

Public Document Pack



To: All Members of the Council

Town House,
ABERDEEN, 3 December 2021

COUNCIL

The Members of the **COUNCIL** are requested to meet on **MONDAY, 13 DECEMBER 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 Admission of Burgesses

DETERMINATION OF URGENT BUSINESS

2.1 No urgent business at this time

DETERMINATION OF EXEMPT BUSINESS

3.1 No exempt business at this time

DECLARATIONS OF INTEREST

4.1 Members are requested to declare any interests

DEPUTATIONS

- 5.1 There are no deputation requests at this time

MINUTES OF PREVIOUS MEETING(S) OF COUNCIL

- 6.1 Minute of Meeting of Aberdeen City Council of 23 August 2021 - for approval (Pages 5 - 8)
- 6.2 Minute of Meeting of Urgent Business Committee of 25 October 2021 - for approval (Pages 9 - 10)

REFERRALS FROM COMMITTEES

- 7.1 No referrals at this time

BUSINESS PLANNER AND OTHER MINUTES

- 8.1 Council Business Planner (Pages 11 - 14)

GENERAL BUSINESS

- 9.1 Council Annual Effectiveness Report and Committee Annual Effectiveness Reports - COM/21/302 (Pages 15 - 212)
- 9.2 Appointment of Parent Representative to Education Operational Delivery Committee - COM/21/241 (Pages 213 - 216)
- 9.3 Review of Outside Bodies - COM/21/317 (Pages 217 - 236)
- 9.4 Governance Review of Trusts - 2021 Update - COM/21/325 (Pages 237 - 250)
- 9.5 Standards Commission for Scotland - Written Decision - Councillors Delaney and Yuill - COM/21/321 (Pages 251 - 262)
- 9.6 Treasury Management Strategy - Mid-Year Review - RES/21/304 (Pages 263 - 266)
- 9.7 Fairer Aberdeen Fund Annual Report 2020-21 - CUS/21/301 (Pages 267 - 308)

NOTICES OF MOTION

10.1 Councillor Greig

That Council instructs the Chief Officer - Operations and Protective Services to report to the June 2022 meeting of the Operational Delivery Committee (or equivalent) to seek a decision on revoking the Aberdeen City Council (Queens Lane South, Aberdeen) (Prohibition of Waiting) Order 2021.

10.2 Councillor Hutchison

That Council –

- (a) notes that the Aberdeen City Centre Masterplan was agreed unanimously by Council in 2015. The Masterplan is a 25 year project which seeks to address the challenges facing the City Centre of Aberdeen;
- (b) notes that Aberdeen City Council comprises 45 Councillors representing 5 political groups. Notes that the current administration of Aberdeen City Council is a minority administration of 22 elected members that has a political majority on all the Committees of the Council including the City Growth and Resources Committee. The City Growth and Resources Committee comprises 5 elected members from the administration and 4 from the opposition parties;
- (c) notes that the proposals envisage capital investment of several hundreds of millions of pounds and that the legacy of these projects will shape the future of our City for decades to come; and
- (d) agrees that all future papers relating to The City Centre Masterplan, The Beach Masterplan, Aberdeen International Market and the Queen Street Redevelopment are reported to full council meetings until decided otherwise by a decision of full council.

10.3 Councillor Lumsden MSP

That this Council:-

1. notes the achievement of Aberdonian JJR Macleod and his role in the discovery and isolation on insulin;
2. notes that JJR Macleod jointly received the Nobel prize for his work in 1923;
3. notes that 2022 will mark the centenary since insulin was first used in a patient;
4. agrees that the work of JJR Macleod has had a significant difference to the lives of millions of diabetics across the world;
5. welcomes that a group has been created to fund a memorial for JJR Macleod;
6. instructs the Chief Officer – Operations and Protective Services to work with the group to establish a preferred location for the memorial; and
7. instruct officers to report to a future meeting of the City Growth & Resources Committee for approval of a preferred location and to report on any potential costs to Council.

10.4 Councillor Yuill

That this Council agrees:-

1. to suspend Standing Order 43.2; and
2. to amend Standing Order 34.1 to read:

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 (see Glossary for calculation).

10.5 Councillor Yuill (Pages 309 - 310)

That this Council:

1. Notes that the Administration of the Council comprises 22 Councillors - a minority of the 45 members of the Council.
2. Agrees to amend the membership of Committees, Sub-Committees, Working Groups and Partnerships as contained within the proposals on agenda page 309 with immediate effect, and that Group Leaders liaise to confirm the individual allocations and advise the Chief Officer – Governance.

EXEMPT / CONFIDENTIAL BUSINESS

11.1 No exempt/confidential business at this time

Website Address: www.aberdeency.gov.uk

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

ABERDEEN CITY COUNCIL

Town House,
ABERDEEN, 23 August 2021

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
ALAN DONNELLY
LESLEY DUNBAR
SARAH DUNCAN
GORDON GRAHAM
ROSS GRANT
MARTIN GREIG
DELL HENRICKSON
RYAN HOUGHTON
MICHAEL HUTCHISON
CLAIRE IMRIE

FREDDIE JOHN
JENNIFER LAING
DOUGLAS LUMSDEN MSP
SANDRA MACDONALD
NEIL MacGREGOR
AVRIL MacKENZIE
ALEXANDER McLELLAN
CIARÁN McRAE
M. TAUQEER MALIK
JESSICA MENNIE
THOMAS MASON
ALEX NICOLL
AUDREY NICOLL MSP
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.

Council Meeting, Monday, 23 August 2021

ANNOUNCEMENT

1. (A) Councillor Alex Nicoll noted that one of the Town Sergeants had been in hospital getting major surgery and was due to be getting out soon; and requested that the Council pass on its good wishes.

The Council resolved:-

to concur with the remarks of Councillor Alex Nicoll.

(B) The Lord Provost acknowledged the recent passing of former Councillor Norman Collie and advised that he hoped to attend his forthcoming funeral.

The Council resolved:-

to express condolences to the family of former Councillor Collie.

DECLARATIONS OF INTEREST

2. Councillor Duncan declared an interest in relation to agenda item 10.1 (Notice of Motion by the Lord Provost) by virtue of her employment by the National Health Service. Councillor Duncan did not consider that the nature of her interest required her to leave the meeting.

Councillor Houghton also declared interests in relation to agenda item 10.1 by reason of his position as a Council appointed Non Executive member of the Board of NHS Grampian, and as the spouse of a doctor. Councillor Houghton did not consider that the nature of his interests required him to leave the meeting.

Councillor McRae also declared an interest in relation to agenda item 10.1 by virtue of his employment by the Scottish Ambulance Service. Councillor McRae did not consider that the nature of his interest required him to leave the meeting.

MINUTE OF MEETING OF ABERDEEN CITY COUNCIL OF 21 JUNE 2021

3. The Council had before it the minute of meeting of Aberdeen City Council of 21 June 2021.

The Council resolved:-

to approve the minute.

COUNCIL BUSINESS PLANNER

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

Council Meeting, Monday, 23 August 2021

The Council resolved:-

- (i) to note that the Gaelic Language Plan 2021-2026 was being dealt with by officers under delegated powers, and to therefore delete the item from the business planner; and
- (ii) otherwise to note the business planner.

BEST VALUE ASSURANCE REPORT - COM/21/177

5. The Council had before it a report by the Chief Executive which presented the Accounts Commission's report published on 24 June 2021 following Audit Scotland's Best Value Audit of the Council.

The report recommended:-

that the Council -

- (a) note that the Accounts Commission's scheduled full Best Value audit of the Council was not delayed due to the pandemic and thank officers for supporting the audit, whilst also dealing with the Council's response to the pandemic;
- (b) note the progress made with the recommendations from the 2015 Best Value Assurance Report, outlined in exhibit 14, and welcome the positive commentary in relation to the Council's:-
 - robust financial management arrangements, including effective monitoring and reporting and medium-term financial planning;
 - strong, effective, and well-established governance arrangements receiving external recognition;
 - ongoing transformation programme including the adoption of a new operating model;
 - reflection of the clear and ambitious vision for Aberdeen articulated in the Local Outcome Improvement Plan within the annual planning cycle; and
 - delivery of key services and savings targets concurrent with the delivery of major capital projects;
- (c) further welcome the positive commentary contained within the Best Value audit and the external audit of the Council's financial statements (2020/21), considered by the Audit, Risk and Scrutiny Committee at its most recent meeting, in terms of the Council's response to the pandemic;
- (d) accept the findings of the Accounts Commission and note the action plan at appendix A which included both existing and emerging actions, to be monitored by the Audit, Risk and Scrutiny Committee in accordance with its Terms of Reference; and
- (e) note that extensive improvement and transformation activity was underway as detailed in the report, for both education and housing and note that the 2021 SQA attainment data evidenced significant improvement as detailed in the report appendix.

The Council resolved:-

to approve the recommendations.

Council Meeting, Monday, 23 August 2021

APPOINTMENT OF THIRD RELIGIOUS REPRESENTATIVE TO EDUCATION OPERATIONAL DELIVERY COMMITTEE - COM/21/165

6. The Council had before it a report by the Director of Commissioning which advised of the applicants for the vacancy of Third Religious Representative on the Education Operational Delivery Committee and requested that an appointment be made to the role.

The report recommended:-

that Council -

- (a) note the details of the five applications contained in section 3.6 of the report; and
- (b) having regard to the comparative strength of all the churches and denominational bodies having duly constituted charges or other regularly appointed places of worship within the city, and taking into account the two appointments already made, make an appointment from those applications to the vacancy of third religious representative on the Education Operational Delivery Committee with immediate effect, subject to a satisfactory Disclosure Scotland check being undertaken.

The Council resolved:-

- (i) to note the details of the five applications contained in section 3.6 of the report; and
- (ii) having regard to the comparative strength of all the churches and denominational bodies having duly constituted charges or other regularly appointed places of worship within the city, and taking into account the two appointments already made, to appoint Mr Madhav Regmi to the vacancy of third religious representative on the Education Operational Delivery Committee with immediate effect, subject to a satisfactory Disclosure Scotland check being undertaken.

NOTICE OF MOTION BY THE LORD PROVOST

7. The Council had before it a notice of motion by the Lord Provost in the following terms:-

“That this Council records its support for the UK’s annual national ‘Emergency Services Day’ which is held on 9th September and which is supported by Her Majesty Queen Elizabeth II; and that this Council places on record its sincere appreciation for the two million people who work and volunteer in the NHS and emergency services today. That this Council agrees to fly the official flag of the ‘Emergency Services Day’ above the Town House on 9th September each year to mark 999 Day.”

The Council resolved:-

to approve the notice of motion.

- **BARNEY CROCKETT, Lord Provost.**

URGENT BUSINESS COMMITTEE

ABERDEEN, 25 October 2021. Minute of Meeting of the URGENT BUSINESS COMMITTEE. Present:- Councillor Laing, Convener; and Councillors Cameron, Grant, Hutchison, MacKenzie (as substitute for Councillor Lumsden), Alex Nicoll, Wheeler (as substitute for Councillor Boulton) 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 report on the Hydrogen Hub Preferred Bidder was of an urgent nature and required to be considered this day to enable members to consider the matter at the first available opportunity.

DETERMINATION OF EXEMPT BUSINESS

2. The Committee were requested to determine that item 3 on the agenda (Hydrogen Hub Preferred Bidder Appointment), be considered in private.

The Committee resolved:-

in terms of Section 50(A)(4) of the Local Government (Scotland) Act 1973, to exclude the press and public from the meeting during consideration of item 3 (Hydrogen Hub Preferred Bidder Appointment), so as to avoid disclosure of exempt information of the classes described in paragraphs 6 and 10 of Schedule 7A of the Act.

DECLARATIONS OF INTEREST

3. Members were requested to intimate any declarations of interest in respect of the item on the agenda.

The Committee resolved:-

to note that no declarations of interest were intimated.

URGENT BUSINESS COMMITTEE

25 October 2021

HYDROGEN HUB PREFERRED BIDDER APPOINTMENT

4. The Committee had before it a report by the Director of Commissioning which provided an update on details of the strategic procurement process undertaken to identify a preferred bidder for a joint venture partner to deliver the Aberdeen Hydrogen Hub (AHH).

The report recommended:-

That the Committee -

- (a) note the public procurement exercise undertaken to appoint a preferred bidder to be the Council's joint venture partner for the Aberdeen Hydrogen Hub;
- (b) approves the appointment of the Preferred Bidder;
- (c) instructs the Head of Commercial and Procurement, following consultation with the Chief Officer – Finance to progress all further work to conclude the contract terms and agreements with the Preferred Bidder, as outlined in section 5;
- (d) instructs the Head of Commercial and Procurement to report to City Growth and Resources Committee in February 2022 on the structure of the proposed contracts, the expected return on investment to the Council and detail on the joint venture structure, governance, obligations and risk; and
- (e) notes that a joint press release will be issued by the Council and the Preferred Bidder following the conclusion of this Urgent Business Committee.

The Committee resolved:-

- (i) to approve recommendations (a) to (d);
- (ii) to agree that a joint press release would be issued by the Council and the Preferred Bidder following the conclusion of the Urgent Business Committee;
- (iii) to instruct the Chief Officer - City Growth to continue to engage and lobby for additional external funding from both the UK Government and the devolved Scottish Government and note that the Leader of Aberdeen City Council would engage in discussions during COP26 in Glasgow with both UK and Scottish governments regarding obtaining additional funding for Aberdeen's Hydrogen Hub;
- (iv) to note that the Strategic Commercial Manager would provide via email clarification on the date when it was agreed to enter into a procurement exercise to identify and appoint a Joint Venture partner for the development of the Aberdeen Hydrogen Hub; and
- (v) to note that the Chief Officer – Finance would circulate by email information relating to the existing level of funding from the EU, UK Government and Scottish Government for the Hydrogen project.

- **COUNCILLOR JENNIFER LAING, Convener.**

	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	13th December 2021								
4	Treasury Management 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		
5	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		
6	Governance Review of Trusts - 2021 Update	To provide an update on the ongoing work to review, wind up and/or amalgamate uneconomic or obsolete Trusts.		Steven Inglis	Governance	Commissioning	10		
7	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 2022 and thereafter report back to Full Council with any proposals as required		Martyn Orchard	Governance	Commissioning	21		
8	Standards Commission for Scotland - Written Decision - Councillors Delaney and Yuill	To present the written decision by the Standards Commission for Scotland following a hearing held on 5 October 2021.		Fraser Bell	Governance	Commissioning	15		
9	Appointment of Parent Representative to Education Operational Delivery Committee	To agree the appointment of a new primary/ASN parent representative on the Education Operational Delivery Committee following the person who was appointed in June 2021 being unable to take up the role.		Steph Dunsmuir	Governance	Commissioning	7		
10	Fairer Aberdeen Fund Annual Report 2020-21	To provide members with the Fairer Aberdeen Fund Annual Report for 2020/21.		Susan Thoms	Early Intervention and Community Empowerment	Customer	21		

	A	B	C	D	E	F	G	H	I
	Report Title	Minute Reference/Committee Decision or Purpose of Report	Update	Report Author	Chief Officer	Director	Terms of Reference	Delayed or Recommended for removal or transfer, enter either D, R, or T	Explanation if delayed, removed or transferred
2									
11	Council Climate Change Plan Campaign	At the Council meeting on 3 March 2021, the Council resolved, amongst other things, to instruct the Chief Executive to lead a city-wide campaign using social media, Community Planning Aberdeen, Net Zero Leadership Board, Aberdeen City Council's partners and business associates to promote Aberdeen City Council's Climate Change Plan and reflecting the significance of the COP26 conference in November 2021, and report progress of the campaign to the December 2021 Council meeting.		Angela Scott	Chief Executive	Chief Executive	21	D	The Net Zero Leadership Board has been meeting since September 2020. It is supported by a Delivery Unit whose ongoing work includes raising awareness of the climate challenge and the response of Aberdeen's Climate Change Plan and wider energy transition initiatives in the city. As part of that, officers undertook a campaign to raise awareness of the Council's leadership of the Hydrogen Programme through a "Hydrogen is Here" message. This was aligned to COP26 and participation by the Leader of the Council in two events led by the Scottish Government looking at investment in 'green infrastructure' and Scotland's Hydrogen Day and the role of the Aberdeen Hydrogen Hub in accelerating investment in hydrogen power. It also included the announcement by the Council of a preferred bidder, BP, for a JV company for delivery of the Aberdeen Hydrogen Hub. Month on month, social media engagement levels and connections have grown significantly and we anticipate that this will be even higher following participation in COP26. Press coverage has included local and national media (broadcast and print) outlets. A report will be submitted to the Council meeting on 28 February 2022.
12	28th February 2022								
13	Aberdeen Energy Transition and Climate Change Routemap	At the Council meeting on 3 March 2021, the Council resolved, amongst other things, to instruct the Chief Officer - Strategic Place Planning to develop an Aberdeen Energy Transition and Climate Change Route map through the Net Zero Leadership Board and Delivery Unit to meet our ambition to be a Net Zero city and report the Aberdeen Energy Transition and Climate Change Route map back to Council before March 2022.		David Dunne	Strategic Place Planning	Commissioning	21		
14	Scheme of Governance Review	To report with proposals following the annual review of the Scheme of Governance.		Fraser Bell	Governance	Commissioning	17		
15	7th March 2022 (Budget)								
16	Council Delivery Plan 2022/23	To present the Council Delivery Plan for 2022/23.		Angela Scott	Chief Executive	Chief Executive	13		

	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	General Fund Revenue Budget and Capital Programme 2022/23	To provide information on both the revenue budget for 2022/23 and capital programme for the period 2022/23 to 2026/27 in order that approved budgets and Council Tax value can be set by the Council for the year commencing 1 April 2022.		Jonathan Belford	Finance	Resources	1, 2 and 3		
18	Housing Revenue Account 2022/23	To provide members with information to enable the Council to approve a revenue and capital budget for 2022/23, including the setting of the rents and other charges on the Housing Revenue Account for the financial year.		Helen Sherrit	Finance	Resources	2		
19	Common Good Budget 2022/23	To provide Council with details of the draft Common Good budget for 2022/23, to enable the Council to approve a final budget that will take effect on 1 April 2022.		Helen Sherrit	Finance	Resources	2		
20	Beyond 2022								
21	Revised Council Climate Change Plan	At the Council meeting on 3 March 2021, the Council, amongst other things, instructed the Chief Operating Officer to report back to Full Council with a revised 5 year plan in 2025, or earlier if required.		Alison Leslie	Strategic Place Planning	Chief Operating Officer	21		

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ABERDEEN CITY COUNCIL

COMMITTEE	Council
DATE	13 December 2021
EXEMPT	No
CONFIDENTIAL	No
REPORT TITLE	Council Annual Effectiveness Report and Committee Annual Effectiveness Reports
REPORT NUMBER	COM/21/302
DIRECTOR	Gale Beattie, Director of Commissioning
CHIEF OFFICER	Fraser Bell, Chief Officer - Governance
REPORT AUTHOR	Martyn Orchard
TERMS OF REFERENCE	14

1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to present the annual effectiveness report for Council to enable Members to provide comment on the data contained within, as well as the annual effectiveness reports of the various Committees, which have been considered by those Committees.

2. RECOMMENDATIONS

That Council:-

- 2.1 provide comments and observations on the data contained within the Council annual effectiveness report as contained at Appendix A; and
- 2.2 note the annual effectiveness reports of the various Committees as contained at Appendices B to L.

3. BACKGROUND

Annual Reports on Terms of Reference

- 3.1 The annual committee effectiveness reports were introduced in 2018/19 following a recommendation from the Chartered Institute of Public Finance and Accountancy (CIPFA) as part of the Council's work towards securing that organisation's accreditation in governance excellence. The Terms of Reference set out that each Committee will review its own effectiveness against its Terms of Reference through the mechanism of the annual report.

- 3.2 The annual effectiveness reports were mentioned by CIPFA in their report which awarded the Mark of Excellence in Governance accreditation to Aberdeen City Council. CIPFA highlighted the implementation of the annual effectiveness reports as a matter of good practice in governance and were encouraged that, during consideration of the reports at Committee and Council, Members had made suggestions for improvements to the reports in future years.
- 3.3 As well as the CIPFA Accreditation, Committee Services also won SOLAR Administration Team of the Year in March 2020 in recognition of the introduction of the annual committee effectiveness reports and the process which allows Committees to examine how they can improve the way they do business, while providing assurance that they are undertaking their role effectively.
- 3.4 In considering the Best Value Assurance report at its meeting on 23 August 2021, the Council welcomed the positive commentary in relation to the Council's strong, effective and well-established governance arrangements receiving external recognition. The Accounts Commission commented that the major transformation programme undertaken by the Council, with the Target Operating Model and digital strategy at its centre, had led to improvements in organisational structure and governance. The significant changes to the governance arrangements were recognised to be well established, robust and effective, and had led to a better understanding among members of how committees are expected to contribute to council business. It was also noted that the governance put in place had received external recognitions when the Council became the first Scottish Council to be awarded CIPFA's Governance Mark of Excellence.
- 3.5 Data from the annual effectiveness reports has been used to inform the review of the Scheme of Governance, ensuring that Committee Terms of Reference were correctly aligned, and identifying any areas of the Terms of Reference which had not been used throughout the year in order that they could be reviewed and revised if necessary. The information from the effectiveness reports will also be used to feed into the Annual Governance Statement.
- 3.6 The reports provide a mechanism for each committee to annually review its effectiveness, including data on attendance, any late reports, referrals to Council and the number of times officer recommendations were amended, and to ensure that it is following its Terms of Reference.
- 3.7 Similarly, recording the sections or stretch outcomes of the Local Outcome Improvement Plan (LOIP) which apply to each report allows Members to be aware of the direct impact of any proposals before them on the LOIP, and gives a general overview at the end of each year of the number of reports which have had an impact on the LOIP stretch outcomes. Officers also actively review the data gathered to ensure that it aligns to the Council's operating model and decisions taken by the Council throughout the year. Members will be aware that the refreshed LOIP 2016-2026 was endorsed by the Strategic Commissioning Committee on 6 October 2021.

- 3.8 Any comments from Members on areas of data that should be considered would be welcomed to ensure that Members are presented with meaningful data.
- 3.9 The annual report for 2020/2021 is therefore appended for the Council's consideration. It should be noted that the annual reporting period for 2020/21 is longer than previous years due to the Covid-19 pandemic, which resulted in meetings being cancelled in the first half of 2020/21.
- 3.10 Additional meetings of the Urgent Business Committee took place during the 2020/21 reporting period as a result of the pandemic. The relevant statistics are included in section 13 of the Council annual effectiveness report, however the headline figures are as follows:-
- 7 meetings took place which contained 25 reports, only one of which was exempt
 - 18 reports were approved unanimously (72%)
 - 4 reports were considered where the committee amended officer recommendations (16%)
- 3.11 Section 13 of the Council annual effectiveness report provides combined data for all Committees during the reporting period.
- 3.12 Also appended are the annual reports for the various Committees which have been (or shortly will be) considered by the respective Committees. At the time of publication, the annual reports have been considered by seven of the eleven Committees, with the Public Protection, Strategic Commissioning, Licensing and Pensions Committees still to meet on 7, 8, 14 and 17 December 2021 respectively.
- 3.13 The annual effectiveness reports have been noted at all Committee meetings where they have been considered.
- 3.14 The Operational Delivery Committee requested that officers look at Terms of Reference 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), noting that no reports had been presented to committee in that regard, and to investigate what other local authorities were doing in relation to inspections and peer reviews and whether any reviews should be presented to the Operational Delivery Committee in future.
- 3.15 The Staff Governance Committee noted a query in relation to whether the Committee was fully acting as a safety committee within s2(7) of the Health and Safety at Work Act etc 1974 (as referred to in the Terms of Reference) and that the Chief Officer - People and Organisational Development would discuss the matter outwith the meeting with the Chief Officer - Governance and the Corporate Health and Safety Lead to ascertain whether any amendments were required to the either the reports presented to Committee or to its Terms of Reference.

4. FINANCIAL IMPLICATIONS

4.1 There are no direct financial implications from the recommendations of this report.

5. LEGAL IMPLICATIONS

5.1 There are no direct legal implications arising from the recommendations of this report.

6. MANAGEMENT OF RISK

Category	Risk	Low (L) Medium (M) High (H)	Mitigation
Strategic Risk	N/A		
Compliance	Failure to submit this report would mean that the Council would not be complying with its instruction that all committees and Full Council receive such a report each year.	L	Council is given the opportunity to consider the reports and provide feedback on any amendments Members would wish to see in the content so that this can be taken on board for next year's Scheme of Governance review.
Operational	N/A		
Financial	N/A		
Reputational	N/A		
Environment / Climate	N/A		

7. OUTCOMES

There are no links to the Council Delivery Plan, however the committee effectiveness annual reports link to the Scheme of Governance, by ensuring that each committee is fulfilling its Terms of Reference.

8. IMPACT ASSESSMENTS

Assessment	Outcome
Impact Assessment	Full impact assessment not required
Data Protection Impact Assessment	Not required

9. BACKGROUND PAPERS

None.

10. APPENDICES

- A Council Annual Effectiveness Report 2020/21
- B Planning Development Management Committee Annual Effectiveness Report 2020/21
- C City Growth and Resources Committee Annual Effectiveness Report 2020/21
- D Operational Delivery Committee Annual Effectiveness Report 2020/21
- E Staff Governance Committee Annual Effectiveness Report 2020/21
- F Education Operational Delivery Committee Annual Effectiveness Report 2020/21
- G Capital Programme Committee Annual Effectiveness Report 2020/21
- H Audit, Risk and Scrutiny Committee Annual Effectiveness Report 2020/21
- I Public Protection Committee Annual Effectiveness Report 2020/21
- J Strategic Commissioning Committee Annual Effectiveness Report 2020/21
- K Licensing Committee Annual Effectiveness Report 2020/21
- L Pensions Committee Annual Effectiveness Report 2020/21

11. REPORT AUTHOR CONTACT DETAILS

Martyn Orchard
Committee Lead
morchard@aberdeencity.gov.uk
01224 523097

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APPENDIX A

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Council Annual Effectiveness Report 2020/21



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1. INTRODUCTION

- 1.1 I am pleased to present the third annual effectiveness report for Full Council. As Members will be aware, as part of their interim assessment of the Council's governance arrangements in 2016, CIPFA recommended that committees review the extent to which they had operated within their Terms of Reference, through an annual report. As a result, the 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. The annual effectiveness report also informs the annual review of the Council's Scheme of Governance and enables officers and members to identify if any changes are required or desirable, for example to the Council and Committee Terms of Reference. The effectiveness report also contributes to the Council's Annual Governance Statement which forms part of the Council's Annual Accounts which are presented to the Audit, Risk and Scrutiny Committee.
- 1.2 The annual report is an effective mechanism for the Council to support the organisation's improvement journey by demonstrating the ways in which the Council, as the decision-making body, supports the principle of the Operating Model and contributes to the Local Outcome Improvement Plan, whilst also providing the opportunity to reflect on the business of the Council during 2020/21 and to look to the future.
- 1.3 Throughout 2020/21, the Council made a number of significant decisions, many of which were taken at the budget meeting, where the Council set balanced budgets despite extremely challenging financial circumstances. It is pleasing to see the progress that has been made in relation to the Scheme of Governance as well as progression of the Aberdeen Local Development Plan. As the Council's Armed Forces Champion, I was very pleased to see that we had successfully achieved Gold accreditation for the Council's Armed Forces Covenant through the Defence and Employer Recognition Scheme.
- 1.4 This is the last annual report of the current Council term ahead of the local government election in May 2022. It would be remiss of me not to acknowledge the difficulties the Council has faced since March 2020 as a result of the COVID-19 pandemic, and this, of course, extends to the whole city and across the world. I would like to, again, pay tribute to all staff across the organisation who have been involved in the Council's response to the pandemic and who continue to serve the city so well in the face of adversity.
- 1.5 It is worth repeating what I said in last year's annual report at this juncture. It has been a very challenging time but together we are stronger and there have been so many examples of people going above and beyond the call of duty both within the organisation and across Aberdeen. As Lord Provost and 'Aberdeen's first citizen', I am extremely proud of the city, and I am honoured to have served as Lord Provost during the current Council term.



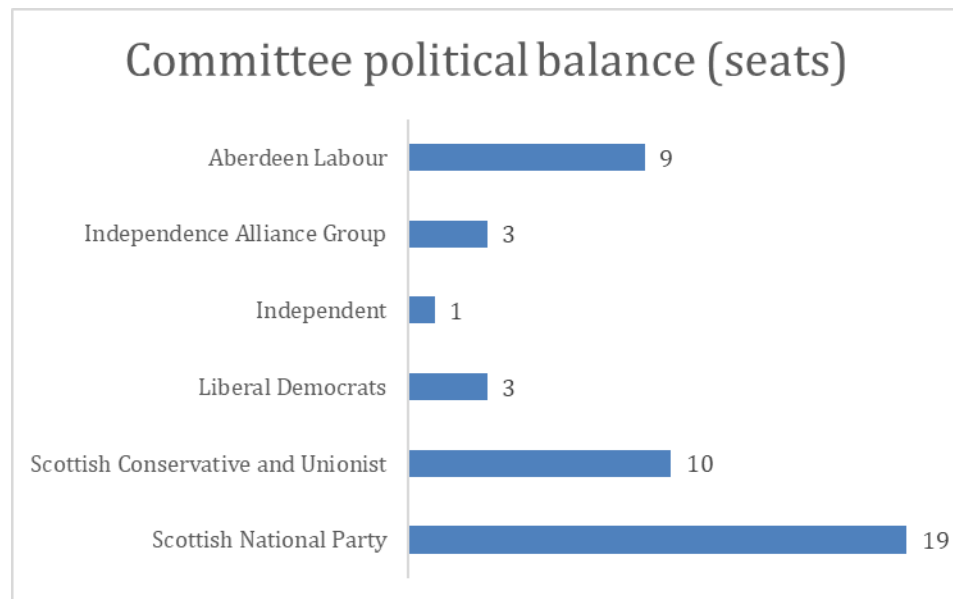
Councillor Barney Crockett
Lord Provost

2. THE ROLE OF THE COUNCIL

- 2.1 The Council is the overall decision-making body of the organisation. It is responsible for agreeing the Council's budget and setting Council Tax. Council delegates the discharge of its functions to various committees and joint committees, as well as officers under the terms of the Local Government (Scotland) Act 1973. However, any delegation to a committee or an officer does not prevent the Council from determining the matter or exercising the power so delegated.
- 2.2 The Terms of Reference for Council, as approved by Council in March 2021, are appended to the report.

3. MEMBERSHIP OF THE COUNCIL DURING 2020/2021

- 3.1 The Council has 45 Elected Members, and the composition is presented below.



4. MEMBERSHIP CHANGES

- 4.1 There were no membership changes during 2020/21.

5. MEMBER ATTENDANCE

Member	Total Anticipated Attendances	Total Attendances
Councillor Barney Crockett, Lord Provost	5	5
Councillor Jennifer Stewart, Depute Provost	5	5
Councillor Al-Samarai	5	5
Councillor Allan	5	5
Councillor Allard	5	5
Councillor Alphonse	5	5
Councillor Bell	5	5
Councillor Boulton	5	5
Councillor Cameron	5	5
Councillor Cooke	5	5
Councillor Copland	5	5
Councillor Cormie	5	5
Councillor Cross	5	5
Councillor Delaney	5	5
Councillor Donnelly	5	3
Councillor Jackie Dunbar	5	4
Councillor Lesley Dunbar	5	5
Councillor Duncan	5	5
Councillor Graham	5	5
Councillor Grant	5	5
Councillor Greig	5	5
Councillor Henrickson	5	5
Councillor Houghton	5	5
Councillor Hutchison	5	5
Councillor Imrie	5	5
Councillor John	5	5
Councillor Laing	5	5
Councillor Lumsden	5	5
Councillor Macdonald	5	5
Councillor MacGregor	5	5
Councillor MacKenzie	5	5
Councillor McLellan	5	5
Councillor McRae	5	5
Councillor Malik	5	5
Councillor Mason	5	5
Councillor Mennie	5	5
Councillor Alex Nicoll	5	5
Councillor Audrey Nicoll	5	5
Councillor Noble	5	5
Councillor Radley	5	5
Councillor Reynolds	5	5

Member	Total Anticipated Attendances	Total Attendances
Councillor Sellar	5	5
Councillor Townson	5	5
Councillor Wheeler	5	5
Councillor Yuill	5	5

6. MEETING CONTENT

6.1 During the 2020/21 reporting period (1 May 2020 to 31 October 2021), the Council had 5 meetings and considered a total of 22 reports.

6.2 Terms of Reference

Of the 22 reports received, the following table details how the reports aligned to the Terms of Reference for Council. Some reports did not fall within specific Terms of Reference and were reported to Council in accordance with Introduction 6 within the Terms of Reference document - in accordance with Standing Order 47.7, Council can determine any matter which would otherwise fall to be determined by a committee or sub committee.

Terms of Reference	Count of Terms of Reference
1	1
2	4
3	1
5	3
6	3
7	2
11	1
13	1
14	1
15	2
17	1
18	1
21	4
Introduction 6	4

6.3 During the course of 2020/21, the Council received reports under thirteen of the twenty-two sections of the Terms of Reference, with the highest number of reports relating to the setting of a balanced budget, including the setting of fees and charges; and to consider any matter which the Council has previously considered and agreed to receive a further report.

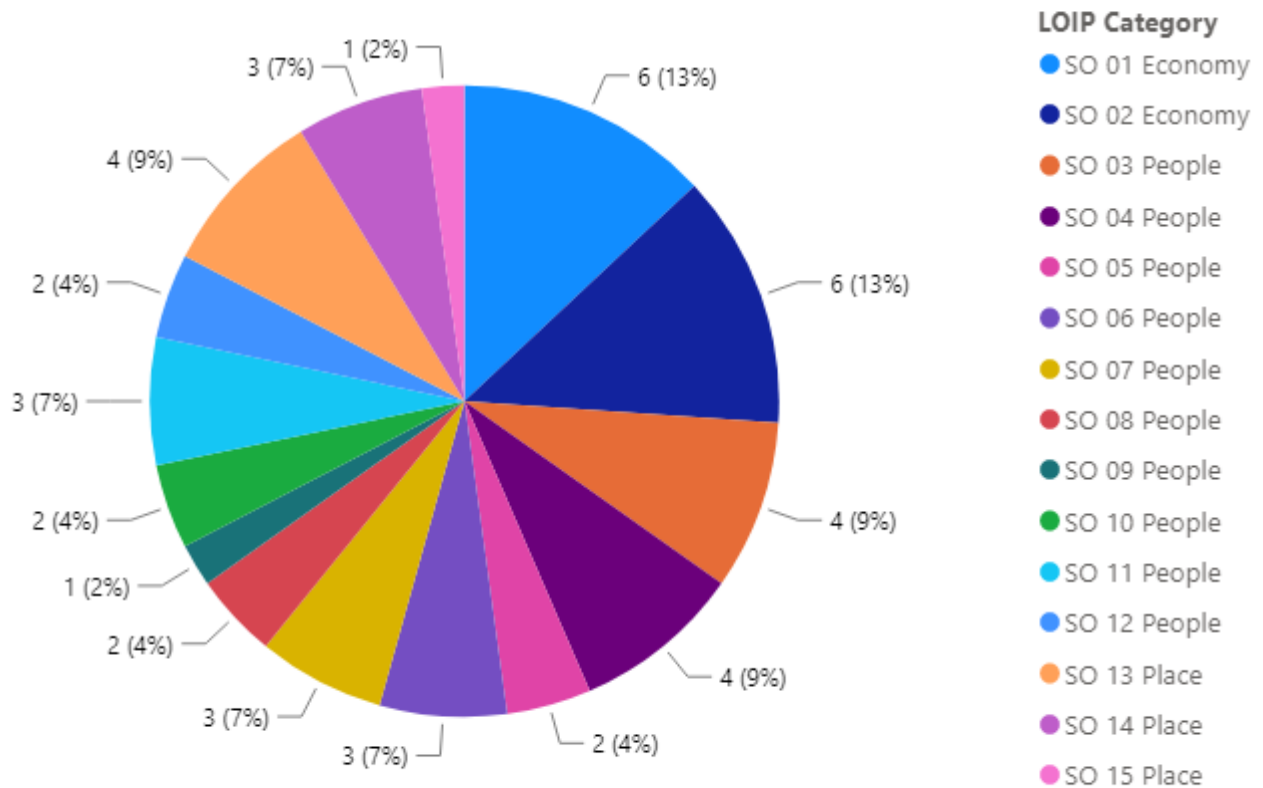
6.4 Of the nine sections of the Terms of Reference where there were no reports, no reports were required during 2020/21 - for example no working groups needed to be established and no members were required to be elected to the Licensing

Board. However, those Terms of Reference need to remain in place as reports will undoubtedly fall under those Terms of Reference in the future.

6.5 Local Outcome Improvement Plan

The following table details of the 22 reports how many had a link to the stretch outcomes of the Local Outcome Improvement Plan.

Reports with links to the LOIP



6.6 Reports and Council Decisions

The following table details the outcome of the Council's consideration of the 22 reports presented to it throughout the year.

	Total	% Total Reports
Confidential	0	0%
Exempt	0	0%
Number of reports where the Council amended officer recommendations	6	27%
Number and percentage of reports approved unanimously	14	64%
Number of reports or service updates requested by members during the consideration of another report to provide additional assurance and not in forward planner	2	9%
Number of decisions delayed for further information	0	0%
Number of times the Convener has had to remind Members about acceptable behaviour and the ethical values of Public Life	2	
Number of late reports received (i.e. reports not available for inspection by members of the public at least three clear days before a meeting)	0	0%

6.7 Notices of Motion, Suspension of Standing Orders, Interface with the Public

Number of notices of motion	14
Number of times Standing Orders were suspended and the specific Standing Orders suspended	0
Number of deputations or other indicators of interface with the public, i.e. engagement and social media.	0
Number of petitions considered	0
Number of Meetings held by the Convener with other Conveners, relevant parties, to discuss joint working and key issues being raised at other Committee meetings	Regular meetings held with Council Leader

7. TRAINING REQUIREMENTS

- 7.1 Training opportunities for elected members in financial year 2020/21 were limited due to the impact of the Covid-19 pandemic, however some training sessions specific to the various committees did take place and details of these are contained within their annual reports.
- 7.2 In April 2021, responsibility for the training of elected members transferred from Customer Experience to People and Organisational Development.
- 7.3 More generally, training sessions for all elected members on topics such as the Local Outcome Improvement Plan and the Councillors' Code of Conduct have been delivered during 2020/21.
- 7.4 Induction training covering a wide variety of topics was delivered to Councillor Radley upon her election in November 2020.
- 7.5 In addition, preparations are under way with regard to induction training for Councillors following the local government election in May 2022.

8. CODE OF CONDUCT – DECLARATIONS OF INTEREST

- 8.1 23 declarations of interest were made by Councillors during the reporting period. Information in respect of declarations of interest is measured to evidence awareness of the requirements to adhere to the Councillors' Code of Conduct and the responsibility to ensure fair decision-making.

9. CIVIC ENGAGEMENT

- 9.1 Civic leadership and engagement are at the heart of the Operating Model approved by the Council in August 2017. The values and principles of civic leadership and engagement are being driven through the Council's transformation programme.
- 9.2 There have been good examples of civic engagement in the course of business submitted to Council in 2020/21, for example in relation to the Aberdeen Local Development Plan, the Armed Forces Covenant Gold Accreditation Award, and the Council's Climate Change Plan.
- 9.3 Further civic engagement activities are set out in each committee's individual annual effectiveness report.

10. OFFICER SUPPORT TO COUNCIL

Officer	Total Anticipated Attendances	Total Attendances	Substitute Attendances
Chief Executive	5	5	
Chief Operating Officer	5	5	
Director of Customer Services	5	5	

Officer	Total Anticipated Attendances	Total Attendances	Substitute Attendances
Director of Resources	5	5	
Director of Commissioning	2	2	
Chief Officer - Finance	5	5	
Chief Officer - Governance	5	5	

11. EXECUTIVE LEAD'S COMMENTS

- 11.1 In March 2018, the Council approved its first Scheme of Governance. This was a significant step for the Council and in keeping with the journey to attaining the CIPFA Mark of Excellence. The Scheme of Governance was updated in 2019, 2020 and 2021, and officers will report back to Full Council in 2022 following another annual review. The practice of annually reviewing the Scheme of Governance, together with data from the annual effectiveness reports, will help members and officers to identify improvements to the Council's decision-making structures and help ensure that those arrangements remain effective.
- 11.2 On 10 March 2021, the Council approved its annual budget and noted the associated Council Delivery Plan. The delivery of the budget is monitored through the City Growth and Resources Committee whilst service performance is monitored against key categories by the relevant committees.
- 11.3 It is noted that 27% of reports with Council officer recommendations were amended, compared to the average for committees of 8%. However, some of these reports where recommendations were amended, were submitted to the Budget meeting and this is generally normal practice, with such reports rarely being unanimously approved.
- 11.4 No late reports were submitted to Full Council and no decisions on reports required to be delayed which evidences that business was appropriately managed and scheduled.
- 11.5 Finally, it is pleasing to note that Full Council has operated in a transparent manner, with no reports marked as exempt or confidential. It is acknowledged that on occasion reports need to be considered in private in terms of Schedule 7A of the Local Government (Scotland) Act 1973, however it is reassuring that the number of instances where decisions have been taken in private has been minimised.

12. NEXT YEAR'S FOCUS

- 12.1 In February 2022, the Council will be asked to consider proposals following the annual review of the Scheme of Governance. Specific to Council, the Terms of Reference will be reviewed in line with the business submitted to Council and officers will reflect on whether any areas require refinement moving forward to ensure the efficient operation of the Council.
- 12.2 Also in February 2022, a report will be submitted on the development of an Aberdeen Energy Transition and Climate Change Routemap to meet our ambition to be a Net Zero city.
- 12.3 During the 2021/22 annual reporting period, officers will progress the

transformation programme to allow the Council to set a budget in a manner that strategically allocates resources against the Local Outcome Improvement Plan. The outcome focused approach will be set out in the budget report and associated delivery plan due to come before Full Council in March 2022.

- 12.4 On 5 May 2022, the local government elections will be held. The Statutory Council meeting is due to take place on 18 May 2022 when a wide range of reports will be presented regarding the Council's governance arrangements, with decisions sought to elect a Lord Provost as well as other positions. It will be for the new Council to determine its political priorities and for officers to progress those priorities.

13.COMBINED COMMITTEE DATA

Total number of reports for Committees during the reporting period	456	
	Total	Percentage
Number of exempt/confidential reports	25	5%
Number of reports where the Committee amended officer recommendations	36	8%
Number and percentage of reports approved unanimously	417	91%
Number of reports or service updates requested by Members during consideration of another report to provide additional assurance and not in forward planner	35	8%
Number of reports delayed for further information	0	0%
Number of times the Convener has had to remind Members about acceptable behaviour and the ethical values of Public Life	0	N/A
Number of late reports received by the Committee	3	0.7%
Number of referrals to Council, or other Committees, in terms of Standing Order 34.1	0	N/A
Number of notices of motion	14	N/A
Number of times Standing Orders were suspended	0	N/A
Number of deputations or other indicators of interface with the public, i.e. engagement and social media	0	N/A
Number of petitions considered	0	N/A

Council Terms of Reference
Approved by Council on 3 March 2021

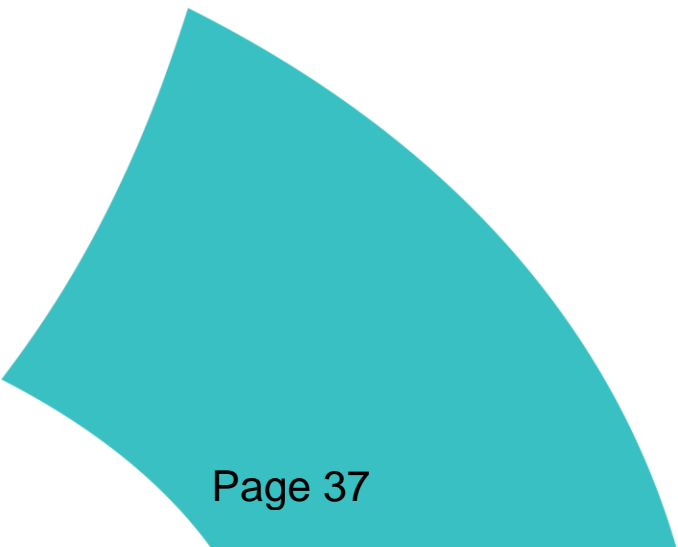
ABERDEEN CITY COUNCIL

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

Executive Lead: Chief Executive



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APPENDIX B

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Planning Development Management Committee Annual Effectiveness Report 2020/2021



Planning Development Management Committee

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1. INTRODUCTION

- 1.1 I am pleased to present the third annual effectiveness report for the Planning Development Management Committee. As Members will be aware, as part of their interim assessment of the Council's governance arrangements in 2016, CIPFA recommended that Committees review the extent to which they had operated within their Terms of Reference, through an annual report. This had been an aspiration for some time, representing good practice in governance terms. I am delighted that the Council was the first in Scotland to be awarded the CIPFA Mark of Excellence in Governance, and that the annual effectiveness report was highlighted by CIPFA as an example of good governance. The annual effectiveness report also informs the annual review of the Council's Scheme of Governance and enables officers to identify if any changes are required, for example, to the Committee Terms of Reference.
- 1.2 As part of the 2021 review, minimal changes were made to the Planning Development Management Committee Terms of Reference to provide greater clarity and those will be monitored throughout the year and taken into consideration during next year's review and the preparation of the fourth annual committee effectiveness report.
- 1.3 The annual report is a good mechanism for the Committee to support the Council's improvement journey by demonstrating the ways that the Committee contributes to the Council Delivery Plan and Local Outcome Improvement Plan, whilst also providing the opportunity to reflect on the business of the Committee over the past year and to look to the Committee's focus for the year ahead.
- 1.4 Throughout the year, the Committee has worked to 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; visited application sites where agreed; made Orders and issued notices; approved the development briefs and masterplans; developed and adopted non-statutory development management guidance; and conducted Pre Determination Hearings in pursuance of the provisions contained within 38A of the Town and Country Planning (Scotland) Act 1997.



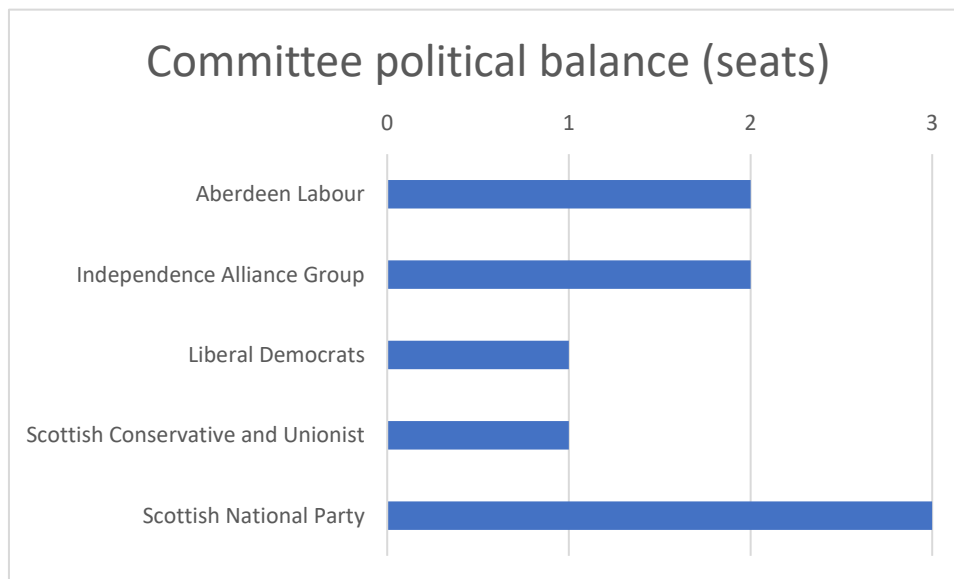
Councillor Marie Boulton
Convener, Planning Development Management Committee

2. THE ROLE OF THE COMMITTEE

- 2.1 The role of the Committee is to ensure the effective undertaking of the Development Management and Building Standards duties of the Council.

