

# Capital Programme Committee Annual Effectiveness Report 2019/2020



## Contents

	Page
1. Introduction	3
2. The role of the Committee	4
3. Membership of the Committee during 2019/2020	4
4. Membership changes	4
5. Member Attendance	4-5
6. Meeting Content	5-7
7. Training Requirements	7
8. Code of Conduct – Declarations of Interest	7
9. Civic Engagement	7
10. Officer support to the Committee	8
11. Executive Lead’s Comments	8-9
12. Next year’s focus	9

## 1. INTRODUCTION

- 1.1 I am pleased to present the second annual effectiveness report for the Capital Programme 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 have operated within their Terms of Reference, through an annual report. This has been an aspiration for some time, representing good practice in governance terms and evidencing the Council's progress towards achieving CIPFA accreditation and I'm glad to see the second report for the Capital Programme Committee presented.
- 1.2 This second 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 The Capital Plan is key to the delivery of the strategic development and vision of the City. The Capital Programme demonstrates Aberdeen's desire to create a City that provides quality social housing fit for 21st Century living, road improvements to move traffic more effectively through the City and an Educational provision to inspire our future generations of learners. A belief and ambition for our City by ACC sees a continued investment in the Capital Plan in order not only to deliver the Plan but to attract essential Private Sector investment. The Capital Committee needs to ensure an ongoing overview of the Capital Programme particularly given the uncertainty of the impact Covid -19 will have on costs and timelines.



**Councillor Marie Boulton**  
Convener, Capital Programme Committee

## 2. THE ROLE OF THE COMMITTEE

- 2.1 The role of the Committee is to monitor the projects within the Capital Programme.
- 2.2 The Terms of Reference for the Capital Programme Committee are appended to this report.

## 3. MEMBERSHIP OF THE COMMITTEE DURING 2019/2020

- 3.1 The Capital Programme Committee has 9 Elected Members.

Party	Committee political balance (seats)
Independence Alliance Group	1
Aberdeen Labour	2
Liberal Democrats	1
Scottish Conservative and Unionist	2
Scottish National Party	3

## 4. MEMBERSHIP CHANGES

- 4.1 Councillor Avril McKenzie replaced Councillor Phillip Sellar.
- 4.2 Councillor Stephen Flynn replaced Councillor Jackie Dunbar.
- 4.3 Councillor Audrey Nicoll replaced Councillor Stephen Flynn.

## 5. MEMBER ATTENDANCE

Member	Total Anticipated Attendances	Total Attendances	Nominated Substitute
Alex Nicoll	5	5	
Alexander McLellan	5	5	
Audrey Nicoll	1	1	
Avril MacKenzie	3	3	
Douglas Lumsden	5	5	
Gordon Graham	5	5	
Ian Yuill	5	4	Martin Greig
Jackie Dunbar	1	0	Stephen Flynn
Jenny Laing	5	2	M. Tauqeer Malik
Marie Boulton	5	5	
Philip Sellar	2	0	Alan Donnelly
Stephen Flynn	2	2	

## 6. MEETING CONTENT

6.1 During the 2019/2020 reporting period (29 April 2019 to 30 April 2020), the Committee had five meetings and considered a total of 35 reports.

### 6.2 Terms of Reference

Of the 35 reports received the following table details how the reports aligned to the Terms of Reference for the Committee.

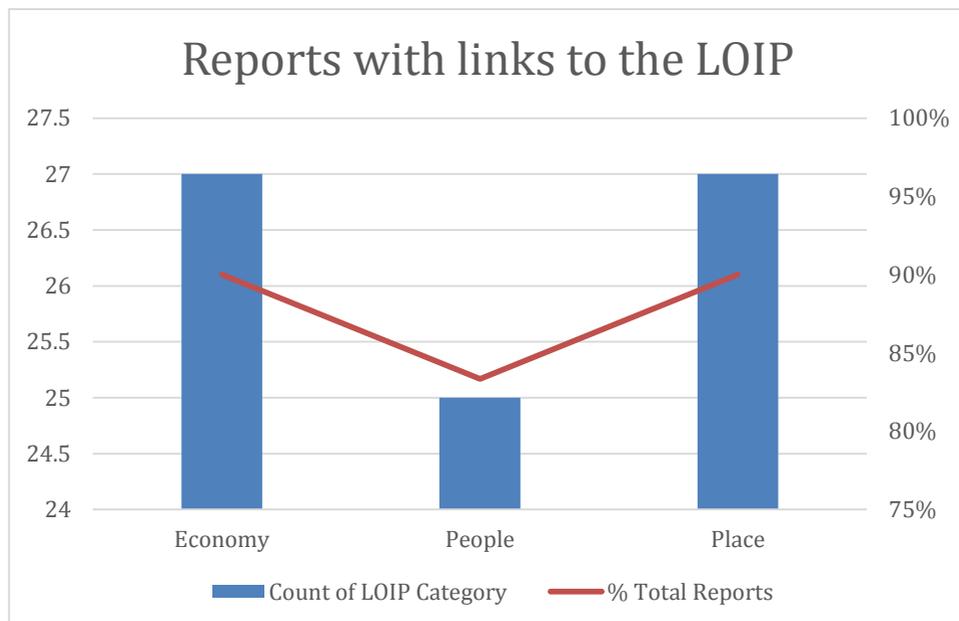
Terms of Reference	Count of Terms of Reference
Remit of Committee 1.1	32
Remit of Committee 1.2	1
General Delegations To Committees 7.4	1
General Delegations To Committees 7.5	1

