
SERVICE UPDATE

<u>Name of Cluster:</u>	Governance
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<u>Title of Update:</u>	Council and Committee Annual Effectiveness Reports
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UPDATE:

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 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.

Data from the annual effectiveness reports is used to inform the review of the Scheme of Governance, ensuring that Committee Terms of Reference are correctly aligned, and identifying any areas of the Terms of Reference which had not been used throughout the year in order that they can be reviewed and revised if necessary. The information from the annual effectiveness reports has also been used in the past to feed into the Annual Governance Statement.

The reports allow each committee to consider 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.

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.

Section 14 of the Council annual effectiveness report provides combined data for the 10 committees, and this allows an easier comparison between the committees and Council itself.

The annual effectiveness reports are appended in the following order:-

- Council
- Anti-Poverty and Inequality Committee
- Audit, Risk and Scrutiny Committee
- Communities, Housing and Public Protection Committee
- Education and Children's Services Committee
- Finance and Resources Committee
- Licensing Committee
- Net Zero, Environment and Transport Committee
- Pensions Committee
- Planning Development Management Committee
- Staff Governance Committee

Council Annual Effectiveness Report 2024/2025



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1. Introduction from the Lord Provost

- 1.1 I am pleased to present the fifth annual effectiveness report for Full Council. During 2024/25, the Council made a number of significant decisions, for example the approval of the annual budget and further decisions in relation to the presence of Reinforced Autoclaved Aerated Concrete (RAAC) within some of the city's housing stock.
- 1.2 It is very encouraging to see that only one exempt report was considered by Full Council in the past year, and this demonstrates our commitment to conducting as much business in public as possible. Furthermore, there were no late reports which provides a good level of assurance with regard to our governance arrangements.
- 1.3 The number and length of Full Council meetings remains a challenge, with an increase in the number of meetings compared to 2023/24. However, changes made as part of the Scheme of Governance have resulted in fewer ordinary meetings having to be reconvened, and other positive changes in terms of how the organisation conducts its business and makes decisions.
- 1.4 Away from the Council Chamber, one of the biggest highlights of the past year was in May 2025 when Aberdeen Football Club won the Scottish Cup for the first time in 35 years, and the trophy parade and civic reception in the city the following day. To see approximately 100,000 people line the streets of Aberdeen and celebrate in a sea of red and white was a joyful sight and one I will always remember. Perhaps the highlight of the year came in July when around fifty Tall Ships sailed into the city's harbour and gave us not just four phenomenal days, but also a lasting legacy. The mood and atmosphere in the city was electric and hundreds of thousands of visitors and locals enjoyed the spectacle and associated events.
- 1.5 As Lord Provost, I take great pride in our friendly, vibrant and diverse city and in everything we achieve together.



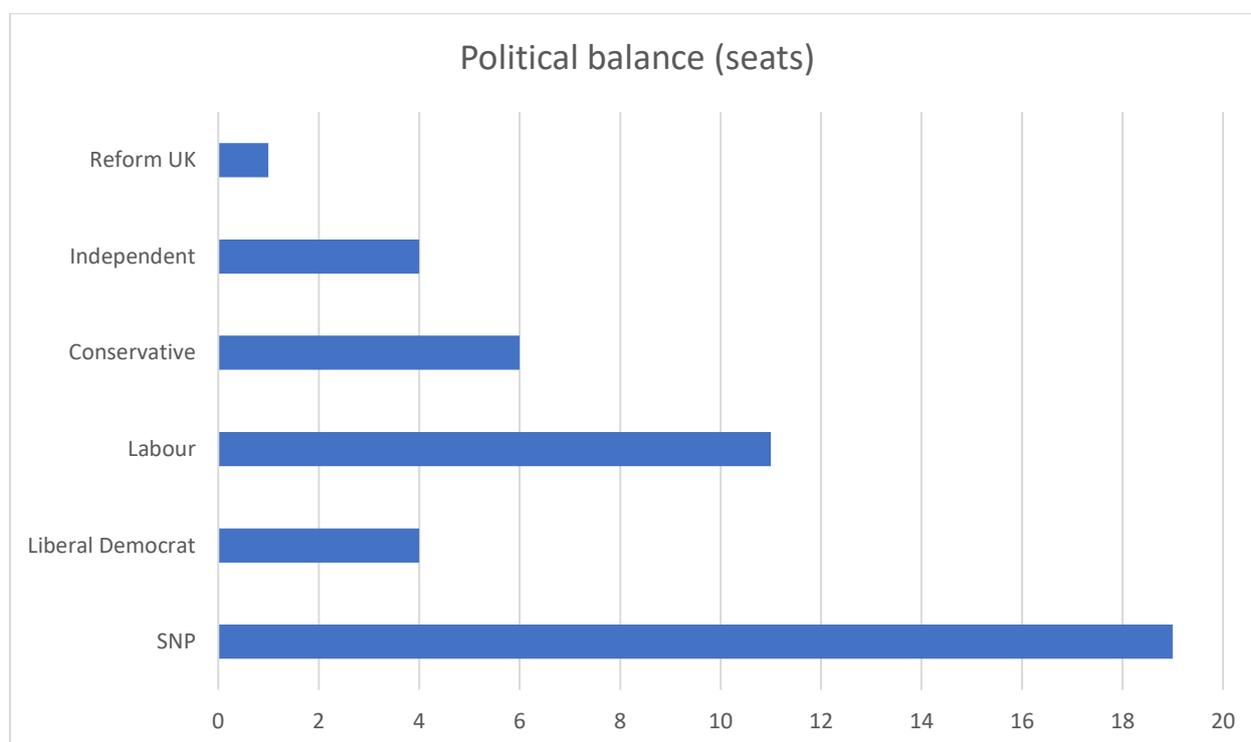
Councillor David Cameron
Lord Provost

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, in place for most of the reporting period, are appended to the report.

3. Membership of the Council during 2024/2025

- 3.1 The Council has 45 Elected Members, and the composition at the end of the reporting period (16 October 2024 to 16 October 2025) was:-



4. Membership Changes

4.1 There were two membership changes during 2024/25:-

- At the end of October 2024, Councillor Nicoll resigned as a member of the SNP and became an Independent Councillor.
- In early June 2025, Councillor Massey resigned as a member of the Conservatives and became a Councillor for Reform UK.

5. Member Attendance

Member	Total Anticipated Attendances	Total Attendances
Lord Provost	21	21
Depute Provost	21	20
Councillor Al-Samarai	21	21
Councillor Ali	21	18
Councillor Allard	21	21
Councillor Alphonse	21	19
Councillor Blake	21	21
Councillor Bonsell	21	21
Councillor Boulton	21	20
Councillor Brooks	21	19
Councillor Buchanan	21	17
Councillor Hazel Cameron	21	21
Councillor Clark	21	21
Councillor Cooke	21	21
Councillor Copland	21	21
Councillor Cormie	21	21
Councillor Crockett	21	20
Councillor Cross	21	13
Councillor Davidson	21	21
Councillor Fairfull	21	21
Councillor Farquhar	21	18
Councillor Graham	21	21
Councillor Grant	21	21
Councillor Greig	21	21
Councillor Henrickson	21	21
Councillor Houghton	21	12
Councillor Hutchison	21	21
Councillor Kusznir	21	19
Councillor Lawrence	21	20
Councillor Macdonald	21	20
Councillor MacGregor	21	21

Member	Total Anticipated Attendances	Total Attendances
Councillor McLellan	21	21
Councillor McLeod	21	19
Councillor McRae	21	20
Councillor Malik	21	21
Councillor Massey	21	17
Councillor Mennie	21	21
Councillor Nicoll	21	21
Councillor Radley	21	21
Councillor Mrs Stewart	16*	11
Councillor van Sweeden	21	21
Councillor Thomson	21	21
Councillor Tissera	21	19
Councillor Watson	21	19
Councillor Yuill	21	21

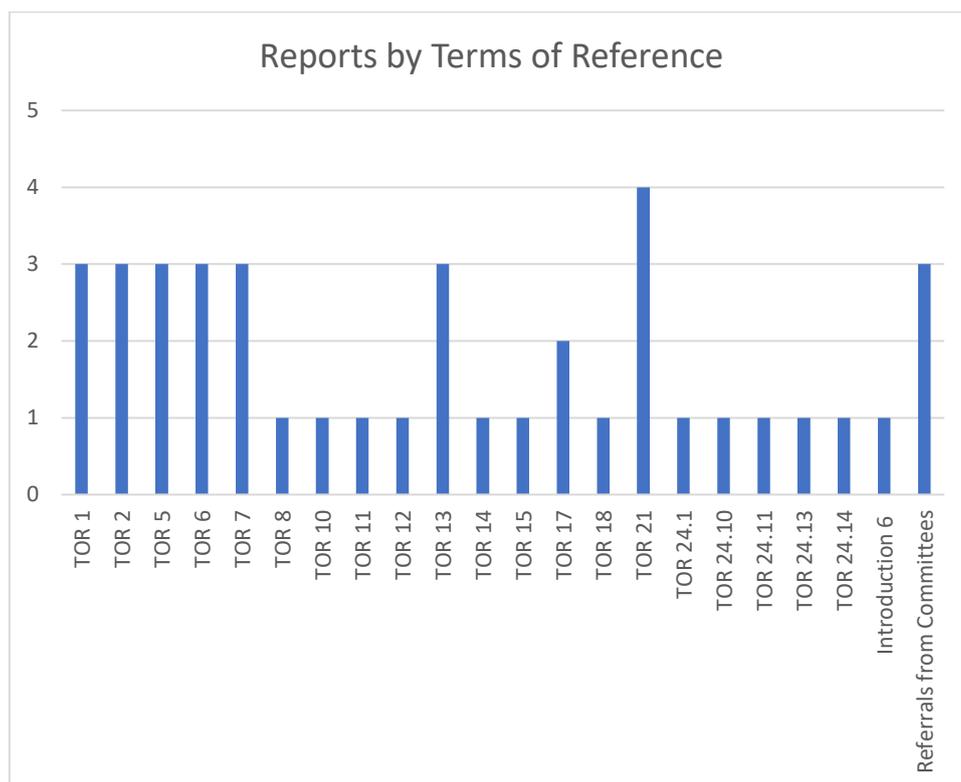
* Councillor Mrs Stewart was suspended for four months from 18 August 2025; there were five Council meetings between 18 August and 16 October 2025 which Councillor Mrs Stewart was prohibited from attending.

6. Meeting Content

6.1 During the 2024/25 reporting period, the Council had 21 meetings and considered a total of 33 reports. This is a higher number of meetings than previous years, and an increase of 3 meetings from 2023/24. Of the 21 meetings, 7 were ordinary meetings, 3 were reconvened ordinary meetings, 10 were requisitioned meetings under Standing Order 8.2 and 1 was a reconvened requisitioned meeting.

6.2 Terms of Reference

6.2.1 The following chart details how reports aligned to the Terms of Reference for Council. One report did not fall within specific Terms of Reference and was 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”. It should be noted that the combined total is more than 33 as some reports fell within more than one of the Terms of Reference.



6.2.2 During the course of 2024/2025 the Council received reports under 20 of the 38 sections of the Terms of Reference, with the highest number (4) of reports falling under Terms of Reference 21 – “to consider any matter which the Council has previously considered and agreed to receive a further report on”. This is predominantly due to reports relating to Reinforced Autoclaved Aeriated Concrete

(RAAC) having been considered, which were previously considered at the Urgent Business Committee or the Communities, Housing and Public Protection Committee.

- 6.2.3 Of the sections of the Terms of Reference where there were no reports, no reports were required in 2024/2025 - for example there were no reports on the review of polling districts and polling places and no reports needed to be considered relating to the Standards Commission for Scotland with regard to the overseeing of members' standards of conduct. However, those Terms of Reference need to remain in place as reports will fall under those Terms of Reference in the future.
- 6.2.4 As the committee structure was reviewed in late 2022, few changes to the Terms of Reference were made following the Scheme of Governance reviews in subsequent years. Any changes that were made, were generally in relation to committees to provide clarity where required, to ensure consistency between committees and to reflect the new management structure. The Terms of Reference will continue to be monitored throughout the year, in preparation for the next Scheme of Governance review.

7. Reports and Decisions

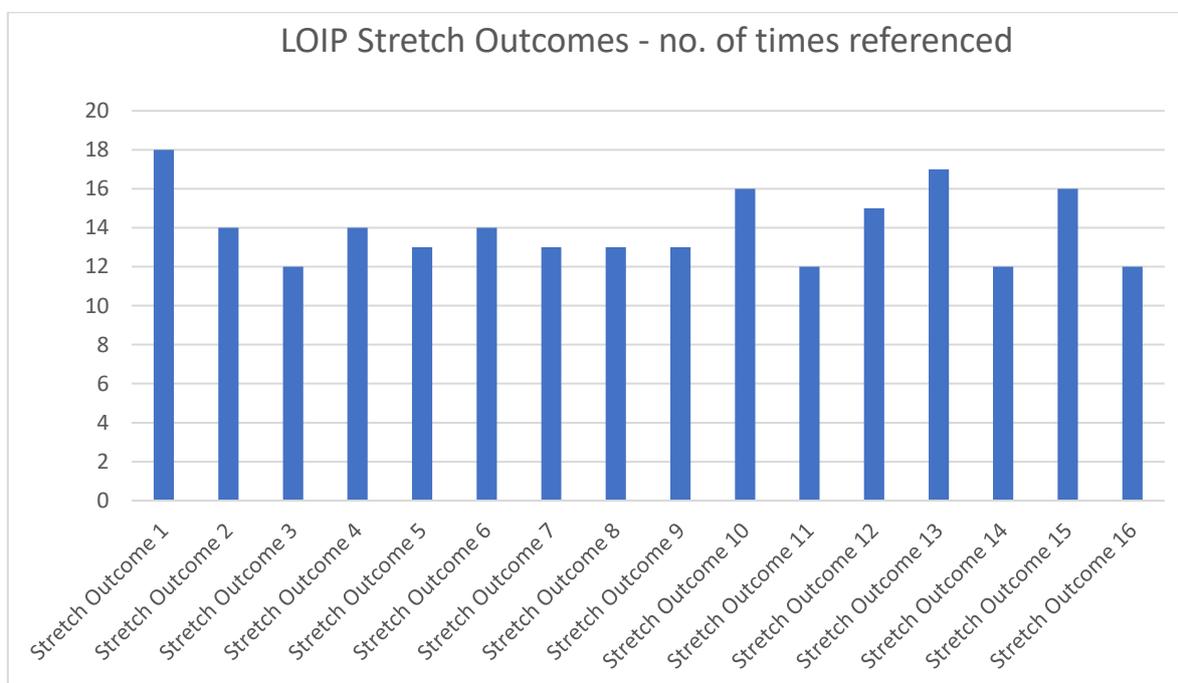
7.1 The following information relates to the reports and Notices of Motion presented to Council throughout the reporting period, as well as the use of Standing Orders and engagement with members of the public.

	Total	Total Percentage of Reports
Confidential Reports	0	0%
Exempt Reports	1	3%
Number of reports where the Council amended officer recommendations	5	15%
Number of reports approved unanimously	10	30%
Number of reports or service updates requested during the consideration of another report to provide additional assurance and not in business planner	6	
Number of reports deferred or referred to a committee	12	36%
Number of times the Lord Provost has had to remind Members about acceptable behaviour in terms of the Member Officer Relations Protocol/Councillors' Code of Conduct	7 (a reduction of 2 from the previous year)	
Late reports received (i.e. reports not available for inspection at least 3 clear days before the meeting)	0	0%
Number of referrals to Council under SO 34.1	1 (a reduction of 6 from the previous year)	

Notices of Motion, Suspension of Standing Orders, Interface with the Public	
Number of Notices of Motion to Council	23
Number of times Standing Orders suspended	2
Specific Standing Orders suspended	40.2 - 2 times (length of meeting)
Number of deputations heard	9
Number of petitions considered	0

8. Reports with links to the Local Outcome Improvement Plan

8.1 The following table details of the 33 reports, how each report linked to the Local Outcome Improvement Plan (LOIP). The LOIP Stretch Outcomes are appended to this report for reference at Appendix 1. As can be seen from the chart below, the most common Stretch Outcomes referred to were Stretch Outcomes 1 (20% reduction in the percentage of people who report they have been worried they would not have enough food to eat and/or not be able to heat their home by 2026), 10 (Healthy life expectancy is five years longer by 2026), 13 (Addressing climate change by reducing Aberdeen’s carbon emissions by at least 61% by 2026 and adapting to the impacts of our changing climate) and 15 (26% of Aberdeen’s area will be protected and/or managed for nature and 60% of people report they feel that spaces and buildings are well cared for by 2026).