3. MEMBERSHIP OF THE COMMITTEE DURING 2020/2021

- 3.1 The Planning Development Management Committee has 9 Elected Members.



4. MEMBERSHIP CHANGES

- 4.1 During the reporting period, the membership of the Committee has remained the same.

5. MEMBER ATTENDANCE

Member	Total Anticipated Attendances	Total Attendances	Substitutions	Nominated Substitute
Marie Boulton	13	13	0	
Jennifer Stewart	13	13	0	
Yvonne Allan	13	13	0	
John Cooke	13	10	3	Dell Henrickson Miranda Radley x 2
Neil Copland	13	11	2	Christian Allard and Jim Noble (for one meeting) Miranda Radley
Bill Cormie	13	11	2	Michael Hutchison

				and Jessica Mennie (for one meeting) Alex Nicoll
Martin Greig	13	12	1	Steve Delaney
Avril MacKenzie	13	13	0	
M. T. Malik	13	12	1	Barney Crockett

6. MEETING CONTENT

6.1 During the 2020/2021 reporting period (1 May 2020 to 31 October 2021), the Committee had 13 meetings and 3 Pre Determination Hearings and considered a total of 7 non-application reports. There were also 49 specific applications considered. 44 of these applications were approved/refused in line with the officer recommendation and 5 went against the officer recommendation. Due to COVID-19 and restrictions, no site visits have been held during the reporting period.

6.2 Terms of Reference

Of the 7 non-application reports received the following table details how the reports aligned to the Terms of Reference for the Committee.

Terms of Reference	Count of Terms of Reference
Remit of Committee 1	0
Remit of Committee 2	0
Remit of Committee 3	0
Remit of Committee 4	1
Remit of Committee 5	4
Remit of Committee 6	2
Remit of Committee 7	0

6.3 During the course of 2020/21 the Planning Development Management Committee received reports under Term of Reference 4 (approve development briefs and masterplans, 5 (adopt non-statutory planning management guidance) and 6 (conduct pre-determination hearings in pursuance of the provisions contained within s38A of the Town and Country Planning (Scotland) Act 1997) but no reports under Terms of Reference 3 (make Orders and issue Notice) This would indicate that the Committee has discharged its role throughout the course of the reporting period. As stated above, there were 49 applications considered and these cover Terms of Reference 1 and 2. In relation to remit 7, any application coming forward following a Pre Determination Hearing would be classed as an application and not a report, hence why the number is 0.

6.4 Local Outcome Improvement Plan

The following table provides details on the 7 reports and how many had a link to the themes of the Local Outcome Improvement Plan.

Local Outcome Improvement Plan	Number of reports
Economy	5
People (Children)	3
People (Adult)	6
Place	5

6.5 Reports and Committee Decisions

The following table details the outcome of the Committee's consideration of the 7 reports presented to it throughout the year.

Reports	Total
Number which were Exempt/Confidential	0
Number of reports where the Committee has amended officer recommendations	0
Number of reports approved unanimously	6
Number of reports requested by members during the consideration of another report to provide additional assurance and not in forward planner	0
Number of Service Updates requested	0
Number of decisions delayed for further information	0
Number of times the Convener has had to remind Members about acceptable behaviour and the ethical values of Public Life	0
Number of late reports received by the Committee (i.e. reports not available for inspection by members of the public at least three clear days before a meeting)	0
Number of referrals to Council, or other Committees in terms of Standing Order 34.1	0

6.6 Notices of Motion, Suspension of Standing Orders, Interface with the Public

Number of notices of motion	0
-----------------------------	---

Number of times Standing Orders were suspended and the specific Standing Orders suspended	0
Standing order number (ref)	N/A
Number of deputations or other indicators of interface with the public, i.e. engagement and social media.	0

7. TRAINING REQUIREMENTS

Officers from the Local Development Plan, Development Management and Legal Services Teams carried out Elected Member training in the planning process and Elected Members Code of Conduct in relation to the determination of planning applications in December 2020.

8. CODE OF CONDUCT – DECLARATIONS OF INTEREST

8.1 5 declarations of interest were made by Councillors during the reporting period. Information in respect of declarations of interest is measured to evidence awareness of the requirements to adhere to the Councillors' Code of Conduct and the responsibility to ensure fair decision-making.

9. CIVIC ENGAGEMENT

9.1 No civic engagement was undertaken specifically around the activity of the Planning Development Management Committee.

10. OFFICER SUPPORT TO THE COMMITTEE

Officer	Anticipated Attendance	Attendances
Chief Officer – Strategic Place Planning	13	11
Development Management Manager	13	13
Chief Officer – Governance (representative)	13	13

11. EXECUTIVE LEAD'S COMMENTS

11.1 Planning Development Management Committee (rather than Full Council) now determine development proposals considered to be significant departures from development plan strategy. A report is presented to PDMC with a recommendation to determine whether PDMC wishes the application to be decided by Full Council or PDMC.

11.2 Due to COVID-19, Planning Development Management Committee and

Local Review Body meetings have been successfully held electronically and broadcast online.

12. NEXT YEAR'S FOCUS

- 12.1 The effectiveness of the Committee will continue to be reviewed over the year and planning training will continue to be part of the scheduled elected member development programme.

Appendix 1

Committee Terms of Reference Approved by Council on 3 March 2021

PURPOSE OF COMMITTEE

1. 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

JOINT WORKING WITH OTHER COMMITTEES

The Committee will maintain an awareness of key issues arising through the work of other committees of the Council, through lead officers, conveners and vice conveners working together, and attending other committees as observers. Specifically, key relationships will be required with the Capital Programme Committee which will oversee the preparation of the Local Development Plan to the point where it will be approved by Council.

JOINT WORKING WITH NON COUNCIL BODIES

The Committee, through its lead officers, will work jointly as appropriate with the Scottish Environment Protection Agency, Historic Environment Scotland and the Planning and Architecture Division of the Scottish Government.

Executive Lead: Chief Officer – Strategic Place Planning



APPENDIX C

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City Growth and Resources Committee

Annual Effectiveness Report 2020/21

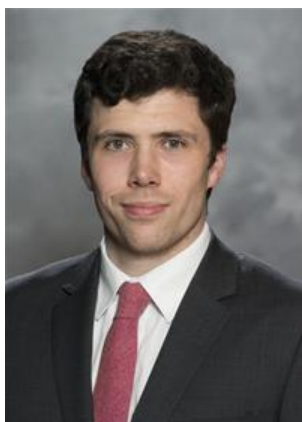


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1. INTRODUCTION

- 1.1 I am pleased to present the third annual effectiveness report for the City Growth and Resources Committee. This represents good practice in governance terms and evidences the Council's commitment to having achieved CIPFA accreditation.
- 1.2 This annual report is a good mechanism for the Committee to support the Council's improvement journey by demonstrating the ways that the Committee supports the principles of the Target Operating Model; contributes to the Local Outcome Improvement Plan, whilst also providing the opportunity to reflect on the business of the Committee over the past year and to look to the Committee's focus for the year ahead.
- 1.3 Following an audit from December 2020 to April 2021, the Council was praised by Scotland's Accounts Commission for significant further improvements made since the 2015 and 2008 Best Value reports. This included organisational restructuring and sound financial stewardship – helping the council deliver major building projects at pace, vital public services within budget, and at the same time make significant savings under the direction of the City Growth and Resources Committee. The Commission noted that the redesign of services and a move to a commissioning-led approach had meant the council was successfully on track to meet its £125 million five-year target.



Councillor Ryan Houghton
Convener, City Growth and Resources Committee.

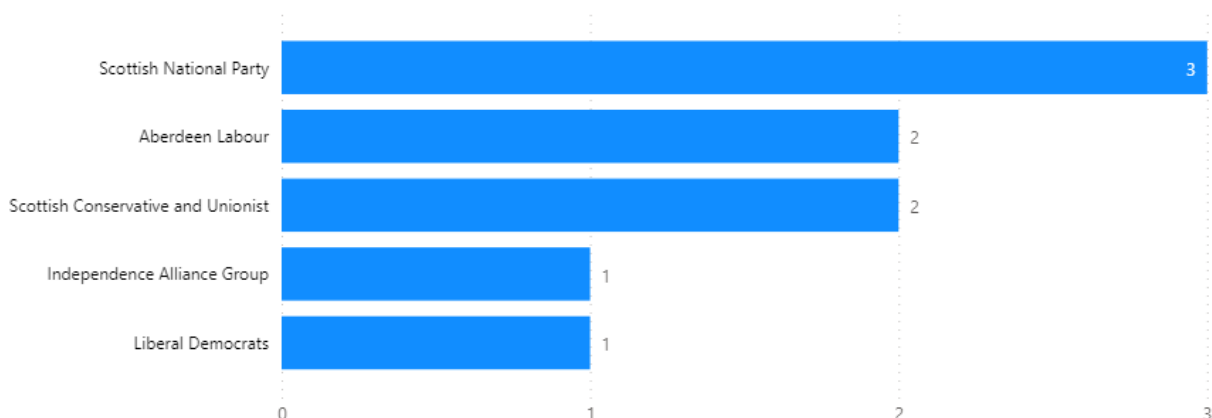
2. THE ROLE OF THE COMMITTEE

- 2.1 The role of the Committee is to focus on the Council’s management of the institution’s resources and place shaping strategies for the future growth of the city. This will include for example, local transport strategies. This mirrors the focus on the annual credit rating assessment.
- 2.2 The Terms of Reference for the Committee as approved by Council are appended to the report.

3. MEMBERSHIP OF THE COMMITTEE DURING 2020/2021

- 3.1 The City Growth and Resources Committee has nine Elected Members.

Committee Political Balance (Seats)



4. MEMBERSHIP CHANGES

- 4.1 During the reporting period Councillor Ryan Houghton replaced Councillor Douglas Lumsden MSP as the Convener and also as a member on the Committee; and Councillor Jenny Laing replaced Councillor Ross Grant as the Vice Convener.
- 4.2 In addition, Councillor John Cooke replaced Councillor Jackie Dunbar MSP, Councillor Freddie John replaced Councillor John Wheeler and Councillor Alex McLellan replaced Councillor Ciaran McRae as members on the Committee.

5. MEMBER ATTENDANCE

Member	Total Anticipated Attendances	Total Attendances	Substitutions	Nominated Substitute
Alex Nicoll	6	5		Alexander McLellan
Alexander McLellan	3	2	2	David Cameron
Ciaran McRae	3	2		Alexander McLellan
Douglas Lumsden	3	3	2	
Freddie John	3	1		Phillip Bell & Douglas Lumsden
Ian Yuill	6	6		
Jackie Dunbar	1	0		David Cameron
Jenny Laing	6	5		Barney Crockett
John Cooke	5	5		
John Wheeler	3	2		Ryan Houghton
Marie Boulton	6	5		Douglas Lumsden
Ross Grant	6	6		
Ryan Houghton	3	3	1	

6. MEETING CONTENT

6.1 During the 2020/2021 reporting period (1 May 2020 to 31 October 2021), the Committee had six meetings, one of which was a Special meeting and considered a total of 84 reports.

Terms of Reference

6.2 Of the 84 reports received, the following table details how the reports aligned to the Terms of Reference for the Committee. It is worth noting that some reports fall under more than one Terms of Reference.

6.3 A majority of reports have fallen under City Growth and Strategic Place Planning Remit 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 Remit 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.

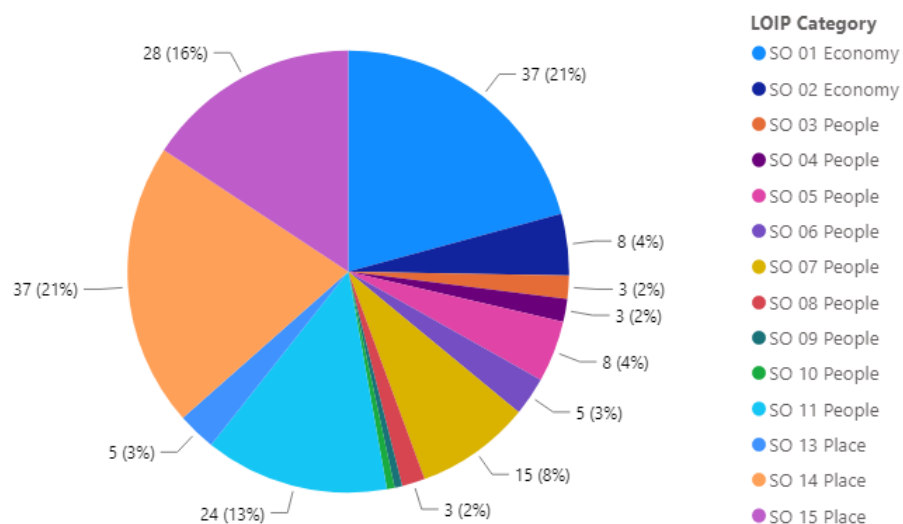
Terms of Reference

Terms of Reference	Count of Terms of Reference
General Delegations To Committees 8.5	1
Remit of Committee 2.1	2
Remit of Committee 1.1	19
Remit of Committee 1.1.2	1
Remit of Committee 1.1.3	1
Remit of Committee 1.1.4	1
Remit of Committee 1.1.5	1
Remit of Committee 1.1.6	1
Remit of Committee 1.1.7	9
Remit of Committee 1.1.8	1
Remit of Committee 1.1.11	1
Remit of Committee 2.1.1	6
Remit of Committee 2.1.2	2
Remit of Committee 2.1.3	2
Remit of Committee 2.1.4	4
Remit of Committee 2.1.5	8
Remit of Committee 2.1.6	2
Remit of Committee 2.2	2
Remit of Committee 3.2	24
Remit of Committee 3.3	25
Remit of Committee 4.1	17
Remit of Committee 4.4	5

6.4 Local Outcome Improvement Plan

The following table details how many reports had a link to the themes of the Local Outcome Improvement Plan. Stretch Outcomes from Aberdeen City Local Outcome Improvement Plan 2020/21 are attached as Appendix 2.

Reports with links to the LOIP



6.5 Reports and Committee Decisions

The following table details the outcome of the Committee’s consideration of the 84 reports presented to it throughout the year.

Reports	Total
Number which were Exempt/Confidential	12
Number of reports where the Committee has amended officer recommendations	8
Number of reports approved unanimously	67
Number of reports requested by members during the consideration of another report to provide additional assurance and not in forward planner	8
Number of Service Updates requested	4
Number of decisions delayed for further information	0
Number of times the Convener has had to remind Members about acceptable behaviour and the ethical values of Public Life	0
Number of late reports received by the Committee (i.e. reports not available for inspection by members of the public at least three clear days before a meeting)	0
Number of referrals to Council, or other Committees in terms of Standing Order 33.1	0

6.6 Notices of Motion, Suspension of Standing Orders, Interface with the Public

Number of notices of motion	7
Number of times Standing Orders were suspended and the specific Standing Orders suspended	0
Standing order number (ref)	N/A
Number of deputations or other indicators of interface with the public, i.e. engagement and social media.	0

7. TRAINING REQUIREMENTS

- 7.1** Training opportunities for elected members in the financial year 2020/21 were limited due to the impact of the Covid-19 pandemic. In April 2021, responsibility for the training of elected members transferred from Customer Experience to People and Organisational Development.

8. CODE OF CONDUCT – DECLARATIONS OF INTEREST

- 8.1** 24 Declarations of interest were made by Councillors during the reporting period. Information in respect of declarations of interest is measured to evidence awareness of the requirements to adhere to the Councillors' Code of Conduct and the responsibility to ensure fair decision-making.

9. CIVIC ENGAGEMENT

- 9.1** Engagement with individual stakeholder organisations happen on a regular basis through the Council's representation on a number of external boards.

10. OFFICER SUPPORT TO THE COMMITTEE

- 10.1** Where Directors or Chief Officers were unable to attend, a substitute attended the meeting on their behalf.

Officer	Anticipated Attendance	Attendances
CO-Data and Insight	2	2
CO-Capital	5	5
CO-City Growth	5	5
Head of Service - Commercial and Procurement	3	3
CO-Corporate Landlord	6	6
CO-Finance	6	6
CO-Governance	6	6
CO-Operations and Protective Services	3	3
CO-Strategic Place Planning	6	6
Chief Operating Officer	1	1
Director of Customer	1	1
Director of Resources	6	6

11 EXECUTIVE LEAD'S COMMENTS

- 11.1** In 2020 the Council achieved the CIPFA Mark of Excellence in Good Governance. As part of our work to achieve this the Council adopted the CIPFA recommended practice, that each Committee should annually review its effectiveness, including its information reporting needs, to help ensure that each Committee was following its Terms of Reference; operating effectively; and would assist in identifying any training needs or improvements to the Council's decision-making structures.
- 11.2** The Covid-19 pandemic meant that changes to Council Governance were approved by the Urgent Business Committee in March 2020 that meant for a period of the year the City Growth and Resources Committee did not meet and operate in accordance with the approved Council diary. Over the period April to August 2020, there were no meetings of the Committee, with urgent and necessary decisions being taken by the Urgent Business Committee.
- 11.3** Despite this, it was a very busy year for the Committee with the statistics indicating, on average, 14 reports considered at each meeting, although this is a little understated as one of the Committee meetings was a Special meeting for a single report (the Quarterly monitoring), which means that each regular meeting of the Committee considered 16 or 17 reports. Often a considerable commitment in time for both Members and officers.
- 11.4** A substantial amount of business was undertaken in public (85% of reports), which assists in maintaining transparency in the democratic process. Given the nature of the Committee and specifically the financial nature of some of the subjects there was a proportion of business conducted in private. Exempt and confidential reports are only used where they meet the legal definitions set out in the Local Government (Access to Information) Act 1973 (Schedule 7A). Where appropriate reports have been split so that exempt information is considered separately from information that can be included in a public report.
- 11.5** Compliance with London Stock Exchange (LSE) reporting requirements have been maintained throughout the year, notice being given to the LSE ahead of Quarterly financial reports being published for the Committee.
- 11.6** It is noted that a number of changes in membership were implemented during the period, and that membership is more settled now. Twelve out of thirteen Members who were expected to be at the Committee missed no more than a single meeting. This provides evidence of strong continuity in the membership of the Committee with Members rarely being absent enabling knowledge to build up over time to assist in the effective operation of the Committee.
- 11.7** In general, Committee business has resulted in decisions being agreed unanimously, 80% of reports in the period.
- 11.8** Giving due consideration and making fully informed decisions are founded upon having access to reports in line with the approved Scheme of Governance. In pursuit of this late reports are not helpful and it is welcome to see that no reports were issued without sufficient time to provide 3 clear days notice prior to the meeting.
- 11.9** Changes were made to the Committee's Terms of Reference when they were presented to Council in March 2021, which were mainly of a minor nature.

12. NEXT YEAR'S FOCUS

- 12.1** On 10 March 2021 the Council approved a budget for financial year 2021/22. In order to effectively and efficiently monitor the progress of the budget and the forecast for the year a continued emphasis will be placed on presenting comprehensive quarterly reports one month after the quarter end. This year requires one 'special' meeting of the Committee to meet, end of the start of August.
- 12.2** The approved changes to the Committee Terms of Reference will bring additional emphasis on the Capital Programme and, specifically, making changes or approving procurement. The scrutiny of the delivery of the Capital Programme will continue to be undertaken by the Capital Programme Committee.
- 12.3** The Business Planner shows a focus on Strategic Place Planning, City Growth, Capital and Resources. The Committee expects to receive reports on the City Centre and Beach Masterplanning work; the condition and suitability of Council buildings/properties; developer obligations; the Energy Transition Zone; the UK Prosperity Fund; and the Medium-Term Financial Strategy. Regular reports on performance, quarterly financial monitoring reports and an update on the Credit Rating annual review will also be prepared for the Committee.
- 12.4** Council on 3 March 2021 approved new Terms of Reference and a further review will be reported to Council in March 2022. Throughout the next reporting year, we will review the Terms of Reference in line with the business submitted to the Committee and reflect on whether any areas require refinement moving forward to ensure the efficient operation of the Committee.

APPENDIX 1

City Growth and Resources Committee Terms of Reference approved by Council 03 March 2021

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

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

APPENDIX 2

Stretch Outcomes from Aberdeen City Local Outcome Improvement Plan 2020/21.

Economy

1. 10% increase in employment across priority and volume growth sectors by 2026.
2. 90% of working people in Living Wage employment by 2026.

People

3. 95% of children (0-5 years) will reach their expected developmental milestones by the time of their child health reviews by 2026.
4. 90% of children and young people will report that they feel mentally well by 2026.
5. 95% of care experienced children and young people will have the same levels of attainment in education, emotional wellbeing, and positive destinations as their peers by 2026.
6. 95% of children living in our priority localities will sustain a positive destination upon leaving school by 2026.
7. Child Friendly City which supports all children to prosper and engage actively with their communities by 2026.
8. 25% fewer young people (under 18) charged with an offence by 2026.
9. 25% fewer people receiving a first ever Court conviction each year by 2026.
10. 2% fewer people reconvicted within one year of receiving a community or custodial sentence by 2026.
11. Healthy life expectancy (time lived in good health) is five years longer by 2026.
12. Rate of harmful levels of alcohol consumption reduced by 4% and drug related deaths lower than Scotland by 2026.

Place

13. No one in Aberdeen will go without food due to poverty by 2026.
14. Addressing climate change by reducing Aberdeen's carbon emissions by 42.5% by 2026 and adapting to the impacts of our changing climate.
15. 38% of people walking and 5% of people cycling as main mode of travel by 2026

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APPENDIX D

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Operational Delivery Committee Annual Effectiveness Report 2020/2021



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1. INTRODUCTION

- 1.1 I am pleased to present the third annual effectiveness report for the Operational Delivery Committee. As Members will be aware, as part of their interim assessment of the Council's governance arrangements in 2016, CIPFA recommended that Committees review the extent to which they had operated within their Terms of Reference, through an annual report. This had been an aspiration for some time, representing good practice in governance terms. I am delighted that the Council was the first in Scotland to be awarded the CIPFA Mark of Excellence in Governance, and that the annual effectiveness report was highlighted by CIPFA as an example of good governance. The annual effectiveness report also informs the annual review of the Council's Scheme of Governance and enables officers to identify if any changes are required, for example, to the Committee Terms of Reference.
- 1.2 As part of the 2021 review, minimal changes were made to the Operational Delivery Committee Terms of Reference to provide greater clarity and those will be monitored throughout the year and taken into consideration during next year's review and the preparation of the fourth annual committee effectiveness report.
- 1.3 The annual report is a good mechanism for the Committee to support the Council's improvement journey by demonstrating the ways that the Committee contributes to the Council Delivery Plan and Local Outcome Improvement Plan, whilst also providing the opportunity to reflect on the business of the Committee over the past year and to look to the Committee's focus for the year ahead.
- 1.4 Throughout the year, the Committee has worked collectively to monitor the delivery of all services provided by the Customer Services Function and the Operations Function (with the exception of educational services). It also aimed to scrutinise performance and approve options within set budgets to ensure best value and delivery of the Council's agreed outcomes.



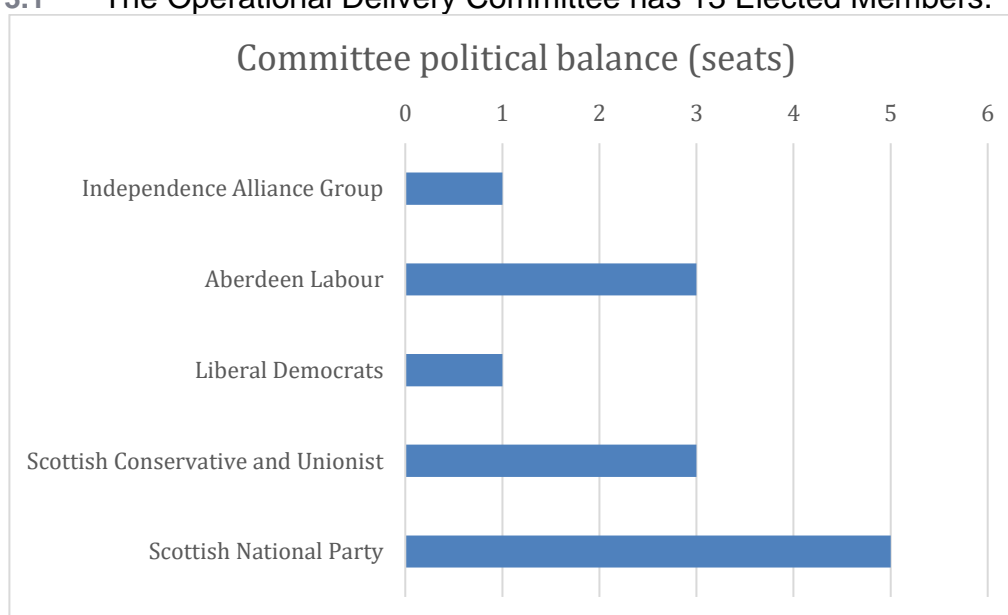
Councillor Philip Bell
Convener, Operational Delivery Committee

2. THE ROLE OF THE COMMITTEE

The role of the Committee in this reporting period was to monitor the delivery of all services provided by the Customer Services Function and the Operations Function (with the exception of educational services). It also scrutinised performance and approved options within set budgets to ensure best value and delivery of the Council’s agreed outcomes.

3. MEMBERSHIP OF THE COMMITTEE DURING 2020/2021

3.1 The Operational Delivery Committee has 13 Elected Members.



4. MEMBERSHIP CHANGES

- 4.1 Councillor Bell replaced Councillor Wheeler as Convener in May 2021.
- 4.2 Councillor Macdonald replaced Councillor Graham as Vice Convener in May 2021, with Councillor Graham remaining as a member of the committee.
- 4.3 Councillor John became Vice Convener in place of Councillor Bell in May 2021.
- 4.4 Councillor Radley replaced Councillor Jackie Dunbar MSP in January 2021.
- 4.5 Councillor McLellan replaced Councillor McRae in January 2021.
- 4.6 Councillor MacKenzie replaced Councillor Lumsden MSP in May 2021.
- 4.7 Councillor Townson replaced Councillor Audrey Nicoll MSP in May 2021.
- 4.8 Councillor Al-Samarai replaced Councillor Henrickson in May 2021.

5. MEMBER ATTENDANCE

Member (current)	Total Anticipated Attendances	Total Attendances	Nominated Substitute
Councillor Bell	6	6	
Councillor John	2	1	Councillor Mason
Councillor Macdonald	6	6	
Councillor Al-Samarai	1	1	
Councillor Cormie	6	5	Councillor Allard
Councillor Delaney	6	5	Councillor Yuill
Councillor Lesley Dunbar	6	5	Councillor Crockett, the Lord Provost
Councillor Graham	6	6	
Councillor MacKenzie	2	2	
Councillor McLellan	3	3	
Councillor Radley	3	3	
Councillor Stewart	6	6	
Councillor Townson	1	1	

Member (previous)	Total Anticipated Attendances	Total Attendances	Nominated Substitute
Councillor Jackie Dunbar MSP	2	2	
Councillor Henrickson	4	4	
Councillor Lumsden MSP	4	3	Councillor Sellar
Councillor McRae	2	2	
Councillor Audrey Nicoll MSP	4	4	
Councillor Wheeler	4	3	Councillor MacKenzie

6. MEETING CONTENT

6.1 During the 2020/21 reporting period (1 May 2020 to 31 October 2021), the Committee had 6 meetings and considered a total of 37 reports.

6.2 Terms of Reference

Of the 37 reports received the following table details how the reports aligned to the Terms of Reference for the Committee.

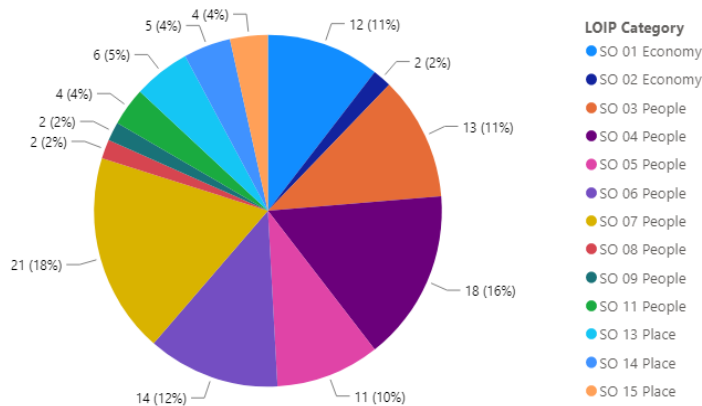
Terms of Reference	Count of Terms of Reference
Remit of Committee 1.1.1	14
Remit of Committee 1.1.2	2
Remit of Committee 1.1.3	10
Remit of Committee 1.1.4	2
Remit of Committee 1.1.5	7
Remit of Committee 1.1.6	0

- 6.3 During the course of 2020/21 the Operational Delivery Committee received reports under 5 of the 6 Terms of Reference. Two reports came under General Delegations.
- 6.4 Most of the reports considered related to remit 1.1.1 – to oversee, and make decisions relating to, service delivery.
- 6.5 Most of the Committee’s Terms of Reference were discharged throughout the course of the reporting period. This would indicate that the Committee has discharged its role as determined by Council.

6.6 Local Outcome Improvement Plan

The following table details of the 37 reports how many had a link to the themes of the Local Outcome Improvement Plan (LOIP Stretch Outcomes are appended to this report for reference – see Appendix 2).

Reports with links to the LOIP



6.7 Reports and Committee Decisions

The following table details the outcome of the Committee's consideration of the 37 reports presented to it throughout the year.

Reports	Total
Number which were Exempt/Confidential	1
Number of reports where the Committee has amended officer recommendations	3
Number of reports approved unanimously	33
Number of reports requested by members during the consideration of another report to provide additional assurance and not in forward planner	3
Number of Service Updates requested	6
Number of decisions delayed for further information	0
Number of times the Convener has had to remind Members about acceptable behaviour and the ethical values of Public Life	0
Number of late reports received by the Committee (i.e. reports not available for inspection by members of the public at least three clear days before a meeting)	0
Number of referrals to Council, or other Committees in terms of Standing Order 34.1	0

6.8 Notices of Motion, Suspension of Standing Orders, Interface with the Public

Number of notices of motion	1
Number of times Standing Orders were suspended and the specific Standing Orders suspended	0
Standing order number (ref)	N/A
Number of deputations or other indicators of interface with the public, i.e. engagement and social media.	0

7. TRAINING REQUIREMENTS

7.1 Training opportunities for elected members in the financial year 2020/21 were limited due to the impact of the Covid-19 pandemic. However, the following training did take place during this period for members. Waste and Recycling, held on 27 September 2021 and Councillors Code of Conduct held on 24 May 2021. In April 2021, responsibility for the training of elected members transferred from Customer Experience to People and Organisational Development.

8. CODE OF CONDUCT – DECLARATIONS OF INTEREST

8.1 3 declarations of interest were made by a Councillor during the reporting period. Information in respect of declarations of interest is measured to evidence awareness of the requirements to adhere to the Councillors' Code of Conduct and the responsibility to ensure fair decision-making.

9. CIVIC ENGAGEMENT

9.1 Civic Engagement in relation to all Traffic Orders has been carried out at the various stages of the legal process with Community Councils and through public consultations. Any objections received through the process have been presented to the Committee to allow an informed decision to be made.

10. OFFICER SUPPORT TO THE COMMITTEE

Officer	Anticipated Attendance	Attendances
Director of Customer Services	6	6
Chief Operating Officer	6	5
CO-Finance	6	6
CO-Governance	6	6
CO-Operations and Protective Services	6	6
CO – Early Intervention and Community Empowerment	6	6
CO – Integrated Children's and Family Services	6	6
CO-Data and Insight	6	5

11. EXECUTIVE LEAD'S COMMENTS

11.1 One of the Council's transformation projects is to deliver the CIPFA Mark of

Excellence in Good Governance. As part of this project, CIPFA recommended that each Committee should annually review its effectiveness, including its information reporting needs, to help ensure that each Committee was following its Terms of Reference; operating effectively; and would assist in identifying any training needs or improvements to the Council's decision-making structures.

- 11.2 It can be seen from the statistics in the annual report that no reports were required to be delayed and the vast majority of business was approved or noted unanimously. Nearly all business was able to be considered in public, which assists in maintaining transparency in the democratic process, with only one exempt report.
- 11.3 Occasionally a number of motions and amendments are submitted on the day of the committee. The Executive Lead may seek short adjournments to enable robust consideration by officers of such motions and amendments. This will help to further enhance the decision making process for elected members by ensuring they are able to make fully informed decisions.

12. NEXT YEAR'S FOCUS

- 12.1 In March 2021, Council approved the current Terms of Reference and a further review of the Terms of Reference will be reported to Council in March 2022. Throughout the next reporting year, we will review the Terms of Reference in line with the business submitted to the Committee and reflect on whether any areas require refinement moving forward to ensure the efficient operation of the Committee.
- 12.2 The Committee's Business Planner demonstrates commitment to the Council's Policy Statement which is categorised under the themes of economy, people and place. The Committee's business is related to all three themes.
- 12.3 Areas of focus from the Business Planner for the next reporting period will continue to include traffic management and regulation, road winter service plan, child poverty and void housing.

**Operational Delivery Committee Terms of Reference
Approved by Council on 3 March 2021**

PURPOSE OF COMMITTEE

1. 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

The Committee will, for all services except educational ones:-

- 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

Appendix 2 – LOIP Stretch Outcomes (as at time of reporting period)

Economy

1. 10% increase in employment across priority and volume growth sectors by 2026.
2. 90% of working people in Living Wage employment by 2026.

People

3. 95% of children (0-5 years) will reach their expected developmental milestones by the time of their child health reviews by 2026.
4. 90% of children and young people will report that they feel mentally well by 2026.
5. 95% of care experienced children and young people will have the same levels of attainment in education, emotional wellbeing, and positive destinations as their peers by 2026.
6. 95% of children living in our priority localities will sustain a positive destination upon leaving school by 2026.
7. Child Friendly City which supports all children to prosper and engage actively with their communities by 2026.
8. 25% fewer young people (under 18) charged with an offence by 2026.
9. 25% fewer people receiving a first ever Court conviction each year by 2026.
10. 2% fewer people reconvicted within one year of receiving a community or custodial sentence by 2026.
11. Healthy life expectancy (time lived in good health) is five years longer by 2026.
12. Rate of harmful levels of alcohol consumption reduced by 4% and drug related deaths lower than Scotland by 2026.

Place

13. No one in Aberdeen will go without food due to poverty by 2026.
14. Addressing climate change by reducing Aberdeen's carbon emissions by 42.5% by 2026 and adapting to the impacts of our changing climate.
15. 38% of people walking and 5% of people cycling as main mode of travel by 2026



APPENDIX E

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Staff Governance Committee Annual Effectiveness Report 2020/2021



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1. INTRODUCTION

- 1.1 I am pleased to present the third annual effectiveness report for the Staff Governance Committee. The continuation of the reports demonstrates the Council's aim of ongoing good governance to CIPFA, who will return next year for a review following the Council previously being awarded the Mark of Excellence in Governance accreditation. The annual effectiveness report also informs the annual review of the Council's Scheme of Governance and enables officers to identify if any changes are required, for example, to the Committee Terms of Reference.
- 1.2 There were no changes made to the Staff Governance Committee Terms of Reference as part of the 2021 Scheme of Governance review, as it was considered that the amendments made in 2020 to provide greater clarity had been sufficient, however the SGC Terms of Reference will be considered again during next year's review to ensure they remain fit for purpose.
- 1.3 The annual report continues to be a mechanism for the Committee to support the Council's improvement journey by demonstrating the ways that the business of the Committee contributes to the Council Delivery Plan. It provides Members with the opportunity to reflect on the business over the past year and to look to the Committee's focus for the year ahead.
- 1.4 We are all back together now following the disruption of a couple of our meetings last year as a result of COVID-19, and I would like to thank Members, Trade Union Advisers and officers for their forbearance over that time. In the short time that we have been back together, the Committee has unanimously approved some very important pieces of work – for example the revised Managing Discipline, Managing Grievances, and Dignity and Respect at Work policies – all of which will have positive benefits for staff. I am also pleased that the Committee has been unanimous in all its decisions this year bar one, as it demonstrates the ongoing positive working relationships between Members, Trade Union Advisers and officers which ensure that the Committee continues to operate effectively.



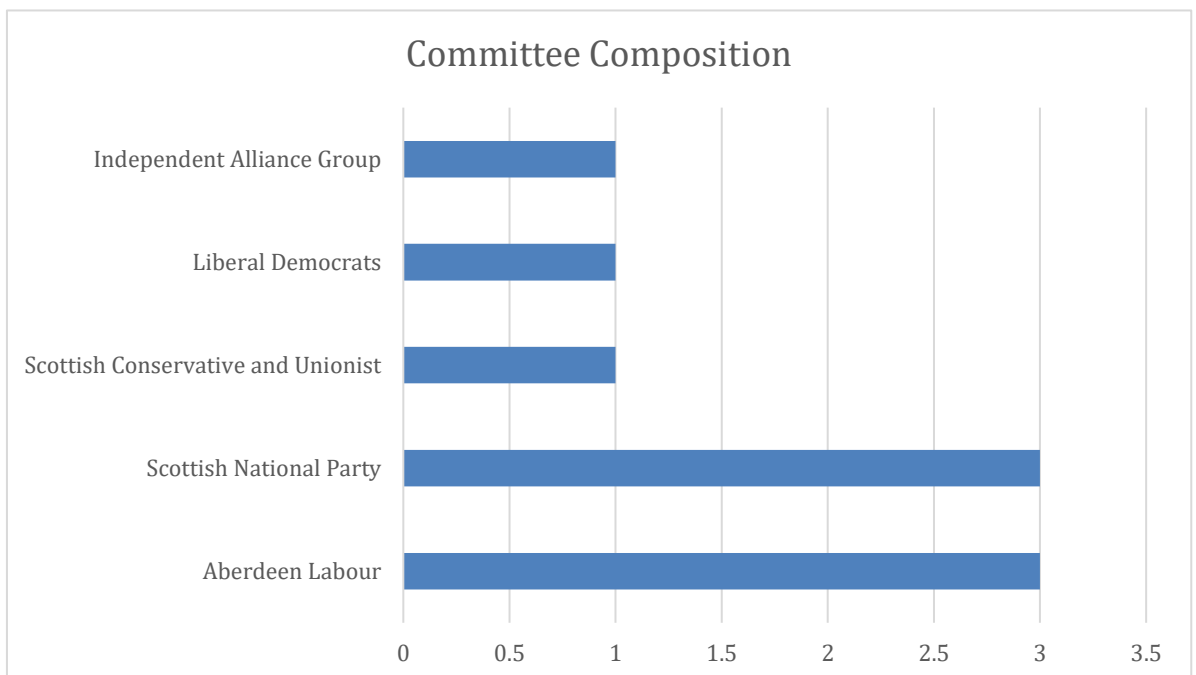
Councillor Yvonne Allan
Convener, Staff Governance Committee

2. THE ROLE OF THE COMMITTEE

- 2.1 The Staff Governance Committee acts 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.
- 2.2 Through partnership working the committee supports the Council becoming an employer of choice by promoting positive values, behaviours, training and recruitment and ways of working.
- 2.3 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.

3. MEMBERSHIP OF THE COMMITTEE DURING 2020/2021

- 3.1 The Staff Governance Committee has nine members and the composition is presented below. The Committee also has Trade Union Advisers – two from each recognised Trade Union, who sit on the Committee but are not voting members.



4. MEMBERSHIP CHANGES

- 4.1 Councillor Graham stepped down from the Committee following the April 2021 meeting and was replaced by Councillor Duncan. Councillor Hutchison also stepped down from the Committee following the April 2021 meeting and was replaced by Councillor Al-Samarai. In relation to the Trade Union advisers, Leslie Tarr, UNISON, replaced Kenny Luke as of September 2020 and Liam Knox, UNITE, and Thomas Whyte, SSTA, both stepped down as advisers to the Committee during the reporting period. Replacements for Mr Knox and Mr Whyte are awaited.

5. MEMBER ATTENDANCE

Member	Total Anticipated Attendances	Total Attendances	Substitutions	Nominated Substitute
Councillors				
Yvonne Allan	5	5		
Gillian Al-Samarai	2	2		
David Cameron	5	5		
Neil Copland	5	5		
Steve Delaney	5	3	2	Ian Yuill Martin Greig
Sarah Duncan	2	1	1	John Wheeler
Gordon Graham	3	3		
Ryan Houghton	5	5		
Michael Hutchison	5	5		
Sandra Macdonald	5	5		
John Reynolds	5	5		

6. MEETING CONTENT

- 6.1 During the 2020/2021 reporting period (1 May 2020 to 31 October 2021), the Committee had 5 meetings and considered a total of 24 reports. The June 2020 meeting of the Committee was cancelled as a result of the COVID-19 pandemic and the decision of Council to cancel all committee meetings until August 2020 with business critical reports being considered by the Urgent Business Committee. The November 2020 meeting was cancelled as there was only one report scheduled to be considered at that meeting.

6.2 Terms of Reference

Of the 24 reports received the following table details how the reports aligned to the Terms of Reference for the Committee. Please note that one of the 24 items did not have Terms of Reference attached as it was a referral from the City Growth and Resources Committee and therefore did not have a covering report.

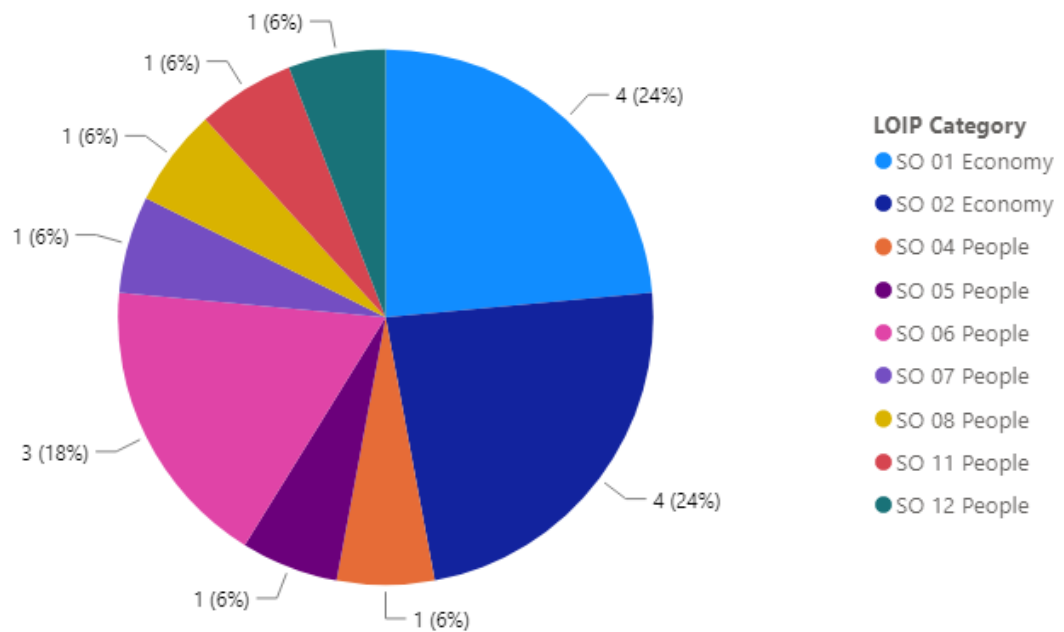
Terms of Reference	Count of Terms of Reference
Purpose	1
General Delegations to Committee 8.4	1
General Delegations to Committee 8.5	1
Remit 1.2	1
Remit 2.1	1
Remit 2.2	3
Remit 2.3	1
Remit 2.5	3
Remit 2.6	2
Remit 2.7	3
Remit 3.1	1
Remit 3.3	6

- 6.3** During the course of 2020/2021 the Staff Governance Committee received reports under the majority of its Terms of Reference. This would indicate that the Committee has discharged its role throughout the course of the reporting period.
- 6.4** While there have been no reports under Remit 1.1 and 1.3 specifically (seek to maintain good relationships and model a partnership approach between the Council and trade unions / consider reports by the Chief Officer – People and Organisational Development on matters following a request by a trade union advisor) however the operation of this Committee enables all reports to be considered via a partnership approach and allows for the resolution of matters of common interest through debate and discussion at meetings and at officer / Trade Union meetings outwith the Committee meetings. Therefore while those Terms of Reference have not specifically been listed on reports, most reports to the Staff Governance Committee could be said to fall into the categories.
- 6.5** There was also no report under Remit 6.1 as there was no requirement to review the Appeals Sub Committee Procedure during this year.

6.6 Local Outcome Improvement Plan

The following table details of the 24 reports how many had a link to the stretch outcomes of the Local Outcome Improvement Plan. The stretch outcomes in place at the time of the reporting period are included at Appendix 2 for reference.

Reports with links to the LOIP



6.7 Reports and Committee Decisions

The following table details the outcome of the Committee's consideration of the 24 reports presented to it throughout the year.

Reports	Total
Number which were Exempt/Confidential	None
Number of reports where the Committee has amended officer recommendations	None – all officer recommendations were approved.
Number of reports approved unanimously	All reports were approved unanimously. The only division at SGC in the reporting period was in relation to the referral from City Growth and Resources Committee on the £500 bonus payment to health and social care staff.

Reports	Total
Number of reports requested by members during the consideration of another report to provide additional assurance and not in business planner	None
Number of Service Updates requested	None – on occasion further information was requested from officers in relation to detail included in reports, however this was circulated by email to Members and Trade Union Advisers after the meeting.
Number of decisions delayed for further information	None
Number of times the Convener has had to remind Members about acceptable behaviour and the ethical values of Public Life	None
Number of late reports received by the Committee (i.e. reports not available for inspection by members of the public at least three clear days before a meeting)	None
Number of referrals to Council, or other Committees in terms of Standing Order 34.1	None

6.8 Notices of Motion, Suspension of Standing Orders, Interface with the Public

Number of notices of motion	None
Number of times Standing Orders were suspended and the specific Standing Orders suspended	None
Standing order number (ref)	N/A
Number of deputations or other indicators of interface with the public, i.e. engagement and social media.	There were no requests for deputation during the reporting period.

7. TRAINING REQUIREMENTS

- 7.1 No SGC specific training was identified as being required in the 2020/2021 reporting period. Training will however be provided following the Statutory Council meeting in May 2022, as well as training on any specific matters if requested by Members and Trade Union Advisers.

8. CODE OF CONDUCT – DECLARATIONS OF INTEREST

- 8.1 No declarations of interest were made by Councillors during the reporting period. Information in respect of declarations of interest is measured to evidence awareness of the requirements to adhere to the Councillors’ Code of Conduct and the responsibility to ensure fair decision-making.

9. CIVIC ENGAGEMENT

- 9.1 Due to the nature of the Staff Governance Committee business, there are fewer opportunities for civic engagement, however if appropriate, elements of civic engagement would be introduced.
- 9.2 The Consultation Protocol allows for a minimum period of 2 weeks for Trade Union consultation. Throughout the reporting period this 2 week period has been applied as the formal consultation period, however informal consultation and engagement with the Unions has proved to be extremely advantageous in terms of early interventions and formulating policy. There are weekly Director /Union Engagement meetings, allowing Union reps to raise issues with Directors and the Chief Officer People and Organisational Development as well as regular weekly meetings with Trade Unions and the Employee Relations and Wellbeing Manager.

