

ORDERS OF REFERENCE

ABERDEEN CITY COUNCIL

CORPORATE POLICY AND PERFORMANCE COMMITTEE ORDERS OF REFERENCE

1. To develop and approve corporate policy and strategies including partnership working, and HR policies except those specified as relating to teaching staff and falling within the remit of the Education, Culture and Sports Committee.
2. To oversee the community planning process.
3. To agree and monitor neighbourhood community action plans.
4. To ensure involvement of community, neighbourhood networks and partners in Committee decision making.
5. To be accountable for the services provided by the Corporate Governance Service except internal audit.
6. To receive and scrutinise performance information for the Corporate Governance Service **(with the exception of budget monitoring reports)**.
7. To be accountable for the services provided by the Office of Chief Executive.
8. To receive and scrutinise performance information for the Office of Chief Executive.
9. To oversee the provisions of the Code of Conduct for Elected Members including the taking of action in regard to allegations of misconduct and the introduction of any guidance, policy or procedures in accordance with the provisions of the Code.
10. To oversee the implementation of the Five Year Business Plan.
11. To approve a plan for Best Value Audits and to consider performance outcomes from the Audit.
12. To ensure the Council meets its obligations in terms of Corporate Governance compliance.
13. To ensure that the Council meets its responsibilities in terms of Best Value legislation.
14. To monitor annually performance and consistency between service committees.
15. Where the Chief Executive or Council so request, to monitor and scrutinise particular performance or service delivery matters.
16. To receive reports on whistleblowing and other investigations.
17. To instruct such performance information as the Committee requires to fulfil its remit.
18. To ensure that in fulfilling this remit the Committee have regard to statutory requirements such as the Local Government in Scotland Act 2003, in relation to Best Value and continuous improvement.
19. To ensure the Council meets its legal obligations through:-
 - (a) The approval of a fraud policy and monitoring its implementation; and
 - (b) Commissioning investigations to secure value for money in the delivery of services.
20. To oversee the processes by which services are exposed to competition and costs are let, where the Council itself is a bidder for the work.

21. The Committee will refer business items relating to service delivery issues to the appropriate committees, while reserving the function of monitoring performance of those other committees in dealing with items so referred.
22. To receive external performance reports, and ensure any necessary action, unless service specific.
23. To receive reports from the Commission of Local Administration in Scotland and ensure any necessary action.
24. To maintain an overview of the Code of Guidance on Funding External Bodies and Following the Public Pound - Review of the allocation of grants to outside bodies.
25. The Committee is charged with the responsibility for corporately monitoring and validating the activities of other Standing Committees relating to the development and implementation of processes for achieving Continuous Improvement (including Best Value) in the design and delivery of services and in the development of measures to achieve social inclusion and sustainable development, and generally with the promoting, in a visible and challenging manner, the development of Continuous Improvement (including Best Value) in all its senses.
26. The committee will have the responsibility of monitoring:-
 - (a) the development and implementation of new systems for ensuring performance management and quality assurance in the Council's structure for service delivery;
 - (b) the due influencing of service delivery, planning and strategic development;
 - (c) the planning and progress of service reviews and the implementation of action plans arising from those reviews;
 - (d) arrangements for achieving Value for Money, Continuous Improvement and Best Value in services provided by external contractors; and
 - (e) the adoption and implementation of the management framework for planning, implementing, monitoring, reporting and reviewing delivery.