9. Training and Development

- 9.1 Committee specific training opportunities for Members during the reporting period are covered within the committee annual effectiveness reports. Further development opportunities will be considered for next year based on committee business throughout the year, Executive Lead proposals and Member feedback on what may be required to assist them in performing their roles.

10. Code of Conduct Declarations and Transparency Statements

- 10.1 4 declarations of interest and 122 transparency statements were made by Members during the reporting period. Information in respect of declarations of interest and transparency statements is measured to evidence awareness of the requirements to adhere to the Councillors' Code of Conduct and the responsibility to ensure fair decision-making.

11. Civic Engagement

- 11.1 Civic leadership and engagement are at the heart of the Council's Operating Model. The values and principles of civic leadership and engagement are being driven through the Council's transformation programme.
- 11.2 There have been good examples of civic engagement in the course of business submitted to Council in 2024/25, for example in relation to the Council's budget consultation. Across the organisation, a large number of consultation events took place with good levels of attendance and high levels of engagement.
- 11.3 Further civic engagement activities are set out in each committee's individual annual effectiveness report.

12. Executive Lead - Commentary

- 12.1 The period from October 2024 to October 2025 was marked by sustained organisational pressure and a high volume of strategic decision-making, set against continued financial constraint and increasing demand. Council considered significant business relating to city centre regeneration, service transformation, and adaptation to national policy and legislative change. Considerable organisational focus also remained on the identification, remediation and monitoring of Reinforced Autoclaved Aerated Concrete (RAAC) within parts of the city's estate. The Medium-Term Financial Strategy remained central to Council activity, with members receiving comprehensive reporting on the financial outlook, inflationary pressures, and the outcomes of public and stakeholder engagement on potential budget measures. Enhancements to the Budget Protocol strengthened scrutiny of equality impacts and supported transparent, informed budget-setting. The scale and complexity of business, alongside an increase in committee referrals, resulted in some Council meetings requiring adjournment and continuation to ensure appropriate scrutiny.
- 12.2 Despite these challenges, Council achieved several key milestones. A balanced budget was approved in March 2025, demonstrating disciplined financial stewardship while prioritising essential services. Strategic alignment was strengthened through approval of updates to the Council Delivery Plan and refreshed Community Planning Aberdeen Outcome Improvement Projects and Locality Plans. Governance arrangements continued to improve throughout the year. Updates to the Scheme of Governance, including revised Committee Terms of Reference, Powers Delegated to Officers and Standing Orders, enhanced clarity, efficiency and accountability in decision-making. Council also progressed a review of meeting structures and responded to Audit Scotland recommendations. The Annual Governance Statement 2024/25 confirmed that governance arrangements remained robust and continued to improve. Oversight of Arm's Length External Organisations and continued support for Community Councils further demonstrated the Council's commitment to transparency, accountability and effective community engagement.

13. The Year Ahead

- 13.1 Over the coming year, a number of key governance-related matters will be brought forward through the Council's decision-making cycle. These include continued oversight of the Council's financial governance framework through mid-year and year-end reviews of treasury management activity, alongside consideration and approval of updated treasury management policies for future financial years.
- 13.2 The year ahead will also see a focused review of specific governance responsibilities, including an update on the governance of trusts connected to the Council, and the approval of the Council diary. These items collectively support transparency, accountability, and the effective operation of Council business, while ensuring that statutory and best-practice governance obligations continue to be met. In addition, the Council will be required to take decisions in relation to the Aberdeen City Centre

Business Improvement District (BID) ballot taking place during the year. A report will be presented summarising the activity and achievements of the current BID term and seeking Council decisions in advance of the 2026–2031 ballot period. This represents a significant governance and place-based decision, with implications for city centre regeneration, partnership working, and the Council’s role in supporting the BID process.

14. Combined Committee Data

- 14.1 During the reporting period, 321 reports were considered by the 10 committees which are the subject of annual effectiveness reports. This does not include reports relating to planning or licensing applications which are subject to a separate reporting process, however these are covered in the annual reports for the Planning Development Management and Licensing Committees.

	Total	Total Percentage of Reports
Confidential Reports	0	0%
Exempt Reports	15	5%
Number of reports where the Committee amended officer recommendations	6	2%
Number of reports approved unanimously	244	76%
Number of reports or service updates requested during the consideration of another report to provide additional assurance and not in business planner	19	
Number of reports delayed for further information	1	0.3%
Number of times the Convener has had to remind Members about acceptable behaviour in terms of the Code of Conduct	13	
Late reports received (i.e. reports not available for inspection at least 3 clear days before the meeting)	1	0.3%
Number of referrals to Council under SO 34.1	1	

Number of Notices of Motion	16
Number of times Standing Orders suspended	1 - SO 40.2 (Length of meeting)
Number of deputations heard	10
Number of petitions considered	0

Appendix 1 - Local Outcome Improvement Plan Stretch Outcomes

Economy	
1.	20% reduction in the percentage of people who report they have been worried they would not have enough food to eat and/ or not be able to heat their home by 2026
2.	74% employment rate for Aberdeen City by 2026
People (Children & Young People)	
3.	95% of all children will reach their expected developmental milestones by their 27-30 month review by 2026
4.	90% of children and young people report they feel listened to all of the time by 2026
5.	By meeting the health and emotional wellbeing needs of our care experienced children and young people they will have the same levels of attainment in education and positive destinations as their peers by 2026
6.	95% of children living in our priority neighbourhoods (Quintiles 1 & 2) will sustain a positive destination upon leaving school by 2026
7.	83.5% fewer young people (under 18) charged with an offence by 2026
8.	100% of our children with Additional Support Needs/disabilities will experience a positive destination
People (Adults)	
9.	10% fewer adults (over 18) charged with more than one offence by 2026
10.	Healthy life expectancy (time lived in good health) is five years longer by 2026
11.	Reduce the rate of both alcohol related deaths and drug related deaths by 10% by 2026
12.	Reduce homelessness by 10% and youth homelessness by 6% by 2026, ensuring it is rare, brief and non-recurring with a longer term ambition to end homelessness in Aberdeen City.
Place	
13.	Addressing climate change by reducing Aberdeen's carbon emissions by at least 61% by 2026 and adapting to the impacts of our changing climate
14.	Increase sustainable travel: 38% of people walking; 5% of people cycling and wheeling as main mode of travel and a 5% reduction in car miles by 2026
15.	26% of Aberdeen's area will be protected and/or managed for nature and 60% of people report they feel that spaces and buildings are well cared for by 2026
Community Empowerment	
16.	100% increase in the proportion of citizens who feel able to participate in decisions that help change things for the better by 2026

Appendix 2 - Council Terms of Reference

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 and a convener for each committee and a vice convener as appropriate and the approval of senior councillor allowances. However the appointment of external *advisers* to committees is not reserved to the Council and may be undertaken by the relevant committees themselves.
8. The election of members to the Licensing Board.
9. The review of polling districts and polling places.
10. Subject to the Powers Delegated to Officers, the administration of trusts in respect of which the Council is sole Trustee.
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.
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 Schemes for the Establishment for Community Councils and the review or amendment of such Schemes in terms of sections 52 and 53 of the Local Government (Scotland) Act 1973; and the revocation of such Schemes (or amended Schemes) and the making of new Schemes in accordance with section 22 of the Local Government etc. (Scotland) Act 1994.
20. The establishment of Working Groups.

- 21. To consider any matter which the Council has previously considered and agreed to receive a report (or further report) on.
- 22. To consider Monitoring Officer reports under Section 5 of the Local Government and Housing Act 1989.
- 23. Making schemes for the reorganisation of educational endowments under section 112(2) or 112(3) of the Education (Scotland) Act 1980.

24. ANALYSIS

- 24.1 to receive a bi-annual Population Needs Assessment to understand the needs which public bodies must address;
- 24.2 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
- 24.3 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.

PLANNING

- 24.4 to endorse the refresh of the Local Outcome Improvement Plan (LOIP) including recommending any changes which may be required; and
- 24.5 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.

DOING

- 24.6 to establish Arm's Length External Organisations (ALEOs) where it is determined that services should not be provided in-house;
- 24.7 to decommission services, including ALEOs, that do not meet the Council's commissioning intentions and outcomes;
- 24.8 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; and
- 24.9 to approve the Strategy Framework to facilitate the delivery of agreed outcomes.

REVIEWING

- 24.10 to approve amendments to the Council's Performance Management Framework (PMF);
- 24.11 to receive annual reports on the LOIP and Locality Partnership Plans;
- 24.12 to consider and monitor performance associated with the Council's agreed commissioning intentions and ultimate contribution to the LOIP outcomes;
- 24.13 to receive annual reports from each of the Council's ALEOs to enable scrutiny of performance;

24.14 to receive an annual procurement performance report to enable scrutiny of performance; and

24.15 to receive reports on any changes 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.

For the avoidance of any doubt, this reservation 24 does not affect the Terms of Reference of the Pensions Committee, Aberdeen City Region Deal Joint Committee or Aberdeen City Integration Joint Board, and it does not prevent the exercise of delegated powers where authority is delegated to officers under the Powers Delegated to Officers, Procurement Regulations or otherwise.

EXECUTIVE LEAD: CHIEF EXECUTIVE

Anti-Poverty and Inequality Committee Annual Effectiveness Report 2024/2025



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1. Introduction from Convener

- 1.1 I am pleased to present the annual effectiveness report for the Anti-Poverty and Inequality Committee. The report represents good practice in governance and also informs the annual review of the Council's Scheme of Governance, enabling officers to identify if any changes are required, for example, to the Committee Terms of Reference.
- 1.2 The Committee continues to welcome the expertise and input from our External Advisers - who have supported the Committee since it was established in November 2022 - informing the development of committee business as well as the input of members of Community Planning Aberdeen's [Anti-Poverty Group](#).
- 1.3 As it has established itself, I am delighted to see the Committee take an integrated and robust approach in addressing key issues that contribute to poverty and inequality and enthusiastically debate proposals to alleviate poverty and inequality.
- 1.4 A key piece of work this year was the Council's response to the Scottish Women's Budget Group study on gender poverty and inequality in Aberdeen. Progress on the priority actions will be reported in 2026.
- 1.5 Committee Members have been visiting our Communities and the organisations supporting them. This year, we have been to AberNecessities and Fountain of Love. The visits have been extremely helpful for the Committee and for officers in learning about the work of organisations across the city. They have also assisted the organisations themselves, as each visit identified actions for improvement to be carried out by officers. The commitment of the organisations in organising and hosting the visits is very much appreciated.
- 1.6 I would like to thank members, past and present - both elected and external - and officers for their contributions over the last year and I look forward to working with them, and my Vice Convener Councillor Desmond Buchanan next year.



Councillor Christian Allard
Convener – Anti-Poverty and Inequality Committee

2. The Role of the Committee

PURPOSE OF COMMITTEE

To monitor and determine the Council's contribution to alleviating and mitigating all forms of poverty and inequality in the city.

The Committee will develop an Anti-Poverty Strategy.

REMIT OF COMMITTEE

1. The Committee will, in respect of poverty and inequality issues in the city:
 - 1.1 Consider the impact of poverty on the city as a whole and targeted population levels, including on key groups such as children, minority ethnic communities and those of pensionable age who are known to be particularly disadvantaged by poverty;
 - 1.2 Consider the evidence from Citizen's Assemblies on poverty and inequality matters;
 - 1.3 Seek the views and involvement of those experiencing poverty and inequality;
 - 1.4 Consider the effect of In-work Poverty and the Living Wage, including by receiving reports on Living Wage accreditation rates;
 - 1.5 Consider evidence of "what's worked" in combating poverty and inequality;
 - 1.6 Consider the impact of ongoing Welfare Reform measures, including by receiving reports on benefit access and uptake;
 - 1.7 Consider the impact of poverty on Employability and Youth Employment, including by receiving reports on employment rates and positive destinations;
 - 1.8 Consider the impact of Food Insecurity and Fuel Poverty, including by receiving reports on community food provision and energy cost impacts;
 - 1.9 Consider the impact of stigma and discrimination on those experiencing poverty;
 - 1.10 Consider the impact of poverty on the health and wellbeing of those experiencing it;
 - 1.11 Monitor the progress of research relevant to poverty and inequality, including in relation to health determinants;
 - 1.12 Consider matters relating to the provision of Credit Unions, fair and affordable banking and advice services;
 - 1.13 Examine the nature of institutional and systemic discrimination in Aberdeen, and consider the steps required to eradicate such discrimination;
 - 1.14 Monitor the performance of Council-funded community programmes and projects which seek to address poverty or inequality.
2. The Committee will:
 - 2.1 approve for publication Local Child Poverty Action Reports in terms of the Child Poverty (Scotland) Act 2017 and Child Poverty Action Plans;
 - 2.2 approve for publication the Council's (i) reports on its progress on mainstreaming the equality duty, (ii) sets of equality outcomes, and (iii) reports on the progress made to achieve the equality outcomes, all in terms of the Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012; and

- 2.3 monitor the Memorandum of Understanding between the Council and the Department for Work and Pensions through receipt of an annual report.
- 3.1 In undertaking the aspects at 1 and 2, 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.
- 3.2 The Committee may make recommendations to the appropriate Committee(s) or Sub Committee(s) on matters affecting its remit where the authority to approve sits within the remit of another Committee or Sub Committee.

EXTERNAL ADVISERS:

Emphasising the close links with Community Planning Aberdeen's Anti-Poverty Group, the Committee will appoint advisers who are not members of the Council.

These External Advisers will be appointed by the Committee as follows:

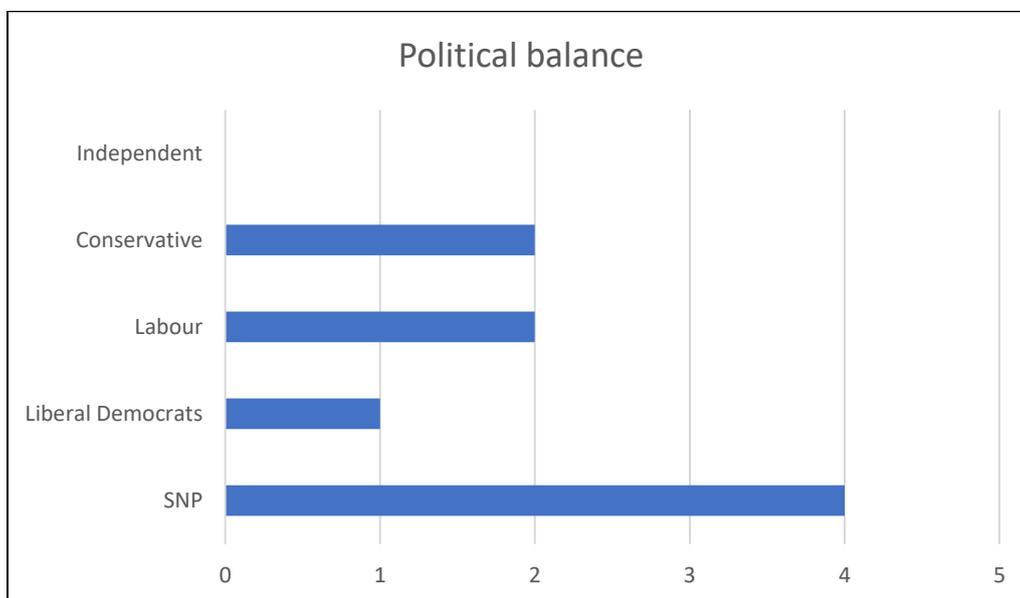
- 1 resident of Aberdeen with lived experience of poverty;
- Up to 2 people representing the charitable sector in Aberdeen;
- 1 person representing higher and further education in Aberdeen;
- 1 person representing key interest groups in Aberdeen (that may be appointed for a defined period of time); and
- 1 public health professional/practitioner who works in Aberdeen.