10. OFFICER SUPPORT TO THE COMMITTEE

Officer	Anticipated Attendance	Attendances
Chief Officer – People and Organisational Development	5	5
Chief Officer - Governance	5	5

11. EXECUTIVE LEAD’S COMMENTS

- 11.1 The Committee continues to work effectively and collaboratively, and I am pleased to note that all business bar one item was approved or noted unanimously. This is in line with the aim that there be consensus in relation to the Committee’s business, and much effort has been undertaken to ensure that there is proper consultation with Trade Unions and consideration given to their views prior to items being discussed at the Committee.
- 11.2 Following the disruption felt by the Committee cycle due to the pandemic, committee considered a report which detailed the extensive work undertaken by officers in supporting the health and wellbeing of staff during a difficult year.
- 11.3 This year, Members have also received reports on key areas of Council business including the revised Managing Discipline, Managing Grievances, and Dignity and Respect at Work policies. The approval of these policies followed a great deal of collaboration between officers and Trade Unions and I would like to thank our Trade Union colleagues for their input. Committee also approved the revised Corporate Health and Safety Policy, another highly important document.
- 11.4 The Committee has also received reports this year which have provided an update on workforce capacity developments across the organisation over the last twelve months. The temporary movement of staff scheme developed during the Covid-19

pandemic was a huge piece of work which had a significant impact on our ability as an organisation to meet the workforce demands of the pandemic, while also allowing us to capture and build on this flexible approach for the future.

- 11.5 A further report was presented in relation to the results of the Future of Work Survey and approval given for the action plan which set out ten particular areas of action which are being taken from the survey results.
- 11.6 Staff Governance Committee Members were presented with, and approved, a report setting out the proposed approach to equality, diversity and inclusion for the Council as an employer. A detailed action plan contained within the report set out the proposed approach and plan for implementation which includes continued engagement and involvement from employees and protected groups. This report signals our ongoing commitment to addressing any areas of potential inequality or occupational segregation at work as well as the value we place on diversity and inclusion in the workplace as a key to our success as an organisation.
- 11.7 Members have also heard about the progress made with developing our young workforce, specifically around initiatives in place to support care experienced young people in the city, including an apprenticeship programme, Young Employee Network and a guaranteed interview commitment. These initiatives follow our achievement of the Investors in Young People Gold Standard Award in March 2020.
- 11.8 Committee received updates on the re.cr.uit scheme following its introduction in January 2021 with the latest report presented to the September 2021 meeting setting out how the new approach works in practice and outlining changes and improvements which had been made as a result of the initial learning cycle undertaken from January to March 2021.
- 11.9 The Committee also receives regular reports on sickness absence, occupational health, employee assistance scheme and health and safety statistics to allow Members to discharge their role in relation to keeping under review the measures taken to ensure the health and safety at work of employees.
- 11.10 In order to maintain transparency and openness, particularly as the Committee business often relates to matters which may be relevant and of interest to employees, there is a focus on ensuring that the number of exempt reports is kept to a minimum and I am pleased to note that all business this year was considered in public session.

12. TRADE UNION COMMENTS

- 12.1 As with previous reports, Trade Union Advisers to the Committee were asked for their feedback as to how they felt the Committee had operated over the reporting period.
- 12.2 **Carole Thorpe, EIS** - I have found the Committee has functioned well under these very difficult circumstances and the clerk has been totally organised and thankfully kept us all up to date and with everything we need. I also feel that, as Trade Unions, we can use the support of the Committee effectively when we are developing policies which are comprehensive and fair to the benefit of our members. It is always good to see the Councillors asking the questions we have discussed or picking up anything we may have missed during discussions etc. I have definitely felt the elected members really care about the well-being of ACC staff.

- 12.3 Ron Constable, EIS** - I think that the Staff Governance Committee is an extremely useful forum for TUs to comment. The EIS welcome the input from elected members and the resulting debate that ensues. The Convener chairs the meeting fairly and effectively and is always open to issues raised by the members. The EIS value this opportunity to work effectively with the authority.
- 12.4 David Willis, GMB** - GMB are happy that the partnership working of the Committee has continued to be effective, whilst meetings have been virtual/ hybrid, in ensuring best practice and modernising employment practices for staff.
- 12.5 Les Tarr, UNISON** - UNISON have no issues with the running and activity of the Committee.

13. NEXT YEAR'S FOCUS

- 13.1** Due to a number of Trade Union Advisers stepping down from their roles, there are a few vacancies currently both in the substantive representatives and their named substitutes. It is hoped that these vacancies can be filled to ensure that there is the full quota of Advisers to the Committee.
- 13.2** Although there were no changes made to the SGC Terms of Reference in 2021, in accordance with the usual practice of an annual review of the Scheme of Governance, the Terms of Reference will be reviewed and officers will reflect on whether any areas require further refinement moving forward to ensure the continued efficient operation of the Committee.
- 13.3** Areas of focus from the Business Planner – The Committee will continue to receive any policies which are due for update or which require to be refreshed to bring them into line with the Guiding Principles. A report will also be presented in line with the annual review of the Mental Health Action Plan. It is expected that there will be a follow up report on the test of change in respect of the increase in distribution of Naloxone, to provide lessons learned and any future actions to be taken. The Committee will continue to receive regular updates on health and safety matters. An important piece of work due to be presented to Committee next year is the Workforce Strategy which will outline the vision and key undertakings for the organisation in relation to workforce over the next 5 years There will also be an update on progress against our workforce plan which was approved by committee in 2019.

Staff Governance Committee Terms of Reference

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 teachers); 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
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	
	3.3.1	Health and safety legislation
	3.3.2	Health, safety and wellbeing policies
	3.3.3	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	

Appendix 2 – LOIP Stretch Outcomes (as at time of reporting period)

Economy

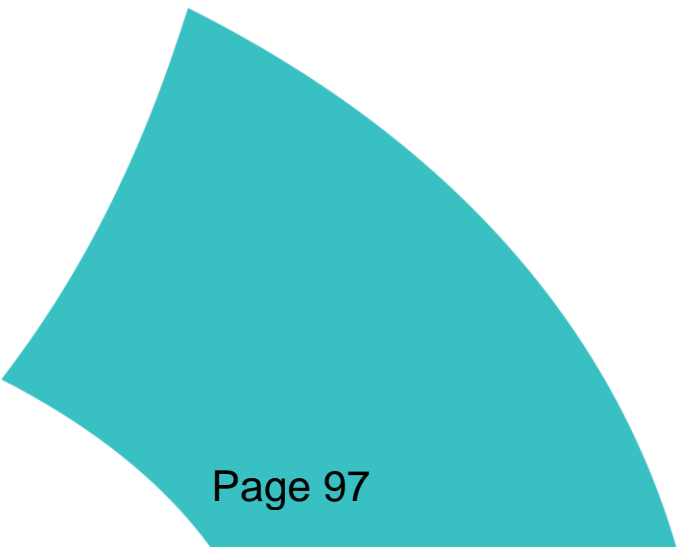
1. 10% increase in employment across priority and volume growth sectors by 2026.
2. 90% of working people in Living Wage employment by 2026.

People

3. 95% of children (0-5 years) will reach their expected developmental milestones by the time of their child health reviews by 2026.
4. 90% of children and young people will report that they feel mentally well by 2026.
5. 95% of care experienced children and young people will have the same levels of attainment in education, emotional wellbeing, and positive destinations as their peers by 2026.
6. 95% of children living in our priority localities will sustain a positive destination upon leaving school by 2026.
7. Child Friendly City which supports all children to prosper and engage actively with their communities by 2026.
8. 25% fewer young people (under 18) charged with an offence by 2026.
9. 25% fewer people receiving a first ever Court conviction each year by 2026.
10. 2% fewer people reconvicted within one year of receiving a community or custodial sentence by 2026.
11. Healthy life expectancy (time lived in good health) is five years longer by 2026.
12. Rate of harmful levels of alcohol consumption reduced by 4% and drug related deaths lower than Scotland by 2026.

Place

13. No one in Aberdeen will go without food due to poverty by 2026.
14. Addressing climate change by reducing Aberdeen's carbon emissions by 42.5% by 2026 and adapting to the impacts of our changing climate.
15. 38% of people walking and 5% of people cycling as main mode of travel by 2026



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APPENDIX F

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Education Operational Delivery Committee Annual Effectiveness Report 2020/2021



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1. INTRODUCTION

- 1.1 I am pleased to present the third annual effectiveness report for the Education Operational Delivery Committee (EODC). The annual effectiveness report informs the annual review of the Council's Scheme of Governance and enables officers to identify if any changes are required, for example, to the Committee Terms of Reference.
- 1.2 The EODC Terms of Reference were considered as part of the March 2021 Scheme of Governance review, however no changes were made as it was considered that the changes made in the previous review had provided greater clarity for officers. The statistics from this year's effectiveness report will however be considered as part of next year's review to ensure that the Terms of Reference continue to be fit for purpose.
- 1.3 The annual report continues to be a mechanism to enable the Committee to support the Council's improvement journey by demonstrating how the business of EODC contributes to the Council Delivery Plan and Local Outcome Improvement Plan. The report also provides the opportunity to reflect on the business of the Committee over the past year and to look to the Committee's focus for the year ahead.
- 1.4 While one meeting of EODC was cancelled as a result of the pandemic, the Committee has since resumed via hybrid meetings and has continued to collectively monitor performance and consider some particularly important areas of work.
- 1.5 I would like to thank Members and officers for their participation and support at EODC over the reporting period.



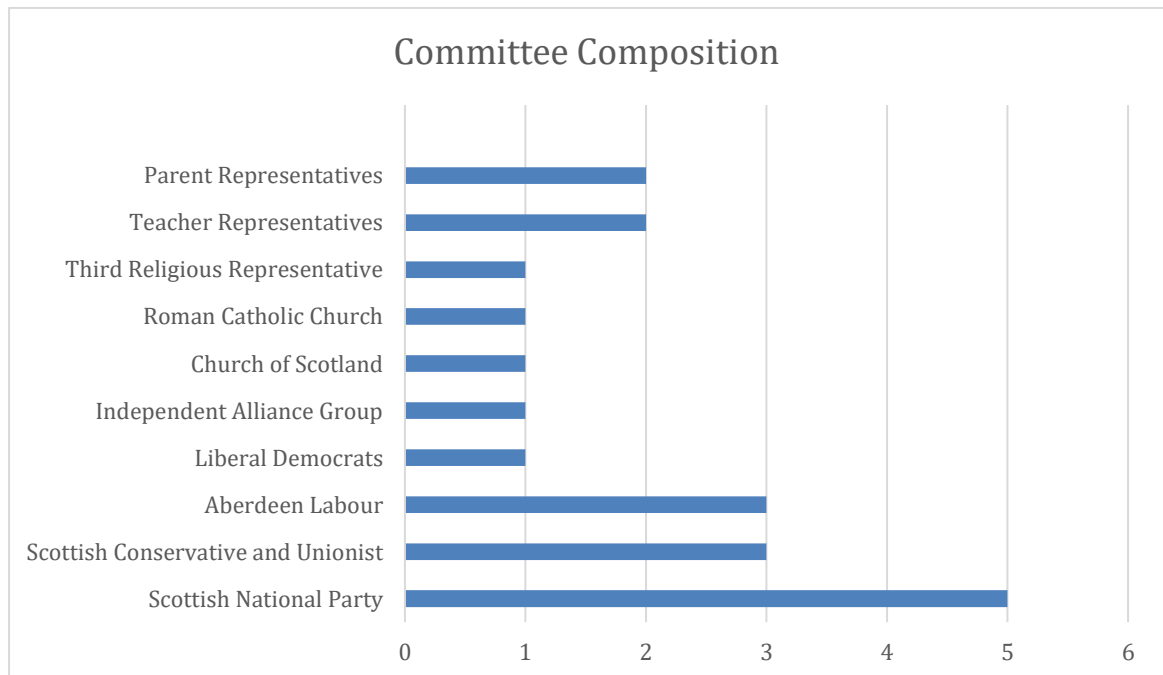
Councillor M. Tauqeer Malik
Convener, Education Operational Delivery Committee

2. THE ROLE OF THE COMMITTEE

- 2.1 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.
- 2.2 EODC also:-
- monitors 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 is monitored by the Operational Delivery Committee);
 - makes recommendations in respect of school property matters to the City Growth and Resources Committee;
 - scrutinises performance; and
 - agrees changes such as school zoning arrangements (within set budgets), or makes 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.

3. MEMBERSHIP OF THE COMMITTEE DURING 2020/2021

- 3.1 The Education Operational Delivery Committee has 13 Elected Members and 7 External Members – three religious representatives, two teacher representatives and two parent representatives. The composition is presented below.



4. MEMBERSHIP CHANGES

- 4.1 Councillor Wheeler was Convener of the Committee until the March 2021 meeting, with Councillor Malik as Vice Convener. From June 2021 onwards, Councillor Malik has taken on the Convener role, with Councillor Imrie as Vice Convener. During the reporting period, Councillor Houghton replaced Councillor Wheeler on the Committee.
- 4.2 Mrs Tracey Blackie stepped down as the primary/ASN parent representative with Mrs Louise Bruce taking up the role until a permanent replacement is appointed. Mrs Stephanie Brock stepped down as third religious representative and that role will now be taken up by Mr Madhav Regmi, who will join the Committee as of November 2021.

5. MEMBER ATTENDANCE

Member	Total Anticipated Attendances	Total Attendances	Substitutions	Nominated Substitute
Councillors				
Alison Alphonse	6	6		
Philip Bell	6	5	1	Barney Crockett
David Cameron	6	5	1	Miranda Radley
Lesley Dunbar	6	5	1	Sarah Duncan
Martin Greig	6	6		
Ryan Houghton	2	1	1	Avril MacKenzie / Tom Mason
Michael Hutchison	6	6		
Claire Imrie	6	6		
Sandra Macdonald	6	6		
Neil MacGregor	6	6		
M. Tauqeer Malik	6	5	1	Ross Grant
Jessica Mennie	6	5	1	Miranda Radley
Jennifer Stewart	6	5	1	Marie Boulton
John Wheeler	4	3	1	Douglas Lumsden
External Members				
Tracey Blackie	4	3	1	Anthony Rafferty
Louise Bruce	2	2		
Shuna Dicks	6	6		
John Murray	6	6		
Mike Paul	6	6		
Pamela Scott	6	6		
Rick Sansom	6	6		

6. MEETING CONTENT

6.1 During the 2020/2021 reporting period (1 May 2020 to 31 October 2021), the Committee had 6 meetings and considered a total of 35 reports.

6.2 Terms of Reference

The following table details how reports aligned to the Terms of Reference for the Committee.

Terms of Reference

Terms of Reference	Count of Terms of Reference
General Delegations to Committee 8.5	1
Remit 1.1.1	19
Remit 1.1.2	6
Remit 1.1.3	7
Remit 1.1.4	1
Remit 1.1.5	4
Remit 1.1.6	1

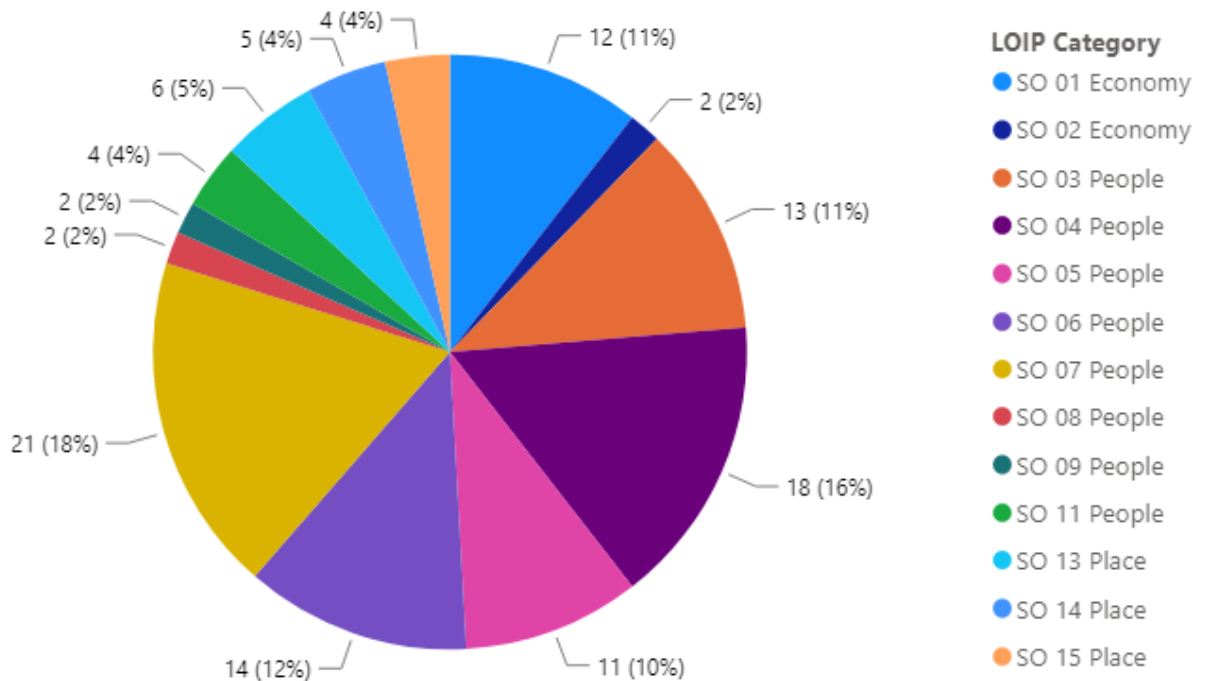
6.3 During the course of 2020/2021 the Committee received reports under each of the main Terms of Reference which indicates that the Committee has discharged its role effectively throughout the course of the reporting period. In last year's report it was noted that report authors had on occasion been struggling to identify an appropriate section of the Terms of Reference to use, which led to clarified and expanded Terms of Reference for EODC being approved by Council in March 2020. There is evidence that the revised Terms of Reference remain fit for purpose as there have been no issues raised throughout the year by report authors where they were unable to identify an appropriate Term of Reference to use. However, in line with usual practice, all Terms of Reference will still be reviewed as part of the annual Scheme of Governance Review to identify if any amendments are required.

6.4 The majority of reports have fallen under Remit 1.1.1 (To oversee, and make decisions relating to service delivery) which illustrates that the Service has continued to look for ways to improve service delivery and ensure that the Committee has oversight of any proposals.

6.5 Local Outcome Improvement Plan

The following table details of the 35 reports how many had a link to the themes of the Local Outcome Improvement Plan (LOIP Stretch Outcomes are appended to this report for reference – see Appendix 2). As can be seen from the chart below, EODC receives reports across the spectrum of stretch outcomes, with only stretch outcomes 10 and 12 not covered.

Reports with links to the LOIP



6.6 Reports and Committee Decisions

The following table details the outcome of the Committee's consideration of the 35 reports presented to it throughout the year.

Reports	Total
Number which were Exempt/Confidential	None, however there was one exempt appendix as part of the Bucksburn Academy Extension committee report
Number of reports where the Committee has amended officer recommendations	All officers recommendations were approved. Additional recommendations were occasionally added by Committee, mainly to thank officers/organisations or request additional information in relation to particular areas of interest.
Number of reports approved unanimously	32 out of the 35 reports were approved unanimously. There was division in relation to a procedural motion on the School Estate

Reports	Total
	<p>on the business planner. Reports where there was division were as follows:-</p> <ul style="list-style-type: none"> • Lochside Academy – Safe Routes to Schools (September 2020 and June 2021 updates) • Proposed Consultation - Gaelic Medium Education
<p>Number of reports requested by members during the consideration of another report to provide additional assurance and not in business planner</p>	<p>Three reports were requested which were not on the business planner.</p> <p>As part of the Free School Meals report considered in June 2021, Committee noted that secondary school free school meals uptake was still below primary school level and requested a report back as to how uptake could be improved.</p> <p>During consideration of the Education Improvement Journey / National Improvement Framework report in September 2021, Committee requested a report back on the instruction that all schools in Aberdeen be asked to explore new initiatives and ideas that the Council could look at introducing as a means of tackling climate change within their school and beyond. Also as part of the discussion on the EIJ/NIF report, Committee requested a report back on a separate evaluation of education among care experienced young people, taking into account the individual and often complex needs of looked after children; to include recommendations on how to improve outcomes and attainment among care experienced children and young people in Aberdeen City.</p>
<p>Number of Service Updates requested</p>	<p>Two service updates were requested in relation to any future changes to education provision as a result of data collected in the Education Improvement Data Surveillance report, and to provide an update on the 23 ELC capital projects. Additional service updates were circulated by officers throughout the year on any items it was felt would be of interest to Members.</p>
<p>Number of decisions delayed for further information</p>	<p>None</p>

Reports	Total
Number of times the Convener has had to remind Members about acceptable behaviour and the ethical values of Public Life	None
Number of late reports received by the Committee (i.e. reports not available for inspection by members of the public at least three clear days before a meeting)	None
Number of referrals to Council, or other Committees in terms of Standing Order 34.1	None

6.7 Notices of Motion, Suspension of Standing Orders, Interface with the Public

Number of notices of motion	None
Number of times Standing Orders were suspended and the specific Standing Orders suspended	None
Standing order number (ref)	N/A
Number of deputations or other indicators of interface with the public, i.e. engagement and social media.	There were no deputations in this reporting period, however there were a number of reports at Committee which had involved public consultation – for example, the Accessibility Plan, zone changes for Bucksburn Academy & Oldmachar Academy, Summer of Play etc.

7. TRAINING REQUIREMENTS

- 7.1** Training opportunities for Members in the financial year 2020/21 were limited due to the impact of the COVID-19 pandemic, however while there were no specific training requirements identified during the reporting period, officers did provide additional briefing sessions where it was felt this would be helpful for Members prior to consideration of reports, for example a data briefing on the Education Improvement Journey / National Improvement Framework report. Training was also provided to Members on 14 June 2021 in respect of legislation and the impact of the pandemic on children, young people and families.
- 7.2** As with previous years, officers have continued to support the Committee’s External Members through hosting pre-Committee briefing sessions which enable external members to ask officers questions about any aspect of education along with seeking clarity on reports within the committee business planner. This approach has strengthened the role of External Members and encouraged scrutiny through questioning at Committee.

- 7.3** Training has also been provided to the new External Members on the Committee, which covers the Council Delivery Plan, Council structure and Local Outcome Improvement Plan, the Education service, the Council's budgetary position and procedural matters and the Scheme of Governance.
- 7.4** Further development opportunities will be considered for next year based on Committee business, officer proposals and Member feedback.

8. CODE OF CONDUCT – DECLARATIONS OF INTEREST

- 8.1** No declarations of interest were made by Councillors during the reporting period. Three declarations were made by two of the External Members during the reporting period. Information in respect of declarations of interest is measured to evidence awareness of the requirements to adhere to the Councillors' Code of Conduct and the responsibility to ensure fair decision-making.

9. CIVIC ENGAGEMENT

- 9.1** During the course of the year there has been statutory consultation with the public in respect of proposals to make changes to the Bucksburn Academy and Oldmachar Academy school catchment zones. There has also been statutory consultation with the public on proposals to establish catchment areas for Gaelic Medium Education provision at Hazlehead Academy and Gilcomstoun School. The results of this consultation will be reported back to EODC in January 2022.
- 9.2** There was further consultation undertaken with parents, learners, children's services staff, voluntary organisations and a range of Council functions in respect of the Accessibility Plan prior to its consideration at Committee last year. An early engagement survey was undertaken with parents and carers, parent representative groups, third sector partners, agencies, education staff including senior leadership teams, teachers and support staff to help identify key themes, challenges and positive comments on the current Minimising Exclusion policy and guidance prior to the revised version being presented to Committee for approval.
- 9.3** Ahead of approval of the Parental Engagement Plan at EODC in June 2021, a review of the impact of the 2018-2021 Plan was undertaken, with each of the themes being explored with Focus Groups of parents, the City-wide Parent Forum and through a survey issued to all parents and carers in April 2021.
- 9.4** There was also extensive consultation undertaken with children, young people and families to gather their feedback following the successful Summer of Play in 2021. Further consultation was undertaken to inform the Digitisation of the Music Service report which was presented to Committee in September 2021.
- 9.5** The External Members appointed to the Committee also ensure that there is representation on the Committee for parents, teachers and religious organisations, which ensures that those sections of the community have an avenue into the decision-making process.

10. OFFICER SUPPORT TO THE COMMITTEE

10.1 The table below covers the postholder or their named representative.

Officer	Anticipated Attendance	Attendances
Chief Operating Officer	6	6
Director of Customer Services	6	6
Chief Officer – Education	6	6
Chief Officer - Finance	6	6
Chief Officer - Governance	6	6

11. EXECUTIVE LEAD'S COMMENTS

- 11.1** As a result of the pandemic, Urgent Business Committee (UBC) in March 2020 agreed that for a set period Committees should not meet and that business of an urgent nature should instead be reported to meetings of the UBC. As a result, one meeting of EODC was cancelled in May 2020, however hybrid meetings have since resumed and the Committee has continued with its schedule of agreed meetings since September 2020.
- 11.2** I am pleased that the Committee has continued to operate well throughout the year. It can be seen from the statistics in the annual report that all business was able to be considered in public with the exception of one exempt appendix, which assists in maintaining transparency in the democratic process. I am also pleased to note that there were no late reports, as it is vitally important that members have time to make fully information decisions founded upon having access to reports in line with the timescales set out in the approved Scheme of Governance.
- 11.3** Although the pandemic has obviously had an impact, it can be seen from the statistics contained in this report that the work of the Education service has continued apace, and the Committee has considered some major pieces of work throughout the year. Officers have endeavoured to find new ways of reporting performance where statistics may have been affected by the pandemic, to ensure that the Committee can discharge its function to oversee service delivery. The Committee has received a wide range of reports on a number of important issues, for example, the Supporting Learners and Senior Phase pieces of work; the Parental Engagement Plan; the Education Improvement Journey / National Improvement Framework; the ELC Admissions Policy and the Digitisation of the Music Service.
- 11.4** The Committee has had some changes to its membership during the reporting period, and I am pleased to note that we now have a new third religious representative, Mr Madhav Regmi, who will take up his role on the Committee from November 2021. I also welcome the news that the Aberdeen City Parent Council Forum has agreed on a new representative to take up the vacant position of primary/ASN representative on EODC, and that will be reported to Council in December 2021 for ratification. It is gratifying to note that attendance at Committee by all Members has been extremely high as this enables Members to build on their knowledge over time which assists in the effective operation of the Committee.

12. NEXT YEAR'S FOCUS

- 12.1** As with previous years, there will be an annual review of the Scheme of Governance to be reported to Council in March 2022, and consideration will be given to any changes that may be required to the EODC Terms of Reference.
- 12.2** The main areas of business for the Committee over the next year will be the review of the ELC expansion to 1140 hours; consideration of climate change initiatives suggested by schools; consideration of the outcome of the Gaelic Medium Education statutory consultation; the School Estate plan; and an evaluation of the digitization of the music service following one year of operation. The Committee recently received a report on the Organisation for Economic Co-operation and Development Organisation (OECD) on Curriculum for Excellence and so it is anticipated that this will lead to future reports for Committee in respect of any changes in Scottish Government policy and how any changed national policies will be implemented locally. Committee will continue to have oversight of the education improvement journey reports and benefit from the significant progress being made from developments in the use of data to inform improvement.

Education Operational Delivery Committee Terms of Reference

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.

Appendix 2 – LOIP Stretch Outcomes (as at time of reporting period)

Economy

1. 10% increase in employment across priority and volume growth sectors by 2026.
2. 90% of working people in Living Wage employment by 2026.

People

3. 95% of children (0-5 years) will reach their expected developmental milestones by the time of their child health reviews by 2026.
4. 90% of children and young people will report that they feel mentally well by 2026.
5. 95% of care experienced children and young people will have the same levels of attainment in education, emotional wellbeing, and positive destinations as their peers by 2026.
6. 95% of children living in our priority localities will sustain a positive destination upon leaving school by 2026.
7. Child Friendly City which supports all children to prosper and engage actively with their communities by 2026.
8. 25% fewer young people (under 18) charged with an offence by 2026.
9. 25% fewer people receiving a first ever Court conviction each year by 2026.
10. 2% fewer people reconvicted within one year of receiving a community or custodial sentence by 2026.
11. Healthy life expectancy (time lived in good health) is five years longer by 2026.
12. Rate of harmful levels of alcohol consumption reduced by 4% and drug related deaths lower than Scotland by 2026.

Place

13. No one in Aberdeen will go without food due to poverty by 2026.
14. Addressing climate change by reducing Aberdeen's carbon emissions by 42.5% by 2026 and adapting to the impacts of our changing climate.
15. 38% of people walking and 5% of people cycling as main mode of travel by 2026



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APPENDIX G

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Capital Programme Committee Annual Effectiveness Report

1 May 2020 to 31 October
2021



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1. INTRODUCTION

1.1 This has been a very difficult year with having to manage a full year's impact of the Covid19 pandemic. However, I am very proud of the capital programmes and projects that we have still been able to deliver to the city and the citizens of Aberdeen in this challenging environment.

- The Early Learning and Childcare Programme, with 25 projects completed so far in 2021.
- Provost Skene's House complete and open to the public
- The target of 2,000 new housing units under construction/delivery nearing achievement, and
- Union Terrace Gardens and The Ness Project progressing well for completion next year.

These are only a small selection of the key headline programmes/projects within a Capital Plan valued at circa £182m for 2021/22.

1.2 To do this we have had to adapt how we work, with greater emphasis on 'working from home' and continuing to adopt hybrid Committee Meetings when necessary. Throughout this difficult period we have adopted a collaborative approach with our appointed contractors.

1.3 In the last year, 42 reports were presented with an almost equitable proportion of Place, People and Economy stretch outcomes thereby displaying good alignment with the principles of the Local Outcome Improvement Plan (LOIP).

1.4 Throughout the year, the Committee has worked collectively to approve and monitor the capital projects within the Aberdeen City Council Capital Programme. Looking forward to financial year 2022/2023 it is the intention to continue with this level of commitment to ensure transparency of the various stages of project delivery throughout the committee year.



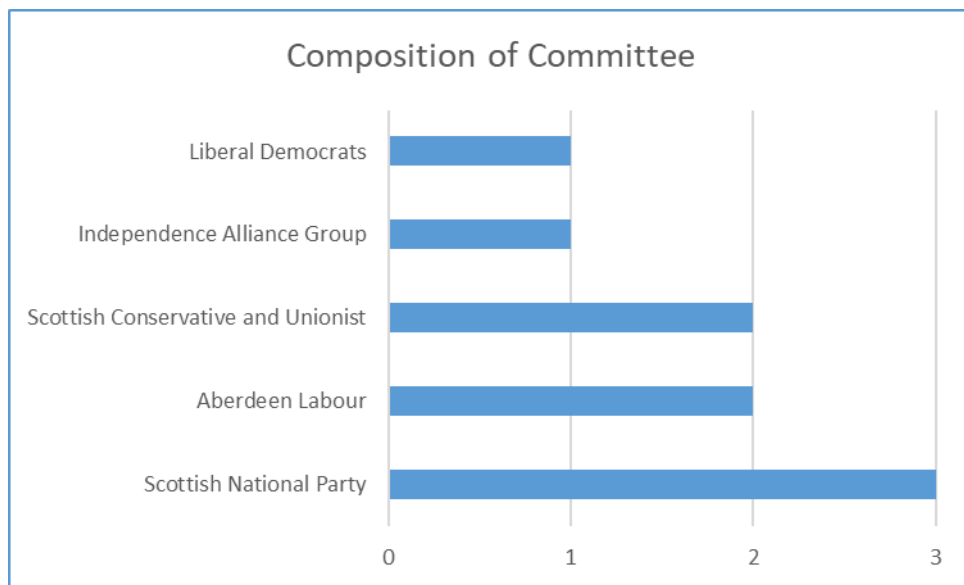
Councillor Marie Boulton
Convener, Capital Programme Committee

2. THE ROLE OF THE COMMITTEE

- 2.1 The role of the Committee is to monitor the development and delivery of the council’s capital programme as well as monitoring the development of the Local Development Plan.
- 2.2 The Terms of Reference for the Capital Programme Committee are appended to this report.

3. MEMBERSHIP OF THE COMMITTEE DURING 2020/2021

- 3.1 The Capital Programme Committee has 9 Elected Members.



4. MEMBERSHIP CHANGES

- 4.1 Following the successful appointments as Members of the Scottish Parliament in May 2021, Councillor Lumsden and Councillor Audrey Nicoll stepped down from the Committee. Councillor Houghton replaced Councillor Lumsden and Councillor Hutchison replaced Councillor Audrey Nicoll.
- 4.2 From the September 2021 meeting Councillor Mennie replaced Councillor McRae.

5. MEMBER ATTENDANCE

Member	Total Anticipated Attendances	Total Attendances	Substitutions	Nominated Substitute
Marie Boulton	6	6		
Gordon Graham	6	6		
Ryan Houghton	2	2		
Michael Hutchison	2	2		
Jenny Laing	6	6		
Douglas Lumsden	4	3	1	Ryan Houghton
Alexander McLellan	6	5	1	David Cameron
Ciaran McRae	5	3	2	Alison Alphonse John Cooke
Avril MacKenzie	6	6		
Jessica Mennie	1	0	1	David Cameron
Audrey Nicoll	4	4		
Ian Yuill	6	5	1	Martin Greig

6. MEETING CONTENT

6.1 During the 2020/2021 reporting period (1 May 2020 to 31 October 2021), the Committee had six meetings and considered a total of 42 reports. The May 2020 meeting of the Committee was cancelled as a result of the COVID-19 pandemic and the decision of Council to cancel all committee meetings until August 2020 with business critical reports being considered by the Urgent Business Committee.

6.2 Terms of Reference

Of the 42 reports received the following table details how the reports aligned to the Terms of Reference for the Committee.

Terms of Reference	Number of Reports
Remit of Committee 1.1	40
General Delegations To Committees 7.4	1
General Delegations To Committees 7.5	1

6.3 The majority of the reports considered related to Remit 1.1 – scrutinise the progress and delivery of capital projects against the approved business cases.

6.4 There has been no reports under remit 1.2 as nothing was completed within the period requiring a post project evaluation and there was not a full year of data to complete a post occupancy evaluation report.

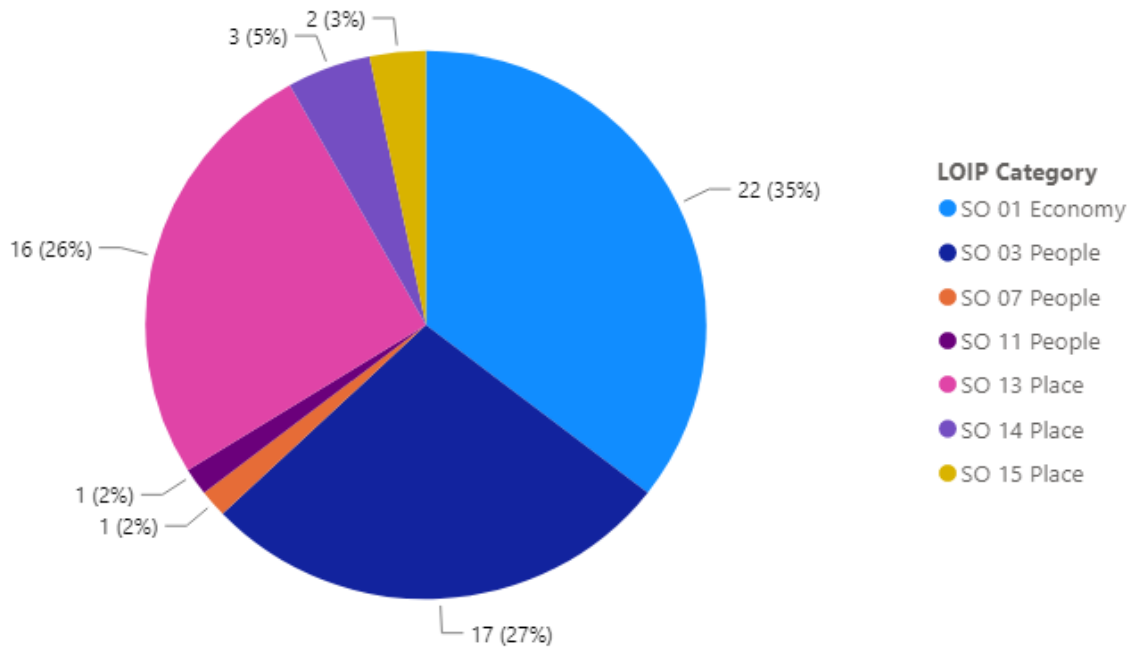
6.5 There were also no reports under remit 1.3 as members did not request any reports on specific projects during the reporting period.

6.6 There were also no reports in relation to remit 2, as the Local Development Plan

6.7 Local Outcome Improvement Plan

The following table details of the 42 reports how many had a link to the stretch outcomes of the Local Outcome Improvement Plan. The stretch outcomes in place at the time of the reporting period are included at Appendix 2 for reference.

Reports with links to the LOIP



6.8 Reports and Committee Decisions

The following table details the outcome of the Committee’s consideration of the 42 reports presented to it throughout the year.

Reports	Total
Number which were Exempt/Confidential	Two, with a further two reports having some exempt information
Number of reports where the Committee has amended officer recommendations	None – all officer recommendations were approved.
Number of reports approved unanimously	All reports were approved unanimously.

Reports	Total
Number of reports requested by members during the consideration of another report to provide additional assurance and not in business planner	None
Number of Service Updates requested	One relating to the South College Street Development
Number of decisions delayed for further information	None
Number of times the Convener has had to remind Members about acceptable behaviour and the ethical values of Public Life	None
Number of late reports received by the Committee (i.e. reports not available for inspection by members of the public at least three clear days before a meeting)	None
Number of referrals to Council, or other Committees in terms of Standing Order 33.1	None

6.9 Notices of Motion, Suspension of Standing Orders, Interface with the Public

Number of notices of motion	1
Number of times Standing Orders were suspended and the specific Standing Orders suspended	None
Standing order number (ref)	N/A
Number of deputations or other indicators of interface with the public, i.e. engagement and social media.	There were no requests for deputation during the reporting period.

7. TRAINING REQUIREMENTS

- 7.1 Committee members did not require specific training because there has no significant legislative changes which would warrant further specific training for this committee in recognition of its role and remit.
- 7.2 It is the intention that if a change in circumstances should dictate that further training would be beneficial a report will be prepared by the Chief Officer – Capital, outlining the reasoning with recommendations.
- 7.3 Committee Members will then be able to decide if further training should be arranged.

8. CODE OF CONDUCT – DECLARATIONS OF INTEREST

- 8.1 Four declarations of interest were made by Councillor’s during the reporting period. Information in respect of declarations of interest is measured to evidence awareness of the requirements to adhere to the Councillor’s Code of Conduct and the responsibility to ensure fair decision-making.

9. CIVIC ENGAGEMENT

- 9.1 During the course of the year, there has been civic engagement in the form of meetings held with community councils/community groups and specific key stakeholders. Due to the Covid -19 pandemic restrictions these meetings have been virtual, but they have also been supplemented with project walkovers where possible with small groups or individuals.
- 9.2 These meetings are invariably project driven and are used to consult, gather and share information. The meetings also inform the local communities of key stages in the planned delivery of individual projects, which may impact on a project’s local environment.
- 9.3 Looking forward to financial year 2021/2022 it is the intention to continue with this level of commitment to ensure transparency of the various stages of project delivery throughout the committee year, but hopefully with a greater number being held in face to face sessions if desired
- 9.4 From a capital project perspective, key civic engagements will continue to be reported throughout the committee cycle to keep Members informed.

10. OFFICER SUPPORT TO THE COMMITTEE

Officer	Anticipated Attendance	Attendances
Director of Resources	6	6
Chief Officer – Capital	6	6
Chief Officer – Corporate Landlord	6	4
Finance	6	6
Legal	6	6

- 10.1 The Chief Officer – Capital maintains a close collaboration with other Chief Officers to maintain an awareness of any key issues arising through other committees of the Council which could have an impact on the delivery of the Capital Programme.

11. EXECUTIVE LEAD’S COMMENTS

- 11.1 The committee would appear to be working effectively noting that:
- Throughout the year there has been a similar level of the number of reports submitted to the committee, compared to the previous year;

- No decisions required to be delayed; There were two exempt reports presented to the Committee, with a further two reports where there were elements of specific which had to be exempt. This was due to the commercial nature of the referenced capital projects, where the disclosure of some commercial information could impact on the Council's duty to secure best value; With regard to the terms of reference, the only engaged Term of Reference was 1.1 Terms of Reference 1.2 and 1.3 were not used; and
 - All business was approved/noted unanimously.
- 11.2** Looking forward to the next financial year (2021/2022) it is intended to continue with the current reporting protocol. This entails submitting regular key project reports on a regular basis, throughout a project's full project life cycle process. This will ensure greater transparency across the remit of the Committee. It also increased understanding of any interdependencies across the wider capital project portfolio.
- 11.3** At a high level this will mean a greater number of projects being reported as they move towards a construction phase of delivery, with particular reference to new primary schools and new housing developments.
- 11.4** In addition, project reports presented to the Capital Programme Committee have provided greater clarity and transparency to the challenges faced in meeting key milestones with earlier warning of any financial pressures on any given project. This is especially significant leading on from the impact of the Covid-19 pandemic across the delivery of the full Capital Programme with the added impact it has had on the availability of materials and labour.
- 11.5** There have been limited opportunities since the last report, within the locality of specific projects, to allow the development and stimulate the interest of local school children. However looking forward, hopefully with relaxations of the Covid-19 pandemic restrictions that new possibilities will arise and similar steps can be being taken with local community groups in the form of developing career and skills opportunities. Some of this can be evidenced already with job opportunities which have arisen on the Energy from Waste facility currently under construction at East Tullos.
- 11.6** Again looking forward with the hope of an expected relaxation of the Covid-19 pandemic restrictions, the committee will be able to review project post-evaluation reports and consider whether desired outcomes have been achieved but also to inform lessons learned for any similar future projects.

12. NEXT YEAR'S FOCUS

- 12.1** From a governance perspective the Capital Programme Committee will focus on monitoring the progress and delivery of key projects which are aligned to the Local Outcome Improvement Plan (LOIP) and the Local Development Plan (LDP) and any new strategies/plans.
- 12.2** Throughout next year the Council faces difficult budget decisions and it will be critical to the successful delivery of desired outcomes that project delivery is scrutinised and challenged. The progress of projects through their project life cycle will be reported on a

regular basis to ensure milestones are being achieved as expected, and project expenditure is within approved budgets.

- 12.3** New projects will come to the fore with special significance related to the delivery of new primary schools and new developments for council housing which are both Council led and Developer led.
- 12.4** In recognition of the above a regular review will be carried out across the Capital Programme to ensure project development and project delivery is aligned to both policy and political priorities.

**Capital Programme Committee Terms of Reference
Approved by Council in March 2021**

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.

Appendix 2**LOIP stretch outcomes**Economy

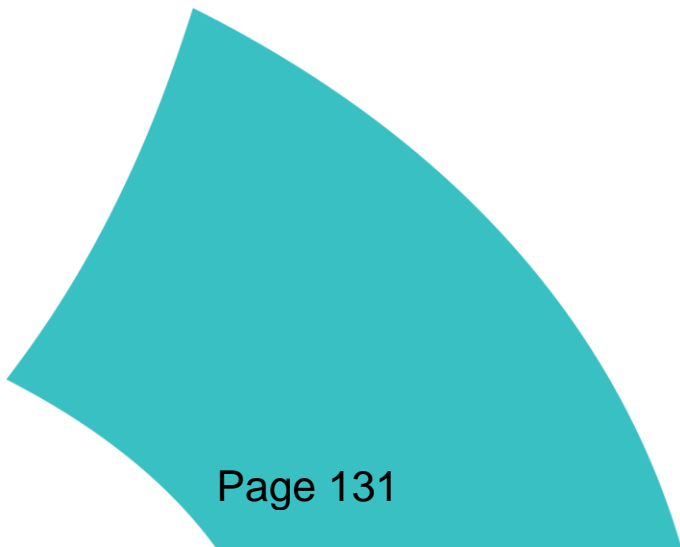
1. 10% increase in employment across priority and volume growth sectors by 2026.
2. 90% of working people in Living Wage employment by 2026.

People

3. 95% of children (0-5 years) will reach their expected developmental milestones by the time of their child health reviews by 2026.
4. 90% of children and young people will report that they feel mentally well by 2026.
5. 95% of care experienced children and young people will have the same levels of attainment in education, emotional wellbeing, and positive destinations as their peers by 2026.
6. 95% of children living in our priority localities will sustain a positive destination upon leaving school by 2026.
7. Child Friendly City which supports all children to prosper and engage actively with their communities by 2026.
8. 25% fewer young people (under 18) charged with an offence by 2026.
9. 25% fewer people receiving a first ever Court conviction each year by 2026.
10. 2% fewer people reconvicted within one year of receiving a community or custodial sentence by 2026.
11. Healthy life expectancy (time lived in good health) is five years longer by 2026.
12. Rate of harmful levels of alcohol consumption reduced by 4% and drug related deaths lower than Scotland by 2026.

Place

13. No one in Aberdeen will go without food due to poverty by 2026.
14. Addressing climate change by reducing Aberdeen's carbon emissions by 42.5% by 2026 and adapting to the impacts of our changing climate.
15. 38% of people walking and 5% of people cycling as main mode of travel by 2026



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APPENDIX H

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Audit, Risk and Scrutiny Committee

Annual Effectiveness Report 1 May 2020 to 31 October 2021



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1 INTRODUCTION

- 1.1 I would like to thank members of the committee and staff who have helped to support the committee. The business of this committee, like many others, was impacted by the restrictions put in place in the wake of the Covid-19 pandemic. Working together with our partners, the committee continued to ensure appropriate oversight over the Council's control environment and I look forward to building on this through during the remainder of 2021-2022.
- 1.2 I would also like to take this opportunity to thank Colin Harvey for stepping in on an interim basis as Chief Internal Auditor. Colin's contribution to the work of the committee has been greatly valued.



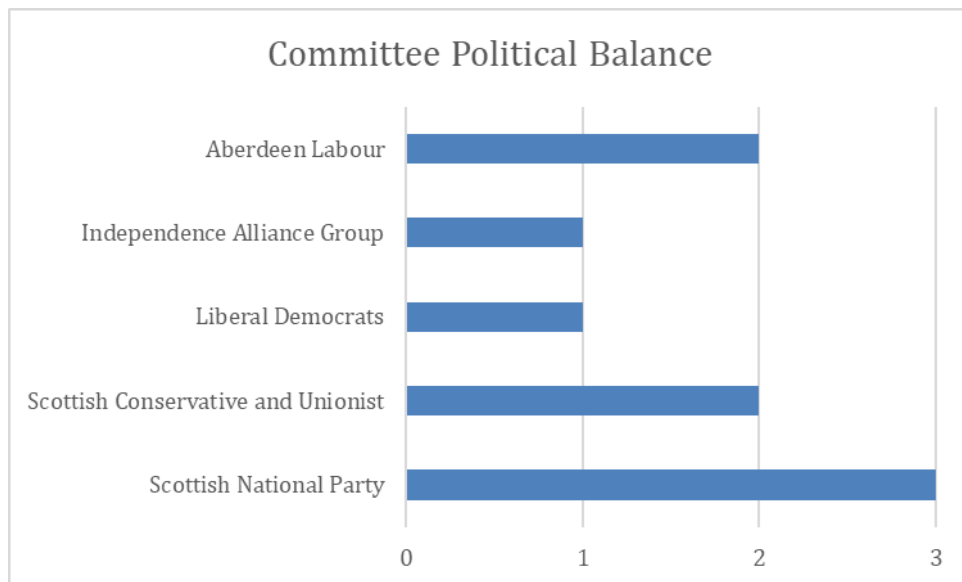
Councillor Alex Nicoll
Convener, Audit, Risk and Scrutiny Committee

2 THE ROLE OF THE COMMITTEE

- 2.1 The role of the Audit, Risk and Scrutiny Committee is to provide assurance to the Council that it has in place robust arrangements in place for good governance, maintaining an effective control environment and financial and performance reporting. It monitors compliance with these arrangements through, for example, the receipt of reports from internal and external auditors. It completes the process by ensuring that recommendations flowing from internal and external audits are implemented where appropriate.
- 2.2 The Terms of Reference for the Committee as approved by Council in March 2021 are appended to the report.

