

# 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.



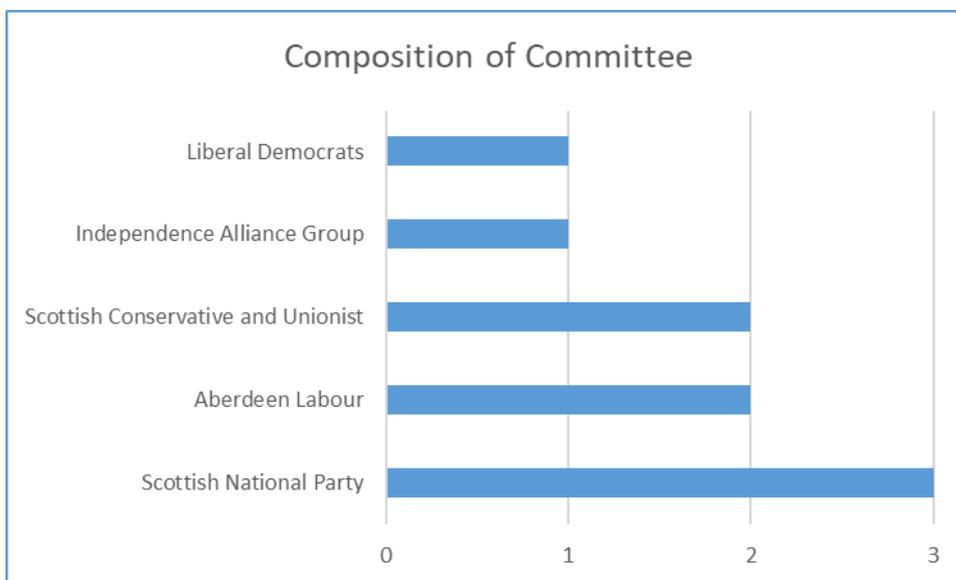
**Councillor Marie Boulton**  
Convener, Capital Programme Committee

## 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	1	1		
Jenny Laing	6	6		
Douglas Lumsden	4	3	1	Ryan Houghton
Alexander McLellan	6	5	1	David Cameron
Avril MacKenzie	6	6		
Jessica Mennie	1	1		
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.

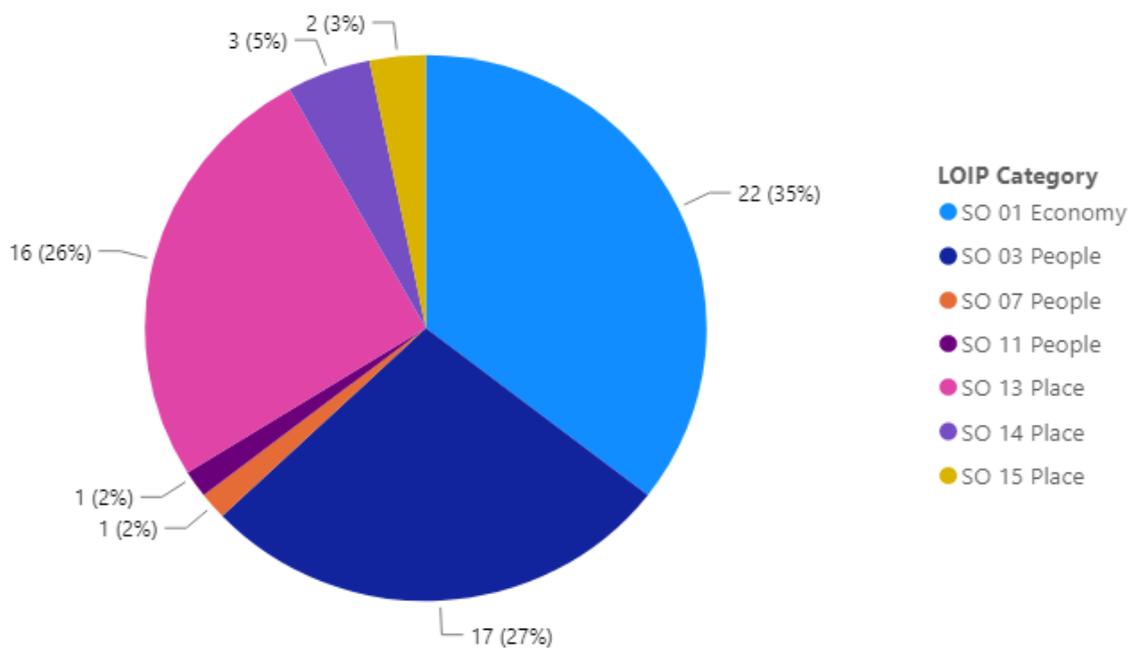
Terms of Reference	Number of Reports
Remit of Committee 1.1	40
General Delegations To Committees 7.4	1
General Delegations To Committees 7.5	1

- 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