EXECUTIVE LEAD:- Executive Director of Corporate Services

3. Membership of the Committee during 2024/2025

3.1 The Anti-Poverty and Inequality Committee has nine elected members.

3.2 The Committee composition is presented below:-



3.3 The Committee also has six External Adviser places. The Advisers attend the Committee meetings, can ask questions and participate in any debate, but do not have the ability to move or second motions or amendments, nor to vote. These Advisers are:-

Kerry Gavin (to November 2025)	Lived Experience, CFINE
Sophy Green (to October 2025)	Instant Neighbour
Donna Hutchison (from December 2024)	Aberdeen Cyrenians
Edward Obi (from November 2023)	Chair of ethnic minority group
Graeme Robbie (from October 2025)	CFINE
Dr Rachel Shanks (from August 2025)	University of Aberdeen
Dr Paul Southworth (from June 2025)	Public Health, NHS Grampian
Professor John Bone (until August 2025)	University of Aberdeen
Dr Marjorie Johnston (until June 2025)	Public Health, NHS Grampian



Visiting AberNecessities



Visiting Fountain of Love

3.4 Feedback from External Advisers on their experience of the Committee:

“I found the process constructive and gained the impression that our views were taken seriously and had some impact on policy. Evidently, having a range of stakeholders bringing a breadth of expertise and experience can only enhance the likelihood of resultant outcomes being better targeted and positive.” – Professor John Bone

“Serving as an External Adviser to the Anti-Poverty and Inequality Committee has been both a privilege and an important opportunity to ensure that the lived experiences of those most affected by poverty are represented in local decision-making. The Committee’s commitment to understanding the realities facing individuals and families across Aberdeen, and to shaping meaningful and practical responses, has been clear throughout. I have valued being able to contribute insight from our frontline work at Instant Neighbour and to support the Committee’s efforts to address the root causes of poverty in our communities. As I now step down from the role, I would like to thank the Committee for its collaborative approach and for the respect given to the voices of those working closest to the issues. I wish the Committee every success as it continues this vital work.” – Sophy Green

“My experience of engaging with the Anti-Poverty and Inequality Committee over the past year has been positive and constructive. The Committee has demonstrated a genuine commitment to addressing poverty and inequality in Aberdeen, particularly by listening to community voices and engaging with organisations working directly with people experiencing hardship. The Committee is open, approachable, and receptive to lived-experience insight, which is essential when tackling complex and interconnected challenges such as poverty, employment insecurity, housing, and access to services. Continued focus on translating engagement into clear, visible outcomes for communities will further strengthen its impact.” – Edward Obi

“This has been my first year serving as an External Adviser to the Anti-Poverty and Inequality Committee, and I have found the experience both insightful and impactful. The Committee provides a valuable platform for collaboration across sectors, ensuring that lived experience and frontline perspectives inform strategic decision-making.

From my role as CEO of Aberdeen Cyrenians, I particularly appreciate the Committee’s commitment to addressing systemic barriers and its openness to innovative approaches that strengthen community resilience. The discussions have been constructive, inclusive, and focused on practical solutions, which aligns well with our mission to tackle poverty and inequality in Aberdeen.

I look forward to continuing to contribute to the Committee’s work and supporting its efforts to drive meaningful change for those most affected by hardship.” - Donna Hutchison

4. Membership Changes

4.1 Councillors Tissera and Watson were members of the Committee until February 2025 when the Labour Group places were changed to Councillors Blake and Macdonald. There were no other changes to the membership during the reporting period.

5. Member Attendance

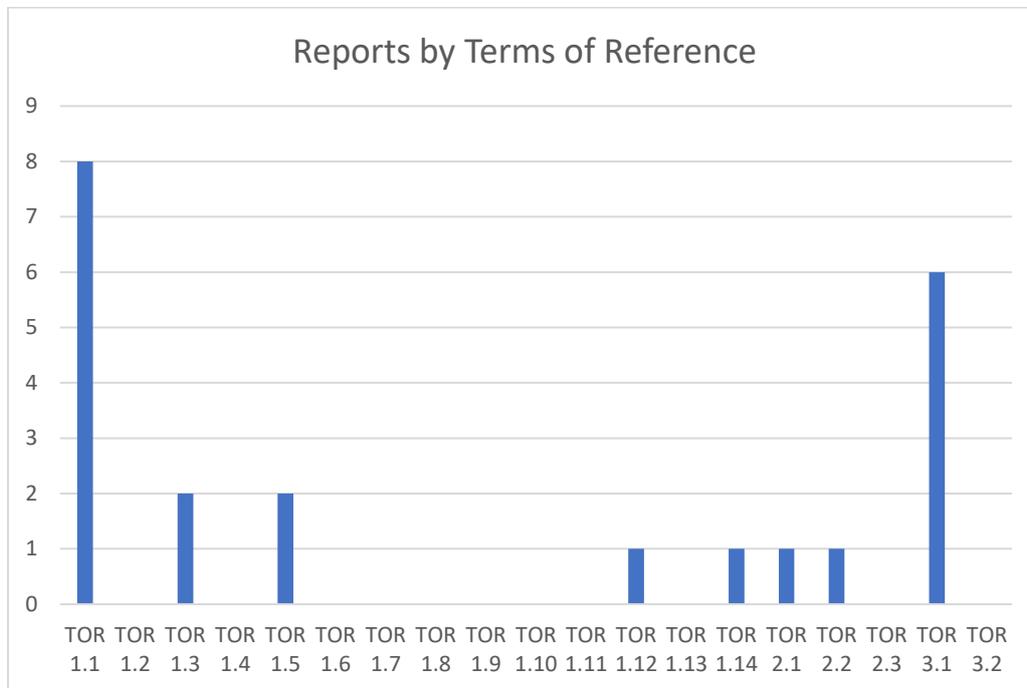
Member	Total Anticipated Attendances	Total Attendances	Substitutions
Councillor Christian Allard	5	5	
Councillor Desmond Buchanan	5	5	
Councillor Kate Blake	3	3	
Councillor Richard Brooks	5	4	None - visit
Councillor Derek Davidson	5	4	None - visit
Councillor Michael Hutchison	5	4	Councillor Kairin van Sweeden
Councillor Michael Kuszniir	5	3	None - visits
Councillor Sandra Macdonald	3	3	
Councillor Jessica Mennie	5	4	Councillor Kairin van Sweeden
The following were Members until 13 February 2025:			
Councillor Deena Tissera	2	1	None - visit
Councillor Simon Watson	2	1	None - visit

6. Meeting Content

6.1 During the 2024/2025 reporting period (16 October 2024 to 16 October 2025) the Committee had five meetings and considered a total of 15 reports.

6.2 Terms of Reference

6.2.1 The following chart details how reports aligned to the Terms of Reference (set out at section 2 above) for the Committee.



6.2.2 During the course of 2024/2025 the Committee received reports under most of the main Terms of Reference which indicates that the Committee has discharged its role effectively throughout the course of the reporting period.

6.2.3 The majority of reports fell under Terms of Reference 1.1 (Consider the impact of poverty on the city as a whole and targeted population levels, including on key groups such as children, minority ethnic communities and those of pensionable age who are known to be particularly disadvantaged by poverty) whilst being aware that (3.1) 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. Other reports considered fell under 1.3 (Seek the views and involvement of those experiencing poverty and inequality), 1.5 (Consider evidence of “what’s worked” in combating poverty and inequality), 1.12 (Consider matters relating to the provision of Credit Unions, fair and affordable banking and advice services) and 1.14 (Monitor the performance of Council-funded community programmes and projects which seek to address poverty or inequality). The Committee also agreed the submission of Child Poverty Action Plans and Reports and the submission of the Council’s Equalities Mainstreaming Outcomes Reports to the Scottish Government (2.1 and 2.2).

7. Reports and Decisions

7.1 The following information relates to the committee reports and Notices of Motion presented to Committee throughout the reporting period, as well as the use of Standing Orders and engagement with members of the public.

	Total	Total Percentage of Reports
Confidential Reports	0	0
Exempt Reports	0	0
Number of reports where the Committee amended officer recommendations	0	0
Number of reports approved unanimously	9	60%
Number of reports or service updates requested during the consideration of another report to provide additional assurance and not in business planner	0 reports 5 Service Updates*	N/A
Number of reports delayed for further information	0	0
Number of times the Convener has had to remind Members about acceptable behaviour in terms of the Code of Conduct	0	0
Late reports received (i.e. reports not available for inspection at least 3 clear days before the meeting)	0	0
Number of referrals to Council under SO 34.1	0	0

* Five Service updates were requested:

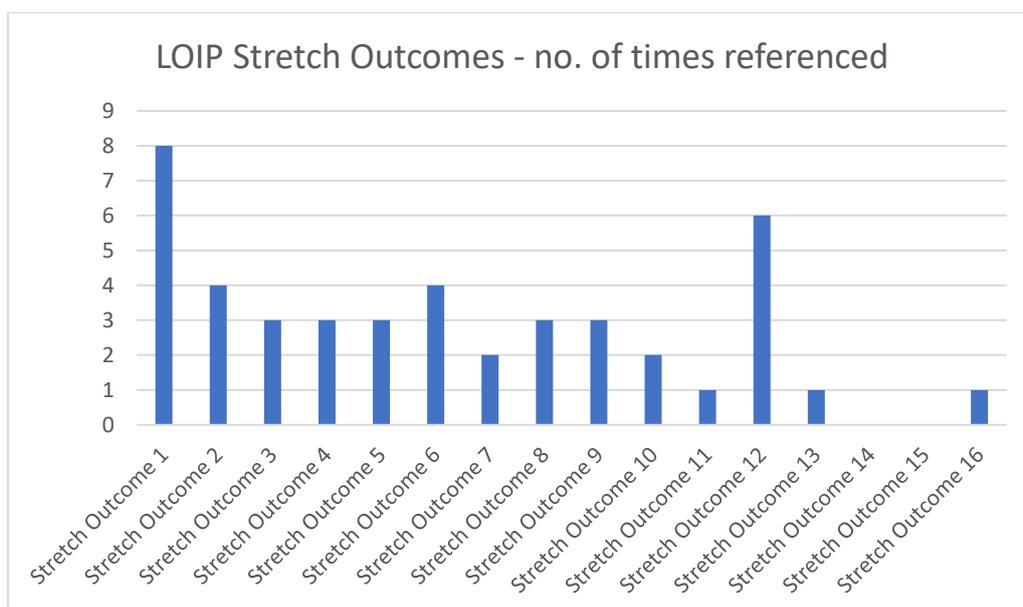
- National Developments on Infant Formula
- No Recourse to Public Funds
- Participation in Creative Engagement Programme
- Cost of Living Underspend LOGIC Table
- Real Living Wage

Notices of Motion, Suspension of Standing Orders, Interface with the Public	
Number of Notices of Motion to Committee	0
Number of times Standing Orders suspended	0
Specific Standing Orders suspended	N/A
Number of deputations requested	0
Number of deputations heard	N/A
Number of petitions considered	0

8. Reports with links to the Local Outcome Improvement Plan

- 8.1 The following table details, of the 15 reports, how each report linked to the Local Outcome Improvement Plan (LOIP Stretch Outcomes are appended to this report for reference at Appendix 1).

As can be seen from the chart below, reports to the Anti-Poverty and Inequality Committee had links to all but two of the stretch outcomes. It is encouraging to see that the Stretch Outcomes have been used so frequently in reports presented, as it demonstrates that the reports are closely tied to meeting the objectives of the Local Outcome Improvement Plan.



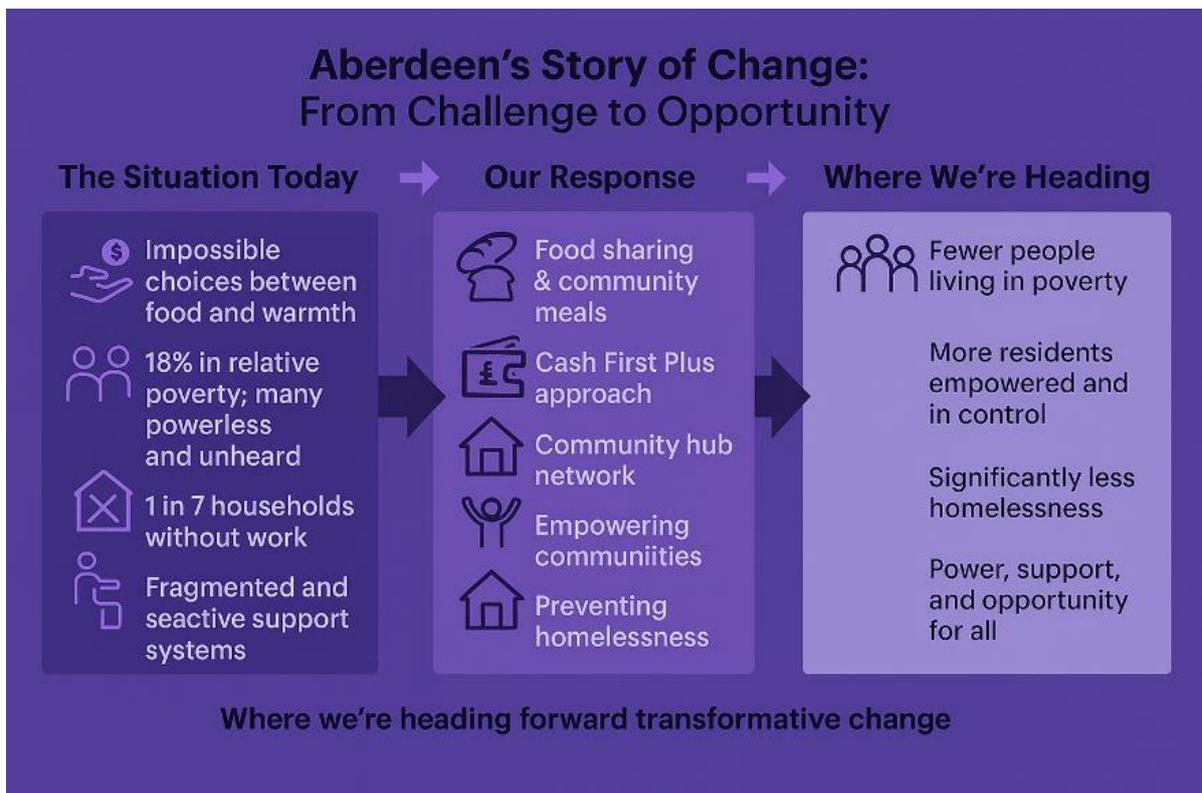
9. Training and Development

- 9.1 New external advisers coming on to the Committee have received an induction which includes an introductory meeting and an invitation to join the Community Planning Aberdeen Anti-Poverty and Community Empowerment Group.
- 9.2 Community Planning Aberdeen's [Anti-Poverty and Community Empowerment Group](#) works collectively to reduce poverty in Aberdeen and strengthen the ability of local communities to influence decisions. The group coordinates multi-agency action to address both the immediate impacts and underlying causes of poverty, ensuring people can access essentials such as food, fuel, shelter, and financial support. It also leads efforts to enhance community participation, helping residents and community organisations develop the skills, confidence, and opportunities needed to shape local priorities and services. Through this combined work, the group drives progress toward the outcomes and commitments set out in the Aberdeen City Local Outcome Improvement Plan.

Members of the Anti-Poverty and Community Empowerment Group

 Chair Michelle Crombie, Aberdeen City Council	 Vice Chair Maggie Hepburn, ACVO	 Olushola Ajide, The Fountain of Love Church	 Chair of CLD Strategic Partnership Margaret Stewart Aberdeen Cit Council
 Embedded Researcher Dr John Bone, University of Aberdeen	 Dave Black, SHMU	 Murray Dawson, shmu	 Elaine McConnachie NHSG
 External Adviser Donna Hutchison, Cyrenians	 Marjorie Johnston, NHSG Grampian	 Angela Kazmierczak, Aberdeen City Council	 External Adviser Rachel Shanks, University of Aberdeen
 Robert Laird NESCOL	 Jade Leyden, Aberdeen City Council	 Susan Morrison, ACVO	 Susan Thoms, Aberdeen City Council
 External Adviser Edward Obi Igbo Community Aberdeen	 External Adviser Graeme Robbie, Cfine	 Iain Robertson Aberdeen Health and Social Care Partnership	 Dave Sims, SCARF

9.3 Through the Anti-Poverty Group, external advisers have had the opportunity to collaborate with wider partners in shaping anti-poverty strategy as part of the revised Local Outcome Improvement Plan 2026-36.



9.4 These proposals were presented at the Towards a Fairer Future Conference on 27 August 2025 which brought together leaders, professionals, and community members to contribute to shaping the development of Aberdeen's Local Outcome Improvement Plan for 2026- 2036.



**Aberdeen 2036:
Towards a Fairer
Future Conference**



Councillor Allard opened the conference by acknowledging that while many residents thrive, significant inequalities remain in health, education, and employment. He highlighted the complex and interconnected challenges facing the city, including poverty, housing issues, health disparities, and the climate crisis. Concluding his address, he encouraged attendees to seize the opportunity to think ambitiously and share their views on the emerging changes presented, as well as their ideas for change - working together towards a fairer future for all in Aberdeen.

Following the Scottish Women’s Budget Group Study into Gender Inequality and Poverty in Aberdeen, commissioned by the Anti-Poverty and Inequality Committee, Heather Williams was invited to join the panel of national experts providing their views on the emerging changes presented to support a fairer Aberdeen by 2036.