3 MEMBERSHIP OF THE COMMITTEE DURING 2020/2021

- 3.1 The Audit, Risk and Scrutiny Committee has 9 Elected Members.



4 MEMBERSHIP CHANGES

- 4.1 At the Scottish Parliament Elections in May 2021, Councillor's Jackie Dunbar and Douglas Lumsden were elected as MSPs and stood down from the Committee. Councillor Jackie Dunbar was replaced by Councillor Allard and Councillor Lumsden was replaced by Councillor Mason.
- 4.2 At the September 2021 meeting Councillor Cross replaced Councillor Mason.

5 MEMBER ATTENDANCE

Member	Total Anticipated Attendances	Total Attendances	Substitutions	Nominated Substitute
Alex Nicoll	7	7		
Ian Yuill	7	7		
Christian Allard	3	3		
Sarah Cross	1	0	1	Ryan Houghton
Jackie Dunbar	4	4		
Sarah Duncan	7	6	1	Barney Crockett
Gordon Graham	7	6	1	Barney Crockett
Douglas Lumsden	4	4		
Avril MacKenzie	7	6	1	Ryan Houghton
Jessica Mennie	7	6	1	Miranda Radley
Tom Mason	2	2		
John Reynolds	7	5	2	Ryan Houghton John Wheeler

6 MEETING CONTENT

6.1 During the 2020/2021 reporting period (1 May 2020 to 31 October 2021), the Committee had 7 meetings and considered a total of 74 reports. The meetings of the Committee in May and June 2020 were cancelled as a result of the COVID-19 pandemic. Business critical reports were considered by the Urgent Business Committee. This included an Urgent Business Committee meeting on 6 May 2020 which considered a revised Internal Audit Plan for 2020/21 to take account of changes to the Council's risk profile brought on by the pandemic.

6.2 Terms of Reference

Of the 74 reports received the following table details how the reports aligned to the Terms of Reference for the Committee.

Terms of Reference	Number of Reports
General Delegations to Committees 8.5	1
Remit of Committee 1.1	3
Remit of Committee 1.2	3
Remit of Committee 1.3	2
Remit of Committee 1.4	1
Remit of Committee 2.1	2
Remit of Committee 2.2	34
Remit of Committee 2.3	11
Remit of Committee 2.4	6
Remit of Committee 3.1	2
Remit of Committee 3.4	1

Remit of Committee 4.1	3
Remit of Committee 4.2	1
Remit of Committee 4.4	1
Remit of Committee 5.2	5
Remit of Committee 6.2	1
Remit of Committee 6.4	5

6.3 Most of the reports considered related to remit 2.2, consider reports issued by the Internal Auditor.

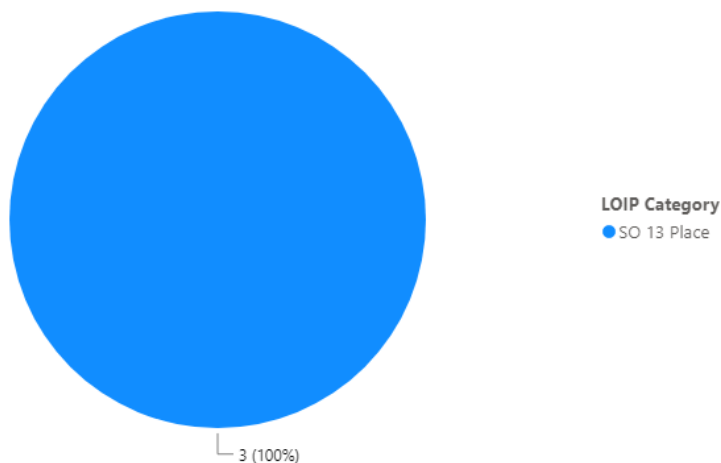
6.4 The majority of the sections of the Committee’s Terms of Reference (ToR) were discharged throughout the course of the reporting period. This would indicate that the Committee has discharged its role as envisaged by Full Council.

6.5 There have been no reports under remits 3.2, 3.3, 4.3, 5.1, 6.1, or 6.3 as there was no cause to report on these.

6.6 Local Outcome Improvement Plan (LOIP)

The following table details of the 74 reports how many had a link to the themes of the Local Outcome Improvement Plan.

Reports with links to the LOIP



6.7 Reports and Committee Decisions

The following table details the outcome of the Committee’s consideration of the 74 reports presented to it throughout the year.

Terms of Reference	Total	% Total Reports
Confidential	0	0%

Exempt	0	0%
Number of reports where the Committee has amended officer recommendations	0	0%
Number and percentage of reports approved unanimously	74	0%
Number of reports or service updates requested by members during the consideration of another report to provide additional assurance and not in forward planner	0	0%
Service update requested	0	0%
Number of decisions delayed for further information	0	0%
Number of times the Convener has had to remind Members about acceptable behaviour and the ethical values of Public Life	0	0%
Number of late reports received by the Committee (i.e. reports not available for inspection by members of the public at least three clear days before a meeting)	2	3%
Number of referrals to Council, or other Committees in terms of Standing Order 33.1	0	0%

6.8 Notices of Motion, Suspension of Standing Orders, Interface with the Public

Number of notices of motion	None
Number of times Standing Orders were suspended and the specific Standing Orders suspended	None
Standing order number (ref)	N/A
Number of deputations or other indicators of interface with the public, i.e. engagement and social media.	There were no requests for deputation during the reporting period.

7 TRAINING REQUIREMENTS

7.1 Members were invited to attend a Risk Appetite Statement Workshop which introduced them to the concept of a Risk Appetite Statement which enhanced their understanding of the risk management framework.

8 CODE OF CONDUCT – DECLARATIONS OF INTEREST

- 8.1 12 declarations of interest were made by Councillors during the reporting period. Information in respect of declarations of interest is measured to evidence awareness of the requirements to adhere to the Councillors’ Code of Conduct and the responsibility to ensure fair decision-making.

9 CIVIC ENGAGEMENT

- 9.1 The committee’s focus, by its very nature, has largely been on monitoring the Council’s control environment through compliance with the Council’s governance framework. It’s focus is on the risks to the institution rather than focus on the risks to the place of Aberdeen. Nonetheless, it has worked in partnership with outside bodies such as the Council’s Arm’s Length External Organisations (ALEOs) through the ALEO Assurance Hub and external audit.

10 OFFICER SUPPORT TO THE COMMITTEE

Officer	Total Anticipated Attendances	Total Attendances	Substitutions
Chief Internal Auditor	7	7	
Chief Officer - Finance	7	4	
Chief Officer - Governance	7	7	
External Auditor	2	2	

11 EXECUTIVE LEAD’S COMMENTS

- 11.1 A robust governance framework supported by an effective control environment provides the necessary platform for the Council to be a success. The Audit, Risk and Scrutiny Committee plays a key role by ensuring that the Council’s governance arrangements remain appropriate and adhered to. It is therefore reassuring to note that the Best Value Assurance Report published by the Accounts Commission during 2021 noted that the Council exhibits strong and effective governance and continues to conduct self-assessment and identify improvement opportunities. It also noted that members robustly challenge and scrutinise management with a clear focus on the communities and citizens they represent, in respect of governance, process and matters presented for decision.
- 11.2 The committee approved the Council’s first ever Risk Appetite Statement. The statement is a key element to the Council’s Risk Management Framework and will allow the organisation to establish and embed the culture required to become a ‘risk intelligence organisation.’ It provides staff and members with guidance on the types and levels of risk the Council is willing to accept in the pursuit of its strategic outcomes.
- 11.3 During 2020/21, the Council’s control environment was impacted by the Covid-19 pandemic. There were delays to planned internal audit activity and third-party inspections. The Council’s Urgent Business Committee agreed on 6 May 2020 to revise

the Council's Internal Audit Plan 2020/21 to ensure that it remained relevant to the changes to the Council's risk profile. Internal audit activity was focused on those areas that posed the greatest risk to the Council. This, together with other factors such as staff turnover, led to delays in the completion of the 2020/21 internal audit plan and in turn the 2021/22 internal audit plan.

11.4 Work is already underway to develop the 2022/23 audit plan and careful consideration will be given to the number of internal audit reports scheduled to match the capacity available to deliver new audit reports together with those that are overdue from previous years' audit plans.

11.5 The committee appears to be working constructively and transparently, noting that:

- all reports were approved unanimously; and
- all reports were considered in public.

11.6 The Committee on 8 October 2020, deferred the 2019/20 Internal Audit Summary Report to a Special Meeting of the Committee on 4 November 2020 to enable members to consider the full audit reports;

11.6 The total number of recommendations made by the Council's internal audit team was as follows:

- 2016-17: 340
- 2017-18: 274
- 2018-19: 159
- 2019-20: 218
- 2020-21: 114

11.7 The total number of outstanding recommendations was as follows:

- February 2018: 45
- March 2019: 17
- March 2020: 67
- March 2021: 37

11.8 The number of recommendations made by internal audit has reduced. This was to be anticipated because the impact of the Covid-19 pandemic led to fewer audits than the previous year being carried out. In turn the number of outstanding audit recommendations has reduced. This is pleasing to see.

12 NEXT YEAR'S FOCUS

12.1 The development of an internal audit plan for 2022/2023 is already underway. This will seek to reflect the risks to the Council and avoid any unnecessary duplication with third party activity (for example, inspections by regulators). It is also proposed that the internal audit plan give an overview of areas for possible audit during 2023/2024 and 2024/2025. This will seek to reflect the emerging risks to the Council and help provide additional context for next year's audit plan.

At the February 2022 meeting of the Audit, Risk and Scrutiny Committee, it is anticipated that the committee will receive:

- Corporate Risk Registers;

- Cluster Assurance Maps;
- Internal Audit Plan 2022-23;
- External Audit Strategy 2022-23;
- ALEO Assurance Hub Plan 2022;
- External Inspections Planner 2022-23;
- Local Area Network Plan 2022-23; and
- A Review of the Council's Risk Appetite Statement.

12.2 Through this suite of documents, the committee will be able to identify those risks which pose the greatest threat to Council and the system of internal and external activity planned to monitor those risks. This will set the tone for much of the assurance that will be presented back to the committee during 2022-2023.

Appendix 1

Audit Risk and Scrutiny Committee Terms of Reference Approved by Council in March 2021

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 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.

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

Appendix 2

LOIP stretch outcomes

Economy

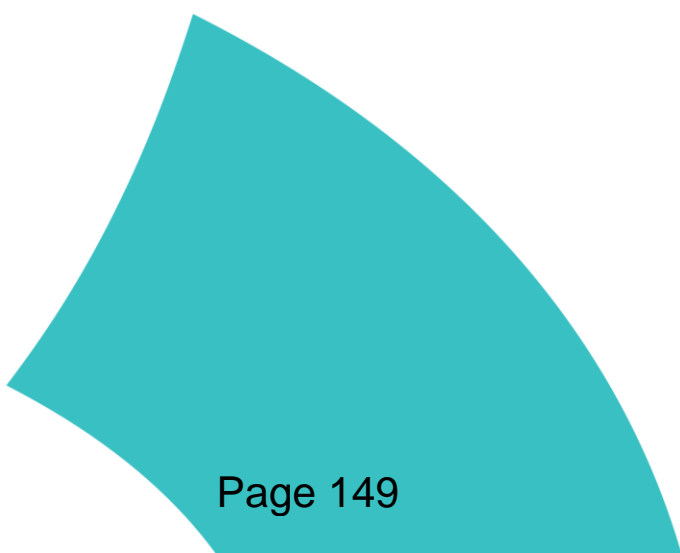
1. 10% increase in employment across priority and volume growth sectors by 2026.
2. 90% of working people in Living Wage employment by 2026.

People

3. 95% of children (0-5 years) will reach their expected developmental milestones by the time of their child health reviews by 2026.
4. 90% of children and young people will report that they feel mentally well by 2026.
5. 95% of care experienced children and young people will have the same levels of attainment in education, emotional wellbeing, and positive destinations as their peers by 2026.
6. 95% of children living in our priority localities will sustain a positive destination upon leaving school by 2026.
7. Child Friendly City which supports all children to prosper and engage actively with their communities by 2026.
8. 25% fewer young people (under 18) charged with an offence by 2026.
9. 25% fewer people receiving a first ever Court conviction each year by 2026.
10. 2% fewer people reconvicted within one year of receiving a community or custodial sentence by 2026.
11. Healthy life expectancy (time lived in good health) is five years longer by 2026.
12. Rate of harmful levels of alcohol consumption reduced by 4% and drug related deaths lower than Scotland by 2026.

Place

13. No one in Aberdeen will go without food due to poverty by 2026.
14. Addressing climate change by reducing Aberdeen's carbon emissions by 42.5% by 2026 and adapting to the impacts of our changing climate.
15. 38% of people walking and 5% of people cycling as main mode of travel by 2026



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APPENDIX I

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Public Protection Committee Annual Effectiveness Report 2020/21



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1. INTRODUCTION

- 1.1 I am pleased to introduce the third annual effectiveness report for the Public Protection Committee. This maintains the good practice in governance terms and evidences our continued commitment following successfully receiving CIPFA accreditation.
- 1.2 The Public Protection Committee (PPC) performs an important role in the Council's overall public protection arrangements. It continues to provide local democratic oversight to key areas including child and adult protection, environmental health and resilience. It also discharges the Council's obligations in terms of the Police and Fire Reform (Scotland) Act 2012.
- 1.3 I continue to seek to bring a collaborative approach to the business of the Public Protection Committee not just with elected members, but with all officers, and the Council's partners, including the Scottish Fire and Rescue Service and Police Scotland. I truly value our partners' contribution to the Public Protection Committee. I continue to look forward to maintaining the strength of our relationships which are essential as the city looks to deliver the aspirations of the most recently refreshed Aberdeen Local Outcome Improvement Plan.
- 1.4 I have appreciated the support of council officers in delivering the business of the PPC particularly against the backdrop of the Covid-19 pandemic. I extend my personal thanks to the Police and Fire Service for continuing to keep us safe in these extraordinary difficult and uncertain days.
- 1.5 As Convener, I have strived, with the cooperation of the committee, to keep public safety at the forefront of all we deliver for the city and the safety of the residents of Aberdeen.
- 1.6 We have been hampered this year in much of our delivery of council and partner services due to the necessary operational response to the pandemic, however I express admiration for the innovative processes and procedures adapted, modified and created by officers and our partners to assist us through the pandemic.
- 1.7 I remain in hope and trust that as we return to a new-normal, we continue to fulfil our public service duty, now and in the future whilst recognising the changes placed upon us all by Covid-19.

My very best and warm regards

Councillor Jennifer Stewart, Convener



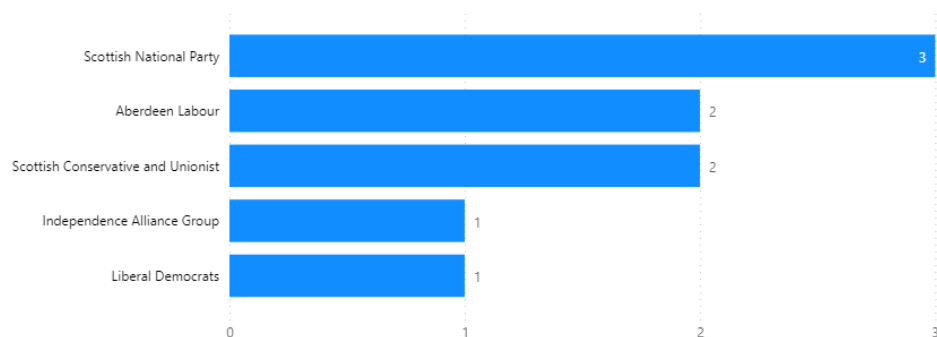
2. THE ROLE OF THE COMMITTEE

- 2.1 The role of the Committee is to maintain assurance overview of the statutory regulatory duties placed on the Council in certain areas of public protection and on the Scottish Fire and Rescue Service and Police Scotland.
- 2.2 The Committee discharges this function by receiving assurance reports from the respective council services and the Scottish Fire and Rescue Service and Police Scotland.

3. MEMBERSHIP OF THE COMMITTEE DURING 2020/2021

- 3.1 The Public Protection Committee has nine Elected Members.

Committee Political Balance (Seats)



4. MEMBERSHIP CHANGES

- 4.1 During the reporting period, Councillor Graham replaced Councillor Duncan as a Member and simultaneously adopted the role of Vice-Convener from Councillor Lesley Dunbar who remains a member of the committee. Councillors Allard, Henrickson and MacGregor joined the Committee in place of Councillors Al-Samarai, Cameron and Townson.

5. MEMBER ATTENDANCE

Member	Total Anticipated Attendances	Total Attendances	Substitutions	Nominated Substitute
Dell Henrickson	1	1		
Gordon Graham	1	1		
Christian Allard	2	1	1	Gordon Townson
Neil MacGregor	2	1	1	David Cameron
Jennifer Stewart	5	5		
John Wheeler	5	4	1	Ross Grant
Lesley Dunbar	5	5		
Martin Greig	5	5		
Ryan Houghton	5	5		

6. MEETING CONTENT

6.1 During the 2020/2021 reporting period (1 May 2020 to 31 October 2021), the Committee had 5 meetings and considered a total of 40 reports.

6.2 Terms of Reference

Of the 40 reports received, the following table details how the reports aligned to the Terms of Reference for the Committee.

Terms of Reference

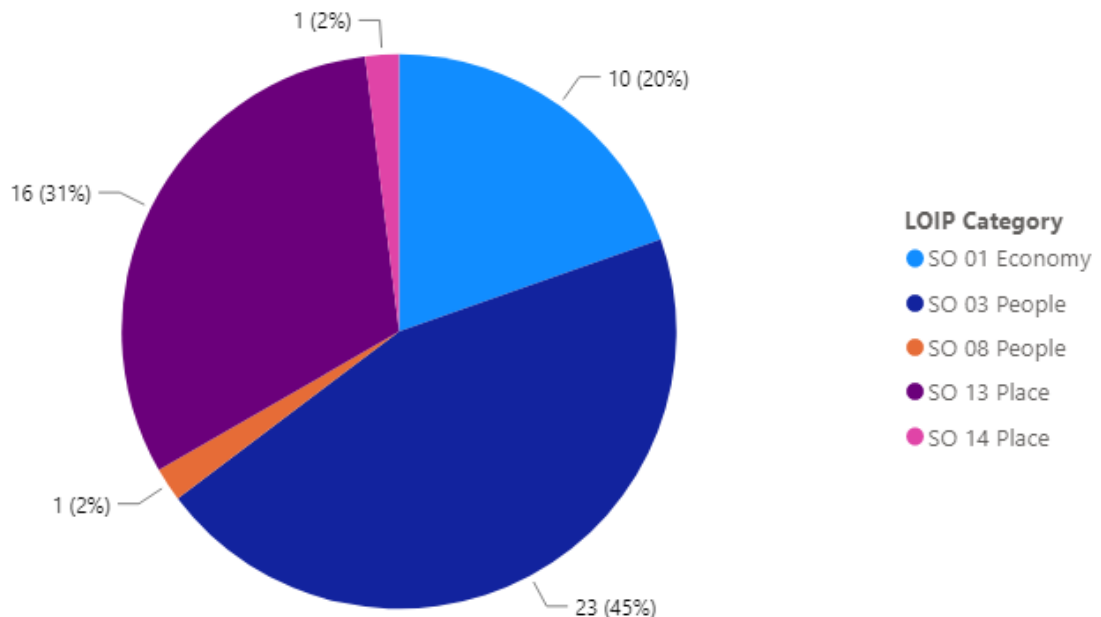
Terms of Reference	Count of Terms of Reference
General Delegations To Committees 8	1
Purpose of Committee 1.2	1
Remit of Committee 1.1	5
Remit of Committee 1.1.1	1
Remit of Committee 1.1.3	2
Remit of Committee 1.2	5
Remit of Committee 1.3	1
Remit of Committee 1.4	1
Remit of Committee 1.5	2
Remit of Committee 2.1	4
Remit of Committee 2.3	1
Remit of Committee 2.4	2
Remit of Committee 2.5	1
Remit of Committee 3.1	3
Remit of Committee 3.2	1
Remit of Committee 4.1	1
Remit of Committee 4.2	1
Remit of Committee 4.3	1
Remit of Committee 5.1	1
Remit of Committee 5.5	2
Remit of Committee 5.6	6
Remit of Committee 5.7	5

- 6.3 During the course of 2020/2021 the Public Protection Committee received reports under all of its Terms of Reference. This would indicate that the Committee has discharged its role throughout the course of the reporting period and received a broad range of assurance and explanation.
- 6.4 Most of the reports considered related to provision of assurance or service delivery which enhanced the Committee’s understanding of methods used to achieve assurance and effectiveness.
- 6.5 There have been no areas where reports were not received.
- 6.6 The majority of reports have fallen under Child and Adult Protection, whilst appropriate levels of scrutiny reports of Police Scotland and Scottish Fire and Rescue Service were also received.

6.7 Local Outcome Improvement Plan

The following table details how the reports had a link to the themes of the Local Outcome Improvement Plan. A report may cover cross over themes.

Reports with links to the LOIP



6.8 Reports and Committee Decisions

The following table details the outcome of the Committee's consideration of the 40 reports presented to it throughout the year.

Reports	Total
Number which were Exempt/Confidential	0
Number of reports where the Committee has amended officer recommendations	20
Number of reports approved unanimously	35
Number of reports requested by members during the consideration of another report to provide additional assurance and not in forward planner	8
Number of Service Updates requested	0
Number of decisions delayed for further information	0
Number of times the Convener has had to remind Members about acceptable behaviour and the ethical values of Public Life	0
Number of late reports received by the Committee (i.e. reports not available for inspection by members of the public at least three clear days before a meeting)	0
Number of referrals to Council, or other Committees in terms of Standing Order 33.1	0

6.9 Notices of Motion, Suspension of Standing Orders, Interface with the Public

One notice of motion was considered by the committee during the reporting period, no Standing Orders required to be suspended and no deputations or petitions were received.

7. TRAINING REQUIREMENTS

- 7.1 No Public Protection Committee specific training was delivered during 2020/21, however other relevant training made available to members during the year included training on the Councillors' Code of Conduct. There was also an increased input to all regarding the use of digital technology. These training opportunities were designed to help members carry out their roles at committee meetings.

8. CODE OF CONDUCT – DECLARATIONS OF INTEREST

- 8.1 No declarations of interest were made by Councillors during the reporting period.

9. CIVIC ENGAGEMENT

- 9.1 Civic engagement is at the forefront of much of the business of the committee, particularly in respect of reports from Police Scotland and the Scottish Fire and Rescue Service and the Council working in partnership with them.
- 9.2 Council specific examples include the report to the last meeting of the committee on Water Safety and the Council's involvement with the Aberdeen Water Safety Group which was established in 2017. The aim of the group is to develop a collective and consistent approach to water safety in Aberdeen, and its purpose is to save lives through education and promotion of water safety. The group has representatives from the emergency services, Sport Aberdeen, Water Safety Scotland and other national charities. The committee commended the work undertaken by the Aberdeen Water Safety Group and looked forward to exploring future opportunities for working in partnership and promoting their activities.

10. OFFICER SUPPORT TO THE COMMITTEE

Officer	Total Anticipated Attendances	Total Attendances	Substitutions
Chief Officer - Governance	5	5	

11. EXECUTIVE LEAD'S COMMENTS

- 11.1 In 2020 the Council achieved the CIPFA Mark of Excellence in Good Governance. As part of our work to achieve this, the Council adopted the CIPFA recommended practice, that each Committee should annually review its effectiveness, including its information reporting needs, to help ensure that each Committee was following its Terms of Reference; operating effectively; and would assist in identifying any training needs or improvements to the Council's decision-making structures.

- 11.2 Much of the attention of the Council and our partners Police Scotland and the Scottish Fire and Rescue Service has seen refocus and priority alignment to managing and dealing with the impact of the pandemic. During the pandemic period, none of the Committee's business required to be managed by the Urgent Business Committee.
- 11.3 It should be noted that whilst 50% of reports submitted to the Committee had modifications to the recommendations, these were to additionally record the Committee's appreciation of the successful delivery of the topic, or to reinforce assurance.
- 11.4 The Committee carried out much of its business using MS Teams technology and whilst this enabled full member participation, it further allowed all elected members the opportunity to observe meetings which has undoubtedly been beneficial in

12 NEXT YEAR'S FOCUS

- 12.1 On 3 March 2021, Council approved the existing Committee Terms of Reference and a further review will be reported to Council in February 2022. Throughout the next reporting year, we will review the Terms of Reference in line with the business submitted to the Committee and reflect on whether any areas require refinement moving forward to ensure the efficient operation of the Committee. This will consider activities during the pandemic.
- 12.2 During the course of 2021/22, the Accounts Commission published a Best Value Assurance Report in respect of Aberdeen City Council. It commented that members robustly challenge and scrutinise management with a clear focus on the communities and citizens they represent, in respect of governance, process and matters presented for decision. As the Council and the city builds back from the impact of the pandemic, it will be important for the committee to continue to build on the momentum and recognition gained since its formation in 2018. This particularly prevalent in some of those areas of service delivery which often deal with the hidden impact of the pandemic.
- 12.3 Looking ahead to the committee's business planner for 2022, it is pleasing to see that the committee has already established a sound cycle of regular reporting across the spans of its terms of reference. This will undoubtedly be complemented by additional items of business as matters arise during the course of the new year.

Public Protection Committee Terms of Reference
Approved by Council on 3 March 2021

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 receive relevant local, regional and national lessons learnt reports and recommendations in respect of emergency planning matters and monitor their implementation; and
- 2.5 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.

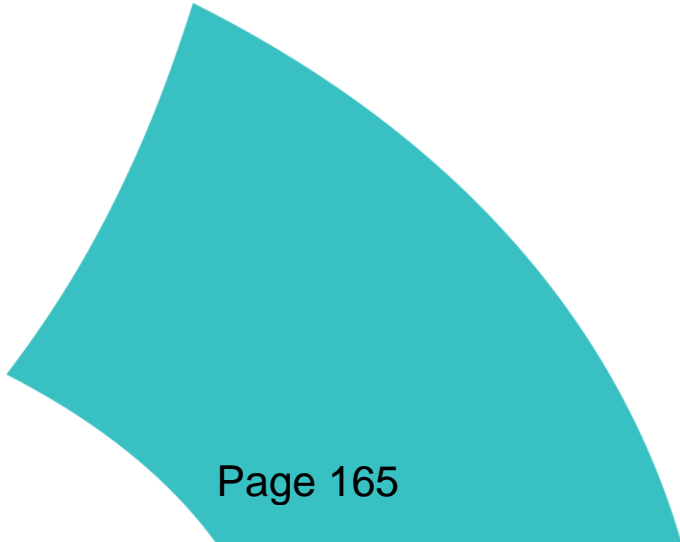
5. Police and Fire and Rescue Service

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;
- 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



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APPENDIX J

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Strategic Commissioning Committee Annual Effectiveness Report

2020/2021



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1. INTRODUCTION

- 1.1. Having been a committee member of the Strategic Commissioning Committee since its inception in 2018, I am pleased to present the third annual effectiveness report for the Committee as its Convener. The annual effectiveness report, highlighted by CIFPA as one example of the Council's good governance, also informs the annual review of the Council's Scheme of Governance and enables officers to identify if any changes are required, for example, to the Committee Terms of Reference.
- 1.2. As part of the 2021 review, no changes were made to the Strategic Commissioning Committee Terms of Reference, as the amendments made in 2020 were intended to provide greater clarity and officers therefore did not consider that any further amendments were required in 2021. However, as with each year of the Scheme of Governance review, consideration will be given as to whether any amendments are required during next year's review and the preparation of the fourth annual committee effectiveness report.
- 1.3. The recent Best Value Audit of Aberdeen City Council noted that the effective redesign of services and a move to a commissioning-led approach had resulted in wide-ranging changes and allowed the Council to successfully deliver the required savings needed to maintain its financial sustainability over the short to medium term, also noting that the arrangements for consideration of the Council's commissioning based approach, our transformation programme and the Delivery Plan were well designed and aligned. The annual report continues to be a good mechanism for the Committee to support the Council's improvement journey by demonstrating the ways that the Committee contributes to the Council Delivery Plan and Local Outcome Improvement Plan outcomes whilst also providing the opportunity to reflect on the business of the Committee over the past year and to look to the Committee's focus for the year ahead.



Councillor John Wheeler
Convener, Strategic Commissioning Committee

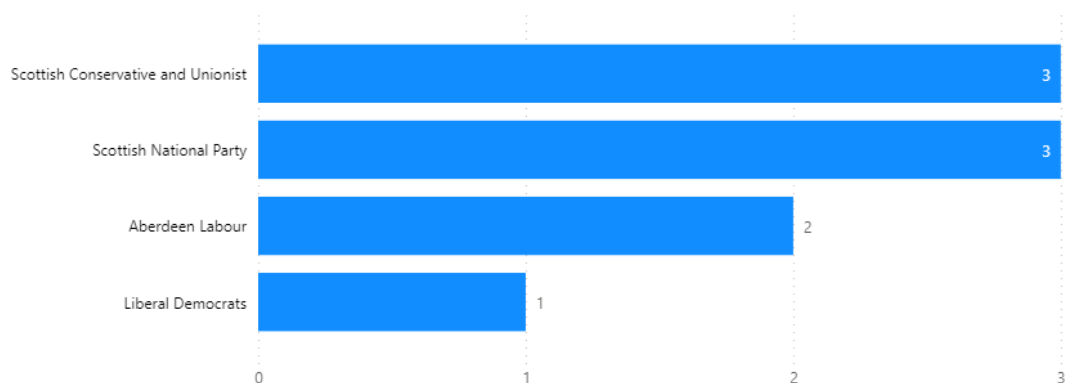
2. THE ROLE OF THE COMMITTEE

- 2.1 The Committee has a key role in supporting the Council’s change from budget led service provision to outcome focused delivery. It approves 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.

3. MEMBERSHIP OF THE COMMITTEE DURING 2020/2021

- 3.1 The Strategic Commissioning Committee has 9 Elected Members, and the committee composition is presented below.

Committee Political Balance (Seats)



4. MEMBERSHIP CHANGES

- 4.1 Councillor Laing was Convener and Councillor John was Vice Convener up to the April 2021 meeting, with Councillor Wheeler taking over as Convener and Councillor Grant taking on the Vice Convener role from June 2021. During the reporting period, Councillors Duncan, John, Lumsden and Alex Nicoll stepped down from the Committee, with Councillors Grant, MacKenzie, Mason and McRae joining.

5. MEMBER ATTENDANCE

Member	Total Anticipated Attendances	Total Attendances	Substitutions	Nominated Substitute
Councillors				
Christian Allard	6	6		
Neil Copland	6	6		
Sarah Duncan	4	4		
Ross Grant	2	2		
Freddie John	4	4		
Jenny Laing	6	6		
Douglas Lumsden	4	3	1	Tom Mason
Avril Mackenzie	2	2		
Tom Mason	2	2		
Ciaran McRae	2	0	2	Michael Hutchison
Alex Nicoll	4	4		
John Wheeler	6	4	2	Philip Bell M. Tauqeer Malik
Ian Yuill	6	6		

6. MEETING CONTENT

6.1 During the 2020/2021 reporting period (1 May 2020 to 31 October 2021), the Committee had 6 meetings and considered a total of 38 reports. In terms of the Workplans and Business Cases report, the Committee received 47 business cases for consideration and approval. The June 2020 meeting of the Committee was cancelled as a result of the COVID-19 pandemic and the decision of Urgent Business Committee to cancel meetings of the Strategic Commissioning Committee until August 2020 with any business-critical reports being considered by the Urgent Business Committee. Meetings of the Committee resumed as of 27 August 2020.

6.2 Terms of Reference

Of the 38 reports received, the following table details how the reports aligned to the Terms of Reference for the Committee (Terms of Reference are appended to this report for information).

Terms of Reference	Count of Terms of Reference
General Delegation 8.5	1
Remit 1.1	1
Remit 1.2	1
Remit 1.3	1
Remit 2.1	1
Remit 2.2	1
Remit 3.1	7
Remit 3.2	7
Remit 3.3	
Remit 3.4	
Remit 3.5	
Remit 4.1	2
Remit 4.2	4
Remit 4.3	5

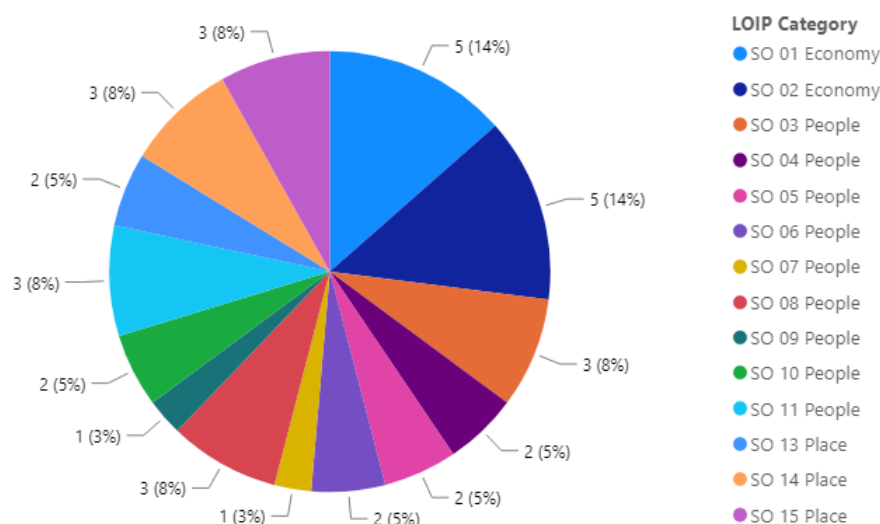
Remit 4.4	6
Remit 4.5	3
Remit 4.6	
Remit 5.1	8

- 6.3** During the course of 2020/2021 the Strategic Commissioning Committee received reports under the majority of its Terms of Reference which would indicate that the Committee has discharged its role throughout the course of the reporting period.
- 6.4** Most of the reports considered related to the approval of commissioning activity, the annual review of ALEOs and monitoring of performance associated with the Council’s agreed commissioning intentions and ultimate contribution to LOIP outcomes.
- 6.5** Where there were no reports listed against the above Terms of Reference, this was due to there being no requirement during the reporting period for any papers in relation to grants and associated conditions; the establishment of ALEOs where it might be determined that services should not be provided in-house; the decommissioning of services or the approval of the Strategy Framework. It is not considered that the above would require any amendment to the Terms of Reference, as these may arise and be required for future meetings.

6.6 Local Outcome Improvement Plan

The following chart details of the 38 reports how many had a link to the themes of the Local Outcome Improvement Plan. Stretch outcomes in place during the reporting period are attached at Appendix 2 for reference. It can be seen that reports cover a wide range of stretch outcomes.

Reports with links to the LOIP



6.7 Reports and Committee Decisions

The following table details the outcome of the Committee's consideration of the 38 reports presented to it throughout the year.

Reports	Total
Number which were Exempt/Confidential	<p>One report was fully exempt – Operational Delivery Models (Bon Accord Care & Sport Aberdeen).</p> <p>In line with last year's discussion on the effectiveness report, this year officers monitored the number of exempt appendices. During the reporting period, Committee considered 47 exempt business cases, and received one further exempt appendix for the Christmas Village Annual Feedback report.</p>
Number of reports where the Committee has amended officer recommendations	<p>While a number of reports had additional recommendations added by Committee, these were in relation to thanking staff or organisations; agreeing press releases; and writing correspondence to COSLA and parties in the Scottish Parliament. Only one report had an amendment made to officer recommendations – the Christmas Village Annual Feedback report was presented for noting, however Committee agreed to refer the matter to the City Growth and Resources Committee with a recommendation that the 2020 Christmas Village did not proceed.</p>
Number of reports approved unanimously	<p>100% (38 reports)</p> <p>There was one division during the reporting period, a procedural motion in respect of moving one of the reports from the private to the public section of the agenda.</p>
Number of reports requested by members during the consideration of another report to provide additional assurance and not in business planner	None
Number of Service Updates requested	Two – one in relation to the work that had been undertaken on Collaboration with Businesses, and another with the Executive Summary of the Population Needs Assessment.
Number of decisions delayed for further information	None
Number of times the Convener has had to remind Members about acceptable behaviour and the ethical values of Public Life	None

Reports	Total
Number of late reports received by the Committee (i.e. reports not available for inspection by members of the public at least three clear days before a meeting)	One late item was presented to Committee – this was COSLA correspondence which had been received and was placed on the agenda for further discussion by Members.
Number of referrals to Council, or other Committees in terms of Standing Order 33.1	None

6.8 Notices of Motion, Suspension of Standing Orders, Interface with the Public

Number of notices of motion	None
Number of times Standing Orders were suspended and the specific Standing Orders suspended	None
Standing order number (ref)	None
Number of deputations or other indicators of interface with the public, i.e. engagement and social media.	None

7. TRAINING REQUIREMENTS

- 7.1 No training requirements were identified for members of the Strategic Commissioning Committee in the reporting period, however this will be kept under review and further training will also be provided following the 2022 local government elections.

8. CODE OF CONDUCT – DECLARATIONS OF INTEREST

- 8.1 8 declarations of interest were made by Councillors during the reporting period. Information in respect of declarations of interest is measured to evidence awareness of the requirements to adhere to the Councillors' Code of Conduct and the responsibility to ensure fair decision-making.

9. CIVIC ENGAGEMENT

- 9.1 At its October 2021 meeting, the Committee received the Locality Plans Annual Reports which outlined all the progress made in pursuing local priorities, reflecting the range of activities being taken forward in collaboration with the Community Planning Aberdeen Outcome Improvement Groups, as well as local actions and initiatives.
- 9.2 The Committee also considered the Annual Procurement Performance report, which included updates on the evolving and improving themed approach to community benefits. While the number of Community Benefit outcomes achieved during the reporting period was affected by the Covid-19 pandemic, Members were advised that a total of 302 community benefits had still been delivered during the period. This included jobs created

by project apprenticeships; school engagement activities; further education engagement activities; work experience placements; skills training; and third sector and local social media enterprise opportunities, including a Meet the Buyer event.

10. OFFICER SUPPORT TO THE COMMITTEE

	Anticipated Attendance	Attendances
Director of Commissioning	2	2
Chief Officer – Data and Insights	6	6
Head of Commercial and Procurement	6	6
Chief Officer – Governance	6	6
Chief Officer – Finance	6	6

11. EXECUTIVE LEAD'S COMMENTS

- 11.1** This is the third year of the Strategic Commissioning Committee, and of the Commissioning function. Now that the commissioning cycle has become further embedded, this year the Committee received commissioning intentions for the year 2021/22 in advance of the completion of the Council Delivery Plan. This allowed the Committee to give direction to the Council's service design and resource allocation as they were developed prior to full consideration of the Plan by the Council at the budget meeting in March 2021.
- 11.2** Another area of important work considered by the Committee during the reporting period was the climate friendly weighting for contracts. While the pandemic undoubtedly had an impact on this piece of work, officers created a new section in the Community Benefits Project Plan/Award Questionnaire section of the invitation to tender documents which introduced a climate friendly weighting to supplement the current approach as outlined in the ACC Sustainable Procurement and Community Benefits Policy. Performance against this measure is monitored during ongoing contract management with regular reports provided by successful bidders.
- 11.3** The Committee has considered business on each of the key elements of the commissioning cycle and would appear to be working effectively. It should be noted that no decisions required to be delayed all business was agreed unanimously, with the exception of one procedural motion. Business has largely been able to be considered in public and, where this was not possible, there has been clear justification. The majority of the exempt information considered has been included in the various business cases presented to Committee, and as these contain commercially sensitive information, these are considered with the press and public excluded. Following on from the request Members made last year that the number of exempt appendices be monitored, that information has been included in this year's report, and will take on board any additional comments made by Members in relation to this year's effectiveness report.

12. NEXT YEAR'S FOCUS

- 12.1 Upcoming committee business includes the Scotland Excel Annual Report; the Council Delivery Plan annual report; the Locality Plans annual update; the annual reports from each ALEO; and the annual procurement performance report. Members will also receive regular reports on the performance of the Commercial and Procurement cluster.
- 12.2 The Committee will continue to give consideration to how community benefit clauses positively impact new contracts let to increase the contribution of the Council to LOIP outcomes and climate friendly weighting for contracts.
- 12.3 Commissioning workplans will continue to be presented to the Committee giving a full and timely overview of the contracts and procurements which will be a focus for specific businesses cases throughout the year. We will build on the outcome based approach to performance management, including annual reviews of performance in respect of the LOIP, the Council Delivery Plan, Locality Plans and the Council's ALEOs. We will also strengthen the performance in delivering outcomes through the business cases presented to the Committee.

Appendix 1

Terms of Reference 2021

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; and
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.

Appendix 2 – LOIP Stretch Outcomes (as at time of reporting period)

Economy

1. 10% increase in employment across priority and volume growth sectors by 2026.
2. 90% of working people in Living Wage employment by 2026.

People

3. 95% of children (0-5 years) will reach their expected developmental milestones by the time of their child health reviews by 2026.
4. 90% of children and young people will report that they feel mentally well by 2026.
5. 95% of care experienced children and young people will have the same levels of attainment in education, emotional wellbeing, and positive destinations as their peers by 2026.
6. 95% of children living in our priority localities will sustain a positive destination upon leaving school by 2026.
7. Child Friendly City which supports all children to prosper and engage actively with their communities by 2026.
8. 25% fewer young people (under 18) charged with an offence by 2026.
9. 25% fewer people receiving a first ever Court conviction each year by 2026.
10. 2% fewer people reconvicted within one year of receiving a community or custodial sentence by 2026.
11. Healthy life expectancy (time lived in good health) is five years longer by 2026.
12. Rate of harmful levels of alcohol consumption reduced by 4% and drug related deaths lower than Scotland by 2026.

Place

13. No one in Aberdeen will go without food due to poverty by 2026.
14. Addressing climate change by reducing Aberdeen's carbon emissions by 42.5% by 2026 and adapting to the impacts of our changing climate.
15. 38% of people walking and 5% of people cycling as main mode of travel by 2026

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APPENDIX K

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Licensing Committee Annual Effectiveness Report 2020/2021



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1. INTRODUCTION

- 1.1 It is with great pleasure I present the third annual effectiveness report for the Licensing Committee. This annual report is a good mechanism for the Committee to reflect on the business of the Committee over the past year, which despite Covid restrictions has operated well and to look to the Committee's focus for the year ahead and represents good practice in terms of governance.
- 1.2 In terms of the business over the last year, the Committee has managed to work on line and in person, working collectively to ensure that its decision-making process was open and transparent, and all parties treated fairly and equally. It was also encouraging to see the responses to the public consultations as a result of greater use of all media channels.
- 1.3 The Committee has also been proactive in reviewing Policy and seeking assurance that it was operating in accordance with legislation and best practice and I am confident that this will continue into the year ahead.



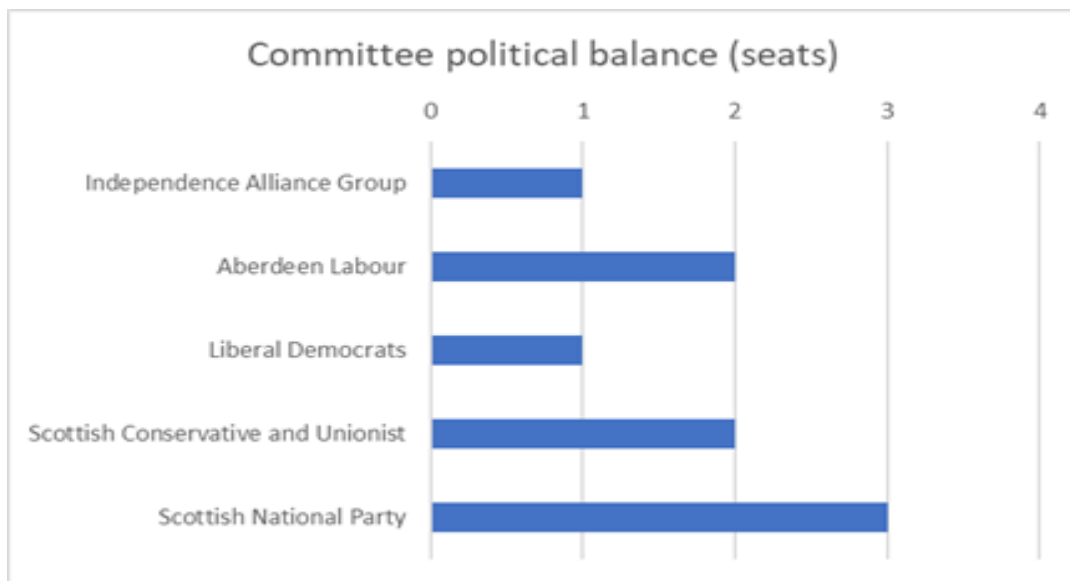
Councillor John Reynolds
Convener, Licensing Committee

2. THE ROLE OF THE COMMITTEE

- 2.1 The role of the Committee is 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.
- 2.2 The Terms of Reference for the Committee as approved by Council are appended to the report.

3. MEMBERSHIP OF THE COMMITTEE DURING 2020/2021

- 3.1 The Licensing Committee has nine Elected Members and the composition is outlined below.



4. MEMBERSHIP CHANGES

- 4.1 During the reporting period there was one change in membership with Councillor Radley replacing Councillor Al-Samarai prior to the January 2021 meeting.

5. MEMBER ATTENDANCE

Member	Total Anticipated Attendances	Total Attendances	Nominated Substitutes
John Reynolds (C)	9	9	
M. Tauqeer Malik (VC)	9	7	CLRs Macdonald & Wheeler
Gill Al-Samarai	2	0	CLRs Cooke & MacGregor
Yvonne Allan	9	9	
Philip Bell	9	8	
Steve Delaney	9	6	CLRs Greig & Yuill
Dell Henrickson	9	9	
Miranda Radley	7	7	
Philip Sellar	9	9	
Gordon Townson	9	9	

6. MEETING CONTENT

6.1 During the 2020/2021 reporting period (1 May 2020 to 31 October 2021), the Committee had 9 meetings and considered a total of 11 reports.

6.2 Terms of Reference

With the exception of the Annual Committee Effectiveness Report which has a General Delegation number, the following table details how the remaining 10 reports aligned to the Terms of Reference for the Committee,

Terms of Reference	Count of Terms of Reference
Powers of Committee 3	9
Powers of Committee 4	1

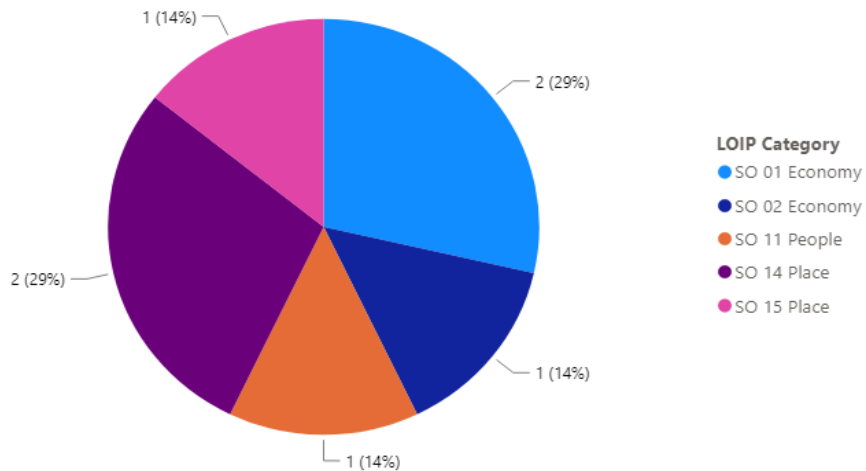
6.3. During the course of 2020/2021, the Licensing Committee received reports under two of its Terms of Reference, these related to either Powers of Committee 3 (to consider all other matters relating to licensing including the setting of taxi fares and the designation of taxi stances); and Powers of Committee 4 (approve and monitor the Council's functions under the Safety of Sports Grounds Act 1975).