**ABERDEEN CITY COUNCIL
FINANCE AND RESOURCES COMMITTEE
ORDERS OF REFERENCE**

1. To set and monitor a resources strategy for the Council and to scrutinise performance within this.
2. To undertake overall management of the Council's resources – finance, people, systems and technology, and property at the stage of acquisition or disposal.
3. To set budgets, including those managed by the service Committees, having regard to the priorities set by each service Committee.
4. To approve staffing structures and additional staffing where no budget provision exists within the services.
5. To monitor all of the Councils budgets, in particular:-
 - (a) To establish processes and procedures for the close monitoring of budget approved by the Council.
 - (b) To receive budget monitoring reports from each service and to ensure close scrutiny of the management of each service budget.
 - (c) To call budget holders to account for the proper control of the budget for which they are responsible.
 - (d) To ensure action plans are in place to meet the budget savings approved by the Council and to monitor the performance thereof.
 - (e) To approve changes to the budget to meet the savings required including (a) the power to vire between service budgets; and (b) to undertake action to deliver cost reductions or income generation to achieve a balanced budget.
 - (f) To scrutinise performance of each service against each budget forecast within the approved transformation strategy.
 - (g) To scrutinise the implementation of the Five Year Plan and to monitor budgets accordingly.
6. To manage the civic functions of the Council.
7. **To receive budget monitoring reports for the Corporate Governance Service.**
8. **To take financial decisions concerning the Corporate Governance Service budget where there will not be an adverse impact.**

**ABERDEEN CITY COUNCIL
ENTERPRISE, PLANNING AND INFRASTRUCTURE COMMITTEE
ORDERS OF REFERENCE**

1. To be accountable for all services provided by the Enterprise, Planning and Infrastructure Service, except where delegated to the Development Management Sub-Committee.
2. To receive and scrutinise performance information for the Enterprise, Planning and Infrastructure Service, except where delegated to the Development Management Sub-Committee.
3. **To take financial decisions concerning the Enterprise, Planning and Infrastructure Service budget where there will not be an adverse impact.**
4. To ensure that it delivers the services within the overall resources and management strategies as set by the Council and overseen by the Finance and Resources Committee; and to ensure that it achieves maximum value for money and Best Value in service delivery; except where delegated to the Development Management Sub-Committee.
5. To approve changes to staffing structures and establishment within the agreed budget.
6. To develop and agree service policies.

**ABERDEEN CITY COUNCIL
EDUCATION, CULTURE AND SPORT COMMITTEE
ORDERS OF REFERENCE**

1. To be accountable for all services provided by the Education, Culture and Sport Service.
2. To receive and scrutinise performance information for the Education, Culture and Sport Service.
3. **To take financial decisions concerning the Education, Culture and Sport Service budget where there will not be an adverse impact.**
4. To develop and approve policies and strategies for all functions of the Council as education authority.
5. To oversee the functions of the Council as education authority under the Education (Scotland) Act and all other relevant legislation and regulations relating thereto.
6. To ensure that it delivers the services of the Education, Culture and Sport Service within the overall resources and management strategies as set by the Council and overseen by the Finance and Resources Committee; and to ensure that it achieve maximum value for money and best value in service delivery.
7. To approve changes to staffing structures and establishment within the agreed budget.
8. To develop and agree service policies.
9. To approve HR policies for teaching staff including instrumental music instructors, advisors and educational psychologists.

**ABERDEEN CITY COUNCIL
HOUSING AND ENVIRONMENT COMMITTEE
ORDERS OF REFERENCE**

1. To be accountable for all services provided by the Housing and Environment Service.
2. To receive and scrutinise performance information for the Housing and Environment Service.
3. **To take financial decisions concerning the Housing and Environment Service budget where there will not be an adverse impact.**
4. To ensure that it delivers the services within the overall resources and management strategies as set by the Council and overseen by the Finance and Resources Committee; and to ensure that it achieves maximum value for money and best value in service delivery.
5. To approve changes to staffing structures and establishment within the agreed budget.
6. To develop and agree service policies.

**ABERDEEN CITY COUNCIL
SOCIAL CARE AND WELLBEING COMMITTEE
ORDERS OF REFERENCE**

1. To be accountable for all services provided by the Social Care and Wellbeing Service.
2. To receive and scrutinise performance information for the Social Care and Wellbeing Service.
3. **To take financial decisions concerning the Social Care and Wellbeing Service budget where there will not be an adverse impact.**
4. To ensure that it delivers the services within the overall resources and management strategies as set by the Council and overseen by the Finance and Resources Committee; and to ensure that it achieves maximum value for money and best value in service delivery.
5. To approve changes to staffing structures and establishment within the agreed budget.
6. To develop and agree service policies.