

**CORPORATE POLICY AND PERFORMANCE COMMITTEE  
COMMITTEE BUSINESS  
25 November, 2010**

	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>	<u>Report Expected (if known)</u>
1.	<p>Continuous Improvement 06.05.08 Article 10</p> <p>Scrutiny Panel 19.01.09 Article 2</p>	<p><b><u>Local Code of Corporate Governance</u></b> The Continuous Improvement Committee agreed that the refreshed Local Code of Corporate Governance be brought to its meeting on 17 June 2008, having been updated in light of the improvement agenda set out in the Audit of Best Value and Community Planning and in line with the new Framework for Delivering Good Governance in Local Government.</p> <p>At its meeting on 19<sup>th</sup> January, 2009, the Scrutiny Panel agreed to instruct officers to investigate, in consultation with appropriate Councillors, all appropriate and viable alternative methods other than investigations to address the issue of leaked reports and report back to the next meeting of the Panel on 2 March, 2009.</p>	<p>At its meeting on 21<sup>st</sup> January, 2010, the Committee heard that the refreshed Local Code of Corporate Governance would be reported to the Committee at its meeting on 29<sup>th</sup> April, 2010. The report would reflect the changes to the Councillors' Code of Conduct.</p> <p>The changes to the Councillors' Code of Conduct are still awaited. The proposed refreshed Local Code will be developed over the recess period in parallel with the work being undertaken on the Council's business plan. Progress updates will be taken to the Leadership Board and report will be brought to Committee at its meeting in September 2010.</p> <p>At its meeting on 23 September 2010, the Committee resolved to note the update provided and agree that the revised Local Code of Corporate Governance be submitted to the Corporate Policy and Performance Committee at its meeting on 25 November 2010.</p> <p><b>A report is on the agenda.</b></p>	Head of Service, Office of Chief Executive	25.11.10	25.11.10

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2.	Continuous Improvement 09.12.08 Article 20	<p><b><u>Monitoring Officer Report – PIDA</u></b>  The Committee resolved to request officers to undertake a review of the current whistleblowing policy to examine the achievability of the timescale set down therein and to report back to the Committee at its meeting on 24 February, 2009.</p> <p>On 2 June, 2009, the Continuous Improvement Committee resolved to request that the outstanding report be submitted to the earliest meeting of the Council (including Committees) where the issue could be discussed.</p>	<p>Officers are working on reviewing the whistleblowing policy and, as part of the review, will be providing examples of cases from other authorities to staff to assist in clarifying when a complaint could be classed as falling under the whistleblowing policy. Officers will also circulate a questionnaire to staff on the whistleblowing policy.</p> <p>The Head of Service has met with officers from HR to discuss how to take forward the proposed changes to the whistleblowing policy.</p> <p>The Head of Service has received a draft copy of the Policy from colleagues in HR and awaits appendices. Will not be adequate time for robust consultation so final report to next cycle.</p> <p>At its meeting on 23 September 2010, the Committee resolved:-</p> <p>(a) to approve the revised Whistleblowing policy, detailed at Appendix 1; and</p> <p>(b) to request that all Directors ensure that all employees were made aware of the new Whistleblowing Policy, through all appropriate channels, i.e. team meetings, and that the Whistleblowing Policy document be made readily available to all employees, i.e. on the intranet and with hard copies being made</p>	Head of Legal and Democratic Services		

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			<p>accessible to employees without access to the intranet.</p> <p><b>Recommended for removal.</b></p>			
3.	<p>Resources Management 10/03/09 article 43</p>	<p><b><u>Catering Services Review</u></b></p> <p>The Committee instructed officers to progress a catering services review for all of the Council's catering services and report back to the appropriate Committee towards the end of 2009.</p>	<p>On 21<sup>st</sup> January, 2010, the Committee received a report on the catering services review and amended the recommendations to read:- “(a) note the information gathered by the review; and (b) instruct officers to develop a comprehensive action plan dealing with the organisational and strategic issues relating to catering services and exploring all options, reporting back to Committee in two cycles’ time.”</p> <p>At its meeting on 29 April 2010, the Committee resolved:- (i) to approve the proposed actions detailed in the Action Plan; and (ii) to request officers to report back to the Committee, in two cycles, with an update on all of the actions contained in the Action Plan.</p> <p>At its meeting on 23 September 2010, the Committee resolved to agree the proposed actions detailed in the action plan and to instruct officers to report updates on the action plan on a six monthly basis to the Corporate Policy and Performance Committee.</p>	<p>Head of Asset Management and Operations</p>	<p>31.03.11</p>	