6.4 The majority of the other remits of the Committee's Terms of Reference were reported to the Committee by means of licensing applications, of which there were 56 considered during the reporting period. This would indicate that the Committee has discharged its role throughout the course of the reporting period.

6.5 Local Outcome Improvement Plan

The following table details how the reports had a link to the themes of the Local Outcome Improvement Plan.

Reports with links to the LOIP



6.6 Reports and Committee Decisions

The following table details the outcome of the Committee’s consideration of the eleven reports presented to it throughout the year.

	Total
Confidential	0
Exempt	0
Number of reports where the Committee has amended officer recommendations	0
Number of reports approved unanimously and (%)	11 (100%)
Number of reports or service updates requested by members during the consideration of another report to provide additional assurance and not in forward planner	0
Service update requested	0
Number of decisions delayed for further information	0

Number of times the Convener has had to remind Members about acceptable behaviour and the ethical values of Public Life	0
Number of late reports received by the Committee (i.e. reports not available for inspection by members of the public at least three clear days before a meeting)	0
Number of referrals to Council, or other Committees in terms of Standing Order 33.1	0

6.7 Notices of Motion, Suspension of Standing Orders, Interface with the Public

Number of notices of motion	0
Number of times Standing Orders were suspended and the specific Standing Orders suspended	0
Standing order number (ref)	N/A
Number of deputations or other indicators of interface with the public, i.e. engagement and social media.	0
Number of petitions considered	0
Number of Meetings held by the Convener with other Conveners, relevant parties, to discuss joint working and key issues being raised at other Committee meetings	As and when required

7. TRAINING REQUIREMENTS

- 7.1** Training opportunities for elected members in the financial year 2020/21 were limited due to the impact of the Covid-19 pandemic. In April 2021, responsibility for the training of elected members transferred from Customer Experience to People and Organisational Development.
- 7.2** Training was provided to Councillor Radley on 15 December 2020 prior to her first meeting as a member of the Committee.
- 7.3** The requirement for any further training will be monitored throughout 2021/22 and developed if requested by Members.

8. CODE OF CONDUCT – DECLARATIONS OF INTEREST

- 8.1 There were 5 declarations of interest in total during the reporting period. We measure this information to evidence awareness of the requirements to adhere to the Councillors' Code of Conduct and the responsibility to ensure fair decision making.

9. CIVIC ENGAGEMENT

- 9.1 The Committee's focus throughout the reporting period has largely been on compliance with the licensing legislation. A number of public consultations have been undertaken by the Committee in order to engage with the wider public to inform the development and approval of policy, in particular regarding the proposed licensing regime for Sexual Entertainment Venues and also in connection with the overarching review of taxi and private hire policies. In doing so, there has been greater use of all available media channels to increase participation and ensure a wider audience and range of responses.
- 9.2 The Committee also liaises directly with representatives of the taxi and private hire car vehicle trade by way of the Council's Taxi and Private Hire Car Consultation Group throughout the year to discuss matters of interest to the trade. This was particularly relevant with regard to the review of taxi and private hire policies. Representatives from Police Scotland, the Disability Equity Partnership and Trades Unions also participate in these discussions. Any recommendations from the Consultation Group were considered by the Committee.
- 9.3 The Committee has also engaged with statutory partners such as Police Scotland, Scottish Fire and Rescue Service, Roads Authority, Environmental Health and Building Standards to ensure all public safety matters are being brought to the Committee's attention.

10. OFFICER SUPPORT TO THE COMMITTEE

Officer	Total Anticipated Attendances	Total Attendances
Private Sector Housing Manager	7	7
Legal – Licensing Solicitor	9	9

11. EXECUTIVE LEAD'S COMMENTS

- 11.1 The Committee would appear to be working effectively noting that:-
- No decisions on committee reports required to be delayed;
 - The two main terms of reference were engaged;
 - The vast majority of business was determined unanimously indicating a clarity of evidence put before the Committee;
 - All applications were considered by the Committee in accordance with the statutory requirements; and
 - All committee reports were able to be considered in public.
 - No decisions were the subject of appeal proceedings.

- 11.2** No late reports were submitted to the Committee showing evidence that Committee business was being appropriately managed and scheduled.
- 11.3** Despite the challenges of the unique circumstances over the reporting period all applications were determined under delegated powers or referred to Committee within statutory time limits. Additional online facilities have been introduced to assist applicants to minimise any disruption caused by licensing officers having to work outwith the Council offices.
- 11.4** The reporting mechanisms of the various licensing applications to the Committee were reviewed by officers during the reporting period and to ensure the presentation of consistent information and decision making by the Committee, a single standard reporting template has been introduced.
- 11.5** During the reporting period, in addition to ensuring that all applications were dealt with as per 11.3, a number of important tasks were undertaken by the licensing team, including consultation and engagement to enable a Statement of Licensing Policy to be drafted for the new licensing regime applicable to Sexual Entertainment Venues which is due to take effect next year, and the culmination of the review of all taxi and private hire policies.
- 11.6** Throughout the next reporting period we will continue to review the Committee's business against the new Terms of Reference and any changes proposed will be considered as part of the annual review of the Council's Scheme of Governance.

12. NEXT YEAR'S FOCUS

- 12.1** The Committee will continue to discharge functions by licensing legislation with any changes to existing legislation, or new legislation being reported to the Committee in a timely manner. Policies will also be kept under review and consulted upon, where applicable, to ensure they remain fit for purpose; comply with legislation and align to the Council's strategies (including the refreshed Local Outcome Improvement Plan).
- 12.2** In considering the review of policies when required by legislative changes as well as matters arising from the business planner the Committee will continue to consider how those decisions can integrate with and support the Council's Policy Statement. This will include ensuring the taxi and private hire trade play an important part in the local transport strategy and are well placed to contribute to the accessibility of all parts of the city to visitors and residents alike, and that all licensable activity is carried out in a manner designed to safeguard public safety.
- 12.3** In terms of legislation, licensing income must be generally equivalent to licensing expenditure. The Committee is responsible for the setting of taxi fares and a report on the review of the existing taxi fare formula, including surcharges, was submitted for the Committee's consideration early in 2020.
- 12.4** The Committee approved the changes to the taxi and private hire policies which are due to come into effect on 1 April 2022. These changes will be monitored to ensure the policies remain fit for purpose. The Committee will also facilitate discussions with the trade on alternatively fuelled vehicles with a view to supporting the Council's Net Zero Vision. A decision has already been

taken to prohibit the licensing of petrol and diesel vehicles as soon as the necessary infrastructure to support alternatively fuelled vehicles is in place.

- 12.5** Annual refresher training covering all areas of the Committee's Terms of Reference will be provided.
- 12.6** A new licensing regime for Sexual Entertainment Venues will come into force on 1 March 2022 and this will result in new applications coming before Committee and the regime will be monitored to ensure the licensing objectives are being upheld.

APPENDIX 1

Licensing Committee Terms of Reference approved by Council 03 March 2021

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:

1. determine applications for the grant, renewal, revocation, variation or suspension of any licence as appropriate;
2. 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.

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.

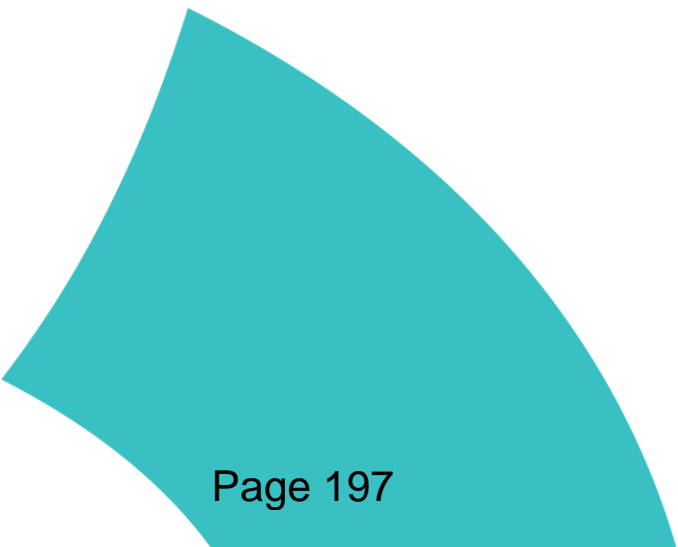
REMIT OF THE SUB COMMITTEE

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



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APPENDIX L

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Pensions Committee

Annual Effectiveness Report 2020/2021



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1. INTRODUCTION

- 1.1 I am pleased to present the third annual effectiveness report for the Pensions Committee. The annual effectiveness report informs the annual review of the Council's Scheme of Governance and enables officers to identify if any changes are required, for example, to the Committee Terms of Reference, as well as being a helpful tool for good governance in terms of allowing the Committee to review how well its remit has been discharged throughout the year.
- 1.2 There were no changes made to the Terms of Reference for 2021. As usual however, these will continue to be monitored throughout the year and any comments made or issues raised throughout the year will be taken into consideration during next year's review.
- 1.3 The period of time covered in this year's report has obviously been particularly difficult as a result of the pandemic, and I would like to commend both my colleagues on the Committee and Board, and the officers who provide the Committee with such excellent support, for how everyone has adapted to the new ways of working. I thank all for their dedication and continued hard work over the reporting period.



Councillor M. Tauqeer Malik
Convener, Pensions Committee

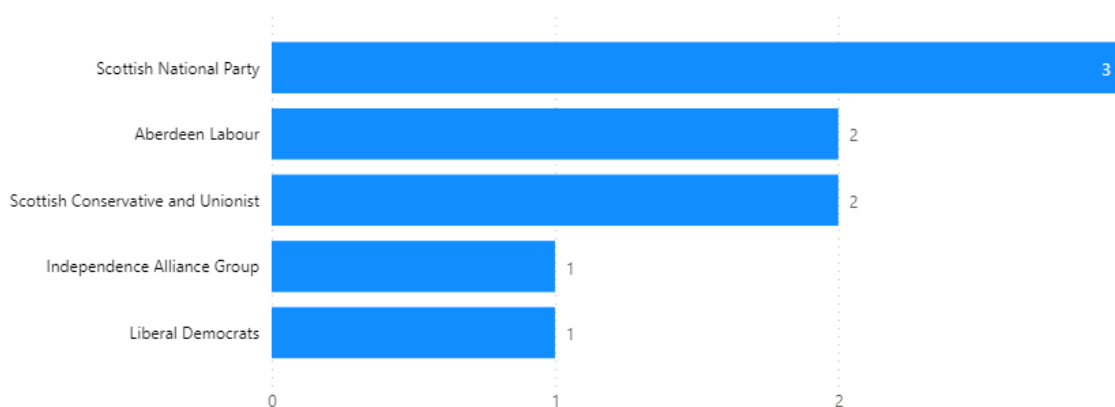
2. THE ROLE OF THE COMMITTEE

- 2.1** The Committee's role is 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 works alongside the Fund's Local Pension Board to consider any pension compliance matters raised.
- 2.2** The Terms of Reference for the Committee are appended to the report.

3. MEMBERSHIP OF THE COMMITTEE DURING 2020/2021

- 3.1** The Pensions Committee has 9 Elected Members and the composition is presented below.

Committee Political Balance (Seats)



4. MEMBERSHIP CHANGES

- 4.1** There were no changes to the Membership of the Committee during the reporting period.

5. MEMBER ATTENDANCE

Member	Total Anticipated Attendances	Total Attendances	Substitutions	Nominated Substitute
Councillors				
Philip Bell	5	4		
John Cooke	5	4	1	Christian Allard
Barney Crockett	5	5		
Steve Delaney	5	5		
Dell Henrickson	5	5		
Neil MacGregor	5	5		
M. Tauqeer Malik	5	5		
John Reynolds	5	4		
John Wheeler	5	4	1	Phillip Sellar

6. MEETING CONTENT

6.1 During the 2020/2021 reporting period (1 May 2020 to 31 October 2021) the Committee had 5 meetings and considered a total of 38 reports. One meeting in June 2020 was cancelled as a result of the pandemic, with all Committee meetings cancelled and only urgent matters of business being taken forward through meetings of the Urgent Business Committee. As a result, the NESPF unaudited annual report and accounts 2019/2020 were considered at the Urgent Business Committee of 30 June 2020 by Councillors who were either currently on the Pensions Committee or who had received the appropriate training.

6.2 Terms of Reference

Of the 38 reports received the following table details how the reports aligned to the Terms of Reference for the Committee.

Terms of Reference	Count of Terms of Reference
General Delegation 8.5	1
Remit 1.1	10
Remit 1.2	5
Remit 1.3	4
Remit 1.4	5
Remit 1.5	0
Remit 2.1	2
Remit 2.2	8
Remit 3.1	4
Remit 4.1	7
Remit 4.2	3
Remit 5.1	1
Remit 5.2	6

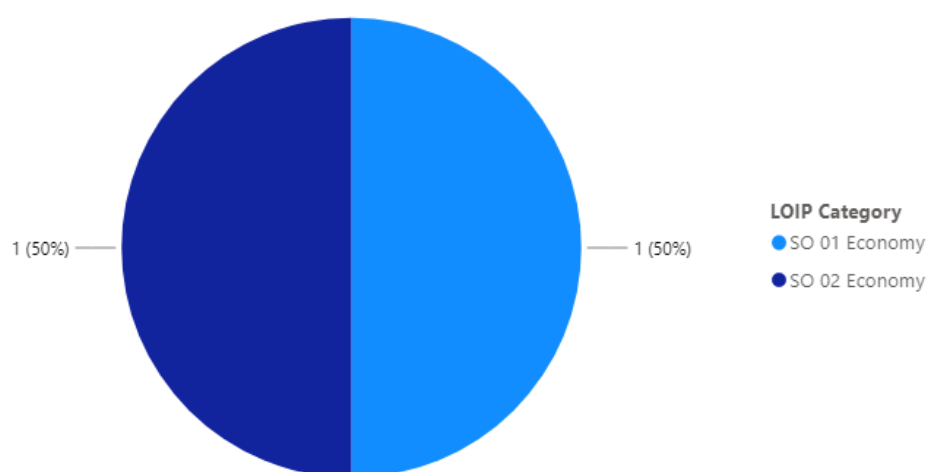
6.3 During the course of 2020/2021 all sections of the Committee's Terms of Reference were discharged throughout the course of the reporting period with the exception of 1.5 as there were no applications for admitted body

status. This would indicate that the Committee has discharged its role as determined by Council. There were also no changes proposed to the Pensions Committee Terms of Reference in the 2021 Scheme of Governance Review, with the exception of a numbering error which was corrected in the new version as it was not felt that any further refinement was required.

6.4 Local Outcome Improvement Plan

Due to the nature of the Pensions Committee remit, reports to the Committee are mainly for assurance and to allow the Members to scrutinise the operation and administration of the NESPF, therefore it is very unusual for any of the reports to be linked to the Local Outcome Improvement Plan stretch outcomes as can be seen from the chart below.

Reports with links to the LOIP



6.5 Reports and Committee Decisions

The following table details the outcome of the Committee’s consideration of the 38 reports presented to it throughout the year.

Reports	Total
Number which were Exempt/Confidential	8 reports (21% of total number). The exempt reports are mainly those which present the Asset and Investment Manager Performance and are therefore exempt for financial reasons.
Number of reports where the Committee has amended officer recommendations	None. While additional wording may have been added, for example to thank staff for their work, the officer recommendations have been approved in each case.

Reports	Total
Number of reports approved unanimously	37 reports out of 38 (97%). There was one division in relation to the Training report presented to Committee in June 2021.
Number of reports requested by members during the consideration of another report to provide additional assurance and not in business planner	None.
Number of Service Updates requested	None. Where information has been unavailable at meetings in response to questions raised, this has been circulated outwith the meeting by email thereafter.
Number of decisions delayed for further information	None.
Number of times the Convener has had to remind Members about acceptable behaviour and the ethical values of Public Life	None.
Number of late reports received by the Committee (i.e. reports not available for inspection by members of the public at least three clear days before a meeting)	None, however one late Appendix was circulated in relation to the Asset and Investment Manager Performance report, although the report itself was published on time in the main agenda.
Number of referrals to Council, or other Committees in terms of Standing Order 34.1	None.

6.6 Notices of Motion, Suspension of Standing Orders, Interface with the Public

Number of notices of motion	None
Number of times Standing Orders were suspended and the specific Standing Orders suspended	None
Standing order number (ref)	N/A
Number of deputations or other indicators of interface with the public, i.e. engagement and social media.	There were no requests for deputation during the reporting period.

7. TRAINING REQUIREMENTS

- 7.1** While Pensions Committee members are not legally obliged to undertake training, the Funds feel strongly that Committee members should receive training to ensure that they have the necessary levels of knowledge and understanding to exercise their functions. In addition, training is a requirement of the Council's Standing Orders. As per the Training Plan agreed by Committee, Committee members are expected to undertake

two days of training per year.

7.2 Typically the Funds deliver more than two training sessions per year, however due to COVID-19 the number of sessions able to proceed was significantly reduced. However, the Funds were able to deliver training sessions and meet the Training Plan requirements. The training needs analysis conducted in 2019 will continue to be used to direct training in the coming year as the Funds continue to seek out training opportunities to support members, and training will be provided as required following any changes to membership.

7.3 Training Topics during the reporting period:

LGC Investment Seminar - 22 – 23 October 2020 - A virtual seminar held over two days, this event covered a range of topics including:

- The impact of COVID-19 on investments
- Climate change and sustainability
- Infrastructure
- Collaboration between Funds

Scottish LGPS Conference 2020 - 1 October 2020 & 8 October 2020 - An online conference with a number of presentations and panels covering:

- Pension administration
- Triennial valuations
- Governance
- Investment markets

- PLSA Annual Conference (18-19 May 2021)
- PLSA ESG Conference (30 June – 2 July 2021)
- Annual Accounts Training by Laura Colliss/Jonathan Belford (26 August 2021)
- Scottish LGPS training - Governance & Investments (6 October 2021)
- The LGC Investment Seminar Scotland 2021 (21-22 October 2021)
- Scottish LGPS training – Administration (29 October 2021)

8. CODE OF CONDUCT – DECLARATIONS OF INTEREST

8.1 No declarations of interest were made by Councillors during the reporting period. Information in respect of declarations of interest is measured to evidence awareness of the requirements to adhere to the Councillors' Code of Conduct and the responsibility to ensure fair decision-making.

9. OFFICER SUPPORT TO THE COMMITTEE

Officer	Anticipated Attendance (by named officer or representative)	Attendances (by named officer or representative)
Chief Officer – Finance	5	5
Pensions Manager	5	5
Chief Officer – Governance	5	5

10. EXECUTIVE LEAD'S COMMENTS

- 10.1** In March 2021, Council approved new Terms of Reference and a further review will be undertaken in March 2022. Although no changes were made to the Pensions Committee Terms of Reference, we will continue to review them over the next year in line with the business submitted to the Committee and reflect on whether any areas require refinement moving forward to ensure the efficient operation of the Committee.
- 10.2** Generally, the Committee considers the same reports at each point in the year in line with its role to monitor the administration of the NESPF. A major piece of work each year is the presentation and approval of the NESPF Annual Report and Accounts, a task made more onerous due to the impact of COVID-19. The draft accounts were however presented on time to the Pensions Committee in June 2021 and the final audited accounts were presented to the Pensions Committee in September 2021.
- 10.3** Following Committee approval in September 2020 and a thorough procurement process, NESPF reappointed ISIO as the Fund's Investment Consultant as at 1 August 2021.
- 10.4** Another major area of work this year has been the Buy in of the Aberdeen City Council Transport Fund pensioner liabilities which included Aberdeen and the merged Strathclyde members. The move, at the request of First Group was a substantial project that involved close working partnerships to ensure a smooth transition, which was completed in November 2020.
- 10.5** The NESPF continues to source technological improvements and systems to push administration and communications online, while seeking additional opportunities across all areas of the Fund to improve service delivery.
- 10.6** NESPF completed the fit out of its new office in November 2020, and is looking forward to fully utilising the space when guidelines allow.
- 10.7** The 2020 Triennial Valuation was successfully signed off in March 2021, providing funding levels of 103% for NESPF and 114% for the Aberdeen City Council Transport Fund.

11. NEXT YEAR'S FOCUS

11.1 Work for the NESPF in 2021/22 includes the usual delivery of essential services in addition to a number of already planned projects, such as

- preparation for the 2023 triennial valuation
- robotics to deliver automation for standard repetitive processes
- reporting review
- ESG policy review; and
- communication review.

**PENSIONS COMMITTEE
TERMS OF REFERENCE**

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
5.2	scrutinise the performance of Fund Managers, including in relation to environmental, social and governance (ESG) and voting matters, through regular performance reports to Committee.



ABERDEEN CITY COUNCIL

COMMITTEE	Council
DATE	13 December 2021
EXEMPT	No
CONFIDENTIAL	No
REPORT TITLE	Appointment of Parent Representative to Education Operational Delivery Committee
REPORT NUMBER	COM/21/241
DIRECTOR	Gale Beattie
CHIEF OFFICER	Fraser Bell
REPORT AUTHOR	Stephanie Dunsmuir
TERMS OF REFERENCE	7

1. PURPOSE OF REPORT

- 1.1 To request that Council ratify the appointment of the Aberdeen Parent Council Forum nomination to the current vacancy for a parent representative on the Education Operational Delivery Committee.

2. RECOMMENDATION

- 2.1 That Council agree that Frances Cardno be appointed as the new primary/Additional Support Needs (ASN) representative on the Education Operational Delivery Committee with immediate effect, subject to a satisfactory Disclosure Scotland check being undertaken.

3. BACKGROUND

- 3.1 The Education Operational Delivery Committee (EODC) consists of thirteen Councillors and seven external members – three religious representatives, two teacher representatives and two parent representatives. The external members have full voting rights.

- 3.2 In accordance with the procedure agreed by Council in October 2011, the Aberdeen City Parent Council Forum (ACPCF) selects two representatives who:-

- are members of the ACPCF;
- are capable of remaining in post for two years; and
- must have parental responsibility, be a guardian, and/or be liable to maintain or have parental responsibilities (within the meaning of Section 1 (3) of the Children (Scotland) Act 1995) in relation to a child, or who will have care of a child or young person who is currently receiving education and is expected to do so for at least two years within Aberdeen City Council schools.

- 3.3 At the meeting of Council in June 2021, Members agreed to appoint Mr Duncan Milne to the primary/ASN vacancy following the resignation of Mrs Tracey Blackie. Since that time, Mr Milne has advised that he will now be unable to take up the position, and the vacancy has been covered in the interim by the Forum's nominated reserve, Mrs Louise Bruce. At its AGM on 22 September 2021, the Parent Council Forum agreed that Ms Frances Cardno be nominated to Council as their preferred representative to take up the vacant primary/ASN position on EODC. Ms Cardno is a member of the parent forums at Forehill School and Oldmachar Academy.
- 3.4 As with the other external members, Ms Cardno will be required to undertake a PVG check prior to sitting on the Committee and will be provided with a training session from relevant officers.
- 3.5 In accordance with Standing Order 2.9, the current external members will be members of EODC until the local government elections in May 2022. The process for the appointment of the Church of Scotland, Roman Catholic, teacher and parent representatives is for them to be nominated by their respective organisations and the recruitment process for the third religious representative will be undertaken in the lead up to the elections in May. The Church of Scotland, Roman Catholic and teacher representatives and the ACPCF have been advised that members will need to be reappointed following the Local Government Election in May should they wish to continue on EODC.

4. FINANCIAL IMPLICATIONS

- 4.1 There are no direct financial implications arising from the recommendation of this report.

5. LEGAL IMPLICATIONS

- 5.1 There are no direct legal implications arising from the recommendation of this report.

6. MANAGEMENT OF RISK

Category	Risk	Low (L) Medium (M) High (H)	Mitigation
Strategic Risk	N/A	N/A	N/A
Compliance	N/A	N/A	N/A
Operational	N/A	N/A	N/A
Financial	N/A	N/A	N/A
Reputational	Failure to make an appointment would mean that the primary/ASN parents would not have input to educational matters, and would	L	Council agrees to the appointment of Ms Cardno to the Education Operational Delivery Committee

	not be in line with the Council decision to include two parent representatives on the Committee.		
Environment / Climate	N/A	N/A	N/A

7. OUTCOMES

7.1 The proposals in this report have no direct impact on the Council Delivery Plan.

8. IMPACT ASSESSMENTS

Assessment	Outcome
Impact Assessment	Not required
Data Protection Impact Assessment	Not required

9. BACKGROUND PAPERS

9.1 None.

10. APPENDICES

10.1 None.

11. REPORT AUTHOR CONTACT DETAILS

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

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ABERDEEN CITY COUNCIL

COMMITTEE	Council
DATE	13 December 2021
EXEMPT	No
CONFIDENTIAL	No
REPORT TITLE	Review of Outside Bodies
REPORT NUMBER	COM/21/317
DIRECTOR	Gale Beattie, Director of Commissioning
CHIEF OFFICER	Fraser Bell, Chief Officer - Governance
REPORT AUTHOR	Martyn Orchard
TERMS OF REFERENCE	21

1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to present the updated policy on appointments of elected members to outside bodies for approval, and an update on progress with the latest review of outside bodies and various proposals arising from the review.

2. RECOMMENDATIONS

That Council:-

- 2.1 approves the updated policy on appointments of elected members to outside bodies as appended to the report;
- 2.2 notes the position regarding the review of outside bodies, as contained within paragraph 3.4, and agrees to receive an update as part of the report on the Scheme of Governance review at Council on 28 February 2022;
- 2.3 notes that work will continue ahead of elected member appointments being sought post-election in May 2022, to ensure that outside bodies meet the requirements of the updated policy;
- 2.4 notes the position regarding Robert Gordon's College Board of Governors, as contained within paragraph 3.5;
- 2.5 notes the position regarding the Violence Against Women Forum as contained within paragraph 3.6, and agrees to remove the outside body from the list of outside bodies with immediate effect; and
- 2.6 notes the position regarding Sport Aberdeen, as contained within paragraph 3.8 and agrees that no replacement appointment be made at this time.

3. BACKGROUND

- 3.1 In 2017, a policy on appointments of elected members to outside bodies was developed which aimed to set out the criteria on which Aberdeen City Council would appoint elected members to outside bodies and provided guidance on elected members' roles and responsibilities once appointed. The policy was approved at the meeting of Full Council on 23 August 2017. At the same time, a review of the outside bodies which the Council appoints elected members to was undertaken against the policy which resulted in a reduced list being presented post-election in May 2017.
- 3.2 At the Full Council meeting of 2 March 2020, the Council instructed the Chief Officer - Governance to carry out a further review of outside bodies ahead of the local government elections in 2022 and thereafter report back to Full Council with any proposals as required.
- 3.3. As part of this further review, the policy adopted in 2017 was reviewed as a matter of good practice. Other than conversion to a new corporate template, the policy on appointments of elected members to outside bodies required minimal changes. As part of the corporate template, new sections have been added, particularly in relation to risk. In addition, the section on Conflicts of Interest has been updated to take account of the new Councillors' Code of Conduct which no longer refers to Specific Exclusions; and to reflect that outside body appointments will (not may) require to be entered in the Register of Interests. However, the substance of the policy remains unchanged, and it is recommended that members approve the updated policy.
- 3.4 The outside bodies the Council currently appoints elected members to have been contacted to ascertain whether they still desire elected member representation. Twenty outside bodies are still to respond. These outside bodies have been contacted again noting that the Council may wish to remove the bodies from the Council's list of outside bodies. An update will be provided as part of the report on the Scheme of Governance review to Council on 28 February 2022.
- 3.5 Representatives of Robert Gordon's College Board of Governors have advised that they are reviewing their constitution and will be applying to OSCR to modernise and amend their Board composition. The proposal would reduce the overall size, reducing appointees and increasing co-optees, and that as part of this exercise they would be looking to cease Aberdeen City Council representation on their Board once the relevant approvals had been received by OSCR.
- 3.6 Representatives of the Violence Against Women Forum have advised that they no longer require elected member representation on the Forum. As such, it is recommended that the Violence Against Women Forum be removed from the list of outside bodies with immediate effect.
- 3.7 In addition, the Aberdeen International Youth Festival Trust has been dissolved. As a result, the Trust has been removed from the list of outside bodies.

3.8 In October 2021, Councillor Imrie resigned from her position as a Director on the Board of Sport Aberdeen. Given the small number of Board meetings between now and the local government election, and the amount of time it would take to get a replacement approved, inducted and familiar with their statutory duties under the Companies Act 2006, it is proposed that the Council does not appoint an elected member replacement for Councillor Imrie at this time.

3.9 The proposals contained within this report are consistent with the Policy on Appointments of Elected Members to Outside Bodies.

4. FINANCIAL IMPLICATIONS

4.1 There are no direct financial implications from the recommendations of this report.

5. LEGAL IMPLICATIONS

5.1 There are no direct legal implications arising from the recommendations of this report.

6. MANAGEMENT OF RISK

Category	Risk	Low (L) Medium (M) High (H)	Mitigation
Strategic Risk	N/A		
Compliance	Failure to submit this report would mean that the Council would not be complying with its instruction to report on the outcome of a further review of outside bodies.	L	Council is given the opportunity to consider the report and provide feedback on any of the proposals contained therein.
Operational	N/A		
Financial	N/A		
Reputational	It is prudent that links with external organisations are reviewed. Failure to do so could cause reputational damage for both parties, if, for example, the Council	L	Progression with a regular review and reporting on the outcome of that review, as well as a review of the policy which underpins the process.

	was to seek appointments to an organisation that no longer existed, or such appointment was not consistent with the policy on appointments to outside bodies		
Environment / Climate	N/A		

7. OUTCOMES

The proposals in this report have no direct impact on the Council Delivery Plan.

8. IMPACT ASSESSMENTS

Assessment	Outcome
Impact Assessment	Full impact assessment not required
Data Protection Impact Assessment	Not required

9. BACKGROUND PAPERS

None.

10. APPENDICES

10.1 Appointment of Elected Members to Outside Bodies Policy

11. REPORT AUTHOR CONTACT DETAILS

Martyn Orchard
 Committee Lead
morchard@aberdeencity.gov.uk
 01224 523097

Appointment of Elected Members to Outside Bodies Policy

Approved by Council on 13 December
2021 with an implementation date of 14
December 2021

Document Control

Approval Date	13 December 2021
Implementation Date	14 December 2021
Policy Number	TBC
Policy Author(s) and Owner	Martyn Orchard, Committee Lead
Approval Authority	Full Council
Scheduled Review	December 2025
Date and Changes:	
13/12/21	Previous policy was transferred into this corporate template. Additional sections were completed where these did not previously exist.

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1 Why does the Council need this Policy?

- 1.1 This policy sets out the criteria that will inform recommendations to the Council in respect of appointments or nominations of Elected Members to Outside Bodies. The policy also sets out the process to be followed in making appointments or nominations and the roles and responsibilities of Elected Members once appointed to an Outside Body.
- 1.2 In recommending appointments or nominations of Elected Members to Outside Bodies, the Council needs to manage the following risks which are mitigated through this policy:
 - failure to apply criteria for appointments to Outside Bodies;
 - lack of understanding of roles and responsibilities and conflicts of interest;
 - non-compliance with the process for appointments or nominations; and
 - indemnities and insurance for Elected Members.
- 1.3 The Council also has a duty to secure best value, under section 1 of the Local Government in Scotland Act 2003. As demands on the Council and Elected Members increase, it is essential that the Council keep all of its activities under review to ensure that it is securing best value.
- 1.4 Although this policy refers to the appointment of Elected Members to Outside Bodies, it should be clarified that, for certain Outside Bodies, the Council will nominate an Elected Member, who will then in turn be appointed by the Outside Body. For example, the Council may *nominate* an Elected Member to be a Director on the board of a company. However, the decision on whether or not to *appoint* the Elected Member to the board of the company may rest with the company itself.

2 Application and Scope Statement

- 2.1 This policy is applied when the Council appoints or nominates Elected Members to Outside Bodies, as defined in section 13.
- 2.2 The capacity in which Elected Members serve on Outside Bodies will mainly depend on:
 - what legal form each Outside Body takes, and in particular whether it is incorporated as a separate legal entity or not;
 - whether the appointment is to the main body or to a particular committee, sub-committee, group or forum of the Outside Body; and
 - whether the Elected Member is acting as a voting or non-voting member.
- 2.3 Depending on the terms of the appointment, Elected Members may serve as either:
 - a board, executive or management committee member (voting);
 - a committee or sub-committee member (voting);
 - an ordinary member (voting only at the AGM);
 - a company director (voting);

- a charity trustee (voting);
- an observer (non-voting); or
- a member of a discussion or liaison forum (where voting may not apply).

3 Responsibilities

- 3.1 The Chief Officer – Governance is responsible for this policy. This includes ensuring that it is applied during the appointment or nomination of any Elected Member to an Outside Body and during the term of appointment.
- 3.2 Council will make appointments or nominations to Outside Bodies in accordance with this policy.
- 3.3 Officers within Governance will advise the Chief Officer of any feedback on the policy or required amendments.

4 Supporting Procedures and Documentation

- 4.1 This policy is supported by a questionnaire which is issued by Council officers to each Outside Body prior to any appointment or nomination being made by the Council to that body – unless the Outside Body has completed such a questionnaire within the previous two years and the Chief Officer – Governance is satisfied that circumstances are unlikely to have changed significantly since then. Questionnaire returns will be assessed by the Committee Lead to inform recommendations to Council. During each Council term, outside bodies will be required to complete the questionnaire twice, at approximately two-yearly intervals.
- 4.2 Council officers will retain a record of all appointments and nominations made by Council in accordance with this Policy.

5 About this Policy

- 5.1 Elected Member appointments or nominations to Outside Bodies will only be made if there are clear strategic or policy benefits from this arrangement for either the Council or local communities. This is managed through applying criteria for appointments or nominations to be made, establishing the process to be followed when appointing or nominating, and defining the roles and responsibilities of an Elected Member depending on the type of Outside Body to which they are appointed. This policy also addresses matters such as insurance, indemnity and conflicts of interest. This policy also refers to the Councillors' Code of Conduct which took effect on 7 December 2021. The Code was issued by the Scottish Ministers, with the approval of the Scottish Parliament, as required by the Ethical Standards in Public Life etc. (Scotland) Act 2000.

Criteria

- 5.2 Outside Bodies seeking appointments or nominations of Elected Members, with the exception of statutory appointments, will be asked to complete a questionnaire. This will allow officers to make recommendations to Council based on an assessment of the information provided against the following criteria:
- a) the Outside Body has appropriate and transparent governance arrangements in place, dependent on its size and type;
 - b) the Outside Body has adequate liability insurance in place, appropriate to its size, purpose and type;
 - c) the Outside Body provides appropriate training on the Elected Members' duties and obligations under the appointment; and
 - d) there are clear arrangements in place for Elected Members to exit from the Outside Body.
- 5.3 In addition to 5.2, if the Outside Body requests an Elected Member to act in a decision-making capacity it will provide the Council with their:
- a) most recent accounts prepared and audited in accordance with the requirements of the Companies Act 2006, the Charities Accounts (Scotland) Regulations 2006 or other applicable legislation; and
 - b) 1 year business plan and three year summary business plan if their annual budget exceeds £10,000; or details of the income and expenditure requirements for the forthcoming year if their budget is less than £10,000.
- 5.4 Appointments or nominations to Outside Bodies will not normally be recommended if, in the judgment of the Chief Officer – Governance (following consultation, if appropriate, with the Chief Officer – Finance):
- a) the Outside Body has significant outstanding disputes or liabilities which are likely to impact on its future viability or solvency;
 - b) the Outside Body has not met for more than 1 year without good reason;
 - c) the appointment of an Elected Member is not the best way of achieving the aims of the Outside Body;
 - d) the anticipated time commitment of the Elected Member is not justified by the likely contribution towards meeting the strategic objectives of the Council.

Process

- 5.5 All prospective appointments or nominations of Elected Members will be considered on an individual case-by-case basis, taking into account the size and legal status of the Outside Body.
- 5.6 The Chief Officer - Governance will, after review of completed questionnaires, and taking into account all of the information provided to him or her, recommend to Council on

whether or not Elected Members should be appointed or nominated to an Outside Body. It should be noted also that the Chief Officer – Governance has the following delegated power in the Council’s Powers Delegated to Officers:

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

- 5.7 Elected Members should be aware that, if they are recommended by the Chief Officer – Governance for appointment or nomination, the final decision on whether or not they accept the appointment or nomination is their own. Once appointed, the Elected Member is responsible for their role on the Outside Body.
- 5.8 Committee Services will maintain a Register of Outside Bodies, which will be reviewed on a regular basis, on behalf of the Chief Officer - Governance. Any new requests for appointments or nominations of Elected Members should be sent to Committee Services. If any Outside Body should cease to exist or no longer require Elected Member support, notifications should also be sent to Committee Services.

Roles and Responsibilities

- 5.9 In general, Elected Members who are appointed to Outside Bodies should:
- (a) understand clearly the Outside Body’s purposes and main objectives and their own role on the Outside Body;
 - (b) attend meetings regularly and take an active, informed and supportive role in the body’s affairs;
 - (c) take care always to act in the best interests of the Outside Body and in accordance with its rules of conduct and governing documents, whilst contributing their knowledge and experience as an Elected Member;
 - (d) satisfy themselves that the Outside Body has transparent governance arrangements; regularly reports on its activities and has sound financial management, with accounts regularly monitored; and that annual reports and accounts are submitted in timely fashion;
 - (e) seek to protect the body’s assets and manage its affairs prudently;
 - (f) be aware of the main risks the body faces (including funding risks) and the steps to be taken to deal with them;
 - (g) ensure it maintains its membership, so that the work of running the Outside Body and any financial obligations continue to be shared by a reasonable number of people;
 - (h) behave ethically in accordance with the Outside Body’s own code of conduct, if they have one, and the Councillors’ Code of Conduct. The Councillor’s Code of Conduct requires Elected Members to continue to observe the rules of that Code when carrying out the duties of the Outside Body;

- (i) not gain, nor seek to gain, from their appointment any benefit or remuneration (beyond any travel or other allowances formally approved by the body);
- (j) ensure the Outside Body has appropriate health and safety and equal opportunities policies and adequate insurance arrangements;
- (k) seek to safeguard the Council's interests in relation to those bodies which are funded by or through the Council, to the extent that this does not conflict with their duties towards the Outside Body; and
- (l) seek advice from the Chief Officer - Governance or other relevant Council officer if they have concerns about the running of the body.

5.11 Elected Members shall cease being a member of the Outside Body when they cease to be an Elected Member. In circumstances where an Outside Body's constitution provides otherwise, the Outside Body should ask the Elected Member to voluntarily resign their membership of the Outside Body when they cease to be an Elected Member.

5.12 The types of organisation to which the Council makes appointments or nominations are diverse. The circumstances will vary widely from one Outside Body to another, but for convenience they have been divided below between corporate and unincorporated bodies.

Corporate Bodies

5.13 A corporate body has its own legal personality and is responsible for its own governance arrangements, finances and contractual responsibilities. The body itself will incur direct liability for its actions or inactions. Individual members who are acting within any mandate given to them by that body will usually be protected by limited liability if it becomes insolvent (except in the case of wrongful or fraudulent trading).

5.14 An Elected Member appointed to a corporate body must, when attending meetings of the body, act in that body's best interests, which may not necessarily be the same as the Council's best interests. Elected Members may of course bring to bear their own experience and knowledge as an Elected Member but have a duty to exercise independent judgement when making decisions. Elected Members should not act (nor claim to act nor give the impression that they are acting) under a Council instruction.

5.15 Elected members appointed to Outside Bodies are responsible for identifying, and taking advice on, any conflicts of interest that may arise between the Outside Body and the Council. In the event of a conflict of interest, the Elected Member should consider whether it is:

- (a) a conflict that can be effectively managed - e.g. by declaring an interest and withdrawing from either the Outside Body's meeting or the Council's meeting, or
- (b) so frequent or significant that it prevents the Elected Member from effectively fulfilling their responsibilities towards the Outside Body, in which case resignation from the body should be considered.

5.16 Corporate bodies include:

- statutory or chartered corporations (including local authorities, non-departmental public bodies, NHS trusts, colleges and community, foundation or voluntary schools);
- companies limited by shares;
- companies limited by guarantee (not-for-profit, including incorporated charities where liability is normally limited to a nominal £1);
- industrial and provident societies (not-for-profit, including most housing associations); and
- limited liability partnerships.

In many cases the body will have accountability requirements to a regulator such as Audit Scotland, another inspectorate or government department, or Companies House.

Registered Companies

- 5.17 An Elected Member appointed to a registered company may, depending on the approach taken by that Outside Body, be expected to become a company director rather than an observer. If appointed as a company director, the Elected Member will be acting on behalf of the body itself, not as a 'representative' of the local authority, even though the Council may have appointed or nominated them. Company directors must have their appointment filed with Companies House and must abide by the company's own Memorandum and Articles of Association.

Under the Companies Act 2006, a company director has duties:

- (a) to act within the company's powers;
- (b) to promote the success of the company;
- (c) to exercise independent judgement;
- (d) to exercise reasonable care, skill and diligence;
- (e) to avoid conflicts of interest;
- (f) not to accept benefits from third parties; and
- (g) to declare any interests in a proposed transaction or arrangement with the company.

Statutory Bodies

- 5.18 In some cases an Elected Member will be acting as the Council's representative on a board, committee or body that is exercising specific statutory functions which are distinct from the Council's own functions and where Council membership is required by law. These would include, amongst others, the NHS Grampian Health Board, the Grampian Valuation Joint Board, the Aberdeen City Integration Joint Board, and the Aberdeen Airport Consultative Committee.
- 5.19 While each body will have its own purpose and constitutional arrangements, in general an appointed Elected Member can be expected to play their part in supporting the body's work, whilst also taking account of the Council's interests and those of its communities. There may be some potential for conflicts of interest where there is a financial relationship

(such as a levy) between the body and the Council.

Unincorporated Bodies

5.20 An unincorporated body or association has no separate legal personality¹ and is in effect a collection of individuals who will usually be acting together under a formal structure such as a constitution, rules or terms of reference that have been agreed among the members.

Advisory, Consultative or Liaison Bodies

5.21 In many cases Elected Members will be appointed to an advisory, consultative or liaison body of some kind. It could take the form of a joint committee, partnership arrangement or discussion forum between the local authority and one or more other public and/or private or third sector organisations². Again, the Elected Member appointed will be acting as the Council's representative and contributing to that body's purposes while taking account of the interests of the Council, the city and its residents.

5.22 Examples would include local government forums such as Aberdeen Outdoor Access Forum and key partnerships such as the North East Scotland Fisheries Development Partnership. The potential for incurring liabilities or conflicts of interest as a result of membership of these bodies is likely to be lower.

5.23 In other cases the 'body' will be more of an informal discussion group, acting as a forum for the exchange of views and information and inter-agency consultation, often on quite local issues. Council appointments have previously been made to groups, forums, advisory groups and community partnerships or working groups. With no decision-making powers, the scope for liabilities or conflicts of interest arising should again be lower. An exception would be where, for example, such Outside Bodies make representations in respect of planning or licensing applications.

Registered Charities

5.24 A charity in Scotland is an organisation registered with the Office of the Scottish Charity Regulator (OSCR), having met the charity test. To meet the charity test, an organisation must have only charitable purposes and must provide public benefit in Scotland or elsewhere.

5.25 When appointed to a charity, Elected Members will be acting as 'Charity trustees'. Charity Trustees are defined as people having the general control and management of the

¹ Legal Personality: Independent existence under the law, especially in the context of a company being separate and distinct from its owners. One of the main advantages of the company structure is the limitation of liability that the separate legal personality gives to the members.

² 'Third sector organisations' is a term used to describe the range of organisations that are neither public sector nor private sector. It includes voluntary and community organisations (both registered charities and other organisations such as associations, self-help groups and community groups), social enterprises, and co-operatives. (www.nao.org.uk)

administration of a charity. Charity trustees can also sometimes be known as committee members, directors or board members. Charity trustees are not only responsible for their own actions, they are also responsible for the actions and decisions taken by the charity trustees when acting together

5.26 Charities and charitable trusts can be conveniently subdivided into:

(a) endowed grant-making trusts

- Trustees' duties are:
 - primarily to protect the trust's assets; and
 - ensure the charity is well-managed in accordance with its stated purposes (including disbursement of its funds, for instance as small educational or welfare grants).

(b) voluntary organisations and community associations

- These exist to provide some kind of local service;
- can present more risks particularly if they have charge of annual budgets and/or financial reserves, or contractual obligations towards staff, property or suppliers; and
- for this reason most of those voluntary or community groups to which the Council has made appointments have already incorporated themselves as companies limited by guarantee, a form which presents less risk to individual members.

5.27 Where the Outside Body is a registered charity, trustees are required to always act in accordance with the charity's stated purposes (set out in its charity registration and constitution or trust deed) and to submit an annual report and accounts. The Office of the Scottish Charity Regulator (OSCR) regulates these matters.

Other Unincorporated Associations

5.28 An unincorporated association, having no separate legal existence, is no more than a group of individuals who agree to pursue a common purpose. Elected Members may be asked to make a financial contribution, for example in the form of a subscription, and to sign a membership agreement which can include an agreement to contribute to liabilities incurred by other members.

5.29 When a member acts on behalf of the unincorporated association, for example in buying equipment to be used by the association, he/she incurs a personal liability for the cost of that equipment and then seeks to recover that expenditure from the funds of the association or from the other members of the association. In particular cases, the association may be regarded in law as a partnership in which case each member may be personally liable for any debts incurred by any member of the association.

5.30 Due to this potential liability the Council should not appoint voting members to unincorporated associations such as local community associations or sports clubs where there is a significant risk of personal liability.

Indemnity and Insurance Cover

- 5.31 The Council's indemnity for Elected Members and officers provides cover in connection with any liability the Elected Member may incur by reason of any action, or failure to act, which has been authorised by the Council or which forms part of, or arises from, any duties or functions placed upon the Elected Member. This includes functions arising from the Elected Member's service on an Outside Body, where the Elected Member has been officially appointed or nominated by the Council and the Outside Body itself does not provide its own cover. Insurance cover is only provided by the Council, however, when either the Elected Member is sitting on the Outside Body purely to represent the Council, or the body on which the Elected Member sits is acting only in the interests of the Council.
- 5.32 This means that the Council's insurance-backed indemnity would extend to:
- membership of statutory bodies, where the Elected Member would be acting as the Council's representative (in situations where the body did not provide its own cover);
 - membership of the many advisory, consultative or liaison bodies of which the Council is a member; and
 - situations where the Council's representative was appointed purely as a non-voting observer on a company or other incorporated body.
- 5.33 Insurance cover will not be provided, however, where the Elected Member was appointed or nominated by the Council to serve as either a company director or a charity trustee, where their primary obligations would be to that body rather than to the Council. In this situation the Outside Body should be expected to provide its own indemnity, to avoid any potential liability falling back upon the Council.
- 5.34 **For the avoidance of doubt**, the Council's insurance will not cover Elected Members acting in a decision-making capacity on an Outside Body such as a company or trust, as the Elected Member will not be acting in the normal course of their duties. Decisions made for these types of Outside Body are made solely in the interests of that Outside Body and not the Council. Elected Members should ensure that the Outside Body has adequate insurance arrangements in place, or should arrange their own insurance cover.
- 5.35 As a matter of principle, Council nominations or appointments should not be made, other than as non-voting observers, to companies or charities which have not provided their own insurance-backed indemnities to appointed Elected Members, nor to any unincorporated association where there is a significant risk of personal liability.
- 5.36 To avoid any potential liability, non-voting observers sitting on registered companies should take care not to exercise undue influence over the decision-making processes of those companies.
- 5.37 In no circumstances will the Council's indemnity/insurance cover Elected Members who are serving on an Outside Body in a personal capacity (i.e. by their own choice rather than by formal Council appointment or nomination).

