document, but will require to be aligned to the estates and asset strategy, to ensure that it can deliver on the high-level objectives set out in the overarching strategy document.
- 3.18 Due to the requirement to re-prioritise resources over the past year to support the response to the pandemic, development of the estates and asset strategy has been delayed. It is anticipated that this will be finalised and presented for committee approval by September 2021. It would therefore be necessary to wait until the estates and asset strategy has been approved, before finalising the school estate plan, to ensure that the plan is fully aligned to the strategy document.
- 3.19 In addition, at its budget meeting of 3 March 2020, Council instructed officers to take forward proposals for a community campus model for future school provision. This work is currently ongoing, and a strategic outline case outlining how the model will be developed, was approved by the Capital Programme Board on 25 November 2020.
- 3.20 It is anticipated that an outline business case containing more detail on how a community campus model might be incorporated into the school estate in the future, will be presented for committee approval in November 2021. The outcomes of this work will require to be reflected in the final school estate plan, and therefore it will not be possible to finalise the school estate plan until the work on the community campus model has been completed.
- 3.21 Following completion of the above workstreams and upon receipt of the updated datasets, officers will be required to review and update all aspects of the work on the school estate plan which has been completed to date, and then compile final draft recommendations for elected members on actions required to be taken to improve the school estate, to be included in the final school estate plan.

Community Engagement and Statutory Consultation

- 3.22 Depending on the actions required to be taken, it is likely that an extensive programme of community engagement and formal consultation will be required, before any final decisions on significant changes to the school estate can be

made, to comply with the statutory requirements of the Schools (Consultation) (Scotland) Act 2010.

- 3.23 It is officers' intention to include within the School Estate Plan a detailed procedure and programme for any community engagement and public consultation which may be required, for elected member approval. A draft procedure will be developed in conjunction with Early Intervention & Community Empowerment colleagues, to ensure that any community engagement is as effective as possible in gathering the views of stakeholders, and to help inform final decisions on changes to be taken in the future. The extent of the community engagement and public consultation which will be required will only become clear once the final draft recommendations are known.
- 3.24 The Schools (Consultation) (Scotland) Act 2010 requires local authorities to hold a public meeting when carrying out statutory consultations on relevant proposals for making changes to the school estate. This requirement has not changed during the pandemic, and local authorities therefore need to consider whether any planned consultations are necessary and justified during this time, or if they could be delayed, to minimise the risk of the spread of infection associated with holding a public meeting. Had it been possible to deliver a final school estate plan in 2020/21, it is likely that any statutory consultation required prior to making final decisions on changes to the school estate, would not have been possible until health concerns relating to public gatherings had eased.

Timeline and Action Plan

- 3.25 Taking the above factors into consideration, the following action plan has been developed, to summarise the actions which require to be taken, and the associated timescales, before a fully completed and accurate school estate plan can be presented to elected members for approval:

<u>Actions</u>	<u>Resource</u>	<u>Timescale</u>
Obtain updated school running cost data based on 2020/21 figures	Operational Assets Team	March / April 2021
Calculate updated school roll forecasts based on 2020 data, following conclusion of data sharing agreement with NHS Grampian	Data & Insights Team	May / June 2021
Identify carbon use data and improvement criteria	Operational Assets Team / Energy Team	March – August 2021
Review all draft recommendations and priorities for the school estate, based on updated roll forecast and cost data	School Estate Team / Children's Services	July / August 2021
Finalise and seek approval for the Estates and Asset Strategy, which the school estate plan will be aligned to	Operational Assets Team	September 2021
Consider outcomes of the outline business case on development of a community campus model, and the	School Estate Team	November / December 2021

implications this has on the school estate plan		
Finalise recommendations and priorities for the school estate plan, including indicative timeline for community engagement and public consultation	School Estate Team	January - March 2022
Finalise draft school estate plan and submit for approval in line with committee reporting timescales	School Estate Team	April 2022
Final school estate plan presented to Education Operational Delivery Committee for approval	School Estate Team	Summer 2022

4. FINANCIAL IMPLICATIONS

- 4.1 There are no direct financial implications arising from the recommendations of this report.