9.5 Further development opportunities will be considered for next year based on Committee business throughout the year, Executive Lead proposals and Member feedback on what may be required to assist them in performing their roles.

10. Code of Conduct Declarations and Transparency Statements

10.1 No declarations of interest and 11 transparency statements were made by Members during the reporting period. Information in respect of declarations of interest and transparency statements is measured to evidence awareness of the requirements to adhere to the Councillors' Code of Conduct and the responsibility to ensure fair decision-making.

11. Civic Engagement

11.1 During the reporting period, the Committee has engaged in a wide variety of engagement and consultation. The following bullet points list some of the engagement undertaken to give a flavour of the work throughout the year.

- Christmas volunteering with AberNecessities for their Believe in Magic campaign in December 2024
- Visit to AberNecessities as part of their programme of visits to key organisations
- Visit to Fountain of Love
- Participation and promotion of [Challenge Poverty Week in Aberdeen 2025](#)

11.2 The visits have been extremely helpful for the Committee in learning about the work of organisations across the city, hearing at first hand the issues and difficulties faced by people experiencing poverty, as well as from staff and volunteers on the challenges of supporting vulnerable people. This builds on input to the Committee from our external advisers and Anti-Poverty Group. The commitment of the organisations in organising and hosting the visits is very much appreciated.



AberNecessities visit, January 2025



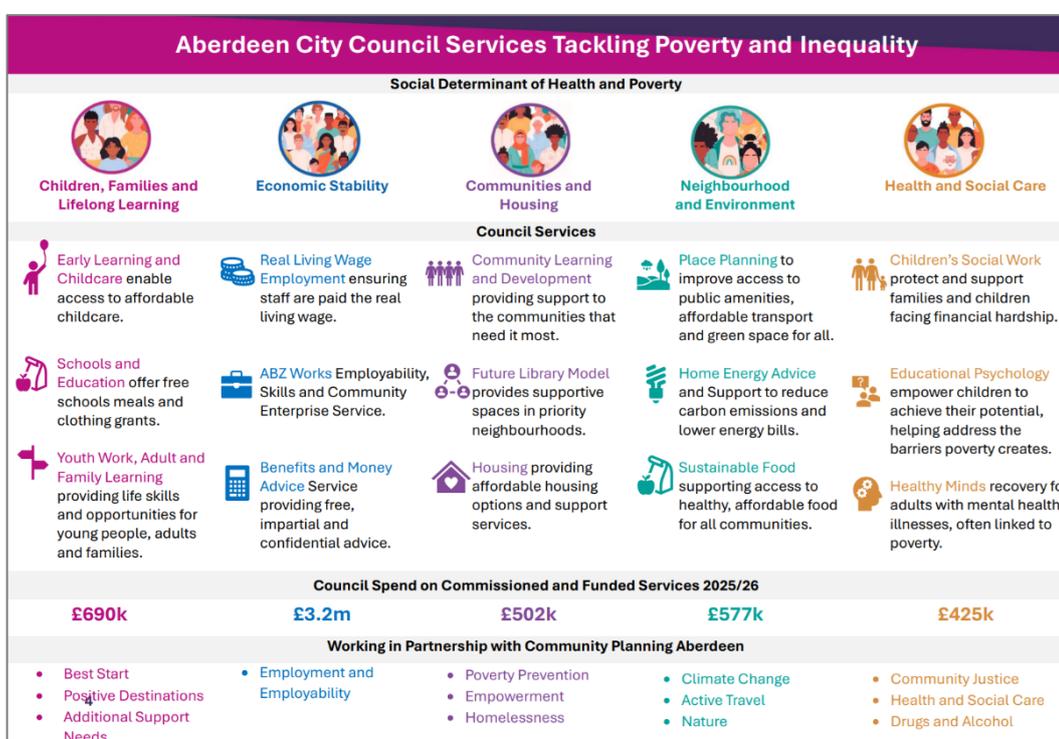
Fountain of Love visit September 2025

11.3 The Committee helped encourage involvement in Challenge Poverty Week (6-12 October 2025) coordinated by the Poverty Alliance. A [briefing](#) was developed for elected members, staff, external partners and communities to promote the events planned in Aberdeen and other national events being held online. The week kicked off with Marischal College being lit up in solidarity, and included a Jobs and Opportunities Fair organised by Aberdeen Foyer and an ACVO Lunch and Learn session for those working with people struggling with money. Mid-week there was Empower Aberdeen, a free drop in community fair held by SCARF to raise awareness of the range of support with the cost of living crisis available to people across Aberdeen. The week culminated in Fairer Aberdeen Fund partners holding a special event aimed at raising awareness of the lived experience of poverty and inequality of Aberdeen’s communities.

11.4 Beyond this reporting period, in December 2025 Members took part in the CFINE Christmas Volunteering opportunity, working in the food bank and pantry, making up food parcels, and assisting with deliveries across the city, helping to ensure no one went hungry over the festive period.

12. Executive Lead to the Committee – Commentary

- 12.1 Public interest in the work of the Committee remains high, making openness and clarity in reporting a priority. Over the course of the year, all business was considered in public session, with no exempt items brought forward. Officers have continued to respond positively to Member feedback, ensuring reports are clear, informative and accessible, and have welcomed the level of scrutiny applied to matters under consideration.
- 12.2 Throughout the year, officers have delivered detailed reports to the Anti-Poverty and Inequality Committee, highlighting the Council's extensive efforts to tackle poverty. These were mapped out against the Social Determinants of Health to demonstrate the scale and coordination of anti-poverty activity across Council and partner services.



- 12.3 The Committee received a focused report on accessing money advice and advisory services, providing evidence from over 560 residents which highlighted barriers to financial, welfare, and legal advice, including low awareness of services, long waiting times and digital exclusion. The report set out measurable improvement actions such as new outreach activity, targeted awareness campaigns, and the development of a coordinated data-led project to simplify access to support.
- 12.4 Members also considered the Equality Outcomes Mainstreaming Report 2021–25 and approved equality outcomes for 2025–29, demonstrating continued progress in embedding the public sector equality duty across council services and strategic planning. This work connects equality considerations with poverty outcomes, supporting targeted work for groups with protected characteristics and ensuring mainstreaming is reflected across operational activity.

- 12.5 A particular focus was the consideration of gendered poverty, and the Committee received the findings of the Scottish Women’s Budget Group’s *Aberdeen Gender Inequality and Poverty* study. The study examined how structural and systemic factors shape women’s experiences of poverty in Aberdeen, including caring responsibilities, access to employment, welfare and benefits, safety and health and wellbeing. Its evidence and analysis have helped Council officers better understand the gendered drivers of poverty locally and identify areas where services, policies and decision-making can be improved.
- 12.6 Cost-of-living resilience remained a key theme throughout the year. The Committee reviewed the Cost of Living Fund 2024–25 evaluation, providing evidence of the ongoing pressures on low-income households and setting the context for targeted action. Subsequently the Cost of Living Fund 2025–26 allocations were agreed, distributing funding to support initiatives including food procurement, fuel support, advice services and direct help for vulnerable groups. Members received the Fairer Aberdeen Fund Annual Report 2024–25, detailing outcomes from funding provided to community and third-sector organisations to tackle poverty and inequality. The Fund supported large numbers of residents across the city, including individuals and families accessing money advice, food support, employability services and wellbeing initiatives.
- 12.7 In addition, the Committee considered annual reporting and forward plans for mainstream service delivery, including the Children’s Services Plan Annual Report, which integrates child poverty activity with wider outcomes for children, young people and families as part of a shared multi-agency strategy.
- 12.8 The Committee also continued its programme of engagement visits to local frontline organisations, enabling Members and External Advisers to hear directly from those delivering support in the community.
- 12.9 Throughout the year, external advisers, partners and Community Planning Aberdeen’s Anti-Poverty Outcome Improvement Group provided informed advice and local insight, strengthening Committee consideration of business and supporting evidence-based decision-making. Their input helped ensure Members were kept informed of emerging needs and effective responses to cost-of-living pressures, advice-service accessibility, financial inclusion and community resilience.
- 12.10 Taken together, the business considered this year demonstrates a continued commitment across the Council and its partners to addressing poverty and inequality through targeted support, collaborative delivery and strategic improvement actions grounded in robust evidence and lived experience.

13. The Year Ahead

- 13.1 Committee members and officers have welcomed visits to third sector organisations throughout the year, and these will continue during the year ahead. These visits highlight the fantastic support our partners deliver within the city and help promote their invaluable contribution.
- 13.2 Aside from the regular annual reports and performance reports received for assurance, a selection of the business for the next year is listed below:-
- Draft Local Outcome Improvement Plan, Locality Plans and Children’s Service Plan for consultation prior to approval by Community Planning Aberdeen
 - An update report on progress on improvement actions relating to the Scottish Women’s Budget Group study on poverty and gender inequality in Aberdeen
 - Evaluation report on the 2025-26 Cost of Living funding
 - Thematic reports from External Advisers/Community Planning Aberdeen Anti- Poverty Outcome Improvement Group.
- 13.3 The UNCRC (Incorporation) (Scotland) Act 2024 came into force in 2024. Local authorities have to fully embed children’s rights into their policies and practice and children can legally challenge when their rights are breached. There are additional reporting obligations which may impact on the reports to be considered by this Committee.

Appendix 1 – Local Outcome Improvement Plan Stretch Outcomes

Economy	
1.	20% reduction in the percentage of people who report they have been worried they would not have enough food to eat and/ or not be able to heat their home by 2026
2.	74% employment rate for Aberdeen City by 2026
People (Children & Young People)	
3.	95% of all children will reach their expected developmental milestones by their 27-30 month review by 2026
4.	90% of children and young people report they feel listened to all of the time by 2026
5.	By meeting the health and emotional wellbeing needs of our care experienced children and young people they will have the same levels of attainment in education and positive destinations as their peers by 2026
6.	95% of children living in our priority neighbourhoods (Quintiles 1 & 2) will sustain a positive destination upon leaving school by 2026
7.	83.5% fewer young people (under 18) charged with an offence by 2026
8.	100% of our children with Additional Support Needs/disabilities will experience a positive destination
People (Adults)	
9.	10% fewer adults (over 18) charged with more than one offence by 2026
10.	Healthy life expectancy (time lived in good health) is five years longer by 2026
11.	Reduce the rate of both alcohol related deaths and drug related deaths by 10% by 2026
12.	Reduce homelessness by 10% and youth homelessness by 6% by 2026, ensuring it is rare, brief and non-recurring with a longer term ambition to end homelessness in Aberdeen City.
Place	
13.	Addressing climate change by reducing Aberdeen's carbon emissions by at least 61% by 2026 and adapting to the impacts of our changing climate
14.	Increase sustainable travel: 38% of people walking; 5% of people cycling and wheeling as main mode of travel and a 5% reduction in car miles by 2026
15.	26% of Aberdeen's area will be protected and/or managed for nature and 60% of people report they feel that spaces and buildings are well cared for by 2026
Community Empowerment	
16.	50% of people report they feel able to participate in decisions that help change things for the better by 2026

Audit, Risk and Scrutiny Committee

Annual Effectiveness Report 2024/2025



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1. Introduction from Convener

- 1.1 I am pleased to present the annual effectiveness report for the Audit, Risk and Scrutiny Committee. The annual effectiveness reports have been in place since 2017, following a recommendation made by CIPFA in their review of the Council's governance arrangements, namely that Committees review the extent to which they had operated within their Terms of Reference, through an annual report. The annual effectiveness report represents good practice in governance and also informs the annual review of the Council's Scheme of Governance, enabling officers to identify if any changes are required, for example, to the Committee Terms of Reference.
- 1.2 As we look forward as an organisation, it is essential that Council has confidence in the way it scrutinises its business. As Convener of Audit, Risk and Scrutiny, it is incumbent upon me to ensure that we receive assurance from management, internal audit, and external audit on the effectiveness of our systems, particularly where there is any risk of weakness in our controls. This will allow the Council to learn lessons from previous control failures. I want to personally thank our officers, internal and external auditors for their hard work and excellent reports. This Committee has faced many challenges but it is heartening to work with individuals who are dedicated to public service.
- 1.3 Our external auditors previously recommended that there was scope for the committee to more effectively scrutinise the decisions of Council and other committees, and that Terms of Reference should be reviewed and guidance developed to clarify how the scrutiny role is initiated and conducted, and subsequently reported to elected members. To that end, the Terms of Reference for all committees were adjusted to bring more focus to scrutiny, and training on the role of the Audit, Risk and Scrutiny Committee was delivered in November, including input from Audit Scotland and the Improvement Service.
- 1.4 The Committee has worked closely with the Chief Internal Auditor to complete their internal audit plan, which will bring about improvements in our services. I look forward to receiving the Internal Audit Plan for 2026 to 2029 in February.

Councillor M. Tauqeer Malik
Convener – Audit, Risk and Scrutiny Committee

2. The Role of the Committee

Purpose of the 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 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 the 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 receive assurance that services are maintaining and reviewing Business Continuity Plans in accordance with the priorities allocated to them;
- 1.3 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;
- 1.4 receive an annual report in respect of the Council's information governance; and
- 1.5 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); and
- 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

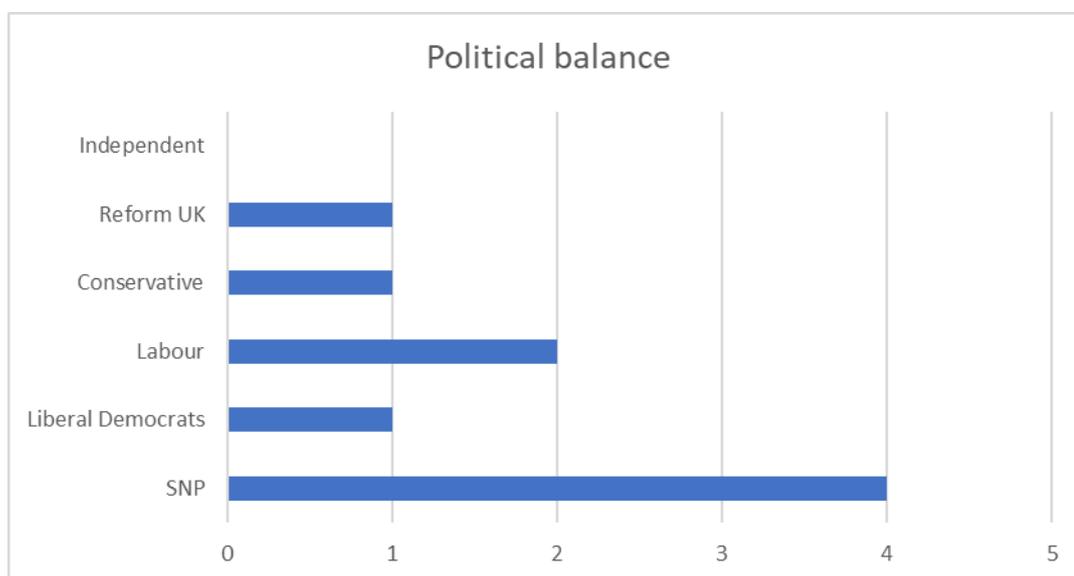
The Committee will:

- 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.

3. Membership of the Committee during 2024/2025

3.1 The Audit, Risk and Scrutiny Committee has 9 members.

3.2 The Committee composition is presented below:-



4. Membership Changes

4.1 Councillors Buchanan and McLellan were members from November 2024 to July 2025, following which they stepped down from the Committee. Councillor van Sweeden and Councillor Yuill joined the Committee from September 2025.

4.2 Council at its meeting of 2 July 2025 amended the political composition of the Committee allocating Conservatives 1 place and Reform UK 1 place. Prior to the July meeting, Conservatives had 2 places.