Conflicts of Interest

- 5.38 As set out above, Elected Members appointed or nominated by the Council to an Outside Body will, when sitting on that body, often have duties to the Outside Body which take precedence over their duties to the Council. This will depend on the type of Outside Body on which they serve. Elected Members will therefore wish to consider, at any time when it appears that the Outside Body's interests may conflict with the Council's interests, whether that conflict prevents them from taking part in decision-making either at the Outside Body's meeting or at the Council's meeting.
- 5.39 The Councillors' Code of Conduct addresses areas such as potential Conflicts of Interest between Elected Members' roles on Outside Bodies and their roles as Council Members.
- 5.40 Where an Elected Member has an interest as a member of an Outside Body, such an Elected Member may be obliged to declare the interest under section 5 (Declaration of Interests) of the Code when matters arise concerning the Outside Body to which he or she has been nominated or appointed. Elected Members should familiarise themselves with the 3-stage approach (Connection – Interest – Participation) set out in section 5 of the Code. Elected Members will also require under section 4 (Registration of Interests) of the Code to register their appointments to Outside Bodies on the Register of Interests.
- 5.41 Elected Members should familiarise themselves with the provisions of the Councillors' Code of Conduct, and the accompanying Guidance and Advice Notes from the Standards Commission for Scotland. Officers within Governance can offer advice on whether or not they have a declarable interest.
- 5.42 The Standards Commission also provide advice on the Councillors' Code of Conduct and, in particular, have provided an "Advice Note on Arm's Length External Organisations" (<http://www.standardscommissionscotland.org.uk/education-and-resources/professional-briefings>).

6 Risk

- 6.1 This policy and its supporting documentation will act as controls to ensure the following risks are managed over the term of Elected Member appointments to Outside Bodies:
- **Compliance Risks** – the risks of appointees or nominees failing to comply with statutory duties is managed by the provisions set out in section 5 above. Any risk of financial liability is managed by this policy requiring consideration on whether appointees or nominees to Outside Bodies are adequately covered by insurance arrangements.
 - **Reputational Risks** - the risk of an Elected Member failing to comply with the Councillors' Code of Conduct is managed by referring above to the Code and, in particular, its requirements around conflicts of interest.

- **Strategic Risks** – the risk that the appointment of Elected Members to Outside Bodies does not support or contribute to the achievement of outcomes is managed by applying criteria for outside body appointments.

6.2 The Chief Officer – Governance will monitor these risks and the use of the policy as a control, being the point of escalation for any non-compliance or control failure (as referred to in section 8 below).

6.3 The Council will inform and advise Elected Members of their Roles and Responsibilities under different types of appointments, and will provide training so that Elected Members are aware of what is expected of them before they accept an appointment. Ongoing advice and training, where appropriate, will also be available to Elected Members.

7 Environmental Considerations

7.1 This policy has no detrimental impact on the environment, directly or indirectly.

8 Policy Performance

8.1 The policy will be used to manage appointments or nominations of Elected Members to Outside Bodies and to ensure that the associated risks are managed effectively. Any failure in the management of those risks or failure to appoint or nominate members according to the policy should be reported to the Chief Officer – Governance to enable a review of the circumstances. This will ensure that the policy achieves its intended purpose.

9 Design and Delivery

9.1 This policy supports the delivery of the Council's strategic outcomes by ensuring that the Outside Bodies on which the Council is represented understand how their activities are supporting the corporate priorities. Elected Member appointments also help support the delivery of the outcomes of each Outside Body.

10 Housekeeping and Maintenance

10.1 The policy will be reviewed towards the end of each election term to ensure it remains fit for purpose. However, the Chief Officer – Governance may determine that revisions are required at other times in order to manage the risks, process and criteria effectively. In such cases, the policy may be presented to the Full Council or relevant committee where such changes cannot be addressed under delegated powers.

10.2 The policy updates the previous version dated 2017.

11 Communication and Distribution

- 11.1 This policy will be shared electronically with Elected Members and with any Outside Bodies to which the Council makes appointments or nominations. It will also be published externally on the Council's website.
- 11.2 Elected Members will also receive training on the policy as part of their election induction.

12 Information Management

- 12.1 The information generated by the application of the policy will be managed in accordance with the Council's Corporate Information Policy and supporting Procedures.

13 Definitions and Understanding this Policy

- 13.1 An Outside Body can be either a corporate or an unincorporated body which is not part of the Council's own governance structure but whose work helps the Council to fulfil its own responsibilities. It is a body whose functions make a substantial contribution to the achievement of the Council's overall aims and objectives, as set out in its approved policies, plans and strategies, and/or to the delivery of local services
- 13.2 The term encompasses a diverse range of organisational purposes and structures and is in effect a "label of convenience" rather than an exact description. We have categorised Outside Bodies as follows:

Statutory	An organisation to which the Council is required by statute to make appointments and where not doing so would affect the Council's ability to properly discharge its functions and obligations.
National/ International	An organisation which directly or indirectly represents local government (or aspects of its work) at regional, national or international level and whose membership comprises representatives of some or all local authorities.
Arms-Length External Organisation (ALEO)	A body that is formally separate from a council but is subject to its control and influence. ALEOs are bodies through which councils seek to carry out some of their functions, other than on a straightforward contractual basis. They are often used by councils as an efficient and cost-effective way of delivering public services including services relating to leisure, arts, culture, employment, economic development and urban regeneration, waste management, property development and social care. ALEOs usually take the form of companies or trusts and some can register as charities (provided they have a wholly charitable purpose) or as limited liability partnerships.

Local	<p>A local organisation or group, falling within one or more ward boundaries, which seeks the Council's assistance in meeting local needs. For example, a voluntary/community organisation which receives funding from the Council and Elected Member representation and provides a valuable mechanism for the exchange of information and views; or an organisation or discussion/liaison group where Council representation will in some other way provide clear 'added value' to either the Council or local communities in Aberdeen.</p>
Trusts	<p>A trust is usually set up where assets (e.g. property, investments) are given by one person (the donor) to others (the trustees) with the intention that the assets be applied for the benefit of a third party or the public (the beneficiary). The trustees own the assets but can only apply them in accordance with the trust for the benefit of the beneficiaries.</p> <p>A trust is not regulated by an external regulator (unless it is a charitable trust), but is subject to legislation, e.g. Trusts (Scotland) Act 1921 and Trusts (Scotland) Act 1961. If it is charitable, it will be subject to charity law and regulated by the Office of the Scottish Charity Regulator (OSCR).</p>
Observer	<p>A person who is not a member of the Outside Body but is invited to attend meetings of that body in order to give the body the benefit of the Council's views and to keep the Council informed of the body's activities.</p>

ABERDEEN CITY COUNCIL

COMMITTEE	Council
DATE	13 December 2021
EXEMPT	No
CONFIDENTIAL	No
REPORT TITLE	Governance Review of Trusts – 2021 Update
REPORT NUMBER	COM/21/325
DIRECTOR	Gale Beattie
CHIEF OFFICER	Fraser Bell
REPORT AUTHOR	Steven Inglis
TERMS OF REFERENCE	10

1. PURPOSE OF REPORT

To provide an update on activity in relation to trusts to which the Council is connected.

2. RECOMMENDATIONS

That Council:-

- 2.1. Notes the actions, as detailed in this report, undertaken in relation to trusts to which the Council is connected; and
- 2.2. Instructs the Chief Officer – Governance to bring a further update report to Council no later than December 2022 on future activity in relation to such trusts.

3. BACKGROUND

3.1. On 9 December 2019, Council considered a report providing an update on the ongoing work in relation to trusts to which the Council was connected. A service update of 15 December 2020 was subsequently provided to members. This report provides a further update on such trusts, as listed in Appendices A – D. The balance sheet and revenue figures provided in the Appendices are as at 31 March 2021 but are subject to final audit confirmation. The balance sheet figure for a trust represents its total funds (including the value of any investments) whereas the revenue figure is the useable cash amount which is readily available for disbursement. The balance sheet figure includes the revenue figure.

3.2. Educational Trusts

There are 37 Educational Trusts with a total balance sheet value of £6,452,882, which have trust purposes supporting the advancement of education in Aberdeen. That sum includes a total revenue figure of £1,798,460.

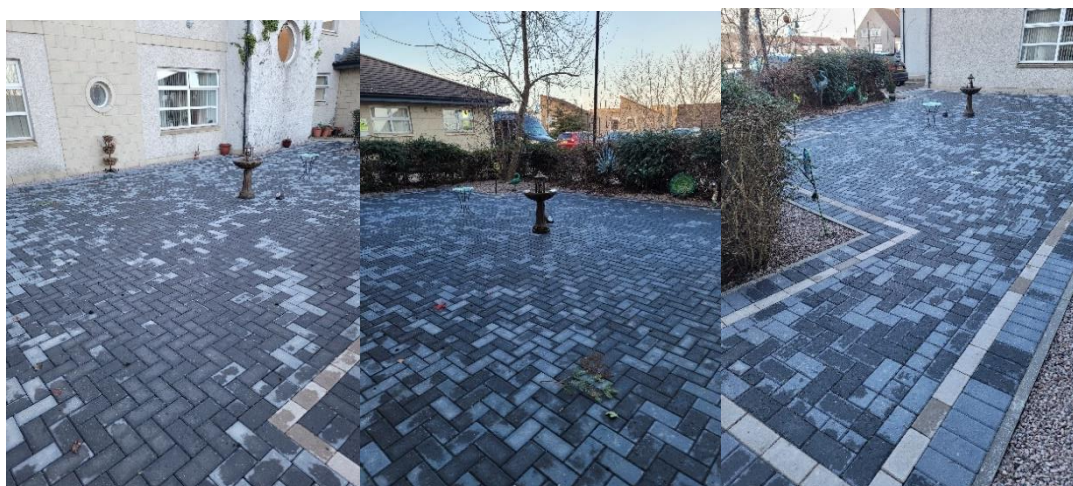
- 3.2.1. In October 2020, a bequest to the Council of £129,030.50 was added to an existing trust - the Elizabeth H. Bain Bequest (for music tuition and instruments for pupils in city schools).

3.3. Children's Social Work Trusts

- 3.3.1. There are 11 Children's Social Work Trusts with a total balance sheet value of £54,731, which have been established to support the delivery of social work services. That sum includes a total revenue figure of £25,313.
- 3.3.2. Integrated Children's and Family Services intend to utilise funds from the Richard Garden Trust and the Disabled Living Centre Trust for mobility adaptations and ramp equipment and this is being progressed.

3.4. Adult Social Work Trusts

- 3.4.1. There are 20 Adult Social Work Trusts with a total balance sheet value of £302,995 that relate to specific adult social work functions or specific residential homes. That sum includes a total revenue figure of £159,331.
- 3.4.2. A request from Bon Accord Care for funds from the Fergus House – Comforts Fund for patio and paving works was received and approved. Work was completed in December 2020, utilising £5,850 from that Fund. These works have provided residents with an outdoor area at the front of the building from which they can view their surroundings (see photographs below).



- 3.4.3. The purchase of outdoor furniture and a garden shed for Fergus House Care Home, as requested by Bon Accord Care, is being progressed. The items will be purchased in time for next summer, utilising approximately £4,000 from the Fergus House – Comforts Fund.
- 3.4.4. Similarly, the purchase of outdoor furniture and a summer house for Rosewell Care Home, as requested by Bon Accord Care, is in progress. The items will be purchased in time for next summer, utilising funding from the Rosewell – Comforts Fund.

3.4.5. The commissioning of patio/paving works for Balnagask Care Home, again as requested by Bon Accord Care, is also underway. This will utilise funding from the Balnagask Home-Comforts Fund and the Friends of Balnagask Court Fund.

3.5. Arts & Culture Trusts

3.5.1. There are 24 Arts & Culture Trusts with a total balance sheet value of £6,482,526. That sum includes a total revenue figure of £3,190,760.

3.5.2. Officers were informed in April 2021 that a bequest (subsequently confirmed as £3,000) had been left to the Council – which will be used by Aberdeen Central Library for the conservation of local history resources.

3.5.3. The Aberdeen Gomel Trust transferred €1701,30 (£1,500) to the Gomel Charitable Public Organization (“Association of Families having disabled children and young people with cerebral palsy and spinal and brain pathologies”) in July 2021 – for the purchase of a stroller and orthopaedic mattresses.

3.5.4. The following items have been purchased by the Council for Aberdeen Art Gallery, utilising contributions from Aberdeen Art Gallery Trusts:

- Tourmaline pendant
- ‘Big Question’ teapot
- Plique a Jour neckpiece and ring

The purchase of the pendant and teapot (both the work of Graham Stewart) was supported with a contribution of £5,500 from Aberdeen Art Gallery Trusts in July 2021. The purchase of the Plique a Jour neckpiece and ring (both the work of Dorothy Hogg) was supported with a contribution of £4,000 from Aberdeen Art Gallery Trusts in February 2021. These items will go on display in Aberdeen Art Gallery in December 2021 in an exhibition celebrating new acquisitions.

3.6. The Lord Provost’s Charitable Trust

3.6.1. The Lord Provost’s Charitable Trust’s Aberdeen Covid-19 Emergency Appeal, organised in partnership with The Seven Incorporated Trades of Aberdeen and with input from various Council clusters, has raised just over £300,000 since its launch on 1 May 2020. £298,896 has been allocated to 42 charities for 60 initiatives. More recently, the LPCT’s Aberdeen Afghanistan Appeal raised £3,610 (not including gift aid) to assist Afghan families moving to the UK under a government relocation scheme.

3.7 Bridge of Don Fund (SC018551) – Change of Name

- 3.7.1 As instructed by Council, the Chief Officer – Governance sought the approval of OSCR for the name of this charity to be changed to the Bridges of Aberdeen Heritage Trust. OSCR approved this change of name with effect from 27 April 2021.

3.8 Robb's Trust

- 3.8.1 As instructed by Council, Councillor Cross was nominated for appointment to Robb's Trust as a trustee. This appointment was subsequently made by the trustees of Robb's Trust.

3.9 Next Steps - 2022

- 3.9.1 Throughout the coming year, the Chief Education Officer, Chief Officer – Integrated Children's and Family Services, Chief Officer – Aberdeen City Health and Social Care Partnership and Chief Officer – City Growth will continue to promote the work of the trusts. Members are encouraged to highlight to the relevant Chief Officer any opportunities they identify for the potential utilisation of trust funds.
- 3.9.2 In terms of the Council's Powers Delegated to Officers, Chief Officers have the power to approve the making of payments from the funds of "Council-only" trusts in respect of which they are the lead Council officer - following consultation with the Chief Officer – Finance and provided always that such payments are in accordance with the relevant trust deeds.
- 3.9.3 It is also intended to bring to Council next year, for its approval, constitutional documents for the Lands of Skene (SC018533) and Lands of Torry (SC021299) trusts.

4. FINANCIAL IMPLICATIONS

- 4.1 The effective and efficient management of these trusts will maximise the funds available for expenditure on the trust purposes. The majority of trusts have a finite income and limited resources and should be viewed as a means of helping to support the provision of our services, providing the opportunity of delivering additional benefit to the city and its people. As such, trust funds do not represent a recurring income source to support the discharge of the Council's core statutory duties.

5. LEGAL IMPLICATIONS

- 5.1 Trusts must operate in compliance with trust law and, where applicable, charity law. This report provides an overview of activities intended to ensure continued sound governance of trusts and appropriate use of the funds for the trust purposes.

6. MANAGEMENT OF RISK

Category	Risk	Low (L) Medium (M) High (H)	Mitigation
Strategic Risk	None	N/A	N/A
Compliance	If a trustee fails to comply with their legal duties, they may be held responsible for resultant losses and OSCR may take action against them.	L	Council officers provide support to the Council as a whole and to individual councillor trustees to help them comply with their duties.
Operational	None	N/A	N/A
Financial	Failure to maximise the funds available for trust purposes.	L	Council officers provide support to trustees to help them make appropriate decisions on the finances of trusts.
Reputational	Failure to comply with legal duties may lead to adverse publicity.	L	Trustees should continue to follow best practice guidance and take advice where appropriate.
Environment / Climate	None	N/A	N/A

7. OUTCOMES

<u>COUNCIL DELIVERY PLAN</u>	
Impact of Report	
Aberdeen City Local Outcome Improvement Plan	
Prosperous Economy Stretch Outcomes	The specific proposals in this report (concerning noting and future reporting) have no direct impact on the Council Delivery Plan. However, these Trusts were created for the benefit of the people of the city of Aberdeen. They have various purposes including the advancement of education, heritage, arts, culture, health, recreational activities and facilities, and the prevention or relief of poverty. Disbursement of the funds and rationalisation of the Trusts should

	help ensure that the available funds are used as efficiently and effectively as possible to help contribute to the delivery of the outcomes set out in the Local Outcome Improvement Plan.
Prosperous People Stretch Outcomes	Same as above.
Prosperous Place Stretch Outcomes	Same as above.
UK and Scottish Legislative and Policy Programmes	Charities and Trustee Investment (Scotland) Act 2005, and other trust legislation.

8. IMPACT ASSESSMENTS

Assessment	Outcome
Impact Assessment	Full impact assessment completed.
Data Protection Impact Assessment	Not required

9. BACKGROUND PAPERS

[Governance Review of Trusts - Update - GOV/19/446 \(reported to Council on 9 December 2019\)](#)

[Governance Review - Trusts - Service Update \(15 December 2020\)](#)

10. APPENDICES

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

11. REPORT AUTHOR CONTACT DETAILS

Name	Steven Inglis
Title	Team Leader, Regulatory & Compliance, Legal Services
Email Address	singlis@aberdeencity.gov.uk

Appendix A - Educational Trusts

Name	Function / Purpose	Balance Sheet Value 31 March 2021	Revenue Value 31 March 2021	Assets	Beneficiary	
1	Kenneth Macintosh Bequest	For paying or supplementing the expenses of pupils of Aberdeen Grammar School who might otherwise be unable to afford the cost of school trips.	£15,396	£5,078	Share of listed investments and cash in Loans Fund.	Aberdeen Grammar School
2	Charles McLeod Trust	For purchase of books on Physical Science and Astronomy at Aberdeen Grammar School.	£2,613	£1,474	Share of listed investments and cash in Loans Fund.	Aberdeen Grammar School
3	Edith and David R. Bishop Prize Fund	For prizes to pupil or pupils at Aberdeen Grammar School selected by the Rector.	£4,755	£1,836	Share of listed investments and cash in Loans Fund.	Aberdeen Grammar School
4	John M. Robertson Memorial Prize Fund	For prize to best pupil in commercial subjects at Aberdeen Grammar School.	£1,821	£970	Share of listed investments and cash in Loans Fund.	Aberdeen Grammar School
5	D.M. Andrew Bequest	For prizes in Classics at Aberdeen Grammar School.	£16,145	£9,267	Share of listed investments and cash in Loans Fund.	Aberdeen Grammar School
6	Aberdeen Institution for Deaf and Dumb Fund	For the benefit of Aberdeen School for the Deaf.	£65,003	£38,435	Share of listed investments and cash in Loans Fund.	Aberdeen School for the Deaf
7	Lands of Torry	The advancement of education. Provide income to participants- 51% Common Good Fund and 49% to Aberdeen University.	£2,747,681	£5,167	£2.8m in lands and buildings.	Aberdeen University
8	Liddel Prize Fund known as Alexander Kilgour Fund	For Liddel prize, which may take the form of a medal, to an undergraduate at Aberdeen University for best composition in Latin and Greek. Conditions governing the award shall be determined by the Professors in the Faculty of Arts.	£81,276	£48,657	Share of listed investments and cash in Loans Fund.	Aberdeen University
9	Lizzie L. Milne Prize Fund	For prize in all-round excellence to pupil in senior classes at Ashley Road School.	£6,985	£6,012	Share of listed investments and cash in Loans Fund.	Ashley Road School
10	M. S. Smith Prize Fund	For prize or prizes for proficiency in art or handicrafts at Ashley Road School.	£5,488	£3,017	Share of listed investments and cash in Loans Fund.	Ashley Road School
11	Logie Pirie Scholarship Fund	For the benefit of schools in the Dyce, Bucksburn area.	£38,705	£22,406	Share of listed investments and cash in Loans Fund.	Bucksburn Academy, Stoneywood School, Brimmond School, Kingswells School, Dyce School and Dyce Academy
12	Mary Thomson Scottish Poetry Prize	For the three best reciters of a Scottish poem at Cults Primary School, Cults Academy, Harlaw Academy and Rubislaw Academy	£8,487	£3,907	Share of listed investments and cash in Loans Fund.	Cults School, Cults Academy, Harlaw Academy and Aberdeen Grammar
13	William Meston Bursary Fund	For bursary to pupil of merit at Culter School undertaking a secondary course.	£27,315	£13,380	Share of listed investments and cash in Loans Fund.	Culter Primary School
14	Margaret Duthie Memorial Prize Fund	For pupil showing the greatest endeavour at Dyce School.	£10,221	£5,838	Share of listed investments and cash in Loans Fund.	Dyce Primary School
15	Lucy Cruickshank Prize Fund	For prize to best pupil or pupils in French or German at High School for Girls.	£25,106	£11,378	Share of listed investments and cash in Loans Fund.	Harlaw Academy
16	Bessie Heriot Prize Fund	For prize to best girl at Kalmhill Secondary School.	£6,364	£3,257	Share of listed investments and cash in Loans Fund.	Harlaw Academy
17	Duncan B. Heriot Prize Fund Kalmhill	For prize to best boy at Kalmhill Secondary School.	£6,355	£3,353	Share of listed investments and cash in Loans Fund.	Harlaw Academy
18	Jessie Durno Prize Fund	For prize in Mathematics at Aberdeen Academy.	£9,002	£2,088	Share of listed investments and cash in Loans Fund.	Hazlehead Academy
19	Mary Durno Prize Fund	For prize in English at Aberdeen Academy.	£14,601	£6,926	Share of listed investments and cash in Loans Fund.	Hazlehead Academy
20	George Mackenzie Prize Fund	For prize to best pupil in German at Aberdeen Academy.	£2,525	£1,320	Share of listed investments and cash in Loans Fund.	Hazlehead Academy
21	Margaret C. Harper Prize Fund	For best pupil in German at Aberdeen Academy.	£978	£376	Share of listed investments and cash in Loans Fund.	Hazlehead Academy
22	Elizabeth M. M. Laing Prize	Prize for best pupil in French at Aberdeen Academy.	£531	£194	Share of listed investments and cash in Loans Fund.	Hazlehead Academy
23	Athol Benzie Prize Fund	For best all-round pupil in the fifth year at Aberdeen Academy.	£3,457	£1,311	Share of listed investments and cash in Loans Fund.	Hazlehead Academy
24	Duncan B. Heriot Prize Fund Aberdeen Academy	For prizes in English and History at Aberdeen Academy.	£3,176	£1,307	Share of listed investments and cash in Loans Fund.	Hazlehead Academy
25	St Fittick (Aberdeen) Rotary Club Prize	For prizes to pupils at Torry Secondary School.	£1,693	£805	Share of listed investments and cash in Loans Fund.	Lochside Academy
26	H. Shepherd Bequest	For annual award to the head boy and head girl at Torry Academy.	£5,733	£2,866	Share of listed investments and cash in Loans Fund.	Lochside Academy
27	James Findlay Prize Fund known as James Findlay Bursary Fund	Annual prize or prizes to a student or students attending Aberdeen College in teaching practice and before awarding shall consult the Principal of the College.	£37,574	£22,292	Share of listed investments and cash in Loans Fund.	North East Scotland College/Aberdeen University
28	William C. B. Thomson Memorial Fund	For prizes in art at Northfield Secondary School	£3,682	£1,629	Share of listed investments and cash in Loans Fund.	Northfield Academy
29	Jayne Cable Smart Bequest	Prize(s) to most promising pupil(s) in Music at Skene Square School.	£10,728	£5,221	Share of listed investments and cash in Loans Fund.	Skene Square School
30	Rose Hip Fund	35.9% of the Rose Hip Fund to be used at the discretion of Chief Education Officer.	£1,207	£720	Share of listed investments and cash in Loans Fund.	Available to all school students in Aberdeen school
31	Norman Moy Prize	Prize for the best jazz musician in Aberdeen schools.	£8,132	£9,227	All Funds in ACC Loans Fund.	Available to all school students in Aberdeen schools.
32	Corporation Prize Fund	For school prizes.	£448,392	£263,461	Share of listed investments and cash in Loans Fund.	Available to all school students in Aberdeen school
33	Primary and Intermediate Schools Sports Fund	General use in relation to sport.	£29,001	£15,345	Share of listed investments and cash in Loans Fund.	Available to all school students in Aberdeen school
34	Murray Pictures Prize Fund	Promoting knowledge and love of art among children of the City. Circulating the Murray Circulating Collection among educational establishments in the City. Council to award annual prizes and certificates to pupils attending schools in the City for the most meritorious essays on pictures in the collection and to publish any essay of exceptional merit.	£42,562	£25,616	Share of listed investments and cash in Loans Fund.	Available to all school students in Aberdeen school
35	Elizabeth H. Bain Bequest	For music tuition and instruments to pupils in City schools.	£144,675	£136,715	Share of listed investments and cash in Loans Fund.	Available to all school students in Aberdeen school
36	Mina Brooks Memorial Prize	For prizes for children's theatre.	£2,592	£2,391	Share of listed investments and cash in Loans Fund.	Available to all school students in Aberdeen school
37	The City of Aberdeen Council Guildry & Mortification Funds (Guildry)	Relief of financial hardship among the Burgesses of Guild of Aberdeen and their families and for the assistance of persons resident in Aberdeen to pursue educational or vocational training courses.	£2,612,925	£1,115,218	£1,543m in land and buildings; £915k in Loans Fund, £200k cash.	Available to all school students in Aberdeen school

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Appendix B - Children's Social Work Trusts

Appendix B - Children's Social Work Trusts					
Name	Function / Purpose	Balance Sheet Value 31 March 2021	Revenue Value 31 March 2021	Assets	Beneficiary
1 Westburn Comforts Fund	To provide comforts for residents at the named home.	£1,938	£0	Share of listed investments and cash in Loans Fund.	Westburn Centre
2 The Richard Garden Trust	To support the families of children with head or spinal injuries.	£30,558	£13,630	Share of listed investments and cash in Loans Fund.	Children with Disabilities service
3 Friends of Neo Natal Unit	To provide comforts for users of the named service.	£762	£0	Share of listed investments and cash in Loans Fund.	Aberdeen Maternity Hospital
4 Dyce Handicapped Children Fund	To be used at discretion of the Director of Social Work.	£2,524	£1,516	Share of listed investments and cash in Loans Fund.	Children with Disabilities service
5 Disabled Living Centre	To be used at discretion of the Director of Social Work.	£6,532	£4,244	Share of listed investments and cash in Loans Fund.	Children with Disabilities service
6 Befriending Fund	To be used at discretion of the Director of Social Work.	£3,598	£651	Share of listed investments and cash in Loans Fund.	BeFriend a Child or The Aberdeen City Befriending Partnership
7 Donations Social Work Director	To be used at discretion of the Director of Social Work.	£4,669	£2,731	Share of listed investments and cash in Loans Fund.	Care Leavers
8 Angus Taylor Donations	To be used at discretion of the Director of Social Work.	£512	£291	Share of listed investments and cash in Loans Fund.	Children's Social Work Department
9 Social Work Department Training Fund	To be used at discretion of the Director of Social Work.	£1,910	£1,205	Share of listed investments and cash in Loans Fund.	Kinship Carers
10 Lewis J. Smith Bequest	To be used at discretion of the Director of Social Work.	£975	£590	Share of listed investments and cash in Loans Fund.	Children's Social Work Department
11 A. McKay Fund	To be used at discretion of the Director of Social Work.	£753	£455	Share of listed investments and cash in Loans Fund.	Children's Social Work Department
Totals		#	#		

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Appendix C - Adult Social Work Trusts

Name	Function / Purpose	Balance Sheet Value 31 March 2021	Revenue Value 31 March 2021	Assets	Beneficiary	
1	Aberdon-Comforts Fund	To provide comforts for residents at the named home.	£2,543	£1,405	Share of listed investments and cash in Loans Fund.	Care Homes in the City of Aberdeen that support people with far end dementia
2	Gladys Pickman	For the use of Aberdon House.	£11,514	£11,514	Share of listed investments and cash in Loans Fund.	Care Homes in the City of Aberdeen that support people with far end dementia
3	Albyn-Comforts fund	To provide comforts for residents at the named home.	£33,269	£18,554	Share of listed investments and cash in Loans Fund.	Care Homes in the City of Aberdeen
4	Elizabeth M. M. Laing	To provide comfort at homes for the elderly.	£1,113	£628	Share of listed investments and cash in Loans Fund.	Care Homes in the City of Aberdeen
5	Agnes Park Legacy	To provide comfort at homes for the elderly.	£10,987	£7,153	Share of listed investments and cash in Loans Fund.	Care Homes in the City of Aberdeen
6	Thorngrove-Comforts Fund	To provide comforts for residents at the named home.	£4,024	£2,405	Share of listed investments and cash in Loans Fund.	Care Homes in the City of Aberdeen
7	Westbank-Comforts Fund	To provide comforts for residents at the named home.	£308	£0	Share of listed investments and cash in Loans Fund.	Care Homes in the City of Aberdeen
8	Ferryhill House- Comforts Fund	To provide comforts for residents at the named home.	£7,498	£4,438	Share of listed investments and cash in Loans Fund.	Care Homes in the City of Aberdeen
9	Northfield-Comforts Fund	To provide comforts for residents at the named home.	£15,534	£8,040	Share of listed investments and cash in Loans Fund.	Care Homes in the City of Aberdeen
10	Polmuir-Comforts Fund	To provide comforts for residents at the named home.	£81,309	£43,095	Share of listed investments and cash in Loans Fund.	Care Homes in the City of Aberdeen
11	Croft House-Comforts Fund	To provide comforts for residents at the named home.	£9,443	£4,475	Share of listed investments and cash in Loans Fund.	Care Homes in the City of Aberdeen
12	Balnagask Home- Comforts Fund	To provide comforts for residents at the named home.	£6,761	£3,667	Share of listed investments and cash in Loans Fund.	Balnagask House Care Home
13	Friends of Balnagask Court	To provide comforts for residents at the named home.	£601	£513	Share of listed investments and cash in Loans Fund.	Sheltered housing residents in or near the areas surrounding Balnagask Court
14	Fergus House-Comforts Fund	To provide comforts for residents at the named home.	£16,956	£10,098	Share of listed investments and cash in Loans Fund.	Fergus House Care Home
15	Rosewell-Comforts Fund	To provide comforts for residents at the named home.	£10,180	£4,438	Share of listed investments and cash in Loans Fund.	Rosewell House Rehabilitation Unit
16	Victoria House- Comforts Fund	To provide comforts for residents at the named home.	£42,989	£20,362	Share of listed investments and cash in Loans Fund.	Homeless people/Housing First Project
17	Social Work Department Mental Health Training	To be used at discretion of the Director of Social Work.	£9,119	£6,002	Share of listed investments and cash in Loans Fund.	Social Workers within Aberdeen City Council's Social Work Department
18	Horizon Amenity Fund	For the benefit of users of the service.	£2,739	£2,077	Share of listed investments and cash in Loans Fund.	Horizons Rehabilitation Centre
19	Park House Amenity Fund	For the benefit of users of the service.	£631	£846	Share of listed investments and cash in Loans Fund.	Sheltered housing residents in or near the area.
20	M J Elliot Trust	For the benefit of users of Rosehill House.	£35,477	£9,621	Share of listed investments and cash in Loans Fund.	Day Care providers with the City of Aberdeen.
		£302,995	£159,331			

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Appendix D - Arts & Culture Trusts							
Name	OSCR Charity No.	Function / Purpose	Governance docs (type)	Balance Sheet Value 31 March 2021	Revenue Value 31 March 2021	Assets	Beneficiary
1 John M. Henderson Bequest	Not a registered charity	To enabling Libraries to expend funds on music download services.	Revised constitution adopted in 2015.	£3,468	£0	Share of listed investments and cash in Loans Fund.	Libraries within the City of Aberdeen.
2 Robert Skene Mathew Bequest	Not a registered charity	To distribute funds to such recognised Scottish Charities operating within the City of Aberdeen as the trustees may, from time to time determine.	Unknown at present	£17,285	£8,128	Share of listed investments and cash in Loans Fund.	Scottish Charities operating within the City of Aberdeen a
3 Molly Craig Fund	Not a registered charity	To distribute funds to such recognised Scottish Charities operating within the City of Aberdeen as the trustees may, from time to time determine.	Unknown at present	£1,653	£779	Share of listed investments and cash in Loans Fund.	Scottish Charities operating within the City of Aberdeen a
4 Stewart Reid Memorial Fund	Not a registered charity	To distribute funds to such recognised Scottish Charities operating within the City of Aberdeen as the trustees may, from time to time determine.	Unknown at present	£2,652	£841	Share of listed investments and cash in Loans Fund.	Scottish Charities operating within the City of Aberdeen a
5 Mrs Vera R E Taylor	Not a registered charity	Maritime Museum display.	Unknown at present	£15,702	£15,702	All Funds in ACC Loans Fund.	Maritime Museum
6 Miss Hilda B S Duthie Bequest	Not a registered charity	Benefit of Aberdeen Maritime Museum. Trustees can expend both capital and income in furtherance of the trust purposes .	Will 1991 - no restrictions on retaining any set capital sum	£28,808	£28,808	All Funds in ACC Loans Fund.	Maritime Museum
7 Aberdeen Art Gallery Trusts	Registered charity number SC018575	The advancement of the arts by providing for the purchase of works of art for the collection of Aberdeen Art Gallery & Museum.	Trust Deed, dated 2013	£21,578	£21,578	All Funds in ACC Loans Fund.	Aberdeen Art Gallery & Museum
8 Alexander McDonald Bequest	Not a registered charity	The acquisitions of works of art.	Will	£31,105	£30,493	£31k in ACC Loans Fund.	Aberdeen Art Gallery & Museum
9 McBey Trust	Not a registered charity	Acquisitions of works of art for Aberdeen Art Gallery & Museum.	Trust Deed, dated 10 May 2001	£71,252	£70,773	All Funds in ACC Loans Fund.	Aberdeen Art Gallery & Museum
10 Cole Bequest	Not a registered charity	For the benefit of Aberdeen Art Gallery.	Unknown at present	£7,527	£7,527	All Funds in ACC Loans Fund.	Aberdeen Art Gallery & Museum
11 Elsie M Byrne	Not a registered charity	For the benefit of Aberdeen Art Gallery.	Unknown at present	£9,058	£9,058	All Funds in ACC Loans Fund.	Aberdeen Art Gallery & Museum
12 Marguerite McBey Trust	Registered charity number SC031654	To advance the education of the people of Aberdeen and others through promotion and support of the arts by the protection, conservation and development of the Fine Art collection at the Aberdeen Art Gallery.	Trust Deed, dated 10 May 2001	£495,721	£490,642	All Funds in ACC Loans Fund	Aberdeen Art Gallery & Museum
13 Lands of Skene	Registered charity number SC018533	Provide income to be shared with participants- The City of Aberdeen Council Guildry & Mortification Funds (Guildry) 40%, Bridge of Don Fund 30% and Common Good Fund 30%.	None at present	£3,751,359	£2,136,343	£1.6M in land and buildings and £2.1M in ACC Loans Fund.	Guildry 40%, Bridge of Don Fund 30% and Common Good Fund 30%
14 Bridge of Don Fund	Registered charity number SC018551	The advancement of heritage with the City of Aberdeen.	Revised constitution adopted in 2017.	£1,213,750	£238,342	£1.1m investment in Lands of Skene and £88k in ACC Loans Fund.	Citizens of Aberdeen City
15 Gramplan Japan Trust	Not registered charity	To encourage and sustain the development of cultural and educational links between the North-East of Scotland, Japan and in particular Nagasaki, building on ties first initiated by Thomas Blake Glover.	Established in 1996 by Grampian Regional Council	£509,000	£0	Sole Asset is the property at Glover House, Bridge of Don, Aberdeen	North-East of Scotland and Japan
16 Glover House Trustees Ltd	Company Limited by Guarantee company number SC503243	Sole trustee of Gramplan Japan Trust which owns Glover house.	Company incorporated on 14 April 2015	£1	£0	All Funds in ACC Loans Fund	N/A
17 Aberdeen International Football Festival	Not a registered charity	To promote and encourage the playing of the game of football in the context of an International Festival of Youth Football to be held in the City of Aberdeen once per annum	Trust Deed, dated 11 May 1988	£0	£0	NIL	None
18 Aberdeen Recreational Facilities Trust	Not a registered charity	To provide facilities for recreational, sporting, cultural, social and educational activities in the City of Aberdeen.	Trust Deed, dated 17 July 1988	£0	£0	NIL	None
20 Lord Provost's Charitable Trust	Registered charity number SC028829	To distribute funds to such recognised Scottish Charities operating within the City of Aberdeen as the trustees may, from time to time determine.	Trust deed, dated 1999.	£3,772	£2,695	Loans Fund Balance & Balance on External Events Bank account.	Scottish Charities operating within the City of Aberdeen a
21 M. Mowat & G. Davidson	Not a registered charity	Upholding Ardo's Tomb 1662	Will 1740	£815	£815	All Funds in ACC Loans Fund.	Ardo's tomb, St Nicholas' Church
22 Rickart (Richard) Mortification Fund	Not a registered charity	In 1740 John Richard left £12 to be invested with interest to be used for the perpetual maintenance of Richards Tomb.	Will 1740	£52,576	£52,576	All Funds in ACC Loans Fund.	Richard's Tomb located in the centre of the west wall of the St Nicolas Kirkyard
23 Proctors Trust	Not a registered charity	To award a quarterly grant payments to VSA for the benefit of children and families in Aberdeen City and Aberdeenshire.	Disposition dated 1892 (along with various variations)	£203,743	£32,856	All Funds in ACC Loans Fund + a strip of ground 1 metre in width around the perimeter of Proctor's, Kirktion of Skene.	VSA
24 Bulawayo Trust	Registered charity number SC009373	The purpose of the Trust shall be to relieve poverty among the inhabitants of the City of Bulawayo, Zimbabwe.	Trust Deed, dated 1 March 1989	£229	£228	All Funds in ACC Loans Fund. Trust Income is solely a grant from the Common Good Fund.	City of Bulawayo, Zimbabwe
25 Gomel Trust	Not a registered charity	Assist the city of Gomel and Gomel Oblast in Byelorussia.	Trust Deed, dated 28 May 1994	£41,472	£42,576	All Funds in ACC Loans Fund.	City of Gomel and Gomel Oblast in Byelorussia.
				£6,482,526	£3,190,760		

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ABERDEEN CITY COUNCIL

COMMITTEE	Council
DATE	13 December 2021
EXEMPT	No
CONFIDENTIAL	No
REPORT TITLE	Standards Commission for Scotland – Written Decision – Councillors Delaney and Yuill
REPORT NUMBER	COM/21/321
DIRECTOR	Gale Beattie
CHIEF OFFICER	Fraser Bell
REPORT AUTHOR	Fraser Bell
TERMS OF REFERENCE	15

1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to bring before Council the written decision made by the Standards Commission for Scotland following a hearing held on 5 October 2021.

2. RECOMMENDATIONS

That Council:

- 2.1 Considers the content of the written decision; and
- 2.2 Notes that the Standards Commission for Scotland held that there had been no breach of the Code of Conduct by Councillor Delaney or Councillor Yuill.

3. BACKGROUND

- 3.1 Appended to this report is a copy of the written decision of the Standards Commission for Scotland made following a hearing on 5 October 2021. This hearing was convened further to a complaint alleging that Councillor Steve Delaney and Councillor Ian Yuill had contravened the Councillors' Code of Conduct by making comments about Councillor Donnelly at the Council meeting on 10 March 2021.
- 3.2 Following the hearing, the Standards Commission for Scotland determined that Councillors Delaney and Yuill had not breached the Code of Conduct when they made their comments.
- 3.3 The Council is legally required to consider the findings of the Standards Commission for Scotland. The findings must be considered by a meeting of full Council.

4. FINANCIAL IMPLICATIONS

- 4.1 There are no financial implications arising from the recommendations of this report.

5. LEGAL IMPLICATIONS

- 5.1 Section 18(2) of the Ethical Standards in Public Life etc. (Scotland) Act 2000 requires that the Council consider the findings of the Standards Commission for Scotland whenever the Commission makes a finding about a Member. The Council must consider the findings within 3 months of receiving them unless the Commission sets a longer period in writing.
- 5.2 Section 18(3) of that Act requires that the duty to consider the findings must be discharged by Full Council and not by a committee, sub-committee, or officer.

6. MANAGEMENT OF RISK

Category	Risk	Low (L) Medium (M) High (H)	Mitigation
Strategic Risk	None	N/A	N/A
Compliance	Failure to timeously consider the findings would be a breach of statutory duty.	L	This report ensures Council meets its obligations.
Operational	None	N/A	N/A
Financial	None	N/A	N/A
Reputational	Further breaches of the Code could happen.	L	Training programme for Members helps ensure that all Members remain aware of their responsibilities.
Environment / Climate	None.	N/A	N/A

13. OUTCOMES

- 13.1 The proposals in this report have no impact on the Council Delivery Plan.

14. IMPACT ASSESSMENTS

Assessment	Outcome
Impact Assessment	Not Required
Data Protection Impact Assessment	Not required

15. BACKGROUND PAPERS

None

16. APPENDICES

Appendix 1: Decision of Standards Commission for Scotland

17. REPORT AUTHOR CONTACT DETAILS

Name	Fraser Bell
Title	Chief Officer - Governance
Email Address	frbell@aberdeencity.gov.uk

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Decision of the Hearing Panel of the Standards Commission for Scotland following the Hearing held online, on 5 October 2021.

Panel Members: Mrs Tricia Stewart, Chair of the Hearing Panel
Mr Michael McCormick
Ms Ashleigh Dunn

The Hearing arose in respect of a Report referred by Mr Ian Bruce, the Acting Ethical Standards Commissioner (the Acting ESC), further to complaint reference LA/AC/3495, concerning an alleged contravention of the Councillors' Code of Conduct (the Code) by Councillors Steve Delaney and Ian Yuill (the Respondents).

The Acting ESC was represented by Dr Kirsty Hood, QC. The Respondents were represented by Ms Linda Beedie, solicitor.

Referral

Following an investigation into a complaint received about the conduct of the Respondents, the Acting ESC referred a report to the Standards Commission for Scotland on 20 July 2021, in accordance with section 14(2) of the Ethical Standards in Public Life etc. (Scotland) Act 2000 (the 2000 Act).

The substance of the referral was that the Respondents had failed to comply with the provisions of the Code and, in particular, that they had contravened paragraph 3.2, which is as follows:

Relationship with other councillors and members of the public

3.2 *You must respect your colleagues and members of the public and treat them with courtesy at all times when acting as a councillor.*

Evidence Presented before and at the Hearing

Joint Statement of Facts

The Panel noted that a joint statement had been agreed between the parties and that the following facts were not in dispute:

- At a Council budget meeting on 10 March 2021 Councillor Yuill put forward a budget proposal. The complainer, Councillor Donnelly, had been the first to raise his hand to second the motion and had proceeded to do so.
- In response to the seconding of the motion, Councillor Delaney referred to the complainer as the "resident sex offender" and suggested that "maybe it is time [the complainer] realises what everyone else is saying and goes now".
- At the same budget meeting, Councillor Yuill referred to the complainer as a "convicted sex offender" and further stated that "[the complainer's] seconding, like [the complainer's] presence is unwelcome".
- The budget meeting had been the subject of a publicly available webcast.

The Panel noted that following the making of the remarks by the Respondents, it was accepted that the Lord Provost had intervened and reminded all members that the Code required them to treat one another with respect.

The Panel noted that it was not in dispute that the complainer had been convicted of sexual assault, contrary to section 3 of the Sexual Offences (Scotland) Act 2009, at Aberdeen Sheriff Court on 13 December 2019. The Panel further noted that, at a Sentencing Hearing on 31 January 2020, the Respondent had been ordered to pay compensation of £800, had been made the subject of an eight-month supervision period and placed on the Sex Offenders' Register.

The Panel noted that, by the meeting in question on 10 March 2021, the eight-month supervision period imposed on the complainer at the Sentencing Hearing had ended and he had been removed from the Sex Offenders' Register. An overall suspension period of one year imposed on the complainer by the Standards Commission at a Hearing on 20 November 2020 (by way of an interim suspension followed by a full suspension) had also expired.

Witness Evidence

No witnesses were led. The Panel noted, however, that the complainer had submitted a written statement in which he had indicated that he considered the exchange to be deeply disrespectful and abusive and that it had made him feel ridiculed and belittled. The complainer's position was that the Respondents' remarks had a knock-on effect, as members of the public, having seen elected members being abusive towards him had felt they could behave in a similar manner. The complainer stated that since the incident in question, he has received abusive e-mails, telephone calls and comments and has been subjected to threats of violence that he has reported to the Police.

Submissions made on behalf of the ESC

The ESC's representative noted that the Panel was not required to consider or resolve any broader questions and debate about whether councillors (such as the complainer) should be permitted to remain in office after a conviction and / or the suitability of the sanctions available to the Standards Commission. The Panel was also not required to consider the motivation behind the complainer's seconding of Councillor Yuill's budget proposal (being the act that precipitated the Respondents' comments). The ESC's representative contended that this was because the Panel's role should be restricted to considering whether the Respondents had treated the complainer with courtesy and respect, as required by the Code.

The ESC's representative noted that Councillor Delaney had been expecting to second the motion on the budget proposal being moved by Councillor Yuill and that it was unusual for the seconder of a budget proposal to be from a different party or political grouping (as was the case with the complainer). As such, the ESC's representative accepted that the complainer's intervention was unexpected and that the Respondents may well have wished to distance themselves from it for political reasons, if nothing else. The ESC's representative noted, however, that the complainer's position was that he supported the budget proposal and was not trying to provoke the Respondents or to engage in any kind of political "stunt". While the ESC's representative accepted that the Respondents were suspicious of the complainer's motivation, there was no apparent outward sign, from the complainer's demeanour or the contents of his seconding speech, of any mischievous intent.

The ESC's representative observed that the Respondents had reacted and made their subsequent remarks in the context of a public meeting. The ESC's representative noted that the complainer had made a short speech explaining why he supported the budget proposal and it was not until that had concluded that Councillor Delaney had made his remarks. The ESC's representative further noted that Councillor Yuill's comments had been made at least one hour later. The ESC's representative argued, therefore, the Respondents had had plenty of time to consider their responses and to have framed them in a way that demonstrated courtesy and respect to the complainer, even if they had wished to make it clear that his intervention was unwelcome.