5. LEGAL IMPLICATIONS

- 5.1 Section 1 of the Education (Scotland) Act 2010 provides that it shall be the duty of every education authority to secure that there is adequate and efficient provision of school education for their area.
- 5.2 In addition, Section 17 of the Education (Scotland) Act 1980 provides that it shall be the duty of an education authority in the performance of their functions under sections 1 to 6 of the Act, to provide for their area, sufficient accommodation in public schools and other educational establishments under their management to enable them to perform their said functions. In addition, an education authority shall maintain and keep efficient every public school, and other educational establishment under their management, and shall from time to time provide such additional accommodation as may be necessary to enable them to perform their functions under the Act and may, provide, alter, improve, enlarge, equip and maintain schools and other educational establishments within their area.
- 5.3 The identified priorities for developing the school estate outlined in the school estate plan will be in fulfilment of the above duties incumbent upon the Education Authority.
- 5.4 A proposal to make changes to a school, including closing, relocating or opening a school, is subject to consultation in accordance with the Schools (Consultation) (Scotland) Act 2010. Formal consultations will require to be carried out for any proposals to make these types of changes to schools, and consideration of this will be given in the recommendations arising from the school estate plan.

6. MANAGEMENT OF RISK

Category	Risk	Low (L) Medium (M) High (H)	Mitigation
Strategic Risk	Failure to finalise the school estate plan, leading to the Council being unable to fulfil the Policy Statement priority to develop a school estate strategy	M	The report sets out the process and timeline required to deliver the school estate plan
Compliance	<p>Failure to plan effectively for the school estate, leading to the Council being unable to fulfil its duty to make adequate and effective provision</p> <p>Failure to consult formally with stakeholders on changes to schools would be in breach of legislation</p>	<p>M</p> <p>M</p>	<p>The School Estate Plan will set out priorities for the school estate and proposals for continually monitoring and updating plans to ensure adequate and effective provision is maintained</p> <p>Any proposed changes to schools arising from the School Estate Plan will incorporate plans for statutory consultation</p>
Operational	Failure to engage and consult with communities on the future of the school estate which serves them, could lead to a breakdown in relationships with community members	M	The School Estate Plan will emphasise a renewed approach which places community engagement and consultation at the centre
Financial	None	N/A	N/A
Reputational	Failure to engage and consult with communities on the future of the school estate which serves them, could lead to reputational damage for the Council.	M	The School Estate Plan will emphasise a renewed approach which places community engagement and consultation at the centre
Environment / Climate	None	N/A	N/A

7. OUTCOMES

<u>COUNCIL DELIVERY PLAN</u>	
Impact of Report	
Aberdeen City Council Policy Statement	The proposals within this report support the delivery of Policy Statement (People – 1): Completion of a school estate review and development of an estate strategy for the next 5-10 years. The report sets out the process and timeline for completing the school estate plan.
Aberdeen City Local Outcome Improvement Plan	
Prosperous People Stretch Outcomes	The proposals within this report support the delivery of Children & Young People Stretch Outcomes 3 to 7 in the LOIP. The report sets out the process and timeline for completing the school estate plan, which will help to deliver an efficient and effective school estate capable of supporting high quality learning and teaching, which in turn will impact positively on all aspects of children’s experiences in school.
Regional and City Strategies	The proposals within this report support the Local Development Plan. The final school estate plan will ensure that appropriate school capacity is in place to support new housing sites identified within the Local Development Plan.
UK and Scottish Legislative and Policy Programmes	The report sets out the process and timeline for completing the school estate plan, which will fulfil the duties placed on the Council to ensure that there is adequate and efficient provision of education, by the Education (Scotland) Act 2010 and the Education (Scotland) Act 1980.

8. IMPACT ASSESSMENTS

Assessment	Outcome
Impact Assessment	Not required – the recommendations within this report are not expected to impact negatively on any groups with protected characteristics.

Data Protection Impact Assessment	Not required
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9. BACKGROUND PAPERS

- Strategic Commissioning Committee, 21 November 2019: *Strategy Framework*
- Council Budget Meeting, 3 March 2020: *Printed Decisions* (Item xxviii – campus model)
- Education Operational Delivery Committee, 20 January 2021: *Printed Decisions* (Item 4 (ii) – school estate plan)

10. APPENDICES

None

11. REPORT AUTHOR CONTACT DETAILS

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