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		<b><u>Catering Services Review cont.</u></b>	<p>The Committee also noted the scheme utilised at Cults Academy where S1 and S2 pupils are not allowed to leave the school at lunchtime had resulted in an uptake of pupils having school meals, and requested that officers prepare a report for the Education, Culture and Sport Committee, with a follow-up report to Corporate Policy and Performance Committee for information, advising on the possible benefits to all schools of the Cults scheme and of the pilot to introduce the same menu in all schools.</p> <p>A report that includes a review of the Cults Academy S1/S2 initiative will be considered by the Education, Culture and Sport Committee at its meeting in November, 2010. Once the Committee has expressed a view on the initiative a report will be submitted to the Corporate Policy and Performance Committee in January 2011.</p>	Head of Schools and Educational Establishments	<b>23.09.10</b>	27.01.11
4.	Corporate Policy and Performance Committee 04/03/10 Article 10	<p><b><u>Social Networking Sites for Aberdeen City Council</u></b></p> <p>The Committee resolved:- To approve the proposal to create a profile for Aberdeen City Council across social networking sites such as Facebook, bebo, Flickr and Twitter and to utilise the YouTube media channel to enhance existing communication channels and</p>	<p>The building of profiles and web activity continues to be developed across services with a report evaluating the effectiveness and potential business benefits for the Council due before committee on 23 September, 2010.</p> <p>At its meeting on 23 September 2010, the Committee resolved, amongst other this:- (i) to note that a subsequent review and report would be presented to the</p>	Marketing Manager	31.03.11	

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		encourage interaction with residents and service users.	Corporate Policy and Performance Committee at its meeting in March 2011; and  (ii) to request officers to investigate and assess future advances in social networking tools for their relevance and use as part of the council's pro-active communication and engagement activity.			
5.	Finance & Resources Committee 11/11/09	<b><u>Community Planning Partnership – Fairer Scotland Fund</u></b>  The Finance & Resources Committee resolved to instruct the Director of Corporate Governance to provide twice yearly updates in February and October to the Aberdeen City Alliance and the Corporate Policy and Performance Committee on the outcomes achieved through the investment of the Fairer Scotland Fund.	This report is being rescheduled for the June Policy and Performance Committee and will provide an annual Fairer Scotland Fund Report for 2009/2010 based on the full year evaluation and monitoring report returns from projects funded for 2009/2010.  The report will also outline, for the Committee, the agreed programme of work for 2010/2011.  The Committee at its meeting on 10 June 2010, resolved, amongst other things, to consider a further update report on progress for 2010/2011 at its meeting on 25 November, 2010.  <b>A report is on the agenda.</b>	Head of Customer Service and Performance	25.11.10	25.11.10
6.	Corporate Policy and Performance Committee	<b><u>Achieving Our Potential: Tackling Poverty And Income Inequality In Aberdeen City –</u></b>  The Committee agreed to the draft	The draft strategy is currently going through the respective committees with the process being led by the relevant services. Once this is complete officers will aggregate the recommendations with	Head of Customer Service and Performance	<b>10.06.10</b>	25.11.10

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	10/09/09 Article 9	strategy being submitted to the other committees of the Council for consideration and comment, accompanied by the service Director's advice on action from the service to address poverty, following which a further report would come back to Corporate Policy and Performance Committee setting out the proposed governance arrangements to co-ordinate and monitor anti-poverty activity across Council services and outcomes in communities.	<p>a final strategy to come before Corporate Policy and Performance Committee at its meeting on 10<sup>th</sup> June, 2010.</p> <p>A report regarding anti-poverty activity is still to be considered by the Social Care and Wellbeing Committees; this report will be considered at the meeting on 4 November 2010. Thereafter officers will aggregate the recommendations within a final strategy to come before Corporate Policy and Performance Committee at its meeting on 25 November 2010.</p> <p><b>A report is on the agenda.</b></p>	nce		
7.	Corporate Policy and Performance Committee 29/04/10 Article 5	<p><b><u>Financial and Performance Monitoring and Reporting to Committee</u></b></p> <p>The Committee resolved, amongst other things,</p> <p>(i) that the Corporate Policy and Performance Committee receive performance reports on an annual basis showing progress and outturns in relation to:-</p> <ul style="list-style-type: none"> <li>• Key Performance Indicators</li> <li>• The Single Outcome Agreement;</li> <li>• The Council's Corporate Business Plan; and</li> <li>• All Statutory Performance Indicators; and</li> </ul>	<p>At its meeting on 23 September, 2010, the Committee resolved:-</p> <p>(i) to agree to the proposal for exception reporting to the Council's Committees as detailed at Appendix A of the report; and</p> <p>(ii) in terms of good practice, to request officers to report back to the Corporate Policy and Performance Committee in six months, with an analysis of/feedback on the implementation and performance of the new reporting by performance exception procedure to be implemented across all Committees.</p>	Head of Customer Service and Performance	31.03.11	