The ESC's representative noted that the complainer was no longer on the Sex Offenders' Register at the time of the meeting in question and that his conviction had no bearing on the meeting or the subject under discussion (being a debate on the Council's budget). The ESC's representative contended that Councillor Delaney's reference to the complainer as the "resident" sex offender, along with the Respondents' comments to the effect that his presence at the meeting was unwelcome, were evidence that the remarks were personal in nature (as opposed to being general statements about the suitability of convicted sex offenders to be councillors). The ESC's representative noted that the argument that the comments amounted to a personal

attack on the complainer was supported by the fact that the Lord Provost had felt the need to intervene and remind all councillors in attendance of the provisions of the Code and the need to be respectful towards each other.

The ESC's representative noted that, by the time of the meeting, the complainer had served the period of suspension imposed on him by the Standards Commission and that he was, therefore, entitled to attend the meeting and participate in the discussion. The ESC's representative contended that the comments had no relevance or bearing on the subject matter being discussed at the meeting and, therefore, could be simply characterised as gratuitous asides. The ESC's representative further argued that the fact that the Respondents' comments may have had a factual basis did not diminish the disrespectful intent or nature of the remarks.

The ESC's representative noted that the comments had been made in the context of the Respondents being irritated by the complainer's seconding of Councillor Yuill's budget proposal and having felt it necessary to distance themselves from the complainer's support. The ESC's representative contended, however, that the Respondents could have done so without making gratuitous references to the complainer's conviction or comments as to whether he was welcome. The ESC's representative argued that as the meeting was being broadcast as a live event, and could be viewed by the public, it was important for participants to act in accordance with the standards required by the Code, in order to avoid diminishing the public's trust and confidence in elected members or the Council as an entity.

The ESC's representative acknowledged the Respondents' right to freedom of expression under Article 10 of the European Convention on Human Rights (ECHR). The ESC's representative noted, however, that the Standards Commission's Advice Note for Councillors on the Application of Article 10 of the ECHR stated that councillors should be able to undertake a scrutiny role and make political points in a respectful, courteous and appropriate manner without resorting to personal attacks or being offensive and abusive. The ESC's representative noted that the Advice Note further stated that if a councillor was making a gratuitous personal comment and / or simply indulging in offensive abuse, it was unlikely that they would attract the enhanced protection of freedom of expression afforded to politicians.

The ESC's representative submitted that the comments made by the Respondents amounted to gratuitous personal attacks which had caused offence, and which had been unnecessary to any political points the Respondents may have been seeking to make. As such, the ESC's representative contended that the Respondents had been disrespectful towards the complainer and, therefore, had breached paragraph 3.2 of the Code. The ESC's representative further contended that, in the circumstances, any restriction on the Respondents' right to freedom of expression that a finding of a breach of paragraph 3.2 of the Code and the imposition of a sanction would represent would be justified.

In response to questions from the Panel, the ESC's representative accepted that it was not unusual for politicians to call on each other to resign, but argued the Respondents' remarks to that effect, combined with the references to the complainer's conviction, were entirely gratuitous as they had no relevance whatsoever to matters being discussed at the meeting. The ESC's representative noted that remarks can be disrespectful and discourteous even if they have a factual basis (such as comments about a person's appearance).

Submissions made by the Respondents' Representative

The Respondents' representative accepted that, when Councillor Yuill proposed his motion at the meeting on 10 March 2021, he had invited all elected members present to support it. The Respondents' representative noted, however, that non-housing budgets were always contentious and, as such, any motion proposing a budget amendment on any non-housing matters would never be seconded by a councillor from another political group. The Respondents' representative advised, therefore, that the complainer's

seconding of the Councillor Yuill's motion was entirely unexpected. It was also unnecessary, as Councillor Delaney had been expecting to second the motion. The Respondents' representative explained that the Respondents had, therefore, been taken by surprise by the complainer's intervention. The Respondents' representative further explained that the Respondents were suspicious of the complainer's motives and considered that as he was well aware that they would not wish to be associated with him, his support had been designed to cause embarrassment to their party. The Respondents' representative contended that, as such, the Respondents had made their remarks in the context of them reacting to an unexpected intervention by the complainer and trying to distance themselves from him and any perception that his support for their proposal was welcome.

The Respondents' representative noted that the comments to the effect that the complainer was a sex offender were factually accurate, regardless of whether his conviction was 'spent' in terms of the Rehabilitation of Offenders Act 1974, whether he was no longer on the Sex Offenders' Register, or whether any suspension imposed by the Standards Commission had expired. The Respondents' representative further noted that Aberdeen City Council's Urgent Business Committee had agreed unanimously on 19 December 2019 to call upon the complainer to resign as a councillor of Aberdeen City Council and to instruct the Chief Executive to inform the complainer that was the decision of the Council. The Respondents' representative argued, therefore, that the Respondents' comments to the effect that the complainer was unwelcome were simply a reflection of both their own views and those of their fellow elected members.

The Respondents' representative noted that the complainer had stated, in a press release, that he did not accept his conviction and that it had "destroyed his life". The Respondents' representative argued, therefore, that any adverse impact on the complainer and hostility directed towards him resulted directly from his own conduct and the subsequent criminal proceedings, rather than stemming from the comments made by the Respondents.

The Respondents' representative argued that, in interpreting the Code and determining whether the Respondents had failed to treat the complainer with courtesy and respect, as required by paragraph 3.2 of the Code, the Panel should consider all the relevant circumstances and context in which their remarks were made, as outlined above. The Respondents' representative contended that paragraph 3.2 should be interpreted as requiring respect "wherever possible", and that a literal interpretation, particularly in the given circumstances, was not appropriate. The Respondents' representative submitted that, having had regard to all the relevant circumstances, the Respondents' conduct had not been disrespectful and did not amount to a breach of the Code.

The Respondents' representative contended that, in any event, the Respondents were entitled to the protection to freedom of expression under Article 10 of the ECHR and, in particular, to the enhanced protection afforded to politicians when discussing matters of public interest. The Respondents' representative noted that, in interpreting Article 10, the Courts had found that enhanced protection of freedom of expression applies to all levels of politics, including local and that there was little scope under Article 10(2) for restrictions on political speech or on debate on questions of public interest. The Respondents' representative drew the Panel's attention to case law that stated that, in a political context, a degree of the immoderate, offensive, shocking, disturbing and polemical conduct, that would not be acceptable outside that context, should be tolerated.

The Respondents' representative noted that the Respondents' comments about the complainer being a sex offender were factual and made in a political context. The Respondents' representative further noted that the Respondents had been acting to strengthen the public's trust and confidence in the integrity of the Council and its elected members in conducting public business by highlighting that they, and others, did not believe the complainer's continued membership of the Council or presence at the meeting was welcome. As such, the Respondents' representative contended the remarks did not reach the threshold of being so

offensive, shocking and polemical as to warrant a restriction on the Respondents' enhanced right to freedom of expression that a finding of breach and sanction would impose.

In response to questions from the Panel, the Respondents' representative advised that Councillor Delaney had intended to refer to the complainer as a "registered" sex offender and that this reference to him being the "resident" sex offender was simply a slip of the tongue. The Respondents' representative accepted that the Respondents could have distanced themselves from the complainer without referring to his conviction, but noted that a failure to do so did not in itself mean that there had been a contravention of the Code.

DECISION

The Hearing Panel considered the submissions made both in writing and orally at the Hearing. It concluded that:

1. The Councillors' Code of Conduct applied to the Respondents, Councillors Delaney and Yuill.
2. The Respondents had not breached paragraph 3.2 of the Code.

Reasons for Decision

In reaching its decision, the Hearing Panel took the following approach, as outlined in the Standards Commission's Advice Note on the Application of Article 10 of the European Convention on Human Rights. Firstly, it would consider whether the facts found led it to conclude, on the balance of probabilities, that the Respondents had failed to comply with the Code. Secondly, if so, it would then consider whether such a finding in itself was, on the face of it, a breach of the Respondents' right to freedom of expression under Article 10. Thirdly, if so, the Hearing Panel would proceed to consider whether the restriction involved by the finding was justified by Article 10(2), which allows restrictions that are necessary in a democratic society (and in particular, for this case, for the protection of the reputation or rights of others).

Stage 1: Whether the Respondents' conduct amounted, on the face of it, to a breach of the Code

The Panel noted that the complainer had not been automatically disqualified under Section 31 of the Local Government (Scotland) Act 1973 (which provides that a councillor is automatically disqualified if they are convicted of a crime and receive a custodial sentence of three months or more). The complainer had also not been disqualified by the Standards Commission when it considered his conduct at a Hearing on 20 November 2020. As such, the complainer was entitled to be at the meeting on 10 March 2021 and to take part in the discussion. The Panel noted, however, that the Respondents had not prevented the complainer's attendance or participation at the meeting. Instead, they had made remarks about his conviction and whether his presence was welcome.

While the Panel accepted that the Respondents' comments were made in response to an unexpected intervention by the complainer, it noted that they had not been made immediately after the complainer had indicated his support for the motion. The Panel noted, therefore, that the Respondents had time to frame their remarks and to ensure they conducted themselves in a courteous and respectful manner. The Panel noted that despite the Lord Provost having intervened to remind elected members of the requirements of the Code and the importance of treating each other with respect, the Respondents had not retracted or apologised for their comments.

The Panel noted that its role was not to consider the complainer's own conduct, as that had already been the subject of both a criminal trial and the Standards Commission's own Hearing proceedings. The Panel accepted that the complainer had been convicted of a sexual offence and considered, therefore, that the Respondents' references to him being a "convicted sex offender" or a "sex offender" were factually accurate. The Panel was of the view, nevertheless, that the Respondents' references to the complainer's conviction

and remarks to the effect that he was unwelcome at the meeting, or as a councillor, would have made him feel uncomfortable at work and offended. This was particularly the case given that the comments were made during a meeting that was not focused on the conduct of the complainer.

The Panel further considered that the Respondents would have known, or ought reasonably to have known, that the references would have made the complainer feel humiliated and belittled. The Panel also did not accept the Respondents' representative's argument that paragraph 3.2 should be interpreted as requiring respect "wherever possible" and considered that, instead, it applied at all times when an individual was acting as a councillor or when they would be reasonably regarded as acting as such. As such, the Panel was satisfied that the Respondents' conduct amounted, on the face of it, to a contravention of the requirement under paragraph 3.2 of the Code for councillors to treat each other with respect. However, before concluding its finding on the matter, the Hearing Panel noted that it would have to consider the provisions of Article 10 of the ECHR, which it proceeded to do, as set out in Stages 2 and 3 below.

Stage 2: Whether a finding of a contravention of the Code would be a breach of the Respondents' right to freedom of expression under Article 10 of the ECHR

The question which then arose was whether the finding that the Respondents had failed to comply with the provisions of the Code would, on the face of it, be a breach of the Respondents' right to freedom of expression under Article 10 of the ECHR. In coming to a view, the Hearing Panel considered whether the Respondents were expressing views on matters of public concern and were, therefore, entitled to the enhanced protection to freedom of expression afforded to politicians, which includes local government councillors.

The Panel noted that the Respondents' remarks had been made in the context of whether the complainer's seconding of their party's motion on a budget amendment was welcome. While the Panel recognised that the complainer's conviction was not the subject of the meeting, it nevertheless noted that his suitability (and that of others convicted of sexual offences) to be a councillor was a matter of public debate and interest. The Panel noted that the Courts, in considering Article 10, had found there was no distinction between political discussion and discussions on matters of public concern.¹

In this case, the Panel was of the view that the Respondents' remarks concerned matters of public interest, namely whether the contribution of a councillor who had been convicted of a sexual offence was welcome and whether that councillor should resign. In the circumstances, the Panel considered that both Respondents would attract the enhanced protection of freedom of expression afforded to politicians, including local politicians, under Article 10.

Stage 3: Whether any restriction on the Respondents' right to freedom of expression involved by a finding of a contravention of the Code would be justified by Article 10(2) of the ECHR

The Hearing Panel then proceeded to consider whether the restriction involved by the finding that the Code had been breached was justified by Article 10(2), which allows restrictions that are necessary in a democratic society for the protection of the reputation or rights of others.

The Panel noted that this required it to undertake a balancing exercise, weighing the enhanced protection to freedom of expression enjoyed by the Respondents against any restriction imposed by the application of the Code and imposition of any sanction. In this case, for the reasons outlined above, the Hearing Panel determined the Respondents' remarks concerned matters of public interest. As such, the Hearing Panel

¹ *R (Calver) v Adjudication Panel for Wales (2012) EWHC 1172*

considered there was limited scope under article 10(2) for a restriction of the Respondents' freedom of expression.

In reaching an evaluative judgment, the Panel noted that, while the Respondents' references to the complainer as being a sex offender had a factual basis, they were accompanied by comments to the effect that the complainer was "unwelcome" and, as stated by Councillor Delaney, that he was the "resident" sex offender. The Panel considered that while these additional comments supported the ESC's position that the remarks were of a personal rather than political nature, it nevertheless noted that it was not uncommon for politicians to refer to the actions and misconduct of colleagues and to call on them to resign.

The Panel noted that a distinction could be drawn between factual statements, such as the Respondents' remarks about the complainer being a sex offender, and opinions or value judgments, such as the comments as to whether he was welcome and should resign. This was because while the existence of facts can be demonstrated, the truth (or otherwise) of value judgments is not susceptible to proof. The Panel noted, however, that the Courts have held any distinction between statements of fact and value judgments is of less significance where the comments in question are made during political debate at any level. The Panel noted that the Courts have held that comments made in a political context, which amount to value judgments, are tolerated even if untrue, if what was expressed was said in good faith and there is some reasonable (even if incorrect) factual basis for making such comments.²

In this case, the Panel determined that the Respondents were expressing value judgements when making comments to the effect that the complainer, as someone who had been convicted of a sexual offence was not welcome / should resign. The Panel was satisfied that there was evidence that these value judgements had a factual basis, given the decision made by the Council's Urgent Business Committee on 19 December 2019 to call upon the complainer to resign as a councillor.

The Panel noted that the Courts have held that politicians are subject to wider levels of acceptable criticism than officers or members of the public when matters of public concern were being discussed.³

The Panel further noted that the Courts have held that the less egregious the conduct in question, the harder it would be for a Panel, when undertaking its balancing exercise, to justifiably conclude that a restriction on an individual's right to freedom of expression was required.⁴

The Panel determined that, in the context of the remarks having been made about another politician and being either factual in nature or being value judgments that had a factual basis, the Respondents' remarks were not sufficiently offensive, polemical and gratuitous as to justify a restriction on their right to freedom of expression. As such, the Panel concluded that a breach of the Code could not be found.

The Panel nevertheless emphasised that the requirement for councillors to behave in a respectful manner towards each other is a fundamental requirement of the Code, as it ensures a minimum standard of debate. The Panel noted that a failure to reach this standard has the potential to undermine the reputation of a Council and, in addition, the public's confidence in elected members. The Panel welcomed the fact that the Lord Provost had made this point during the meeting on 10 March 2021 after the Respondents' remarks had been made.

² *Lombardo v Malta* (2009) 48 EHRR 23

³ *Heesom v Public Services Ombudsman for Wales* [2014] EWHC 1504

⁴ *R (Calver) v Adjudication Panel for Wales* (2012) EWHC 1172

Date: 8 October 2021



**Mrs Tricia Stewart
Chair of the Hearing Panel**

ABERDEEN CITY COUNCIL

COMMITTEE	Council
DATE	13 December 2021
EXEMPT	No
CONFIDENTIAL	No
REPORT TITLE	Treasury Management Strategy – Mid-Year Review
REPORT NUMBER	RES/21/304
DIRECTOR	Steven Whyte
CHIEF OFFICER	Jonathan Belford
REPORT AUTHOR	Neil Stewart
TERMS OF REFERENCE	Council, 5 and 6

1. PURPOSE OF REPORT

- 1.1 To update the Council on Treasury Management activities undertaken to date, during financial year 2021/22.

2. RECOMMENDATION

That the Council:-

- 2.1 Note the Treasury Management activities undertaken in the 2021/22 financial year to date, as detailed in this report.

3. BACKGROUND

Introduction

- 3.1 The Council approved a Treasury Management policy for the financial years of 2021/22 to 2023/24 on 3 March 2021. Part of this policy is to report on Treasury Management activities undertaken during the financial year 2021/22 to date.
- 3.2 Historically, the Council's annual programme of capital investment has been funded by Treasury Management activities, such as additional long-term borrowing. It is a requirement of CIPFA "Code of Practice for Treasury Management in the Public Services" that Treasury Management is carried out in accordance with good professional practice, which this Council does.
- 3.3 **Treasury Management 2021/22**
The following is a summary of the significant Treasury Management activities which have been undertaken to date during financial year 2021/22: -
- 3.4 Long-Term Borrowing – No new long-term Public Works Loan Board loans have been drawn down during this financial year to date.

- 3.5 Although some long-term borrowing was planned for this year, this has not been necessary to date due to the level of investments held and the availability of relatively cheap short-term borrowing. We will monitor this situation throughout the remaining part of the financial year as it could be influenced by progress achieved on the Council's Capital programme, which in turn is being influenced by the response to the Covid-19 pandemic. We remain open to the possibility of undertaking some longer-term borrowing, should market conditions become favourable.
- 3.6 Short-Term Borrowing - At the time of writing, the Council currently has c£96m of temporary borrowing from other local authorities. The average interest rate on these loans is 0.07%. More borrowing of this type may be undertaken during the year, should market conditions continue to be favourable, but only once the level of investments held begins to fall.
- 3.7 The Council's Loans Fund has an ongoing Temporary Loan from the North East of Scotland Pension Fund. This helps the Pension Fund by providing it with a reasonable rate of return on their temporary excess funds, while also assisting the Council's short-term cashflow liquidity. The level of the temporary loan is c£49m at the time of writing.
- 3.8 Investments - The Council currently has c£114m of Temporary Investments. These funds are invested across a range of highly rated Banks and Money Market Funds in line with the Council's current Counterparty List. The average rate of these investments is 0.14%. This figure includes the Pension Fund's Temporary Loan funds, these are kept in call accounts that enable the funds to be repaid at very short notice.
- 3.9 Money Market Funds - Money Market Funds are AAA rated, short term pooled investment vehicles. They offer security, counterparty diversification and instant access to funds, when required. The Council operates eight Money Market Fund accounts. These Money Market Fund accounts greatly assist the Council in spreading its Counterparty risk while also improving short-term cashflow liquidity.
- 3.10 Common Good Fund Investment - A decision was taken by the Council earlier this year to invest £30m of Common Good cash in a Multi-Asset Income fund, which will generate greater income for the fund, when compared with traditional fixed-term bank deposits.

Several funds were considered for this purpose, and after a period of meetings and further due diligence, the decision was taken to proceed with Fidelity International's Multi-Asset Income fund.

4. FINANCIAL IMPLICATIONS

- 4.1 Treasury Management activities influence the loans pool interest rates and aim 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 Council Delivery Plan.

8. IMPACT ASSESSMENTS

Assessment	Outcome
Impact Assessment	Full 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 – None

11. REPORT AUTHOR CONTACT DETAILS

Name	Neil Stewart
Title	Accountant
Email Address	nstewart@aberdeencity.gov.uk
Tel	(01224) 522696

ABERDEEN CITY COUNCIL

COMMITTEE	Aberdeen City Council
DATE	13 December 2021
EXEMPT	No
CONFIDENTIAL	No
REPORT TITLE	Fairer Aberdeen Fund Annual Report 2020-21
REPORT NUMBER	CUS/21/301
DIRECTOR	Andy MacDonald
CHIEF OFFICER	Derek McGowan
REPORT AUTHOR	Susan Thoms, Fairer Aberdeen Coordinator
TERMS OF REFERENCE	21

1. PURPOSE OF REPORT

- 1.1 To provide members with the Fairer Aberdeen Fund Annual Report 2020-21.

2. RECOMMENDATION

That Council:

- 2.1 Note the Annual Report for 2020-21, 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 2020-21 at Appendix 1. Appendix 2 details spend for each project and the key performance indicators to demonstrate impact. Given the impact of the pandemic and lockdown restrictions, performance figures for the previous year have also been included for comparison.
- 3.2 The Fund is dispersed and managed by the Fairer Aberdeen Board, made up of representatives from the identified priority areas through Regeneration Matters network, the Civic Forum, the Council, NHS Grampian, Police Scotland

and ACVO (Aberdeen Council of Voluntary Organisations). The Fund is aligned with the LOIP themes and outcomes in place during the reporting period.

- 3.3 The Annual Report details how the Fund was used and the impact it had during 2020-21. £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.
- 3.4 During 2020-21 the Fairer Aberdeen programme was impacted by the Coronavirus pandemic and associated restrictions. Funded initiatives provided regular updates and reported on impact and how they were adapting their services to continue to provide support for vulnerable people most impacted by the pandemic. Services were provided remotely by telephone, email, video calls and social media. There were innovative methods of using technology as well as support for those who were digitally excluded. Services were accessible whenever restrictions allowed, albeit to smaller numbers where necessary to ensure safety of beneficiaries.
- 3.5 Funding was awarded to 40 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.
- 3.6 Grants ranged from £2,200 to £158,000 in value. A total of 36,252 people were involved in, or benefited from, funded initiatives, 10,094 of them were under 16 years old. 630 volunteers contributed 120,756 hours of volunteering time with a value of over £1.9m. Despite the pandemic the total number of people supported was higher than in 2019-20 (34,431). The number of volunteers was lower than in 2019-20 (973), perhaps due to many older volunteers being in the shielding category, however some organisations gained additional volunteers who were furloughed and keen to help during the crisis.
- 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 605 people were involved in employability programmes, 97 people moved into work and 26 young people moved on to employment, education, or training. Numbers were significantly lower than usual due to the pandemic and lack of available vacancies in the city (in 2019-20 270 people were supported into work).
- 3.9 2,479 people received money advice or income maximisation advice, with 1,012 reporting a total financial gain of £4m, an average of £4,000 per person.

- 3.10 4,947 people saved with a credit union, providing £1.7m in affordable loans, avoiding reliance on payday loans or doorstep lending.
- 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 10,094 children and young people were supported, along with 198 parents and families with complex needs. 257 young people accessed 2,211 counselling sessions and 133 young people were involved in producing youth media. At least 2 families no longer required Social Work support, resulting in a significant saving for statutory services.
- 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.
- 3.14 Over the year 379 people accessed counselling provision delivered online or by telephone, 286 people took part in adult learning activities, 80 older people were supported to develop digital skills and 19 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. 45 ex-offenders were supported in the community after their release, 12 secured a positive destination and 3 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, partnership working, access to recreational and educational activities, support with welfare reform issues, and promotes community capacity building.
- 3.16 Over the year CFINE distributed 615 tonnes of free food, the equivalent of 1.8m meals, and 3 community pantries operated with 205 members. Supporting the Council's Covid-19 crisis support line a contactless delivery service was implemented and 20,000 people received 44,378 emergency food parcels. 15,250 children received fruits packs, 4000 people received masks and hand sanitizer, 12,681 people received free sanitary products and 2,000 people received household items and toiletries. 600 food bank users were referred to other services for support and 2,036 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 inclusion. Using social media, video calls, email and messaging they kept in touch with people who were particularly vulnerable and isolated during lockdown, and provided additional support such as food, energy costs, activity packs and support with home schooling and digital exclusion.
- 3.17 The Fairer Aberdeen Board distributed a £360,000 Pandemic Hardship Fund, £280,000 of which was allocated from the Scottish Government. Grants went to 47 charities and organisations, many of which wouldn't usually receive funding from the Council, and who were very grateful to receive support for their communities. Funding provided food and food vouchers, toiletries, household

essentials and fuel top ups to support those in financial hardship, and counselling sessions and activities to support mental health and wellbeing and tackle social isolation. Funding was targeted at those at increased risk due to the pandemic, including people living in the most deprived areas, people living in households on low incomes, younger people, disabled people, minority ethnic households and households with children. An additional 11,500 people were supported, including 5,000 children and young people. Over 300 volunteers contributed 6,562 hours of volunteer time. Further information on the Hardship Fund is available at Appendix 1.

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 2020-21 the Council agreed a sum of £1.6m to be managed by the Fairer Aberdeen Board. The same sum was agreed for 2021-22.

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 36,000 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	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.

	our most vulnerable citizens.		
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 long term for public services.	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.
Reputational	The public may be unaware of the Fairer Aberdeen Fund.	L	The Annual Report at Appendix 1 will be widely circulated.
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 in place during the reporting period:</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 in place during the reporting period:</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 the costs involved in responding to the effects of poverty in the long run.</p>
Prosperous People Stretch Outcomes	<p>The activities detailed in this report support the delivery of LOIP Stretch Outcomes in place during the reporting period:</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 in place during the reporting period:</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/

	<ul style="list-style-type: none"> • 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, Anti-Poverty Strategy and have an important role in responding to Welfare Reform changes.</p>
<p>Prosperous Place Stretch Outcomes</p>	<p>The activities detailed in this report support the delivery of LOIP Stretch Outcomes in place during the reporting period:</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 in place during the reporting period:</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 2020-21
Appendix 2 – Funded Initiatives Impact Measures

11. REPORT AUTHOR CONTACT DETAILS

Susan Thoms
Fairer Aberdeen Programme Coordinator
sthoms@aberdeencity.gov.uk
01224 523833



Fairer Aberdeen Annual Report 2020-21

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). The Fairer Aberdeen programme is aligned with the themes from the Local Outcome Improvement Plan Economy, Children and Young People, Adults and Place. In 2020-21 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 40 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.

Grants ranged from £2,200 to £158,000 in value. A total of 36,252 people were involved in, or benefited from, funded initiatives, 10,094 of them were under 16 years old. 630 volunteers contributed 120,756 hours of volunteering time with a value of over £1.9m*.

In an unprecedented year the Fairer Aberdeen funded initiatives supported those most vulnerable to the impact of the Covid-19 pandemic. An additional £360,000, some of it Scottish Government Hardship funding, was allocated by the Board to 47 charities and community organisations to support an additional 11,500 people across the city.

*Volunteering time is generally valued as the median hourly pay rate in the area, in Aberdeen this was £15.77. (Office of National Statistics, the Annual Survey of Hours and Earnings (ASHE))

“Our thanks go to the Fairer Aberdeen Board for their support, and we look forward to continuing our vital Covid-19 support project that gives a helping hand to those in crisis.”

Paul O’Connor, Inchgarth Community Centre

“We are very pleased to receive the Fairer Aberdeen Coronavirus Pandemic Hardship Fund to facilitate our COVID-19 community support programme, particularly targeted to the hard to reach ethnic minority communities in Aberdeen. We feel valued.”

Dr Santosh Gaihre, Organisation for Nepalese Culture and Welfare

For more information contact:

Susan Thoms, Coordinator
sthoms@aberdeencity.gov.uk
01224 523833

Anne Knight, Development Officer
aknight@aberdeencity.gov.uk
01224 523532

FAIRER ABERDEEN FUND

£1.6m invested

36,252 people supported

630 volunteers **120,756** hours of volunteering time

£1.9m value of volunteering

ECONOMY

97 people into work

26 young people moved on to employment, education or training

605 people involved in employability programmes

26 sensory impaired people supported to stay in employment

2,479 people receiving money advice and income maximisation advice

£4m client financial gain, an average of £4,000 per person

4,947 Credit Union savers **£1.7m** affordable loans provided

CHILDREN & YOUNG PEOPLE

10,094 children and young people supported

198 parents and families with complex needs supported

257 young people accessed **2,211** counselling sessions

133 young people involved in producing youth media

ADULTS

379 people accessed counselling provision provided locally

286 people took part in adult learning

80 people involved in producing community media

80 older people were supported to develop digital skills

19 volunteers provided meals and facilities to rough sleepers

PLACE

615 tonnes of free food distributed, equal to **1.8m** meals

2,636 food bank users referred to other services

3 community pantries with **187** members

5 community projects/flats supported in disadvantaged areas

EMERGENCY COVID-19 PANDEMIC RESPONSE

(in addition to above)

£360,000 invested

11,418 people supported

4,705 children and young people supported

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

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 teamwork, and to support young people to move on to a positive destination.

40 young people participated in the programme. 15 of them moved into positive destinations, 4 into work, 9 into further education and 3 into training. 7 young people secured an SQA, 27 showed improved communication skills and 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 50 clients. 1 person moved into work and 26 were sustained in their current jobs. Support continued during lockdown, mainly remotely.

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.

531 clients received money advice and income maximisation advice with a total financial gain of £624,000, an average of £1,625 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 3,420 people had access to affordable credit, avoiding payday loans or doorstep lending.

Volunteering can give valuable experience and confidence to enable people to get back into work, with appropriate training and support



97 people into work
26 young people moved on to employment, education or training
2,479 people receiving money advice
£4m 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 21 people completed the programme, delivered digitally. 2 moved into work and 7 into education, training or volunteering.

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 254 households were assisted with income maximisation and charitable funding, achieving a total financial gain of £170,048, an average of £669 per household. 625 households in priority areas received assistance with repairs, adaptations, and handyman services.

shmuTRAIN

Social return on investment for every £1 of funding received by shmuTRAIN there was a return of £3.69

“Our Welfare advice team went to a home working model, we used available tech to facilitate team meetings and communication. We are now using the Near Me platform to do face to face virtual appointments for people when possible. With this new way of working, we were able to reach and support more people, but those who are digitally excluded have had problems.”

CFINE SAFE

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.

With Covid-19 restrictions in place all support was provided by telephone and online. There was a 75% reduction in advertised vacancies compared to the year before in Aberdeen. 437 people received support and 85 moved into work. 7 volunteers contributed 210 volunteer hours.

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 922 clients were seen, 267 of them received financial gain of £1,010,278, an average of £3,783 per person.

**Social
return on
investment
for every £1
of funding
received by
Pathways
there was a
return of
£4.67**

PATHWAYS

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. Face to face appointments were stopped, but support continued by phone, virtual meetings, a mailing service and using the Near Me platform.

772 clients were seen, 107 of them reported financial gain of £2,220,412 an average of £20,751 per person

PATHWAYS

Pathways' service is normally based around one-to-one jobsearch support, delivered in local communities. As a result of the pandemic all local community centres and projects were forced to close to the public. In addition, Pathways' offices were required to be shut as much as possible.

To counteract this, it was necessary to shift all support to telephone and online support, with staff working from home wherever possible. Clients were supported through telephone or Zoom calls.

For long periods there has been a lack of vacancies, with many weeks where there are no suitable vacancies, or often vacancies advertised for very few hours. The emphasis when working with clients has had to switch to supporting people to maintain their morale (and to an extent their mental health), helping them to look at alternative types of employment and encouraging them to participate in as much online learning as possible to help them up-skill themselves.

With the increasing numbers of people being made redundant or losing their jobs there is also ever-increasing competition for the few jobs which are advertised. Many employers do not even acknowledge receipt of an application, which in turn is very demoralising for clients as they feel worthless if an employer cannot even be bothered to reject them.

A further impact of the pandemic has been on clients who have limited digital skills. This has meant that individual clients often require greater support in the completion of online application forms.

As things start to improve, we will be ready and keen to return to working in communities as soon as possible. Locally available face-to-face work is a vital element of helping people to regain their confidence in the job market and the Keyworkers are very keen to return to this.

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 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 44 families received support and 40 children attended the twice weekly prenursery group. 750 hours of childcare were provided.

Middlefield Youth Flat and Under 11s work supports young people, especially those with low self-esteem and lack of confidence.

Over the year 50 young people participated in 298 sessions at the Youth Flat, as well as 40 outreach sessions, 45 of them were under 16.

48 young people were involved in Under 11s Work, there were 83 club and small group work sessions. 4 volunteers contributed 249 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.

During lockdown they kept in contact with young people through messaging and social media. Over the year 90 young people participated, 72 of them under 16 years old. 4 volunteers contributed 120 hours volunteer time.

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 650 participants were involved, 70 educational workshops and 45 drop in clubs were held. 96% of young people reported being able to identify violent and exploitative relationships and 95% an increased knowledge of existing support services following participation in the workshops.

There were 12 young people trained and supported to volunteer and 528 volunteer hours contributed.

SHMU Youth Media provides creative opportunities for young people (between the age of 12-19), primarily from the priority areas of Aberdeen, to train and take part in all aspects of the production of regular radio programmes.

During lockdown they redesigned services and piloted a range of online learning options, as well as ensuring young people were given additional support to deal with issues. Parents were also given opportunities to discuss any areas of concern.

A total of 133 young people participated, 34 of them under 16 years old. 33 volunteers contributed 19,82000 hours of volunteering time.

10,094 children and young people supported

198 parents and families with complex needs supported

257 young people accessed

2,211 counselling sessions

133 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.

41 families in priority areas were supported. 35 families reported reduced isolation, and reduced levels of family conflict or stress. 2 families no longer required Social Work support. 34 families were supported with financial issues, 2 people moved into volunteering and 34 volunteers contributed 1375 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.

38 children and young people were supported using technology and home activity kits. 4 volunteers contributed 460 hours of volunteering time.

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.

139 people participated in the programme and 25 parents were referred on to relevant agencies for further support. 191 people were supported to claim grants totalling £25,500. 26 young people under the age of 16 were helped by the support provided to their parents.

Mental Health Aberdeen provides ACIS Youth Counselling, where 114 young people accessed 1387 counselling sessions. ACIS Youth also operates in Torry, where 91 young people accessed 597 counselling sessions in Primary and Secondary schools.



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 opportunities to play in any environment; a supermarket queue, at home when feeling busy, or out in the rain.

They worked closely with Family Learning over the year, at a time when services were overwhelmed by the referrals of individuals and families in need of support around wellbeing and the impact of lockdown. They adapted by delivering sessions in community settings and aligning their work with the Fit Like Hubs. Outdoor learning took place at the Grove and live online events and video resources were provided. 271 people took part in sessions, 127 of them under 16 years old.

“For children who were not able to leave the house due to self - isolation, or whose parents were struggling to support their physical and emotional health, we provided extra direct support. This was on an individual needs basis and the support was provided in conjunction with education and social work (if social work were involved with the child). An example of support was fun, engaging activities the child could do at home, and we provided them with activity sheets and any materials required. Activities included simple baking recipes, craft activities, ideas on outdoor games or keeping fit. For some of the children we also purchased play equipment and general arts and crafts materials.”

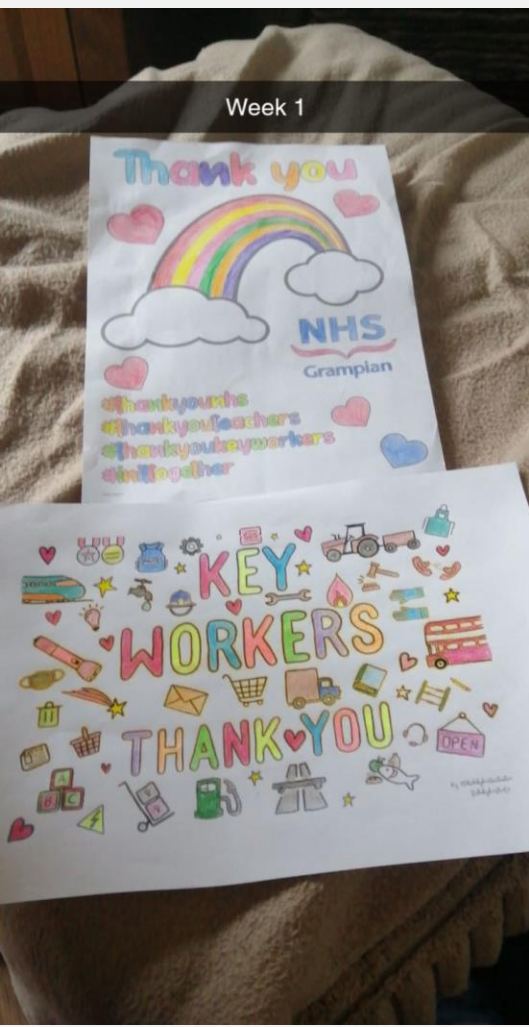
BEFRIEND A CHILD

ACIS YOUTH COUNSELLING

We noticed that those clients who accepted video or telephone counselling tended to need more than the originally planned 10-12 sessions as many of them were a great deal less well, especially during the second phase of lockdown over the winter. Generally we would state that many of our clients presented at the more 'worrying' levels of low mood, loneliness, isolation, suicidal ideation; self-harm, etc. and require counsellors to work at greater depth and to offer more sessions than we would normally ask young people to attend.

We also recognised that some clients grew increasingly more anxious as they noticed that we were looking towards a managed ending of contract and we had to be mindful of the young person's need in each single case. Frequently we would 'tail off' sessions gradually rather than have an abrupt ending, to allow the young person to take stock on how they coped for example, with a two week contract rather than a weekly one, moving to three weeks and finally once a month for a 'check in', to allow a more gradual weaning off from counselling generally.

This was not the case before the pandemic or, if it arose, only in isolated client cases, whereas presently the young people's NEED for support has grown more urgent, for sure.



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 158 clients accessed the service and 869 counselling sessions were provided; and in Calsayseat Surgery, where 126 clients accessed 931 counselling sessions.

Pathways to Wellbeing provides locally based, easily accessible counselling services.

They provided counselling through a telephone-based service. 95 people accessed 991 counselling sessions delivered. 7 volunteers contributed 300 hours of volunteering time.

Printfield Feel Good Project and Tillydrone Health & Well Being Project provide Complementary Health sessions to increase relaxation and wellbeing.

During lockdown sessions were provided remotely. 35 people accessed 296 sessions and 2 volunteers contributed 40 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.

24 offenders participated in the programme within prison and 12 in the pre-release programme. 27 participants engaged with appropriate support services post release. 12 participants secured a positive destination after release, 5 volunteering in the community, 3 into education, 1 into training and 3 into employment.

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.

Services and classes were moved online with smaller groups to ensure understanding of the new format. 65 people of 25 nationalities participated. 22 people took up employability support as a result of the project. 83% of participants reported increased confidence and skills in employability related English.

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. 20 clients participated in the course and 6 secured employment, training or education as a result. 2 volunteers contributed 120 hours of volunteer time.

379 people accessed counselling provision provided locally
286 people took part in adult learning
80 people involved in producing community media
80 older people supported to develop digital skills
19 volunteers provided meals and facilities to rough sleepers
45 ex-offenders supported



Services for adults focus on improving health, mental health and wellbeing, learning and skills development, community capacity building, volunteering, and reducing isolation

Aberdeen 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.

Due to Covid-19 restrictions the service moved to a food parcel delivery service, then collection from their premises. 2000 people were supported through the food parcel delivery service, 175 people supported for mental health and wellbeing, and 110 helped with claiming benefits. 19 volunteers contributed 750 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.

31 volunteers were supported to produce community magazines. 23,900 copies were delivered 3 times a year in 7 priority neighbourhoods. 49 volunteers were supported to produce radio programmes, including 12 community shows broadcast weekly in priority areas.

131 organisations worked in partnership with SHMU over the year and a total of 195 participants were involved. 80 volunteers contributed 29,901 hours of volunteer time.

“The last year has been an exceptionally difficult time for CFINE’s staff and volunteers, all of whom have shown dedication and commitment, many going above and beyond in order to rise to the challenge posed by Covid-19. The effects of lockdown have been profound, with many of our regular volunteers being required to shield. The response from the public has been incredibly positive, which contributed to keeping morale high during the darkest months of lockdown.”

CFINE adapted quickly to the pandemic, working in partnership with the Council and 3rd sector partners to provide food for those in need across the city. Staff and volunteers were designated key workers and worked hard to ensure residents had access to essential supplies. With community food outlets closed they increased the amount of fresh fruit and veg in food parcels. They implemented new and innovative ways of providing access to food and sanitary products including home deliveries, some by e-cargo bikes, ‘Vegaroonitooon’ veg box scheme, a ‘personal shopping’ service for particularly vulnerable people, and the development of a new mobile pantry.

Aberdeen Cyrenians won the accolade of Key Worker (Team) at the Evening Express Aberdeen’s Champion Award - achieved through all members of staff working together to be able to help our service users as much as possible in difficult circumstances. All staff have had to adapt to the situation and rose to the occasion, whether that meant working in the kitchen, making up food parcels, providing support over the phone or collecting and transporting donations. Although Street Alternatives was hugely missed, the team managed to still meet a large amount of our service user’s needs during a challenging time for everyone.

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.

Help and support was provided online to 80 learners and 40 devices provided for people who were isolated and unable to get online. 40 volunteers contributed 5,000 hours.

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 305 separate interactions with sex workers. 12 new women were encountered through street work patrols and referred to partner agencies. Begonia patrols access rape alarms, toiletries, and snacks to give out when needed. There were 768 hours of dedicated additional patrol time undertaken in Aberdeen to address on street prostitution. 91 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.

CFINE



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.

Despite having to close their doors for part of the year due to Covid-19 restrictions they redesigned and adapted services to continue providing support for many vulnerable people most impacted by the pandemic. This included help with food and energy costs, as well as issues such as mental health, loneliness and isolation, home schooling, and digital exclusion.

Seaton Community Flat kept in touch with people through social media, email and video calls. When open they were able to provide a space for organisations to meet clients while complying with social distancing guidelines. They introduced Microsoft Translate to help non English speaking clients to access resources and information.

A total of 162 people were supported, and 4 volunteers contributed 60 hours of volunteer time.

Cummings Park Community Flat continued to offer support by video calls and daily messages and phone calls to check on people who were lonely, scared, and isolated. Food parcels were provided, and people directed to food distribution points 144 people accessed support and 16 volunteers contributed 1,000 hours.

Printfield Community Project provided a creche, afterschool club, and youth services when they were able to be open. During lockdown they provided supermarket vouchers, contributions for gas and electricity, and food parcels twice weekly for 30 families. 40 volunteers contributed 450 volunteer hours.

Tillydrone Community Flat provided support through phone calls, video meeting and social media during the time they were closed. They secured funding to support 122 people with fuel costs and 48 people with top ups for mobile phones and data usage. They provided 760 food parcels and continued to offer support to people affected by isolation, separation from their families, home schooling and lack of outdoor space.

130 people got support with welfare reform issues. A total of 322 participants were involved, 97 of them under 16 years old. 10 volunteers contributed 350 volunteer hours.

Affordable food provision is being increased by the development of community pantries, to deliver a more sustainable approach to food poverty



615 tonnes of free food distributed equal to **£2.1m** or **1.8m** meals
2,636 food bank users referred to support services
20,000 people received **44,378** emergency food parcels delivered
5 community projects/flats supported in priority areas

CFINE (Community Food Initiatives North East) moved quickly when lockdown was announced, in order to provide a rapid and effective response. The food bank closed, and they switched to a contactless home delivery of food parcels, including direct referrals and requests from the emergency helpline set up by the Council.

44,378 emergency food parcels were supplied through the emergency contactless food delivery directly to 20,000 people as well as a weekly supply to 187 partner organisations.

15,250 children received fruits packs, 4000 people received masks and hand sanitizer, 12,681 people received free sanitary products and 2,000 people received household items and toiletries.

600 food bank users were referred to other agencies and 2,036 people accessed financial support through their SAFE Team. 231 volunteers contributed 55,440 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 continued to meet virtually every month 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, IT support and communications.

For more information on joining the group email faireraberdeensfund@aberdeencity.gov.uk

PANDEMIC HARDSHIP FUND

£360,000 was allocated to the 47 charities and community organisations listed.

Funding provided food and food vouchers, toiletries, household essentials and fuel top ups to support those in financial hardship, and counselling sessions and activities to support mental health and wellbeing and tackle social isolation.

Funding was targeted at those at increased risk due to the pandemic, including people living in the most deprived areas, people living in households on low incomes, younger people, disabled people, minority ethnic households and households with children.

Over 11,500 people were supported, including 5,000 children and young people. Over 300 volunteers contributed 6,562 hours of volunteer time.



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, and to all those that stepped up their efforts to support the people of Aberdeen during the pandemic.

- Nepalese Himalayan Association Scotland
- Inchgarth Community Centre
- Leanne Fund
- Archie Foundation
- St Machar Parent Support
- Printfield Community Project
- SANDS
- AberNecessities
- Seaton Community Church
- Aberdeen Bangladeshi Welfare Trust
- Middlefield Community Project
- Grampian Autistic Society
- Team Jak Foundation
- HomeStart Aberdeen
- Sunnybank Community Centre
- Alcohol & Drugs Action
- Langstane Housing
- Aberdeen Cyrenians
- Rosemount & Mile End Community Council
- African Women's Group Scotland
- Police Scotland
- RCC Jesus House Aberdeen
- Froghall Community Centre
- Pathways
- Catalyst Vineyard Church
- Aberdeen Foyer
- Earth & Worms
- ACIS Youth - Mental Health Aberdeen
- Tillydrone Community Campus Food Pantry
- SensationALL
- TripleA's - Autism Awareness Association
- One Seed Forward
- Gerrard Street Baptist Church
- Quarriers
- Igbo Community Aberdeen
- Inspire PTL
- Rotary Club Aberdeen (St Fittocks)
- Silver City Surfers
- Powis Community Centre
- Old Torry Community Centre
- Organisation for Nepalese Culture & Welfare
- GREC
- Befriend A Child
- Tillydrone Community Flat
- Fountain of Love, Aberdeen
- Northfield Community Learning Association
- African Council Ltd

PANDEMIC HARDSHIP FUND

We received many messages of thanks from organisations that received funding from the Fairer Aberdeen Coronavirus Pandemic Hardship Fund. We thank you for all you have done, and continue to do, to support the people of Aberdeen.



We are extremely overwhelmed and grateful to hear we have been successful with our recent funding application from the Fairer Aberdeen Coronavirus Pandemic Hardship Fund. To be awarded the full amount is totally amazing and I would like to thank every single person, who was part of the decision process. This funding will definitely help us to continue providing a crucial service to our community during the coronavirus pandemic.

Steven Lamb, Fundraising
Coordinator/Treasurer/Trustee, Northfield Community Learning Association SCIO

This funding enables us to carry on the work of supporting families with food and encouragement through this most difficult of times. It has come to us at a time when resources are low so is essential for us to keep serving our community. We are so grateful for your support.

Comfort Yates, Gerrard Street Baptist Church



We are so grateful to receive this incredible donation from the Fairer Aberdeen Coronavirus Pandemic Hardship Fund. The impact of the pandemic and multiple lockdowns has been felt hugely for many. For those already facing hardship this has had a disproportionate impact. Thanks to this generous funding we can truly make a difference for these families; not only by providing them with the essential items they so desperately need, but by alleviating some pressure and stress facing them during this challenging time.

Danielle Flecher-Horn, Founder
AberNecessities

SensationALL are extremely grateful to the Fairer Aberdeen Fund Board for supporting our project and allowing us to reach a wider demographic. These funds will go directly into expanding our "Chill Oot" programme in Aberdeen, a mental health and self-regulation social group aimed at children, designed to help develop vital coping strategies and techniques that build resilience and confidence, and has been shown to ease anxiety, worries and anger management issues. Thank you!"

Katie McNutt, Charity Manager, SensationALL

The Rosemount and Mile End Community Council are delighted to receive funding from the Fairer Aberdeen - Coronavirus Pandemic Hardship Fund for the provision of food vouchers to individuals and families in need.

George Horne, Chair, Rosemount and Mile End Community Council

We are so grateful to Fairer Aberdeen Hardship Fund for allowing us to extend our support to Bangladeshi people in Aberdeen who have been seriously affected by this Covid 19 pandemic.

Farhadur Chowdhury, Secretary, Aberdeen Bangladeshi Welfare Trust

Earth & Worms would love to express our appreciation and gratitude for being awarded a grant which will enable us to help those affected by Coronavirus in our area. The outdoors and especially gardening is powerful in building confidence and alleviating adverse mental health.

John Sergison



The award is an incredible boost to the area at a time of terrific challenge. We are very grateful to the Fairer Aberdeen Board, with representatives from the local communities, for dedicating their time and energies to giving this level of support to our community. We will be able to provide a range of support from basic food support to active transport and wellbeing improvements to local amenities.