5. Member Attendance

Member	Total anticipated attendance	Total attendance	Substitutes
Councillor Malik	5	5	
Councillor Houghton	5	4	Councillor McLeod
Councillor Allard	5	5	
Councillor Alphonse	5	5	
Councillor Bonsell	5	4	Councillor Ali
Councillor Buchanan	4	0	Councillor Greig (3) Councillor Yuill (1)
Councillor McLellan	4	4	
Councillor McRae	5	3	Councillor David Cameron

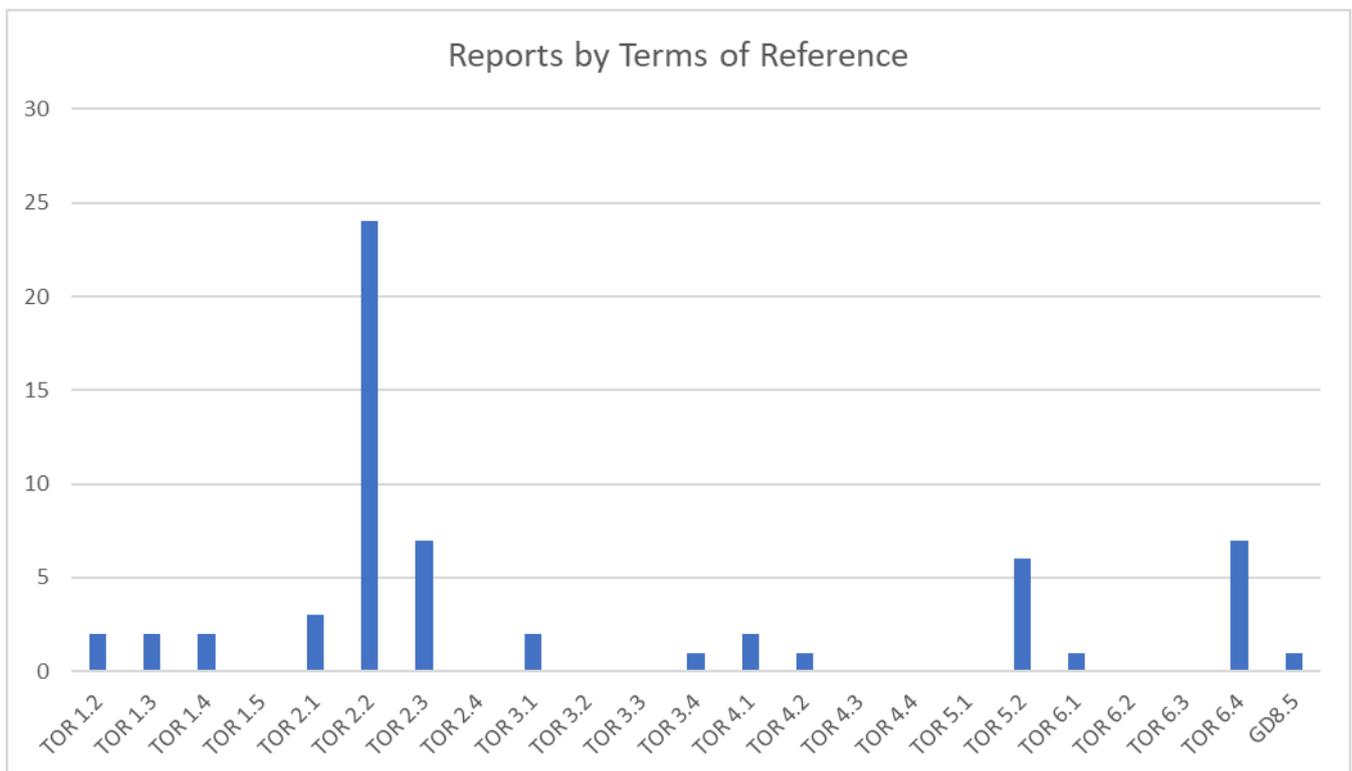
			Councillor van Sweeden
Councillor Massey	5	3	Councillor Brooks Councillor Nicoll
Councillor van Sweeden	1	1	
Councillor Yuill	1	0	Councillor Greig

6. Meeting Content

6.1 During the 2024/2025 reporting period (16 October 2024 to 16 October 2025), the Committee had five meetings and considered a total of 61 reports.

6.2 Terms of Reference

6.2.1 The following chart details how reports aligned to the Terms of Reference (set out at section 2 above) for the Committee.



6.2.2 During the course of 2024/2025 the Committee received reports under the main Terms of Reference which indicates that the Committee has discharged its role effectively throughout the course of the reporting period.

6.2.3 The majority of reports fell under Terms of Reference 2.2, which were the Internal Audit reports presented by the Chief Internal Auditor. These reports provide independent and objective assurance on the Council's risk management, control and governance processes across all of its functions.

6.2.4 There were no reports under Terms of Reference 1.5, 3.2, 5.1, 6.2 or 6.3 as there was no cause to report on these.

6.2.5 On 2.4, internal audit performance is included in the Chief Internal Auditor's progress report.

6.2.6 On 3.3 (Local Area Network), Committee was advised that these reports are no longer produced and as such the terms of reference are to be amended within the next Scheme of Governance review.

6.2.7 On 4.3, this is now incorporated into the Scheme of Governance, so will also be removed from the terms of reference.

7. Reports and Decisions

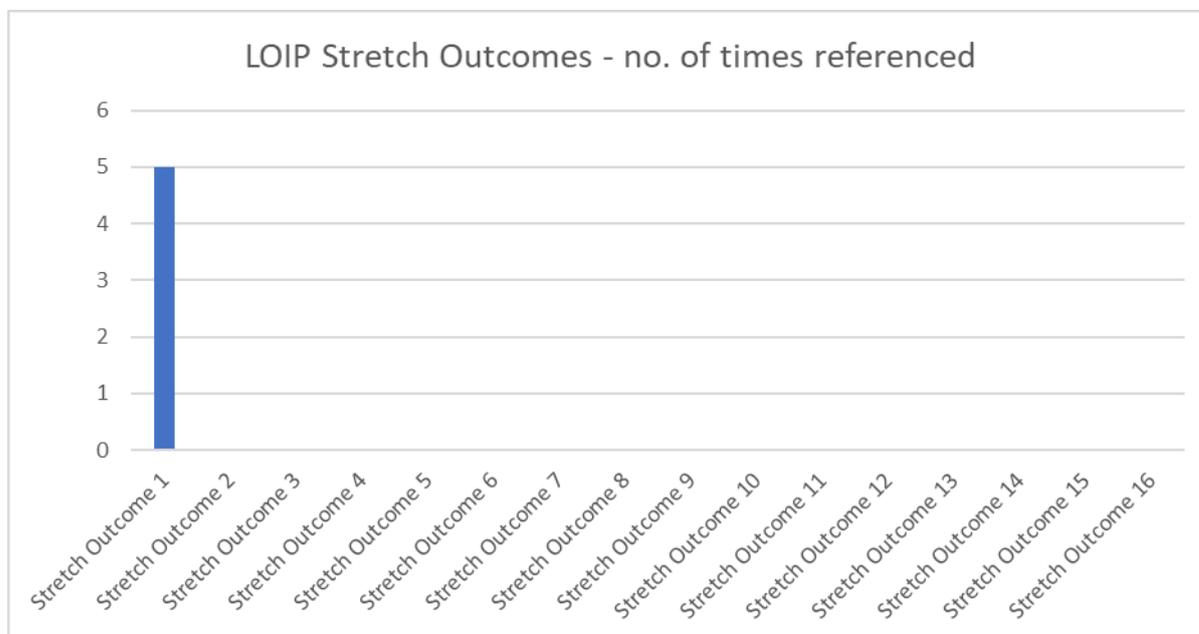
7.1 The following information relates to the committee reports and Notices of Motion presented to Committee throughout the reporting period, as well as the use of Standing Orders and engagement with members of the public.

	Total	Total Percentage of Reports
Confidential Reports	0	0
Exempt Reports	1	1.64%
Number of reports where the Committee amended officer recommendations	0	0
Number of reports approved unanimously	60	98%
Number of reports or service updates requested during the consideration of another report to provide additional assurance and not in business planner	0	0
Number of reports delayed for further information	0	0
Number of times the Convener has had to remind Members about acceptable behaviour in terms of the Code of Conduct	0	0
Late reports received (i.e. reports not available for inspection at least 3 clear days before the meeting)	0	0%
Number of referrals to Council under SO 34.1	0	0%

Notices of Motion, Suspension of Standing Orders, Interface with the Public	
Number of Notices of Motion to Committee	0
Number of times Standing Orders suspended	0
Specific Standing Orders suspended	0
Number of deputations requested	0
Number of deputations heard	0
Number of petitions considered	0

8. Reports with links to the Local Outcome Improvement Plan

- 8.1 The following table details of the 61 reports how each report linked to the Local Outcome Improvement Plan (LOIP Stretch Outcomes are appended to this report for reference at Appendix 1). As can be seen from the chart below only one stretch outcome has been referenced.



9. Training and Development

- 9.1 A training session was held for elected members on 4th November for members of the Committee. With input from Audit Scotland, this covered the principles of audit, the role of an audit committee and the importance of business being conducted apolitically. This was attended by all members of the Committee.
- 9.2 Officer training was held in December entitled Getting the Most Out Of Internal Audit. This was well attended and a repeat session is taking place in March.

10. Code of Conduct Declarations and Transparency Statements

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

11. Civic Engagement

- 11.1 Due to the nature of the Audit, Risk and Scrutiny Committee business, there are fewer opportunities for civic engagement, however if appropriate, elements of civic engagement would be introduced.
- 11.2 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 organisation 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.

12. Executive Lead to the Committee - Commentary

- 12.1 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. Internal and external audit have completed both routine and additional audits and reported these through the committee with improvement actions where appropriate. The Council's risk management system, including the Risk Appetite Statement, has been exposed to regular testing and scrutiny. The ALEO Assurance Hub has continued to provide assurance through bi-annual reporting on the level of risk posed to the Council by our ALEOs.
- 12.2 The total number of recommendations made by the Council's internal audit team was as follows:
- 2020-21: 114
 - 2021-22: 104
 - 2022-23: 148
 - 2023-24: 103
 - 2024-25: 158
- 12.3 Below is a comparison of overdue internal audit recommendations in March over the last five years:
- March 2021: 37
 - March 2022: 17
 - March 2023: 23
 - March 2024: 27
 - March 2025: 48

13. The Year Ahead

- 13.1 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.

- 13.2 As part of this review, there will be a specific focus on the Council's approach to scrutiny, including looking at ways in which this can be enhanced within the Committee's Terms of Reference, expanding training and development for elected members, and embedding scrutiny more firmly within our governance structures. This review is being led by the cross-party Governance Reference Group.

Appendix 1 – Local Outcome Improvement Plan Stretch Outcomes

Economy	
1.	20% reduction in the percentage of people who report they have been worried they would not have enough food to eat and/ or not be able to heat their home by 2026
2.	74% employment rate for Aberdeen City by 2026
People (Children & Young People)	
3.	95% of all children will reach their expected developmental milestones by their 27-30 month review by 2026
4.	90% of children and young people report they feel listened to all of the time by 2026
5.	By meeting the health and emotional wellbeing needs of our care experienced children and young people they will have the same levels of attainment in education and positive destinations as their peers by 2026
6.	95% of children living in our priority neighbourhoods (Quintiles 1 & 2) will sustain a positive destination upon leaving school by 2026
7.	83.5% fewer young people (under 18) charged with an offence by 2026
8.	100% of our children with Additional Support Needs/disabilities will experience a positive destination
People (Adults)	
9.	10% fewer adults (over 18) charged with more than one offence by 2026
10.	Healthy life expectancy (time lived in good health) is five years longer by 2026
11.	Reduce the rate of both alcohol related deaths and drug related deaths by 10% by 2026
12.	Reduce homelessness by 10% and youth homelessness by 6% by 2026, ensuring it is rare, brief and non-recurring with a longer term ambition to end homelessness in Aberdeen City.
Place	
13.	Addressing climate change by reducing Aberdeen's carbon emissions by at least 61% by 2026 and adapting to the impacts of our changing climate
14.	Increase sustainable travel: 38% of people walking; 5% of people cycling and wheeling as main mode of travel and a 5% reduction in car miles by 2026
15.	26% of Aberdeen's area will be protected and/or managed for nature

	and 60% of people report they feel that spaces and buildings are well cared for by 2026
Community Empowerment	
16.	100% increase in the proportion of citizens who feel able to participate in decisions that help change things for the better by 2026

Communities, Housing and Public Protection Committee Annual Effectiveness Report 2024/2025



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1. Introduction from Convener

- 1.1 I am pleased to present the third annual effectiveness report for the Communities, Housing and Public Protection Committee (CHPPC). The annual effectiveness reports have been in place since 2017, following a recommendation made by CIPFA in their review of the Council's governance arrangements, namely that Committees review the extent to which they had operated within their Terms of Reference, through an annual report. The annual effectiveness report represents good practice in governance and also informs the annual review of the Council's Scheme of Governance, enabling officers to identify if any changes are required, for example, to the Committee Terms of Reference. The presentation of the annual reports was temporarily paused due to the disruption to committee meetings as a result of the pandemic, and then to allow time for the new committee structure to bed in following the local government elections in May 2022.
- 1.2 Aberdeen's diverse communities have made the city what it is today and the views of our communities should be at the heart of all we do as a Council. The Council is committed to listening to, and engaging with, communities throughout Aberdeen to ensure that we deliver the best possible outcomes for our citizens. High quality, affordable social housing for all who require it, is also key to ensuring we have a city which thrives and we are committed to providing housing which will meet the needs of citizens for years to come. The safety of the citizens of Aberdeen is a priority for the Council and the Committee allows a public forum for scrutiny, engagement and oversight of both Police Scotland and the Scottish Fire and Rescue Service.
- 1.3 There were no major changes made to the CHPPC Terms of Reference as part of the 2025 Scheme of Governance Review, however we will continue to monitor them over the next year to ensure they remain fit for purpose.
- 1.4 I would like to thank Members and officers for their contributions during the year. I would also like to thank my Vice Convener, Dell Henrickson, for his help and support and representatives of Police Scotland and the Scottish Fire and Rescue Service for their valuable input this year and we look forward to working with them next year.



Councillor Miranda Radley
Convener – Communities, Housing and Public Protection Committee

2. The Role of the Committee

The purpose of the Committee is to monitor and oversee the delivery of:

- services provided by the Housing Cluster;
- services provided by the Governance Cluster relating to Public Protection;
- services provided by the Operations Cluster (excluding services within the remit of the Net Zero, Environment and Transport Committee and the Education and Children's Services Committee); and
- all other Council housing functions (with the exception of capital building programmes, albeit the Committee may receive and consider reports providing updates on capital building programmes).

To promote the health and wellbeing of the residents of Aberdeen and inclusive, equal communities.

To receive assurance on the statutory and regulatory duties placed on the Council for public protection in relation to

- Adult support and protection
- Protective Services
- 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. Service Delivery and Performance

1.1. The Committee will, for the Housing Cluster, the Operations Cluster (subject to the exclusions noted above) and the Council housing functions described above

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 (including in relation to the Housing Revenue Account);

1.1.4 receive 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 matters affecting its remit where the authority to approve sits within the remit of another Committee or Sub Committee.
- 1.4 In particular, the Committee will:
 - 1.4.1 consider and determine Asset Transfer Requests made under the Community Empowerment (Scotland) Act 2015;
 - 1.4.2 review and oversee the management of council-managed open spaces, and oversee the development and operation of a Community Environmental Improvement Fund;
 - 1.4.3 monitor the work of leased community centres and work with the management committees of these community centres to enhance the important services and activities they provide with their allocated budget; and
 - 1.4.4 monitor the establishment and operation of Citizens' Assemblies, receiving a report on each Assembly meeting (noting that any such Assembly related to Poverty or Inequality comes under the responsibility of the Anti-Poverty and Inequality Committee).