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		(ii) to request officers to report a scheme for exception reporting to the Corporate Policy and Performance Committee, in order that exceptionally poor performance should be reported as soon as possible for early action.				
8.	Housing and Environment Committee 25/05/10 Article 15	<b><u>Refurbishment of Kepplehills Garages</u></b>  The Committee resolved to request that the Chief Executive report to the Corporate Policy and Performance Committee, proposing a policy that would instruct officers to report back to a Committee with an explanation in the circumstance where a Committee decision has not been implemented within a set period of time.	<b>A report is on the agenda.</b>	Head of Service, Office of the Chief Executive	<b>23.09.10</b>	25.11.10
9.	Social Care and Wellbeing Committee 03.06.10	<b><u>Revised Performance Indicator Suite for Social Care and Wellbeing Service</u></b>  The Committee resolved to request the Corporate Policy and Performance Committee to take an overview on statutory performance indicators with a view to potentially contacting the Scottish Government to request that statutory performance indicators be amended to reflect outputs rather than	At its meeting on 23 September, 2010, the Committee resolved, amongst other things:- (i) to note the outturn performance and analysis on the 2009/2010 Statutory Performance Indicators (SPIs); (ii) to note that full details of all the SPIs, including trend information and analysis was available upon request and would be reported to each of the Council's Service Committees as appropriate and as part of the agreed quarterly reporting of performance;	Director of Social Care and Wellbeing / Head of Customer Service and Performance	23.09.10	23.09.10

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		inputs.	<p>and (iii) to agree that the SPI outturn performance for 2009/10 be published, as was statutorily required.</p> <p><b>Recommended for removal.</b></p>			
10	Corporate Policy and Performance Committee 10/06/10 Article 9	<p><b><u>Corporate Parenting Update</u></b></p> <p>The Committee resolved, amongst other things, to request that the policy be brought back to the Committee for approval once completed.</p>	<b>A report is on the agenda.</b>	Director of Social Care and Wellbeing	25.11.10	25.11.10
11	Corporate Policy and Performance Committee 10/06/10 Article 11	<p><b><u>Working Better Together : A Collaborative Approach to Public Service Design and Delivery</u></b></p> <p>The Committee resolved, amongst other things, to consider the final report setting out priority themes and specific governance arrangements for collaborative working at the Committee's meeting on 23 September, 2010.</p>	<p>Consultation with key stakeholders is ongoing.</p> <p>A multi-agency Project Board is to be established to review and analyse the qualitative and quantitative data from this development and consultation phase. This will determine the priority themes for local projects. Key deliverables by the end of September will be:</p> <ul style="list-style-type: none"> <li>- identification of dedicated staff for development group</li> <li>- Key partner participation</li> <li>- Identification of associated costs to support pilot project.</li> <li>- identification support and training Needs</li> </ul> <p><b>A report is on the agenda.</b></p>	Head of Customer Service and Performance	<b>23.09.10</b>	25.11.10



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12	Corporate Policy and Performance Committee 10/06/10 Article 12	<p><b><u>Review of Community Planning</u></b></p> <p>The Committee resolved, amongst other things, to authorise the Director to implement the review and report on progress at a future meeting off the Committee.</p>	<p>The terms of reference for the review have been agreed with Community Planning Partners, and a commissioning exercise is underway to appoint an external consultant to undertake the review. The agreed timeframe for completion of the review is by 30<sup>th</sup> September 2010.</p> <p><b>“A preliminary report has been received from the appointed consultant. The Executive Group of The Aberdeen City Alliance (TACA) is working with the consultant to conclude the work with the final report due to be considered by TACA in December and, thereafter, submitted to this Committee.”</b></p>	Head of Customer Service and Performance	<b>25.11.10</b>	27.01.11
13	Corporate Policy and Performance Committee 23/09/10 Article 7	<p><b><u>Single Outcome Agreement 2009/2010 Performance Report</u></b></p> <p>The Committee resolved, amongst other things, in relation to the % of school leavers in positive and sustained destinations to:- (a) note that the values for 2009/2010 were not yet available; that these would be available in approximately 8 weeks, at which point they would be reported to the Education, Culture and Sport Committee; and (b) request that the values be reported to the Corporate, Policy and Performance Committee for information.</p>		Director of Education Culture and Sport	27.01.11	

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14	Corporate Policy and Performance Committee 23/09/10 Article 12	<p><b><u>Information Management Strategy</u></b>  The Committee resolved, amongst other things:-</p> <p>(i) to approve the Corporate Information Management Strategy and Action Plan as contained in Appendix 3 of the report, to implement the recommendations contained within the assessment and review referred to at resolution (i) and (ii) above, and to ensure full compliance with the legal requirements upon the Council;</p> <p>(ii) to request that the review of the strategy be submitted to the Corporate Policy and Performance Committee in six months for consideration, and that this include an example of requests received per Directorate, as well as details on the costs of answering freedom of information requests, also by Directorate;</p> <p>(iii) to request officers to explore the possibility of gathering and including details of the approximate cost of collating the information to answer each Freedom of Information request received, on the Council's website along with the answer to the request.</p>		Records Manager	31.03.11	