Ron Bird, Community Worker, Middlefield Community Project

Thank you to the Fairer Aberdeen Board for supporting our funding application. COVID-19 resulted in the closure of many community facilities and this award helps us to reach out in Torry during the pandemic. By working with CFINE we can both help as many folk as possible in these difficult times.

David Fryer, Chair
Old Torry Community Centre

We are delighted to have been awarded funding from the Fairer Aberdeen Hardship Fund. Every day Quarriers' staff see the significant impact of the pandemic on carers and people living with epilepsy. This funding will make such a positive difference and will ensure their basic needs of heat, light, clothing, and food are met during these unprecedented times.

Gerrv McGrath, Operational Manager, Quarriers

The African Women' Group Scotland would like to thank the Aberdeen City Council for their support for our community in this difficult time. We appreciate their support.

Bertha Yakubu
African Women' Group Scotland

This generous donation from the Fairer Aberdeen Fund will enable Inspire to ensure that the local people we support in Aberdeen City, all of whom have learning disabilities, continue to have the opportunity for social interaction, engagement and physical and mental stimulation during this current period of lockdown when they, like all of us, are having to spend more time at home and less time doing things with the people and in the places that they love.

Andrew Reid, Development Manager, Inspire

The Leanne Fund are delighted to be awarded this funding from the Fairer Aberdeen Fund which will allow us to provide essential support to children and young people affected by Cystic Fibrosis in Aberdeen city. This support has never been more vital and is welcomed by the CF teams at Aberdeen Royal Infirmary and the Royal Aberdeen Children's Hospital who partner with us to ensure we are able to help those most in need during this crisis.

Chrisetta Mitchell, Development Manager, The Leanne Fund

Team Jak are absolutely delighted and honoured to have received a fantastic £8,400 to help us create smiles and ease the journey for our inspirational families of children and young people with cancer within Aberdeen throughout their toughest times. Thank you so much!

Allison Barr, Chief Executive, Team Jak Foundation

Thank you to the Fairer Aberdeen Board for the kind donation to Aberdeen Sands. Due to COVID-19 we are unable to host face to face support meetings or meet families in person. We are having to rely on social media and zoom to support these families following the loss of their precious baby and also support those who are expecting after a loss. This funding will be invaluable for us to enable us to continue supporting all bereaved families and we are very grateful for the donation.

John Donald, Chair, Aberdeen SANDS



Organisation for Nepalese Culture and Welfare (ONCW) is very pleased to receive the Fairer Aberdeen Coronavirus Pandemic Hardship Fund to facilitate our COVID-19 community support programme, particularly targeted to the hard to reach ethnic minority communities in Aberdeen. We feel valued.

Dr Santosh Gaihre, Co-founder & Trustee, Organisation for Nepalese Culture and Welfare

The pandemic continues to make it incredibly difficult for charities like ARCHIE to raise the necessary funds to support families when they need it most. It was such a relief to learn that the Fairer Aberdeen Hardship Fund will be supporting ARCHIE's emergency grant service and it is great comfort to know that despite the difficulties the charity is facing as a result of the pandemic we can continue helping those in our community who need it most.

Paula Cormack, Chief Executive
The ARCHIE Foundation

We are delighted to be awarded a grant from the Fairer Aberdeen Coronavirus Pandemic Hardship Fund, especially given the high volume of applications. Working during the pandemic has brought into sharp focus the impact of the current situation on families and individuals through the area who are struggling with a barrage of issues from home working, furlough, job losses, increased energy and food costs, home schooling, loneliness and increased mental ill health.

Fiona Young, Development Worker, Tillydrone Community Flat

Pathways is delighted to secure this extra funding from the Coronavirus Pandemic Hardship Fund, which will enable us to support people struggling with their mental health, helping them to address the anxieties they face and provide coping mechanisms for the future.

Malcolm Pritchard, Manager, Pathways

These are unprecedented times for all of us, none more so than for those living with autism where much needed routine and predictability is severely compromised. Our services are needed more than ever and this grant from Fairer Aberdeen Coronavirus Pandemic Hardship Fund will make a big difference helping us to deliver our services to those who really need it.

Margaret Hodder, Chairperson
Grampian Autistic Society

On behalf of the Keep Growing Aberdeen partners we would like to thank the Fairer Aberdeen Hardship Fund for enabling us to provide food growing kits to families in the city this year. The funding will also allow us to help residents in three regeneration areas to build resilient community groups by creating their own raised beds within their localities that can be used for food growing and sharing and intergenerational learning.

Bob Donald, Chair, One Seed Forward

We are very grateful for the award of this funding will make a huge difference to families facing real financial hardship. It will address food insecurity by providing them with a regular, guaranteed source of food, allowing them to provide a healthy diet for their children.

Eleanor McEwan, General Manager, Home-Start Aberdeen

Silver City Surfers is delighted to be the recipient of the Fairer Aberdeen Hardship Fund. The funding will help us provide new equipment to those who are over 55 and empower them to take advantage of a whole new world of communication and information.

Nelly Jaka, Coordinator, Silver City Surfers





The grant of £5500 will make such a difference to the Families with Children and Vulnerable Adults whom we support at Printfield Community Project. There are so many pressures through home schooling, furlough and fear around redundancy and unemployment. This grant will help to alleviate some of these worries.

Kit Trail, Coordinator, Printfield Community Project

Sunnybank Community Centre would like to thank the Fairer Aberdeen Board for awarding us the much needed funding as there is an overwhelming need now more than ever for support, for the community by the community.

Sarah Beattie
Sunnybank Community Centre

We are absolutely certain that the beneficiaries will be most enthused to receive this help, and on their behalf we express gratitude to the council and the Fairer Aberdeen Fund Board for making available such much needed help.

Olushola Ajide, Project Manager, Fountain of Love

Inchgarth Community Centre is delighted to have received £15,000 to support the residents most in need across 15 communities in Aberdeen South. Every penny of this grant will be distributed to families and individuals most in need or to purchase supplies to be distributed. Our thanks go to the Fairer Aberdeen Board for their support, and we look forward to continuing our vital Covid-19 support project that gives a helping hand to those in crisis.

Paul O'Connor, Manager, Inchgarth Community Centre

The Rotary Club has over the last 9 months provided direct assistance in various forms to support groups and organisations based in the Torry area of Aberdeen. We are thankful to the Fairer Aberdeen Coronavirus Pandemic Hardship Fund for awarding us this grant which will allow us to continue to provide support directly to those that have been affected by the ongoing pandemic.

Sheena Anderson
Rotary Club of Aberdeen St Fittick

This is amazing news and we are beyond grateful. We have been supporting many of our community members during the ongoing Covid pandemic and the requests for support are increasing, not only for food but other items normally taken for granted – household fuel, travel fares, clothes, educational resources, baby supplies, cleaning & toiletries are a few of the requests we receive.

Mark Kaczmarek
Tillydrone Community Campus Food Larder

“A huge thank you for your timely and welcome support”

“a huge relief for us, one less thing for us to worry about at a difficult time”

**absolutely fantastic
truly appreciated**

“I don’t know what we’d have done without it”

11,548 people

“a huge thank you!”

delighted!

thank you

It’s been lifesaving!

“a vulnerable group often stigmatised and overlooked for positive support”

Fairer Aberdeen Programme 2020-21

Funded initiatives

Project	Organisation	Budget
ECONOMY		
CAB Money Advice Outreach Project	Citizens Advice Bureau	82,206
Care and Repair Funding Officer	Castlehill Housing Association	30,366
NESS Employment Service	North East Sensory Services	23,477
Pathways to Employment	Pathways	157,996
Princes Trust Team Programme	Aberdeen Foyer	13,130
St Machar Credit Union	St Machar Credit Union	57,000
SAFE (Support, Advice, Financial, Education)	CFINE	102,481
SAFE Disability Action	CFINE	51,885
CHILDREN AND YOUNG PEOPLE		
Fersands Twos Group	Fersands Family Centre	3,500
Fersands Youth Work Support	Fersands Community Project	3,500
SHMU Train Initiative	Station House Media Unit	35,350
Youth Media	Station House Media Unit	16,160
Middlefield Youth Flat	Middlefield Community Project	45,000
ACT Attack	St George's Church	3,000
Big Bang Drumming Group	Aberdeen Lads Club	3,750
ACIS Youth Counselling	Mental Health Aberdeen	69,256
Befriend A Child	Befriend A Child	11,368
Relationship Revolution	Choices Aberdeen	26,390
Supporting Volunteers and Under 11's work	Middlefield Community Project	9,538
Geronimo - Time to Play	ACC Creative Learning	26,458
ADULTS		
Foyer REACH	Aberdeen Foyer	11,110
Calsayseat Counselling	Mental Health Aberdeen	34,072
Street Alternatives	Aberdeen Cyrenians	32,000
Printfield Feel Good Project	Printfield Community Project	3,040
Tillydrone Health & Well Being Project	Tillydrone Community Flat	8,640
Operation Begonia	Police Scotland	27,000
Pathways to Wellbeing	Pathways	65,199
Community Reintegration Support Service	Station House Media Unit	26,016
Connecting Communities Through Community Media	Station House Media Unit	69,720
Silver City Surfers	Silver City Surfers	12,763
Positive Lifestyles	St Machar Parent Support Project	38,600
Torry Adult Counselling	Mental Health Aberdeen	31,108
Home-Start	Home-Start Aberdeen	33,421
Fersands Family Support Worker	Fersands Family Centre	2,200
GREC Language and Integration Project	Grampian Regional Equality Council	11,987
PLACE		
Cummings Park Community Flat	Cummings Park Community Flat	23,575
Printfield Community Project	Printfield Community Project	25,207
STAR Community Flat	Langstane Housing Association	36,472
Tillydrone Community Flat	Tillydrone Community Flat	50,990
Tackling Food Poverty	CFINE	65,459

Fairer Aberdeen Programme - impact measures with comparison 2019-20 to 2020-21

INDICATOR	Achieved 19-20	Achieved 20-21
OVERALL PROGRAMME		
Total number of participants involved	34,431	36,252
Number of participants aged under 16 years	9,327	10,094
Number of volunteers involved	973	630
Number of volunteer hours contributed	145,324	120,756
Value of volunteering time	£2,227,817	£1,904,322
ECONOMY		
Number of people into work	270	97
Number of young people into work	25	4
Number of people involved in Employability Programmes	736	605
Number of people accessing the Employment Support Fund	94	45
Number of weekly Employment Support Drop In sessions in high unemployment areas	23	0
Number of young people moving on to employment, education, or training	62	26
Total receiving money advice and income maximisation advice	2126	2479
Number of home visits/community appointments	1642	1379
Total people reporting financial gain	1268	1012
Total client financial gain	£3,179,778	£4,024,738
Financial gain per person	£2,507.71	£3,977.01
Total number of participants involved	13204	9699
Number of participants aged under 16 years	1773	1543
Number of volunteers involved	52	65
Number of volunteer hours contributed	4356	3791
CHILDREN AND YOUNG PEOPLE		
Number of young people accessing counselling	359	257
Number of counselling sessions provided	3076	2211
Number of young people involved in producing youth media	186	133
Number of parents attending Geronimo sessions	65	144
Number of children attending Geronimo sessions	90	127
Total number of participants involved	2514	1745
Number of participants aged under 16 years	2121	1222
Number of volunteers involved	105	71
Number of volunteer hours contributed	18763	21513
ADULTS		
Number of people accessing counselling provision	404	379
Number of people taking part in adult learning	654	286
Number of people involved in producing community media	137	80
Number of older people supported to develop digital skills	105	80
Number of volunteers providing support to rough sleepers	130	19
Number of parents and families with complex needs supported	469	198
Total number of participants involved	1804	3958
Number of participants aged under 16 years	135	142
Number of volunteers involved	416	193
Number of volunteer hours contributed	38565	38152

Fairer Aberdeen Programme - impact measures comparison 2019-20 to 2020-21 (cont.)

INDICATOR	Achieved 19-20	Achieved 20-21
PLACE		
Amount of free food distributed in tonnes	484	615
Equivalent in meals	1,382,857	1,757,143
Estimate of value	£1,694,000	£2,152,500
Number of food parcels provided	20,045	44,378
Food bank users referred to other services	582	600
Number of food bank users referred to SAFE Team	1021	2036
Community pantries established	3	3
Community pantry members	205	187
Total number of participants involved	16,909	20,850
Number of participants aged under 16 years	5,298	7,187
Number of volunteers involved	400	301
Number of volunteer hours contributed	83,640	57,300

Funded initiatives – impact measures with comparison 2019-20 to 2020-21

ECONOMY

CAB Money Advice Outreach Project	Achieved 19-20	Achieved 20-21
Number of clients receiving money advice	218	147
Number of clients receiving income maximisation advice	484	384
Number of home visits	27	0
Number of community appointments	1527	1379
Total client financial gain	760,136	624,000
Total client financial gain - money advice/debt counselling	368,315	154,318
Total client financial gain - income maximisation	391,821	469,682
Total financial gain per head	1570	1,625
Total number of participants involved	484	384
Number of participants aged under 16 years	0	0
Number of volunteers involved	0	0
Number of volunteer hours contributed	0	0
Care and Repair Funding Officer	Achieved 19-20	Achieved 20-21
Number of households assisted for income maximisation and charitable funding	441	254
Total client financial gain - Income Maximisation	£493,688	£94,891
Total client financial gain - Charitable Funding	£103,043	£75,157
Number of households assisted receiving assistance with repairs/improvements/adaptations or home furnishings and/or handyman services - in Regeneration areas	986	625
Number of households assisted suffering from some form of disability - in regeneration areas	794	581
Number of households receiving gardening services	98	67
Number of households assisted with security or safety issues - in regeneration areas	374	142
*Work Experience/Work Placement/Trainee post - number of hours	1777	780
Number of young people involved in Work Experience/Work Placement/Trainee post	5	2
ADDED Number of households with additional support needs	n/a	50
ADDED Number of households accessing the minor adaptation service	n/a	179
Central	n/a	30%
North	n/a	34%
South	n/a	36%
Total number of households involved	1427	974
Total number of participants involved	1945	1146
Number of participants aged under 16 years	12	17
Number of volunteers involved	11	11
Number of volunteer hours contributed	132	1390
NESS Employment Service	Achieved 19-20	Achieved 20-21
Number of people engaged and registered with the service	75	50
Number of people moving into work	6	1
Number of people in work receiving support to retain work or look at alternative options	36	26
Number of people supported to use technology adaptations	7	9
Number of people moving onto education and training	14	4

Number of people taking up work placement and volunteering opportunities	7	0
Total number of participants involved	75	50
Number of participants aged under 16 years	1	0
Number of volunteers involved	0	0
Number of volunteer hours contributed	0	0
Pathways	Achieved 19-20	Achieved 20-21
Numbers case loaded by Keyworkers to receive support	461	437
Number of people moving into work	192	85
Number of people accessing the Support Fund	94	45
One-to-one support sessions delivered in communities each week	23	n/a
Number of Job Fairs and City Centre events attended	4	n/a
% Of clients registered on Meganexus	100%	100%
% Of clients offered in-work support	100%	100%
% Of clients receiving 6-month follow-up contact	100%	100%
Total number of participants involved	461	437
Number of participants aged under 16 years	0	0
Number of volunteers involved	7	7
Number of volunteer hours contributed	294	210
Princes Trust Team Programme	Achieved 19-20	Achieved 20-21
Number of participants progressing to employment, training education or volunteering	18	9
Number of people moving into work	10	2
Number of entrants achieving SQA units	23	14
Number of entrants achieving Food Hygiene certificate	30	0
Number of entrants achieving First Aid certificates	20	7
Number retained on the programme	23	14
Number of completers taking part in final presentation	23	14
Number of clients participating in mental health and wellbeing activities during the course	33	21
Number of unemployed young people participating in the programme from deprived areas of the city	20	15
Number of participants taking part in community project	25	16
Number of clients completing Digital Skills SVQF Level 4	23	14
Number of participants taking part in team challenge	23	14
Number of participants previously engaged in offending behaviour	7	2
Total number of participants involved	33	21
Number of participants aged under 16 years	0	0
Number of volunteers involved	3	28
Number of volunteer hours contributed	120	28
St Machar Credit Union	Achieved 19-20	Achieved 20-21
Number of adult savers	3865	3421
Number of junior savers (those aged under 16)	1760	1526
Total savings deposited (both adult and juniors)	2,195,980	2,206,037
Number of affordable loans provided	3597	3420
Total amount of affordable loans provided	1,747,286	1,722,604
Number of community collection points	7	0
Number of school collection points	0	0

Number of volunteers	9	3
Number of Prepaid Maestro cards	240	261
Number of junior savers going on to open adult accounts	21	23
Total number of participants involved	5625	4947
Number of participants aged under 16 years	1760	1526
Number of volunteers involved	9	9
Number of volunteer hours contributed	2800	1850
CFINE SAFE	Achieved	Achieved
	19-20	20-21
Number of clients engaged	582	922
Total client financial gain	879,168	1,010,278
Number of people reporting financial gain	202	267
Total financial gain per head	4,352	3,793
Number of people receiving one to one digital support	311	0
Number of people undertaking digital training improve IT and employability skills	72	0
Number of outreach venues	9	0
Number of people engaged at outreach sessions	69	0
Number of community events attended	24	0
Number of food bank referrals	1021	2036
Number of NHS referrals	51	182
Number of Social Work referrals	38	42
Number of telephone enquiries	2203	2,962
Total number of participants	4180	1942
Number of participants aged under 16 years (if applicable)	0	0
Number of volunteers who will take part	22	10
Number of volunteer hours contributed	1010	313
CFINE SAFE Disability Action	Achieved	Achieved
	19-20	20-21
Number of clients seen	401	772
Total client financial gain	943,743	2,220,412
Number of people reporting financial gain	141	107
Total financial gain per head	6,693	20,751
Financial gains from benefit claims	85	2,130,933
Financial gains from appeals	319,635	89,478
Financial gains from grants	0	0
Number of people seen at home visits	41	0
Number of people seen at hospital visits	47	0
Number of people seen at office consultancies	241	0
Number of mandatory reconsiderations submitted to DWP	145	93
Number of mandatory reconsiderations successful	22	9
Number of clients from Regeneration and priority neighbourhoods		446
Number of appeals/tribunals undertaken	61	52
Number of people supported to improve IT skills and confidence to apply for employment online	15	0
Total number of participants involved	401	772
Number of participants aged under 16 years	0	0
Number of volunteers involved	0	0
Number of volunteer hours contributed	0	0

CHILDREN AND YOUNG PEOPLE

Fersands Twos Group	Achieved 19-20	Achieved 20-21
Number of pre-nursery groups per week	2	2
Number of children attending	22	40
Number of families in contact with	22	44
Number of groups meeting	2	2
Number of hours of childcare provided	600	750
Total number of participants involved	50	70
Number of participants aged under 16 years	22	40
Number of volunteers involved	5	2
Number of volunteer hours contributed	130	20
Fersands Youth Work Support	Achieved 19-20	Achieved 20-21
Number of youths offered specialised family support	10	5
Number of activity groups held per week	12	6
Number attending drop in facility within community	22	14
Number of young involved with the creation of Youth Committee	10	12
Number of young people attending Sexploitation course	24	0
Number attending Job Club	0	0
Number of Youth groups supported	n/a	6
Number aged 5-12	n/a	46
Total number of participants involved	120	90
Number of participants aged under 16 years	101	72
Number of volunteers involved	8	4
Number of volunteer hours contributed	7	120
shmuTRAIN Initiative	Achieved 19-20	Achieved 20-21
shmuTRAIN Early Interventions (schools programme)		
Number of young people participation in school programme	5	12
Number of young people securing Positive destinations	5	1
Number of young people securing positive destinations - Education	5	0
Number of young people securing positive destinations - Training	0	1
Number of young people achieving Progression Milestones	5	0
Number of participants securing interview for college	5	0
Number of participants securing an SQA	2	0
Number of SQA's achieved	2	0
Number of participants showing raised level of academic achievement	2	0
Number of participants showing improved communication skills	5	0
Number of participants showing improved readiness for work	5	0
shmuTRAIN Positive Transitions (16-25 years)		
Number of young people (16-25) participating in shmuTRAIN employability programmes (incl AA)	45	28
Number of young people securing Positive Destinations:	26	15
Employment	7	4
Education	9	9
Training	10	2
<i>Progression Milestones:</i>		
Number of participants securing an SQA	11	7

Number of SQA's achieved	11	9
Number of young people moving into volunteering	3	0
Number of young people securing an interview for work	14	6
Number of young people securing an interview for college	10	8
<i>Soft Outcomes:</i>		
Number of participants showing raised level of academic achievement	20	7
Number of participants showing improved communication skills	45	27
Number of participants showing improved readiness for work	45	27
Total number of participants involved both programmes	50	40
Number of participants aged under 16 years both programmes	6	9
Number of volunteers involved	0	0
Number of volunteer hours contributed	0	0
Youth Media	Achieved 19-20	Achieved 20-21
Number of young people attending training sessions	186	38
Number of young people actively involved with Youth media on a regular basis	28	33
Number of young people securing Dynamic Youth Awards	6	0
Number of young people securing Saltire Awards	20	0
Number of young people securing SVQ's	10	0
Number of young people demonstrating increased communication skills	138	38
Number of young people demonstrating increased confidence	138	38
Number of young people demonstrating improved time management	138	33
Number of young people who feel able to do new things	139	38
Number of young people who report their skills are increasing	141	38
Number of young people who report increased aspirations	131	33
Number of young people who report positive changes in their behaviour	83	33
Number of young people who report increases in wellbeing against SHANARRI indicators	142	33
Number of young people progressing to employment	18	0
Number of young people progressing to further education	3	2
Number of young people acting as members of Youth media Forum	12	8
Number of participants aged under 16 years actively involved on a regular basis	25	29
Total number of participants involved	186	133
Number of participants aged under 16 years	175	34
Number of volunteers involved	28	33
Number of volunteer hours contributed	14,900	19,820
Middlefield Youth Flat	Achieved 19-20	Achieved 20-21
Number of young people involved in diversionary activities to reduce youth crime and exclusion rates	140	50
Number of days the Youth Flat is open	270	149
Number of sessions run in the Youth Hub	1600	298
Numbers of young people using the Youth Hub	170	50
Number of day trips organised for young people	20	4
Number of residential trips organised for young people	1	0
Number of young people with individual learning plans	45	50
Number of young people in work or training	10	8
Number of Youth Committees meetings held	6	0
Number of outreach sessions	15	40

Number of young people presenting mental health issues	n/a	40
Number of young people with extra support needs	n/n	15
Total number of participants involved	170	50
Number of participants aged under 16 years	145	45
Number of volunteers involved	3	1
Number of volunteer hours contributed	80	40
ACT Attack	Achieved 19-20	Achieved 20-21
Number of weekly drama classes held in Tillydrone	50	0
Number of youth led workshops where the young people will help pick topic and issues they wish to explore	50	0
Number of spaces available in church/school to explore drama	50	0
Number of young people involved in promoting heritage/culture by receiving basic performance skills	55	0
Average weekly attendance at classes	55	0
Attendance at Easter Holiday Club	0	0
Attendance at Summer Holiday Club	0	0
Total number of participants involved	55	0
Number of participants aged under 16 years	55	0
Number of volunteers involved	6	0
Number of volunteer hours contributed	80	0
Big Bang Drumming Group	Achieved 19-20	Achieved 20-21
Number of young people attending sessions which give them access to positive learning environment and develops their skills, confidence, and self esteem	12	0
Number of local young people supported to access this group	12	0
Number of young people who feel included -improved peer relationships	12	0
Total number of participants involved	16	0
Number of participants aged under 16 years	12	0
Number of volunteers involved	1	0
Number of volunteer hours contributed	40	0
ACIS Youth Counselling	Achieved 19-20	Achieved 20-21
Number of counselling sessions provided	2147	1387
Number of clients aged 12-18 accessing the service	223	114
Number of volunteers involved	11	11
ACIS Youth Torry		
Number of requests for information responded to	1456	943
Number of clients aged 5-11 accessing the service (Torry primary schools only)	48	43
Number of clients aged 8 to 16 accessing the service	56	48
Number of counselling sessions provided	833	597
Number of meetings with referring agencies	933	1066
Number of new youth counsellors trained to ensure a local supply of fully equipped and trained youth counsellors	11	11
Total number of participants involved	271	276
Number of participants aged under 16 years	193	109
Number of volunteers involved	11	11
Number of volunteer hours contributed	410	276

Befriend A Child	Achieved 19-20	Achieved 20-21
Number of children and young people attending the youth clubs on a regular basis	23	38
Number of young people suggesting topics for and taking part in youth information sessions	23	25
Number of young people actively participating in organising activities	23	38
Number of volunteer Youth Workers and volunteer drivers recruited (priority areas)	4	1
Proportion of children and young people from all regeneration areas attending the youth clubs	23	38
Number of children that are safe and responsible	23	38
Number of children that are respected, included and achieving	23	38
Total number of participants involved	23	38
Number of participants aged under 16 years	23	38
Number of volunteers involved	13	4
Number of volunteer hours contributed	1560	460
Relationship Revolution	Achieved 19-20	Achieved 20-21
Number of young people participating in the programme.	1200	650
Number of educational workshops delivered	135	70
Number of drop in clubs delivered	100	45
Number of young people consistently engaged in focus group.	6	3
Number of young people accessing counselling for 3+ sessions	32	52
Number of counselling sessions provided	96	227
Young people reporting increased knowledge of existing support services	95%	95%
Percentage of participants able to identify violent and exploitative relationships	94%	96%
Number of Promoting Positive Communication groups for young people and a significant adult	4	2
Number of Empathy workshops for practitioners	3	2
Total number of participants involved	1200	729
Number of participants aged under 16 years	1118	700
Number of young people trained and supported to volunteer	15	12
Number of volunteer hours contributed	600	528
Middlefield Supporting Volunteers and Under 11s work	Achieved 19-20	Achieved 20-21
Number of children involved with clubs and diversionary activities	90	48
Number of children having better access to services	90	48
Number of people participating in community activities	90	48
Number of training events for volunteers	1	1
Number of volunteers moving on	2	1
Number of new volunteers	1	1
Number of primary 1sessions	34	20
Number of primary 2 sessions	36	21
Number of primary 3-4s sessions	36	21
Number of primary 5-6s sessions	36	21
Number of outings/parks, swimming or activities		10
Number of Training sessions (2) or support meetings (6)		6
Total number of participants involved	90	48
Number of participants aged under 16 years	90	48
Number of volunteers involved	8	4
Number of volunteer hours contributed	860	249

Geronimo - Time to Play	Achieved 19-20	Achieved 20-21
Number of sessions delivered in Cummings Park with the Cubby DNH	13	0
Number of parents attending in Cumming Park DNH	20	0
Number of children attending in Cumming Park DNH	28	0
Number of sessions delivered in Tillydrone DNH	10	0
Number of parents attending in Tillydrone DNH	35	0
Number of children attending in Tillydrone DNH	39	0
Number of sessions delivered in Tullos DNH	10	0
Number of parents attending in Tullos DNH	10	0
Number of children attending in Tullos DNH	23	0
Number of parents reporting increased confidence in joining in with their children's play and learning		100%
ADDEDTotal number of parents/carers attending the Grove		29
***ADDED *** Total number of children attending The Grove		47
BREAKDOWN OF DEMOGRAPHIC FOR ALL WORK		
ADDEDNumber of Parents attending from Seaton		2
ADDEDNumber of children attending from Seaton		3
ADDEDNumber of parents attending from Northfield		5
ADDEDNumber of children attending from Northfield		7
ADDEDNumber of parents attending from Middlefield		5
ADDEDNumber of children attending from Middlefield		7
ADDEDNumber of parents attending from Woodside		2
ADDEDNumber of children attending from Woodside		2
ADDEDNumber of parents attending from city centre/other		6
ADDEDNumber of children attending from city centre/other		8
ADDEDNumber of parents attending from Dyce		3
ADDEDNumber of children attending from Dyce		4
ADDEDNumber of parents attending from Garthdee		1
ADDEDNumber of children attending from Garthdee		1
ADDEDNumber of parents online live and views North Geronimo		73
ADDEDNumber of children online live		10
ADDEDNumber of parents online live and views Central Geronimo		43
ADDEDNumber of children online live		7
ADDEDNumber of parents online live and views South Geronimo		67
ADDEDNumber of children online live		10
ADDEDNumber of Hub staff online/Easter		1
ADDEDNumber of parents and children Hub/Easter		0
Number of looked after children participating	6	0
Number of kinship parents participating	0	3
Number of resource booklets produced	120	0
% of participants reporting a good quality experience	100	100%
Total number of participants involved	228	271
Number of participants aged under 16 years	126	127
Number of volunteers involved	1	0
Number of volunteer hours contributed	16	0

ADULTS

Foyer REACH	Achieved 19-20	Achieved 20-21
Number of clients participating in 'budgeting' sessions during 'Personal Development' weeks of the course	34	20
Number of clients securing employment, training and/or education as a result of the course	7	6
Number of clients participating in mental health and wellbeing activities during 'Personal Development' weeks of the course.	34	20
Number of clients participating in the Community Project and Community Challenge	26	0
Number of clients achieving recognised training certificates and/or qualifications	28	29
Number of digital skills sessions delivered	28	28
Number of learners taking part in cooking sessions	n/a	20
Total number of participants involved	34	20
Number of participants aged under 16 years	0	0
Number of volunteers involved	20	2
Number of volunteer hours contributed	350	120
Calsayseat Counselling	Achieved 19-20	Achieved 20-21
Number of clients who take part in counselling	164	126
Number clients seen by volunteer at ACIS on behalf of Calsayseat during pandemic	n/a	12
Number of counselling sessions provided	1082	931
Volunteer evening and emergency counselling sessions	n/a	164
% Of clients showing a decrease score in their HAD scales (Hospital/Anxiety-Depression monitoring forms	61%	60%
Total number of participants involved	164	145
Number of participants aged under 16 years	0	0
Number of volunteers involved	1	1
Number of volunteer hours contributed	102	90
Aberdeen Cyrenians Street Alternatives	Achieved 19-20	Achieved 20-21
Number of staff trained in Mental health First Aid working at Street Alternatives service	11	0
Number of ASIST trained staff working at Street Alternatives service	11	0
Number of podiatry session provided a year	4	0
Number of Music Group sessions a year	20	4
Number of social activities run in Street Alternatives a year	19	0
Number of Service Users attending sessions	22	0
Number of Street Alternative sessions provided per week	4	0
Number of weekly sessions attended by the Advice & Information worker	4	0
Number of community awareness raising events held to promote the service & volunteering opportunities	15	0
Number of ex and/or current service users volunteering with the organisation	1	1
Number of service user involvement events held	10	0
Total number of participants involved	39	2000
Number of participants aged under 16 years	0	0
Number of volunteers involved	130	19
Number of volunteer hours contributed	7072	750

Printfield Feel Good Project	Achieved 19-20	Achieved 20-21
Number of therapy sessions provided	76	80
Total number of participants involved	20	15
Number of participants aged under 16 years	0	0
Number of volunteers involved	0	0
Number of volunteer hours contributed	0	0
Tillydrone Health & Well Being Project	Achieved 19-20	Achieved 20-21
Number of treatments provided	396	216
Number of individuals expressing a sense of wellbeing from sessions	60	20
Number of young people/children benefitting from sessions	4	0
Number of clients in process of recovery from substance misuse/addiction finding sessions beneficial to their recovery	15	2
Total number of participants involved	60	20
Number of participants aged under 16 years	4	0
Number of volunteers involved	2	2
Number of volunteer hours contributed	40	40
Operation Begonia	Achieved 19-20	Achieved 20-21
Number of women working with Spring Gardens/Cyrenians/Drugs Action who will work directly with the women to address issues within their families	18	12
Number of women working with Spring Gardens/Cyrenians/Drugs Action who can address alcohol and drug misuse	18	12
Number of women working with Spring Gardens/Cyrenians/Drugs Action to allow them to assist the women in gaining meaningful employment	18	12
Increase DBI referrals to Penumbra	52	9
Numbers of females filling in sexual health questionnaires	15	0
Number of conduct patrols with NHS and partner agencies	3	0
Number of males being dealt with for kerb crawling or other antisocial offending in the areas	78	91
Number of women educated on ways they can improve their safety and how to report any issues they may have	411	305
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	12
Monitor amount of intelligence being gleaned from the women which can assist progressing other serious and organised crime	442	342
Number of off street prostitution enquiries being conducted by controls	2	0
Number of Community Council meetings attend - Address community concerns regarding on street prostitution and associated criminality by attending Castlehill/Pittodrie C.C. meetings	6	4
Increase numbers of engaging women to assist them in addressing their specific issues and allow them to become contributing members of their community	24	12
Number of partner agencies worked with to increase specific ongoing projects which will address the women's specific needs	6	5
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	305
Number of patrols	98	64
Number of patrol hours	784	768
Number of females spoken with	411	305
Number of new females spoken with	14	12

Number of consent forms completed	18	14
Number of questionnaires filled out	9	0
Number of females engaging	24	12
Number of intelligence logs submitted	442	342
Number of off-street enquiries	2	0
Number of home visits		0
Number of Clinics		0
Total number of participants involved	78	342
Number of participants aged under 16 years	0	0
Number of volunteers involved	0	0
Number of volunteer hours contributed	0	0
Pathways to Wellbeing	Achieved 19-20	Achieved 20-21
Number of regeneration areas where counselling is provided	7	7
Number of people accessing counselling service	79	95
Number of counselling sessions delivered	977	991
Total number of participants involved	81	95
Number of participants aged under 16 years	0	0
Number of volunteers involved	7	7
Number of volunteer hours contributed	294	210
Community Reintegration Support Service (SHMU)	Achieved 19-20	Achieved 20-21
Total number of offenders participating in programme in prison	206	24
Number participating in the programme pre-release	24	12
Total number of offenders participating in programme in the community	61	27
Number of participants who engage with appropriate support services post release	61	27
Number of participants engaging in activities within the community	24	27
Number of participants securing a positive destination:	20	12
Volunteering	20	5
Education	4	3
Training	7	1
Employment	11	3
Number of participants reducing their offending behaviour	51	26
Number of volunteers hours contributed (pre-release)	2022	496
Number of volunteers hours contributed (post release)	979	271
Total number of participants involved	129	45
Number of participants aged under 16 years	0	0
Number of volunteers involved	0	0
Number of volunteer hours contributed	3001	767
Connecting Communities Thru Community Media (SHMU)	Achieved 19-20	Achieved 20-21
Number of active volunteers supported to produce radio programmes	100	49
Number of hour-long weekly Community radio shows broadcast	6	12
Number of weekly issue based radio shows produced and broadcast	32	19
Number of weekly 'What's On' news feature collated and broadcast	25	25
Number of volunteers supported to produce community magazines	37	31
Number of magazines produced and distributed	18	18
Number of editorial teams supported and meeting regularly	7	7
Number of Editorial Team meetings supported	74	63
Number of Joint Editorial Team meetings supported	6	2

Number of individuals and groups supported to participate in training and skills development	173	73
Number of volunteer hours contributed in regeneration areas	18,589	24,514
Number of organisations working in partnership with	347	131
Number of guests from local authorities/local & national government	15	12
Number of volunteers receiving tailored employability support	6	1
Total number of participants involved	265	195
Number of participants aged under 16 years	0	40
Number of volunteers involved	137	80
Number of volunteer hours contributed	21,454	29,901
Silver City Surfers	Achieved 19-20	Achieved 20-21
Number of people registering as new learners in City Centre	86	75
Average number of learners coming to each session in City Centre	5	4
Average number of volunteers at each session in City Centre	5	6
Number of sessions offered City Centre	183	80
Number of new learners in Northfield/Cummings Park	19	0
Average number of people coming to each session Northfield/Cummings Park	3	0
Number of new volunteers		10
Total number of learners over the year		80
Total number of participants involved		670
Number of participants aged under 16 years	0	0
Number of volunteers involved	42	40
Number of volunteer hours contributed	2795	5000
Positive Lifestyles	Achieved 19-20	Achieved 20-21
Number of kinship carers receiving either one to one or group work support from project staff	43	30
Number of kinship carers receiving access to Leisure Cards	15	0
Number of kinship carers attending regularly	20	6
Number of kinship carers attending social media risk training	20	0
Number of Kinship carers reporting they feel less socially isolated	43	30
Number of people able to monitor use of internet with children	20	30
Number of people have access to foodbanks	131	79
Number of people accessing grants	88	191
Number of people accessing credit unions through referral from staff	21	3
Number of parents of children under 5 and adults over 16 accessing service outwith council core funding	247	139
Number of one to one parent support meetings	247	74
Number of participants attending the Positive Lifestyles Programme	401	139
Number of individual inquiries	401	139
Number of parents referred on to relevant agencies	126	25
Number of people receiving help with CVs and interviews	10	3
Number of young people 16+ receiving help with CVs and interviews	10	3
Number of people helped to complete benefit enquiries	122	40
Number of people joining St Machar Credit union	21	0
Number of people supported to claim grants	88	191
Amount of grants received for individuals	13,944	25,500
Number of people referred to Pathways Counselling Service	10	0
Number of people taking up volunteering opportunities	27	12

Total number of participants involved	401	139
Number of participants aged under 16 years	66	26
Number of volunteers involved	14	12
Number of volunteer hours contributed	18	12
Torry Adult Counselling	Achieved 19-20	Achieved 20-21
Number of Adult clients accessing the service and completing a course of counselling therapy	161	158
Number of counselling sessions provided for adults	989	869
Number of clients referred to Pathways, Foyer, Job Centre, Further education/ training	5	
Number of meetings with referring agencies/GPs at Torry	7	5
Total number of participants involved	176	172
Number of participants aged under 16 years	0	0
Number of volunteers involved	1	1
Number of volunteer hours contributed	98	65
Home-Start	Achieved 19-20	Achieved 20-21
Number of families supported in Regeneration areas	38	41
Number of families report that they feel better able to cope with the issues	38	35
Number of families reporting reduced isolation	38	35
Number of families no longer needing Social Work support	5	2
Number of people reporting reduced levels of family conflict or stress	38	35
Number of people reporting improved physical and/or mental health	34	35
Number of families participating in 'Recipe for Life' health development project	10	18
Number of families with increased access to local services	34	30
Number of children accessing play and learning opportunities	35	25
Number of families supported with financial issues	23	34
Number of families supported to access statutory and community services	34	35
Number of families supported to play a more active role in their community	12	15
Number of people moving into training	4	0
Number of people moving into employment	1	0
Number of people moving into volunteering	4	2
Number of volunteers supporting the project.	49	34
Number of volunteer hours undertaken	2890	1375
Number of training events provided for volunteers	8	8
Total number of participants involved	129	130
Number of participants aged under 16 years	65	76
Number of volunteers involved	49	34
Number of volunteer hours contributed	2890	1375
Fersands Family Support Worker	Achieved 19-20	Achieved 20-21
Number of families in crisis offered intensive support	12	6
Number of families given information advice and practical help	40	46
Number of parents attending support information sessions	28	0
Number of Parent groups running weekly	2	0
Number of parents attending groups	16	0
Total number of participants involved	44	0
Number of participants aged under 16 years	0	0
Number of volunteers involved	0	0
Number of volunteer hours contributed	0	0

GREC Language and Integration Project	Achieved 19-20	Achieved 20-21
% 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%	70%
Number and diversity (national/ethnicity, gender) of participants	240	65
Number of participants that take up employability support as a result of the project	27	22
Number of individuals who are successful in finding employment following participation in the project	14	
% Of participants who have increased confidence and skills with employability-related English	90%	83%
Total number of participants involved	265	65
Number of participants aged under 16 years	0	0
Number of volunteers involved	20	2
Number of volunteer hours contributed	745	32

PLACE

Cummings Park Community Flat	Achieved 19-20	Achieved 20-21
Number of management committee meetings	10	2
Number of management committee members	14	11
Number of management committee training events	3	1
% Of activities led by the management committee	90%	13
Number of contacts accessing flat led activities	3004	72
Number of individual contacts accessing flat led activities	381	53
Number of individual users of Flat facilities - enquiries, phone, use of computers	47	22
Number of partners/agencies delivering services from Cummings Park Community Flat.	17	1
Number of individuals referred to partner agencies by volunteers	100	100
Number of contacts accessing the drop in sessions facilitated by partners	66	9
Total number of youth work contacts	42	6
Total number of individual young people involved in youth work	18	6
Total number of adult learning contacts	198	125
Total number of individual adult learners	71	53
Number of people on the Cumming North editorial group	6	3
Number of people who have access to Wi-Fi for phone, computer etc.	329	22
Number of people undertaking walking activities	24	19
Number of people accessing affordable healthy food weekly (CFINE outlet)	11	1
Number of healthy meals/snacks provided	3	20 +
Number of people signposted to relevant health agencies	54	39
Number of young people taking part in intergenerational activities	18	2
Number of older people taking part in intergenerational activities	17	2
% Of people reporting they find flat safe and welcoming place to attend	90%	100%
Number of agencies flat is working in partnership with	17	4
Number of people involved in Litter Picking and community walkabouts	26	0
Number of people connecting online - online classes/meetings	n/a	13

Total number of participants involved	447	144
Number of participants aged under 16 years	59	4
Number of volunteers involved	22	16
Number of volunteer hours contributed	5,070	1000
Printfield Community Project	Achieved 19-20	Achieved 20-21
Number of children & young people provided with healthy lunches during school holidays	50	0
Number of children & young people who attend Out of School Care and Youth Services	170	76
Number of residents who are part of the Woodside Network	25	0
Number of local people encouraged and support to become involved in the delivery of PB	60	0
Number of children and young people aged 5-16 participating	100	40
Number of children under 3 yrs registered	12	10
Number of children registered at After School Club	69	46
Number of volunteers involved in Printfield Community Project Management Committee, Printfield Area Forum and Woodside Network	60	20
Number of Woodside Network meetings supported	6	0
Number of Adult Learners involved in courses	12	0
Number of Adult Learning Courses provided	4	0
Number of people getting support with welfare reform issues 1-2-1 support	60	30
Total number of participants involved	250	222
Number of participants aged under 16 years	182	86
Number of volunteers involved	40	40
Number of volunteer hours contributed	450	450
STAR Flat	Achieved 19-20	Achieved 20-21
Number of agencies using the Flat.	16	12
Number of attendances at agencies	1975	207
Number of uses of flat facilities	521	36
Number of uses of Information and advice provision	330	57
Number of members on STAR Management Committee	3	3
Number of STAR Management Committee meetings and training sessions held	3	2
Number of members and organisation reps on STAR Flat Management Committee	3	3
Number of STAR Flat Management Committee meetings and training sessions held	3	2
Number of STAR members	21	20
Number of sessions (group or individual) supporting getting people back to work	41	0
Number of attendances at sessions supporting getting people back to work	266	0
Number of people involved in sessions supporting getting people back to work	15	0
Number of Credit Union branch openings held	47	7
Number of attendances (pay ins) at Credit Union	421	40
Number of sessions aimed at increasing skills and creativity	153	0
Number of attendances at sessions aimed at increasing skills and creativity	587	0
Number of people involved in sessions aimed at increasing skills and creativity	39	4
Number of uses of services and activities that support improving mental health, wellbeing, and diet	1456	9
Number of sessions in the Chill Out room	1152	0
Number of attendances at sessions in the Chill Out Room	780	0
Total number of participants involved	452	162
Number of participants aged under 16 years	16	0
Number of volunteers involved	4	4
Number of volunteer hours contributed	240	60

Tillydrone Community Flat	Achieved 19-20	Achieved 20-21
Number of uses of flat facilities – washing machine, phone, access to computers	3426	1669
Number of Learning support crèche sessions	68	0
Number of children attending crèche sessions	36	0
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	10
Number of locals/members on the Committee	8	8
Number of Management Committee meetings and training sessions occurring	14	2
Number of people on the Tilly Tattle editorial group	2	1
Number of reps from the Flat attending Tillydrone Network meetings	3	0
Number of attendances at Learning opportunities	508	0
Number of adults involved in Adult Learning Activities	36	0
Number of volunteers supporting the service	12	10
Number of people attending for support with welfare reform issues	172	130
Number of sessions provided in flat for ACC Social Work who provide assistance to families experiencing complex issues	2	0
Number of opportunities provided to engage with people with mental health issues and/or feeling of social isolation	40	72
Number of Food Parcels provided to those in need due to benefit issues	744	760
Number of Food Partnership groups attended by Development Officer	4	4
Number of children who attend Childcare provision in the flat	41	0
Number of service users who are engaged in activities to assist with their recovery from drug/alcohol issues	72	68
Number of network meetings attended and receive updated information from local police on current crime issues in area	8	0
Number of users who access computers at the flat and undergo basic training in computer skills to assist with benefits and other issues	27	22
Number of growing spaces and planters in flat garden to engage with local residents to grown fruit/veg/flowers	2	6
Number of users engaging with Trustlens to explore use of technology connected with home and outdoor space	6	n/a
Number of service users assisted with debt or benefit issues inhouse and also referred to other agencies	172	130
Number of food parcels made available from CFINE, Trussell Trust and donations given to flat	744	760
Number of users accessing assistance from Pathways employment worker	102	4
Total number of participants involved	360	322
Number of participants aged under 16 years	41	97
Number of volunteers involved	12	10
Number of volunteer hours contributed	600	350
Tackling Food Poverty	Achieved 19-20	Achieved 20-21
Number of emergency food parcel provided	20,045	44,378
Number of Fareshare Community Food Outlets	90	0
Number of Community Pantries established	3	3
Number of Community Food members	205	187
Number of work placements focusing on creating skills & experience	62	158
Number of food parcels provided by CFINE at foodbank and to partner organisations & services	20,045	44,378

Tonnage of Fareshare food being provided to Community Food members in locality partnership areas	484	615
Number of Fareshare meals provided to support programmes e.g. Food & Fun	9,500	0
Number of Community Food outlets	44	0
Number of referrals for advice, support, and care	582	600
Total number of participants involved	15,400	20,000
Number of participants aged under 16 years	5,000	7000
Number of volunteers involved	322	231
Number of volunteer hours contributed	77,280	55,440

That this Council:

1. Notes that the Administration of the Council comprises 22 Councillors - a minority of the 45 members of the Council.

2. Agrees to amend the membership of Committees, Sub-Committees, Working Groups and Partnerships as below with immediate effect, and that Group Leaders liaise to confirm the individual allocations and advise the Chief Officer - Governance:

	Proposed Composition
Audit, Risk and Scrutiny Committee	4 Administration and 5 Opposition
Capital Programme Committee	4 Administration and 5 Opposition
City Growth and Resources Committee	4 Administration and 5 Opposition
Education Operational Delivery Committee	6 Administration and 7 Opposition
Licensing Committee	4 Administration and 5 Opposition
Operational Delivery Committee	6 Administration and 7 Opposition
Pensions Committee	4 Administration and 5 Opposition
Planning Development Management Committee	4 Administration and 5 Opposition
Public Protection Committee	4 Administration and 5 Opposition
Staff Governance Committee	4 Administration and 5 Opposition
Strategic Commissioning Committee	4 Administration and 5 Opposition
Urgent Business Committee	4 Administration and 5 Opposition
Integration Joint Board	1 Administration and 3 Opposition
City Region Deal Joint Committee	3 Opposition Subs – 2 Administration and 1 Opposition
Clinical and Care Governance Committee	2 Opposition
Guildry and Mortification Funds Committee	1 Administration and 2 Opposition
Nestrans	1 Administration and 3 Opposition
Strategic Development Planning Authority	2 Administration and 4 Opposition Subs – 2 Administration and 4 Opposition
Disability Equity Partnership	2 Administration and 3 Opposition
School Estate Strategy Working Group	1 Administration and 2 Opposition
Taxi and Private Hire Consultation Group	2 Administration and 3 Opposition
Special Licensing Objections Committee	2 Administration and 3 Opposition

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