PUBLIC PROTECTION

- 2. The Committee will receive, amongst other reports relating to the Council's statutory and regulatory duties for public protection, reports:
 - 2.1 providing assurance on the Council's duty to deliver an effective adult justice service as determined by statutory inspections;
 - 2.2 summarising 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;
 - 2.3 providing assurance in respect of the Council's performance in relation to Trading Standards, Environmental Health (including the Public Mortuary) and Scientific Services, including external inspection and audit reports relating to these services;

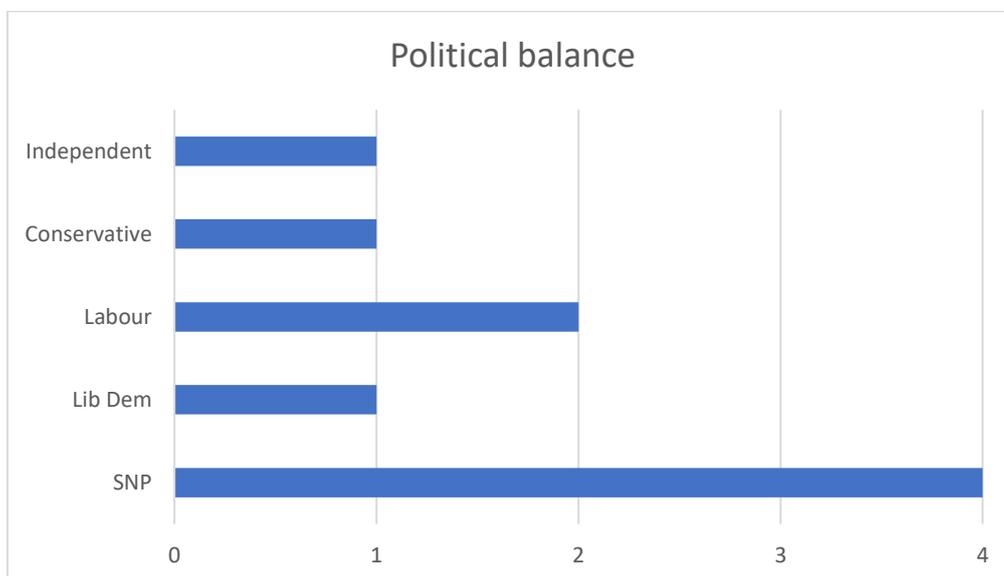
- 2.4 to monitor compliance with the Council's duties relating to the provision of mortuary facilities and their adequacy for responding to mass fatalities;
- 2.5 on any work taken to tackle underage sales in the city;
- 2.6 on major incidents and fatal accident inquiries and any resulting impact and responsibilities placed on the Council;
- 2.7 outlining activity by Building Standards in relation to public safety and dangerous buildings;
- 2.8 outlining activity by Building Standards in relation to public safety and unauthorised building work and the unauthorised occupation of buildings;
- 2.9 providing assurance from the Adult Protection Committee on the impact and effectiveness of adult support and protection improvement initiatives, including: delivery of national initiatives and local implications;
- learning from learning reviews;
 - quality assurance;
 - training and development;
 - local evidence-based initiatives;
 - effective working on adult protection; and
 - statistics relating to the Adult Protection Register (whilst noting that it has no remit to challenge entries);
- 2.10 relating to the Chief Social Work Officer's Annual Report insofar as it relates to adult services, for assurance purposes;
- 2.11 on the nature of institutional and systemic discrimination in the City of Aberdeen, and the steps required to eradicate such discrimination;
- 2.12 to monitor compliance with the Council's duties relating to resilience and local emergencies;
- 2.13 concerning relevant local, regional and national 'lessons learnt' reports and recommendations in respect of civil contingency matters and monitor their implementation;
- 2.14 to monitor the Council's preparedness in relation to the National CONTEST strategy and associated plans relating to Counter Terrorism;
- 2.15 to 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, in terms of the Police and Fire Reform (Scotland) Act 2012 and the Fire (Scotland) Act 2005 respectively;

- 2.16 to respond to consultations by the Chief Constable on the designation of local commanders and by the Scottish Fire and Rescue Service on the designation of local senior officers;
- 2.17 to 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;
- 2.18 to specify policing measures the Council wishes the local commander to include in a Local Police Plan;
- 2.19 to 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;
- 2.20 on police and fire and rescue service provision and delivery in Aberdeen and provide feedback to the local commander and the local senior officer;
- 2.21 to 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;
- 2.22 to agree, with the local commander, modifications to an approved Local Police Plan at any time;
- 2.23 to 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; and
- 2.24 on the establishment and operation of a Road Safety Fund, in order to agree and monitor the implementation of measures funded (note: decisions on transport are reserved to the Net Zero, Environment and Transport Committee).

3. Membership of the Committee during 2024/2025

3.1 The Communities, Housing and Public Protection Committee has 9 members.

3.2 The Committee composition is presented below:-



3.3 Police Scotland and Scottish Fire and Rescue Service regularly provide reports to Committee such as Performance Reports and also prepare thematic reports based on what Elected Members request, or what may be of interest. Members have the opportunity to engage with Senior Officers in Police Scotland and Scottish Fire and Rescue Service on a regular basis.

4. Membership Changes

4.1 Councillor Greig replaced Councillor Buchanan as a member from August 2025.
 Councillor Mennie replaced Councillor Davidson from August 2025.
 Councillor Nicoll temporarily replaced Cllr Mrs Stewart from August 2025.
 Councillor Watson replaced Councillor Tissera from March 2025.

5. Member Attendance

Member	Total Anticipated Attendances	Total Attendances	Substitutions
Councillor Radley	5	5	
Councillor Henrickson	5	5	
Councillor Bouse	4	2	Cllr Delaney x 2
Councillor Cross	5	4	Cllr Kusznr
Councillor Davidson	4	4	

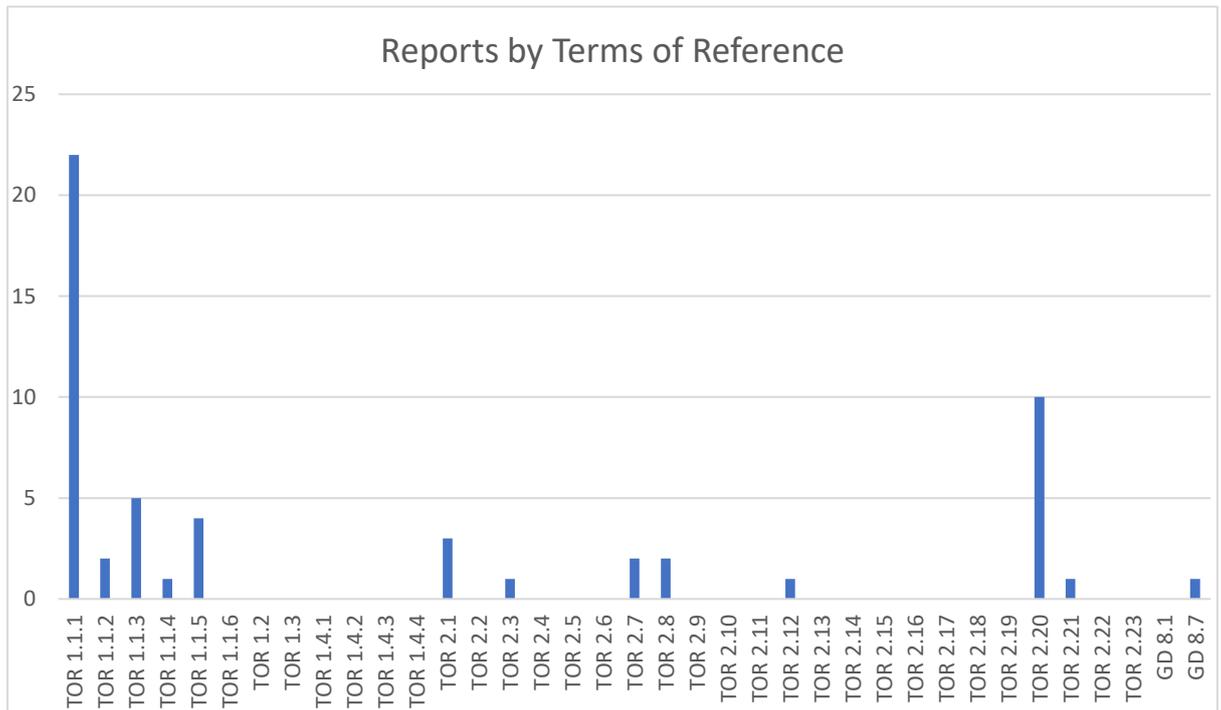
Councillor Graham	5	5	
Councillor Greig	1	1	
Councillor McLellan	5	5	
Councillor Mennie	1	1	
Councillor Mrs Stewart	4	1	Cllr Malik for one meeting
Councillor Nicoll	1	1	
Councillor Tissera	2	1	Cllr Malik
Councillor Watson	3	3	

6. Meeting Content

6.1 During the 2024/2025 reporting period (16 October 2024 to 16 October 2025), the Committee had 5 meetings and considered a total of 44 reports.

6.2 Terms of Reference

6.2.1 The following chart details how reports aligned to the Terms of Reference (set out at section 2 above) for the Committee.



6.2.2 During the course of 2024/2025 the Committee received reports under most of the main Terms of Reference which indicates that the Committee has discharged its role effectively throughout the course of the reporting period. As is visible from the table, 22 reports fell under TOR 1.1.1, which is to oversee, and make decisions relating to, service delivery. There were also 10 reports which fell under TOR 2.20, which were

reports from Scottish Fire and Rescue Service and Police Scotland in relation to service provision and delivery in Aberdeen.

- 6.2.3 It is noted that a number of reports have been listed under more general Terms of Reference, for example, 1.1.1 as set out above, when some of the more specific TOR could have also applied. Officers have undertaken to monitor this next year to ensure that all applicable TOR are reflected. Although there are some TOR which have not been utilised this year, it is not anticipated that these require to be reviewed and altered, as the monitoring work should ensure that they are used in future.

7. Reports and Decisions

- 7.1 The following information relates to the committee reports and Notices of Motion presented to Committee throughout the reporting period, as well as the use of Standing Orders and engagement with members of the public.

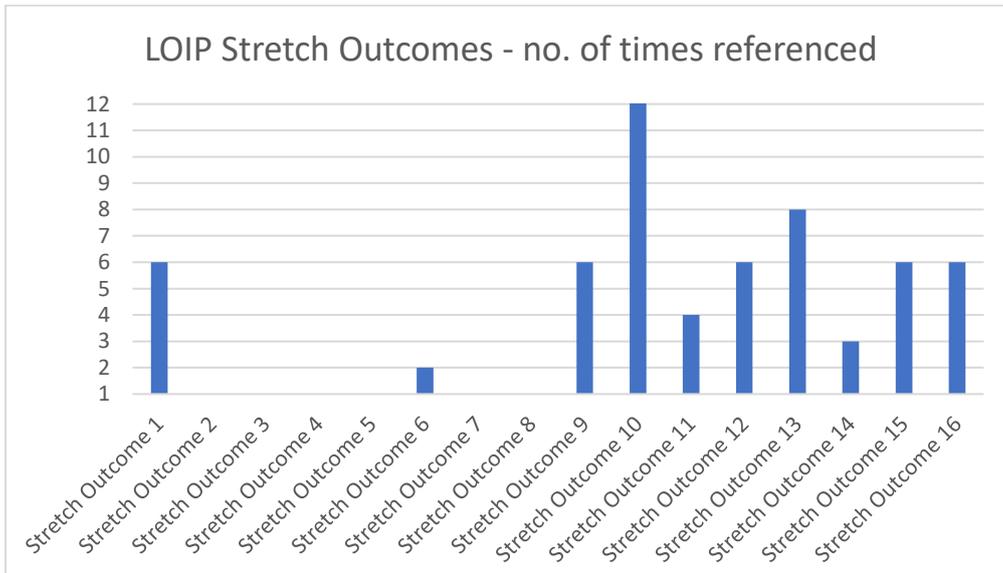
	Total	Total Percentage of Reports
Confidential Reports	0	0
Exempt Reports	0	0
Number of reports where the Committee amended officer recommendations	3	6%
Number of reports approved unanimously	29	65%
Number of reports or service updates requested during the consideration of another report to provide additional assurance and not in business planner	5	11%
Number of reports delayed for further information	0	0
Number of times the Convener has had to remind Members about acceptable behaviour in terms of the Code of Conduct	1	2%
Late reports received (i.e. reports not available for inspection at least 3 clear days before the meeting)	0	0
Number of referrals to Council under SO 34.1	0	0

Notices of Motion, Suspension of Standing Orders, Interface with the Public	
Number of Notices of Motion to Committee	3
Number of times Standing Orders suspended	0
Specific Standing Orders suspended	N/A

Number of deputations requested	9
Number of deputations heard	9
Number of petitions considered	0

8. Reports with links to the Local Outcome Improvement Plan

8.1 The following table details of the 44 reports, how each report linked to the Local Outcome Improvement Plan (LOIP Stretch Outcomes are appended to this report for reference at Appendix 1). As can be seen from the chart below, stretch outcome 10 was referenced in 12 different reports, with the aim that healthy life expectancy be five years longer by 2026. Stretch outcome 1 was also referenced in 6 reports which aimed for there to be a 20% reduction in the percentage of people who report they have been worried they would not have enough food to eat and/ or not be able to heat their home by 2026.



9. Training and Development

9.1 Development opportunities for Members will be considered for next year based on Committee business throughout the year, Executive Lead proposals and Member feedback on what may be required to assist them in performing their roles.

9.2 Service updates were also provided to Members throughout the year to provide additional information on topics which were not reported to Committee or were requested at Committee from Members. These included:-

- Air Quality Management Areas
- Scottish Welfare Fund

- Changes to Library Hours and Fines
- Rent Assistance Fund
- Police Scotland Update
- Woolmanhill Hospital
- Housing Bill Stage 2

10. Code of Conduct Declarations and Transparency Statements

- 10.1 Two declarations of interest were intimated and one transparency statement was made by Members during the reporting period. Information in respect of declarations of interest and transparency statements is measured to evidence awareness of the requirements to adhere to the Councillors' Code of Conduct and the responsibility to ensure fair decision-making.

11. Civic Engagement

- 11.1 During the course of the year there has been consultation with the public and partners in respect of various issues and topics. This has included engagement at community level such as work with campaign groups regarding RAAC, engagements with groups across the city, such as our tenants to inform the provision of housing services and also large scale and city wide consultation to inform the development of the Local Housing Strategy. Consultation with partners helped to inform the developed of the Asylum and Dispersal Plan.
- 11.2 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. Members have engaged with both Police Scotland and Scottish Fire and Rescue Service at meetings, requesting further information or reports to be brought back as necessary.

12. Executive Lead to the Committee - Commentary

- 12.1 Given the nature of the Committee, business will often be of interest to the public, it is vital that reports are open and transparent and I am pleased to note all reports were considered in the public domain. There has been particular interest in the provision of housing services this year following Committee agreement to declare a housing emergency. This agreement led to the development of a number of plans aligned with the Local Housing Strategy to support improvement in both housing stock, our provision of housing services and our use of the Housing Revenue Account.
- 12.2 The Committee will continue to work closely with Police Scotland and Scottish Fire and Rescue Service in order to undertake the Council's role in relation to the Police and Fire Reform (Scotland) Act 2012.
- 12.3 The Committee will also continue to receive assurance on the statutory and regulatory duties placed on the Council for public protection for areas such as Adult Support and

Protection, Protective Services, Civil Contingency responsibilities for local resilience and prevention and also Building Control.

13. The Year Ahead

13.1 The business planner sets out a range of pieces of work which are due to come back before Committee in 2026 for consideration, and as a selection, the following should be noted:-

- Update on Consultation Exercise for City Centre Multi Storeys and Review of the Non Traditional Housing Stock and Update on Consultation Exercise for City Centre Multi Storeys - joint report;
- Graffiti in Aberdeen;
- Cost Neutral Environmental Enforcement;
- Resettlement Delivery Plan;
- Resilience Annual report;
- Housing Board Bi Annual Report;
- Building Standards Activity Report; and
- Reports from Scottish Fire and Rescue and Police Scotland;

Improvement Plan Stretch Outcomes

Appendix 1 – Local Outcome Improvement Plan Stretch Outcomes

Economy	
1.	20% reduction in the percentage of people who report they have been worried they would not have enough food to eat and/ or not be able to heat their home by 2026
2.	74% employment rate for Aberdeen City by 2026
People (Children & Young People)	
3.	95% of all children will reach their expected developmental milestones by their 27-30 month review by 2026
4.	90% of children and young people report they feel listened to all of the time by 2026
5.	By meeting the health and emotional wellbeing needs of our care experienced children and young people they will have the same levels of attainment in education and positive destinations as their peers by 2026
6.	95% of children living in our priority neighbourhoods (Quintiles 1 & 2) will sustain a positive destination upon leaving school by 2026
7.	83.5% fewer young people (under 18) charged with an offence by 2026
8.	100% of our children with Additional Support Needs/disabilities will experience a positive destination
People (Adults)	
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10.	Healthy life expectancy (time lived in good health) is five years longer by 2026
11.	Reduce the rate of both alcohol related deaths and drug related deaths by 10% by 2026
12.	Reduce homelessness by 10% and youth homelessness by 6% by 2026, ensuring it is rare, brief and non-recurring with a longer term ambition to end homelessness in Aberdeen City.
Place	
13.	Addressing climate change by reducing Aberdeen's carbon emissions by at least 61% by 2026 and adapting to the impacts of our changing climate
14.	Increase sustainable travel: 38% of people walking; 5% of people cycling and wheeling as main mode of travel and a 5% reduction in car miles by 2026
15.	26% of Aberdeen's area will be protected and/or managed for nature and 60% of people report they feel that spaces and buildings are well cared for by 2026
Community Empowerment	
16.	50% of people report they feel able to participate in decisions that help change things for the better by 2026

Education and Children's Services Committee Annual Effectiveness Report 2024/2025



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1. Introduction from Convener

- 1.1 Aberdeen City Council is committed to the implementation of the UN Convention on the Rights of the Child in all its services. The committee has a key role in protecting and enhancing the learning opportunities, well-being and safety of all young people. I am grateful to staff for actioning the priority of putting the interests and rights of the child first and for ensuring that we live in a child-friendly city.