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 for supporting new capital investments onto the Capital Programme.

6.4 There has been one report under remit 1.2 this is mainly because nothing was completed within the period requiring a post project evaluation or post occupancy evaluation reports and no reports under remit 1.3 as members did not request any reports on specific projects during the reporting period.

### 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.



## 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.

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	35	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	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)	0	0%
Number of referrals to Council, or other Committees in terms of Standing Order 33.1	0	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)	-
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 Members attending meetings of the committee as observers	7

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	0
--	---

## 7. TRAINING REQUIREMENTS

- 7.1 Committee members do 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 Three 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 bodies such as the Aberdeen Disability Equity Partnership.
- 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 2020/2021 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.
- 9.4 From a capital project perspective, key civic engagements will be reported throughout the committee cycle to keep Members informed.

## 10. OFFICER SUPPORT TO THE COMMITTEE

Officer	Total Anticipated Attendances	Total Attendances	Substitute Attendances
Director of Resources	5	4	
Chief Officer - Corporate Landlord	5	5	
Chief Officer - Capital	5	5	
Chief Officer - Finance	5	4	Scott Paterson
Deirdre Nicolson – Legal Adviser	2	2	
Sharon Wares – Legal Adviser	3	3	
Chief Officer - City Growth	1	1	

- 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** 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. This would help ensure that each committee is following its terms of reference, is operating effectively and to identify any training needs or improvements to the Council's decision-making structures.
- 11.2** The committee would appear to be working effectively noting that:
- Throughout the year there has been more than a doubling of the number of reports submitted to the committee, compared to the previous year;
  - No decisions required to be delayed; There were no exempt reports presented to the Committee, however 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; All sections of the terms of reference were engaged apart from Term of Reference 1.3; and
  - All business was approved/noted unanimously.
- 11.3** Looking forward to the next financial year (2020/2021) 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.
- 11.4** 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

- 11.5 Within the locality of specific projects, opportunities are being taken when they allow the development and stimulate the interest of local school children. Similar steps are being taken with local community groups in the form of developing career and skills opportunities.
- 11.6 It is important that project post-evaluation reports are prepared to review whether desired outcomes have been achieved but also to inform lessons learned for any similar future projects.

## 12. NEXT YEAR'S FOCUS

- 12.1 Council on 2 March 2020 approved new Terms of Reference and a further review will be reported to Council in March 2021. 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 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.
- 12.3 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.
- 12.4 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.

## Appendix 1

### **Capital Programme Committee Terms of Reference Approved by Council on 4 March 2019**

#### PURPOSE OF COMMITTEE

1. To monitor the development and delivery of the Council's capital programme, including:
  - 1.1 those projects flowing from the City Centre Masterplan, the Aberdeen City Region Deal, the Common Good and General Fund Capital Programme and the Housing Revenue Account; and
  - 1.2 those interventions that contribute to the overall place outcomes for the City as a result of investment in infrastructure.
2. To approve and monitor major infrastructure planning in the City.

#### 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 for supporting new capital investments onto the Capital Programme;
  - 1.2 review progress in the delivery of the benefits of the Capital Programme, including through the receipt and scrutiny of Post Project Evaluations (PPE's) and Post Occupancy Evaluations (POE's); 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.

#### 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:-

1. the Capital Programme Committee and City Growth and Resources Committee will cooperate strategically to promote city growth and place planning and to ensure that resources are allocated to support outcomes.
2. a key relationship will be required with the Planning Development Management Committee in respect of the preparation of the Local Development Plan.