Councillor Martin Greig

Convener – Education and Children’s Services Committee

2. The Role of the Committee

PURPOSE OF COMMITTEE

To advise on and discharge the Council's functions as:

- an education authority as set out in the Education (Scotland) Act 1980 and all other relevant legislation and regulations where not otherwise delegated; and
- a social work authority as set out in the Social Work (Scotland) Act 1968 and all other relevant legislation and regulations where not otherwise delegated, in relation to children.

The Committee will also:

- monitor the delivery of educational services undertaken as education authority (including community learning and development) and children's services provided by Integrated Children's and Family Services;
- receive assurance on the statutory and regulatory duties placed on the Council for Child Protection and Corporate Parenting;
- make recommendations in respect of school property matters to the Finance 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, schools and community learning and development) and children's services provided by Integrated Children's and Family Services and services delivered within the school estate:-

- 1.1.1 oversee, and make decisions relating to, service delivery (such decisions including those relating to population changes);
- 1.1.2 approve options to improve/transform service delivery relative to the functions of the Council as education authority and social work authority;
- 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 committee(s) on matters affecting its remit where the authority to approve sits within the remit of another committee or sub committee.

2. Child Protection

The Committee will receive assurance from the Child Protection Committee and the Children's Services Board on:

- 2.1 Services delivered to children and young people in need of care and protection including care experienced young people, including:
 - 2.1.1 delivery of national initiatives and local implications;
 - 2.1.2 learning from learning reviews;
 - 2.1.3 quality assurance;
 - 2.1.4 training and development; and
 - 2.1.5 local evidence-based initiatives;
- 2.2 effective working across child protection; and
- 2.3 statistics relating to the Child Protection Register and children and young people for whom the Council has Corporate Parenting responsibilities, whilst noting that it has no remit to challenge entries.

The Committee will also:

- 2.4 receive assurance on the Council's compliance with statutory duties in respect of child poverty; and
- 2.5 consider the Chief Social Work Officer's Annual Report.

EXTERNAL MEMBERSHIP

3. The Committee's membership will include seven persons who are not members of the Council but who have full membership of the Committee and voting rights in connection with advising on and discharging the functions of the Council as Education Authority only. The seven external members will be appointed by the Council at its statutory meeting (or other meeting as appropriate) as follows:-
 - 3.1 three persons representing religious bodies in accordance with the requirements of s124(4) of the Local Government (Scotland) Act 1973; and
 - 3.2 in accordance with the discretion conferred by s124(3) of the Local Government (Scotland) Act 1973:

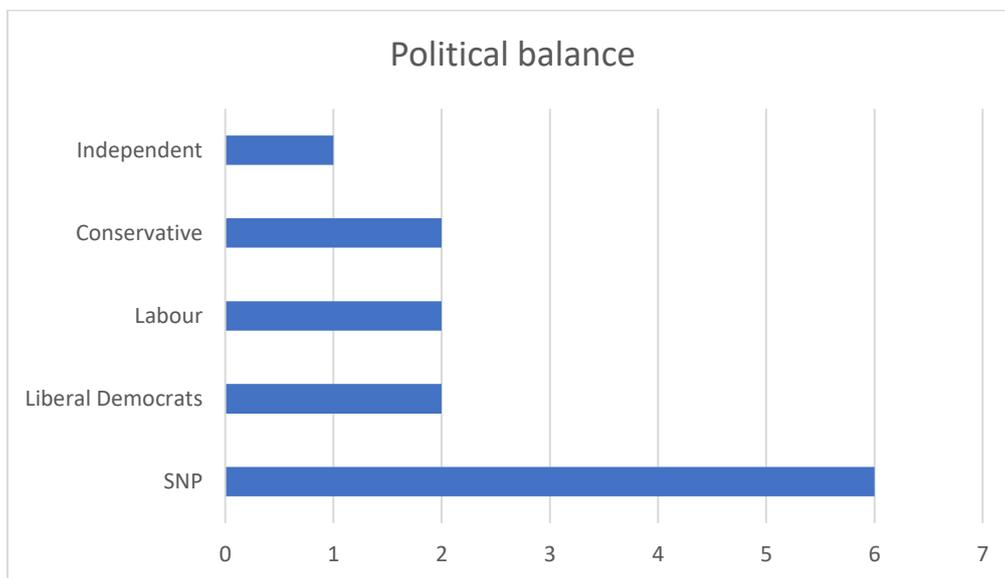
- 3.2.1 two teachers employed in educational establishments managed by the Council and nominated by the Teachers' Consultative Forum, comprising one representative from primary (including nursery) and one representative from secondary; and
- 3.2.2 two parent representatives, selected by the Aberdeen City Parent Council Forum from within its own membership, comprising one representative from primary (including nursery) and one representative from secondary.

Executive Lead: Executive Director – Families and Communities

3. Membership of the Committee during 2024/2025

3.1 The Education and Children’s Services Committee has 20 members - 13 Elected Members and 7 External Members.

3.2 The Committee composition is presented below:-



3.3 The Committee has seven External Members (who have full voting rights). The current External Members are as set out below:-

- | | |
|---------------------|---------------------------------------|
| Ms Danielle Barclay | Parent Representative (Primary / ASN) |
| Dr Alison Murray | Parent Representative (Secondary/ASN) |
| Mr John Murray | Roman Catholic Representative |
| Ms Jacqueline Munro | Teacher Representative (Secondary) |
| Mr Madhav Regmi | Third Religious Representative |
| Mr Doug Haywood | Teacher Representative (Primary) |
| Mrs Hilda Smith | Church of Scotland Representative |

4. Membership Changes

- 4.1 Councillor Radley was a member of the Committee until the June 2025 meeting, following which she was replaced on the Committee by Councillor Clark from September 2025.
- 4.2 There were no changes this year to the External Members of the Committee.

5. Member Attendance

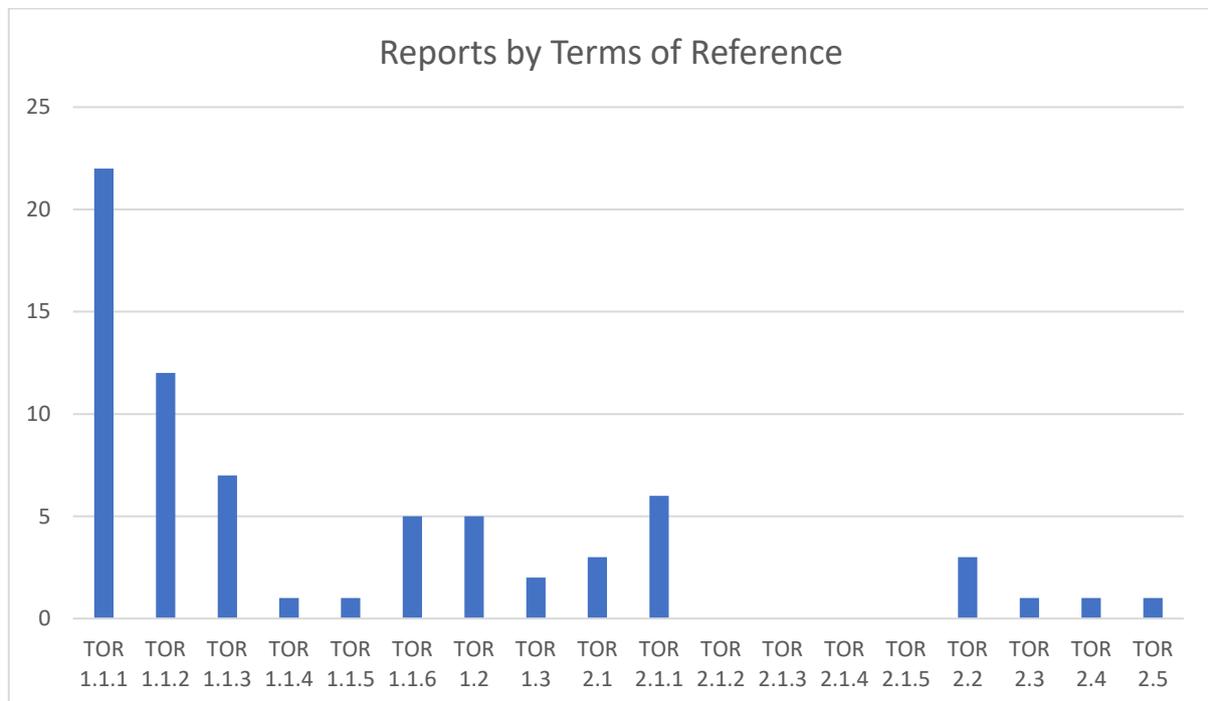
Member	Total Anticipated Attendances	Total Attendances	Substitutions
Councillor Martin Greig	5	5	
Councillor Jessica Mennie	5	4	1 - Councillor McRae
Councillor Christian Allard	5	5	
Councillor Kate Blake	5	5	
Councillor Richard Brooks	5	4	1 – Councillor Farquhar
Councillor Desmond Buchanan	5	3	2 – Councillor McRae and the Lord Provost
Councillor Hazel Cameron	5	4	1 – Councillor Hutchison
Councillor Donna Clark	1	1	
Councillor Barney Crockett	1	1	
Councillor Lee Fairfull	5	5	
Councillor Ross Grant	5	4	1 – Councillor Malik
Councillor Neil MacGregor	5	5	
Councillor Ken McLeod	5	5	
Councillor Miranda Radley	4	4	
Councillor Mrs Jennifer Stewart	4	2	1 - Councillor Malik
Ms Danielle Barclay	5	4	
Mr Doug Haywood	5	5	
Ms Jacqueline Munro	5	5	
Dr Alison Murray	5	5	
Mr John Murray	5	5	
Mr Madhav Regmi	5	1	
Mrs Hilda Smith	5	3	

6. Meeting Content

- 6.1 During the 2024/2025 reporting period (16 October 2024 to 16 October 2025), the Committee had 5 meetings and considered a total of 47 reports. This figure was slightly down on last year, where the Committee considered 52 reports.

6.2 Terms of Reference

6.2.1 The following chart details how reports aligned to the Terms of Reference (TOR) (set out at section 2 above) for the Committee.



6.2.2 There continues to be a good spread of Terms of Reference utilised across the reports presented to Committee which suggests that the Terms of Reference are operating effectively. Although as with last year, there are some TOR which have not been utilised (TOR 2.1.2, 2.1.3 and 2.1.4), it is still not anticipated that these require to be reviewed as they sit as sub-TOR under the main 2.1, which was utilised this year in a number of reports:-

2.1 Services delivered to children and young people in need of care and protection including care experienced young people, including:

2.1.1 delivery of national initiatives and local implications;

2.1.2 learning from learning reviews;

2.1.3 quality assurance;

2.1.4 training and development; and

2.1.5 local evidence-based initiatives;

6.2.3 The Committee TOR were reviewed during the reporting period, and no changes were made to the Education and Children's Services Committee TOR.

7. Reports and Decisions

7.1 The following information relates to the committee reports and Notices of Motion presented to Committee throughout the reporting period, as well as the use of Standing Orders and engagement with members of the public.

	Total	Total Percentage of Reports
Confidential Reports	0	0%
Exempt Reports	0*	0%
Number of reports where the Committee amended officer recommendations	1**	2%
Number of reports approved unanimously	41	87% (previous year 85%)
Number of reports or service updates requested during the consideration of another report to provide additional assurance and not in business planner	7 service updates***	N/A
Number of reports delayed for further information	0	0
Number of times the Convener has had to remind Members about acceptable behaviour in terms of the Code of Conduct	0	N/A
Late reports received (i.e. reports not available for inspection at least 3 clear days before the meeting)	0	N/A
Number of referrals to Council under SO 34.1	1	2%

* There were no exempt reports, however there were exempt appendices to four reports – the Victorian Schools Programme: Outline Business Case; Bucksburn and Dyce Long Term Secondary School Provision: Outline Business Case; ABZ Campus; and the School Estate Plan. The reports themselves were however in the public part of the agenda to ensure as much transparency as possible.

** Although there were a number of occasions where additional recommendations were added by the Committee, the original report recommendations from officers were all approved, with the exception of the Committee requesting a report back on Climate Change work in schools, where the recommendation in the report proposed a service update.

*** The service updates requested by Committee related to:-

- No Recourse to Public Funds and Support for Unaccompanied Asylum Seeking Children
- What individual schools were implementing or had implemented in respect of mobile phones in the classroom

- Information on the timeline for actioning the three priorities for Harlaw Academy
- The curriculum structure across the senior phase within secondary schools on attainment of the two year / eight course model across the city and whether there was a need to issue guidance to all local authority secondary schools
- An update on how many schools had not used the incident reporting system and whether that number had declined since the previous year
- An interim update prior to a committee report in respect of the adequacy or otherwise of ASN spaces offered across the whole school estate; and
- An update on the current position with the Learning Disabilities, Autism and Neurodivergence Bill.

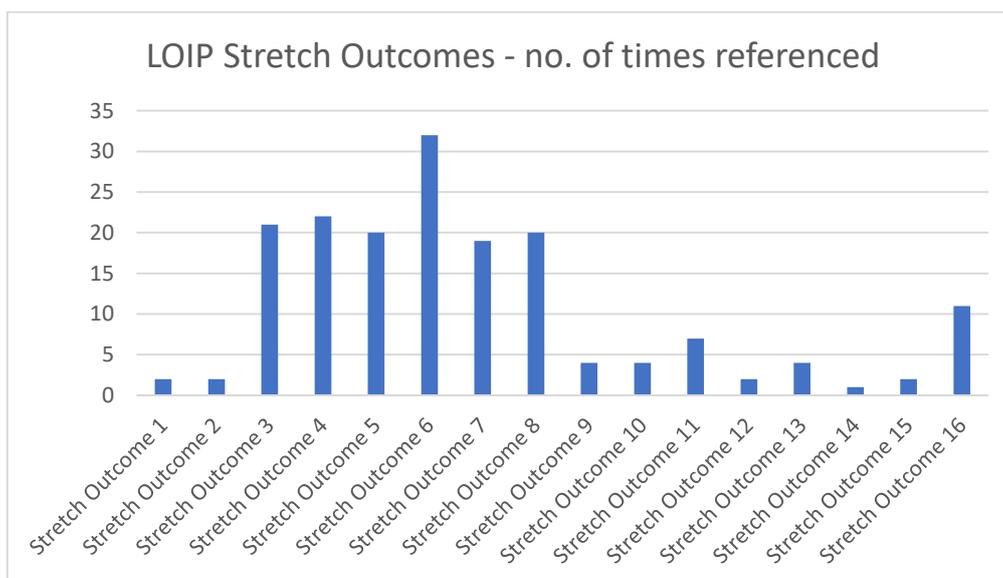
Notices of Motion, Suspension of Standing Orders, Interface with the Public	
Number of Notices of Motion to Committee	2*
Number of times Standing Orders suspended	0
Specific Standing Orders suspended	N/A
Number of deputations requested	0
Number of deputations heard	0
Number of petitions considered	0

* The two notices of motion to Committee during the reporting period were as follows:-

- Behaviour Action Plan – Urgent Notice of Motion by Convener and Vice Convener (April 2025)
- Requirement for PVG Checks – Urgent Notice of Motion by Councillor Blake, Dr Murray and Ms Barclay (April 2025)

8. Reports with links to the Local Outcome Improvement Plan

- 8.1 The following table details of the 47 reports how each report linked to the Local Outcome Improvement Plan (LOIP Stretch Outcomes are appended to this report for reference at Appendix 1). As can be seen from the chart below, reports to the Education and Children’s Services Committee span across all of the Stretch Outcomes, although the greatest number of reports linked to Stretch Outcomes 3 to 8, which would be expected for the nature of the business, as those Stretch Outcomes relate to development, wellbeing and positive destinations for children and young people.
- 8.2 It is encouraging to see that the Stretch Outcomes have been used so frequently in reports presented, as it demonstrates that the reports are closely tied to meeting the objectives of the Local Outcome Improvement Plan.
- 8.3 It is also important to note how frequently the newer Stretch Outcome 16 (100% increase in the proportion of citizens who feel able to participate in decisions that help change things for the better by 2026) has been utilised in the production of reports, showing that the Service is committed to Community Empowerment.



9. Training and Development

9.1 Opportunities for Members during the reporting period were as follows:-

- Corporate Parenting
- Training was also provided to the new substitute parent representatives who have been nominated by Aberdeen City Parent Council Forum

9.2 Service updates were also circulated to Members throughout the year to provide additional background and information in respect of matter considered at Committee, namely:-

- [National Care Service](#)
- [Review of Spaces in Schools for Additional Support Needs](#)
- [Autumn in the City Review 2024](#)
- [Bright Starts Breakfast Fund](#)
- [Updated School Roll Forecast November 2024](#)
- [Healthy Weight Appendix A](#)
- [Progress Report – Harlaw Academy](#)
- [Updated data and checks on the City website Appendix A](#)
- [Dyce Academy Action Plan](#)
- [Easter in the City Review 2025](#)
- [Early Learning and Childcare Provision](#)
- [Employment Statistics in other Local Authorities](#)
- [Gypsy Traveller Community Support update](#)
- [Learning Disabilities, Autism and Neurodivergence Bill](#)
- [No Recourse to Public Funds](#)
- [Number of Schools with No Incidents Reported](#)
- [Promise Bill](#)
- [Schools \(Residential Outdoor Education\) \(Scotland\) Bill – stage 1 report](#)
- [Summer in the City Review 2025](#)
- [Improving Transitions](#)

9.3 As with previous years, officers have continued to support the Committee's External Members through hosting pre-Committee briefing sessions which enable them to ask officers questions about any aspect of education along with seeking clarity on reports within the committee business planner and which are included in the upcoming meeting agendas. This approach has strengthened the role of External Members and encouraged scrutiny through questioning at Committee.

9.4 Further development opportunities will be considered for next year based on Committee business throughout the year, Executive Lead proposals and Member feedback on what may be required to assist them in performing their roles.

10. Code of Conduct Declarations and Transparency Statements

- 10.1 1 declaration of interest and 33 transparency statements were made by Members during the reporting period (the previous year had no declarations of interest and 23 transparency statements). Information in respect of declarations of interest and transparency statements is measured to evidence awareness of the requirements of Members (including External Members) to adhere to the Councillors' Code of Conduct and the responsibility to ensure fair decision-making.

11. Civic Engagement

- 11.1 During the reporting period, the Service has engaged in a wide variety of engagement and consultation. The following bullet points list some, but not all, of the engagement undertaken to give a flavour of the work throughout the year.

- Feedback surveys for the 'In the City' programmes
- Consultation to assist with the development of the Parental Involvement and Engagement Plan
- Engagement with staff on the production of the Children's Social Work – Workforce Development Plan
- Statutory Consultation with the public on proposals for.....
- Various surveys in relation to Early Learning and Childcare to assist with the review of ELC delivery and models
- Consultation with Trade Unions on the ongoing work around the Behaviour Plan
- Considerable work to ensure the meaningful participation of children and young people through for example, the ABZ Campus work; the yearly Health and Wellbeing survey and recent work around Bright Spots as outlined in the Promise Report
- Work with stakeholders on the Integrated Children's Services Strategic Plan
- Engagement with a range of key stakeholders, including representative parents and carers, school staff, trade unions, and critically, learners to help co-design the Early Intervention Service to be based at Riverbank School
- Stakeholder engagement undertaken in respect of the Victorian Schools Programme, in which parents, pupils, staff and the wider communities associated with each of the schools were invited to review the brief for the

feasibility study, and to provide their comments and feedback on what they felt to be the priorities for improvement for their school building

- Regular engagement between officers and the Aberdeen City Parent Forum

12. Executive Lead to the Committee - Commentary

- 12.1 Officers have presented a wide range of reports to the Education and Children's Services Committee over the year, highlighting the very broad range of work undertaken by Education, Children's Social Work and most recently by Community Learning and Development.
- 12.2 It has been particularly pleasing to see how Committee is influencing the design and delivery of services to children and young people, with both developments across the Music Service and the Bridge being really positive examples of how the Committee has directly influenced the provision of more innovative services. Committee continue to receive regular reports on progress. There is considerable evidence that work to address variation in education outcomes is bearing fruit, with the yearly review of the Quality Improvement Frameworks providing an opportunity to strengthen arrangements.
- 12.3 Officers continue to respond to feedback from Members of Committee to ensure that reports presented provide information and analysis in a transparent and accessible format. Officers continue to appreciate both the scrutiny and high level of interest in our work with children and young people across the city.

13. The Year Ahead

- 13.1 Although there were no changes to the ECS Terms of Reference in 2025, in accordance with the usual Scheme of Governance practice, 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.
- 13.2 Aside from the regular annual reports and performance reports received for assurance, a selection of the planned business for the next year is listed below:-
- Progress on Early Intervention Service Test of Change at Riverbank School
 - Corporate Parenting Annual Report / Progress on Promise Plan
 - Early Learning and Childcare Delivery Plan 2024-26 / 2026-28
 - Health & Wellbeing survey outcomes
 - Aberdeen City National Improvement Framework
 - Community Learning and Development Plan
 - School Estate Plan Annual Update
 - Accessibility Plan

Appendix 1 – Local Outcome Improvement Plan Stretch Outcomes

Economy	
1.	20% reduction in the percentage of people who report they have been worried they would not have enough food to eat and/ or not be able to heat their home by 2026
2.	74% employment rate for Aberdeen City by 2026
People (Children & Young People)	
3.	95% of all children will reach their expected developmental milestones by their 27-30 month review by 2026
4.	90% of children and young people report they feel listened to all of the time by 2026
5.	By meeting the health and emotional wellbeing needs of our care experienced children and young people they will have the same levels of attainment in education and positive destinations as their peers by 2026
6.	95% of children living in our priority neighbourhoods (Quintiles 1 & 2) will sustain a positive destination upon leaving school by 2026
7.	83.5% fewer young people (under 18) charged with an offence by 2026
8.	100% of our children with Additional Support Needs/disabilities will experience a positive destination
People (Adults)	
9.	10% fewer adults (over 18) charged with more than one offence by 2026
10.	Healthy life expectancy (time lived in good health) is five years longer by 2026
11.	Reduce the rate of both alcohol related deaths and drug related deaths by 10% by 2026
12.	Reduce homelessness by 10% and youth homelessness by 6% by 2026, ensuring it is rare, brief and non-recurring with a longer term ambition to end homelessness in Aberdeen City.
Place	
13.	Addressing climate change by reducing Aberdeen's carbon emissions by at least 61% by 2026 and adapting to the impacts of our changing climate
14.	Increase sustainable travel: 38% of people walking; 5% of people cycling and wheeling as main mode of travel and a 5% reduction in car miles by 2026
15.	26% of Aberdeen's area will be protected and/or managed for nature and 60% of people report they feel that spaces and buildings are well cared for by 2026
Community Empowerment	
16.	50% of people report they feel able to participate in decisions that help change things for the better by 2026

Finance and Resources Committee Annual Effectiveness Report 2024/2025



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1. Introduction from Convener

- 1.1 The Committee has overseen the approval and progression of a number of the Council's commitments set out in the Council's policy document 'Working in Partnership for Aberdeen'.
- 1.2 This has been done despite the challenging economic environment and finite resources continuing to be stretched due to external factors, such as high inflation, high interest rates, aging population and supply chain conditions. However, the Committee has maintained effective scrutiny and monitoring of the financial performance of the Council and in doing so has ensured sound financial management, which has led to an unmodified external audit opinion on our 2024/25 Annual Accounts by Audit Scotland.
- 1.3 The Committee has also received and reviewed business cases, and continued to make decisions to invest in our city where possible, as well as approving the events programme, to ensure Aberdeen continues to be an attractive place to live, work, visit and invest. We have approved capital business cases which has ensured projects move forward, including business cases as part of the School Estates Programme, the City Centre Masterplan, as well as monitoring the delivery of the wider capital programme, also including property maintenance plans and continued investment in our roads and infrastructure.
- 1.4 The Committee has approved funding awards through a range of schemes, such as the Place Based Investment Programme funded by the Scottish Government, or the UK Shared Prosperity Funding, as well as overseeing development of new funds, such as the Empty Shop Grant Scheme for Union Street, Heritage and Place Programme, and Building Repair Grants, which all remain open to businesses and have helped to leverage private investment into our city centre.
- 1.5 I would like to thank Officers and members of the Finance and Resources Committee, in particular the Vice-Convener Cllr Ian Yuill, for their contributions over the last year. I would also like to acknowledge that over 87% of business was heard in public session allowing for the public to view the business as much as possible.



Councillor Alex McLellan, Convener – Finance and Resources Committee

2. The Role of the Committee

Purpose of the Committee:-

- 2.1 To approve and monitor financial strategies, budgets and financial performance in light of available funding, including the development and delivery of the Council's capital programme as well as monitoring the development of the Local Development Plan. 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.
- 2.2 The Committee monitors the delivery of all services provided by the Corporate Services Function (with the exception of those within the remit of the Staff Governance Committee) and the Families and Communities Function relating to Corporate Landlord (with the exception of those within the remit of the Communities, Housing and Public Protection Committee and the Education and Children's Services Committee). It scrutinises performance and approves options to improve services within those Functions, set budgets to ensure best value and delivery of the Council's agreed outcomes.

Remit of the 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 all non-capital programme procurement activity, and capital programme procurement activity, including Procurement Business Cases submitted in accordance with the Procurement Regulations;
 - 1.1.6 approve annual procurement workplans in respect of the Capital Programme;
 - 1.1.7 approve Procurement Business Cases in respect of projects added to the Capital Programme outwith the budget process, submitted in accordance with Procurement Regulations;
 - 1.1.8 approve the allocation of additional funding to, or removal of funding from, existing projects, both capital and revenue;
 - 1.1.9 approve the addition of new projects to the Capital Programme outwith the budget process;
 - 1.1.10 approve use of the Council's Useable Reserves;
 - 1.1.11 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;

- 1.1.12 receive formal credit rating reassessment;
- 1.1.13 approve financial guarantees, including requests received from relevant Admitted Bodies of the Pension Fund;
- 1.1.14 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;
- 1.1.15 scrutinise the progress and delivery of capital projects against the approved business cases;
- 1.1.16 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
- 1.1.17 request a report to allow for the detailed consideration of any project which is of particular concern or interest.

2. SERVICE DELIVERY

- 2.1 The Committee will, for the Corporate Services Function, the Development and Regeneration Cluster, the Capital Cluster and the Corporate Landlord Cluster:-
 - 2.1.1 oversee and 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;
 - 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;
 - 2.1.7 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; and
 - 2.1.8 receive an annual procurement performance report to enable scrutiny of performance.
- 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 DEVELOPMENT AND REGENERATION 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 ;
- 3.3 oversee and approve the preparation of the Local Development Plan, subject to final approval thereon being given by Council; and
- 3.4 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

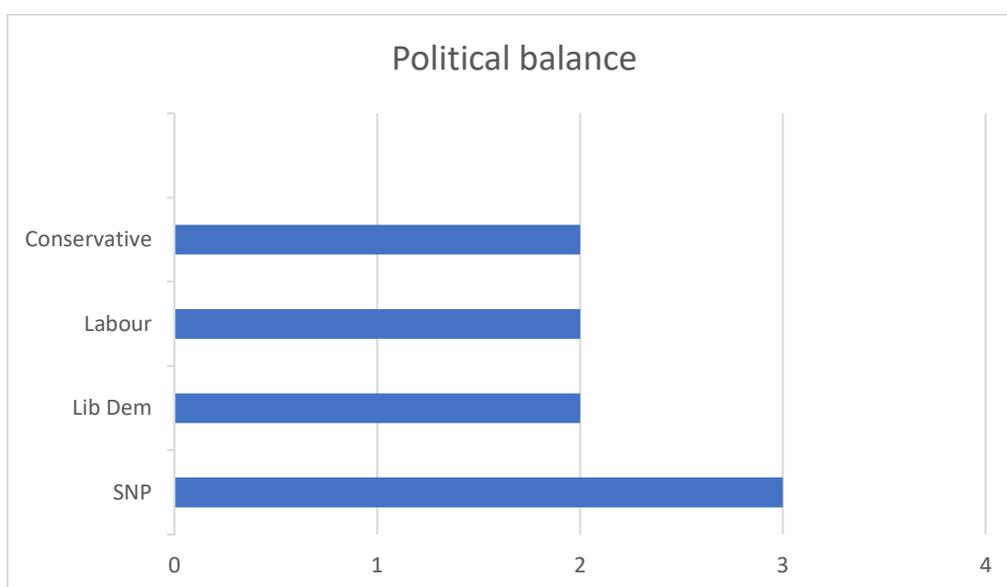
The Committee will:

- 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 of decisions taken in respect of community asset transfer requests;
- 4.3 approve the procedure for the Community Asset Transfer Review Sub Committee; and
- 4.4 approve the acquisition and disposal of land and property.

3. Membership of the Committee during 2024/2025

3.1 The Finance and Resources Committee had 9 members.

3.2 The Committee composition is presented below:-



4. Membership Changes

4.1 There were no changes to the membership.

5. Member Attendance

Member	Total Anticipated Attendances	Total Attendances	Substitutions
Councillor McLellan (Conv)	7	7	
Councillor Yuill (VC)	7	1	Radley x 4, Henrickson & Cameron
Councillor Allard	7	6	Henrickson
Councillor Brooks	7	6	Nicoll
Councillor Cooke	7	6	Radley
Councillor Farquhar	7	6	Boulton

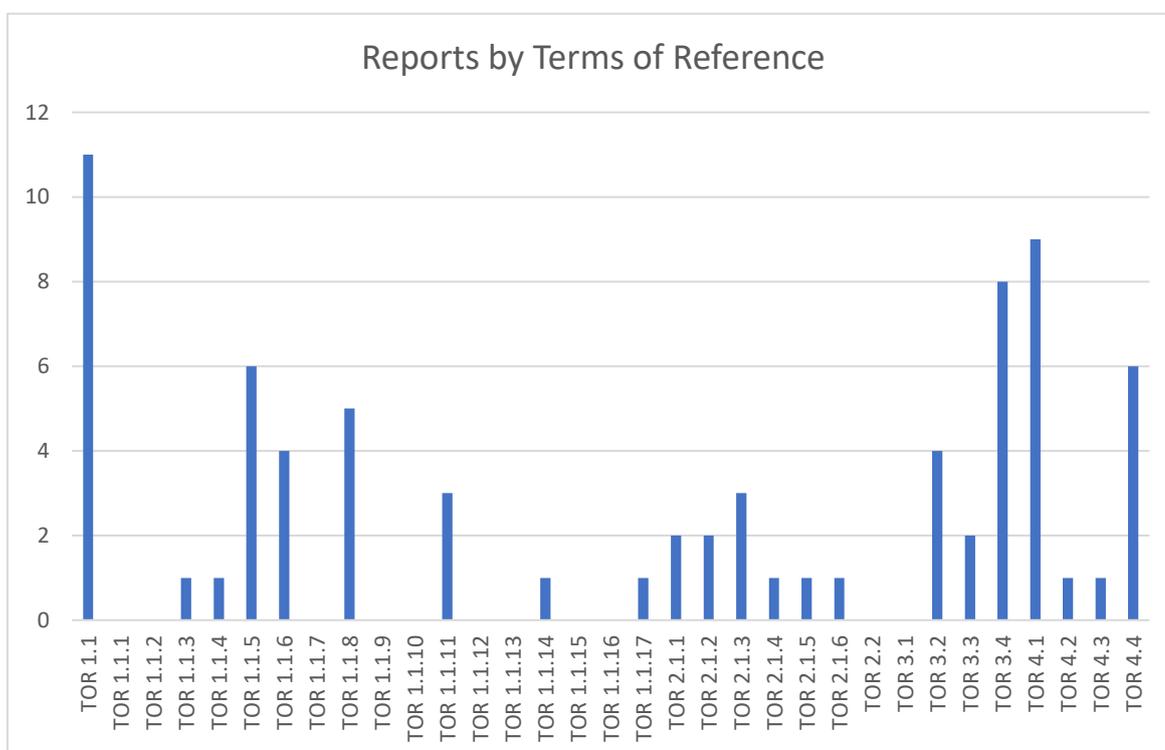
Councillor Greig	7	7	
Councillor Malik	7	6	Tissera
Councillor Watson	7	5	Grant & Tissera

6. Meeting Content

6.1 During the 2024/2025 reporting period (16 October 2024 to 16 October 2025), the Committee had 5 scheduled meetings and 2 Special Meetings, which considered a total of 55 reports.

6.2 Terms of Reference

6.2.1 The chart below details how reports aligned to the Terms of Reference (set out at section 2 above) for the Committee.



6.2.2 During the course of 2024/2025 the Committee received reports under most of the main Terms of Reference which indicates that the Committee has discharged its role effectively throughout the course of the reporting period.

6.2.3 Very few changes to the Terms of Reference were made following the 2024 Scheme of Governance review. Any changes made were generally to provide clarity where required and ensure consistency between committees. The new Terms of Reference will continue to be monitored in preparation for the next Scheme of Governance review.

6.2.4 The majority of reports fell under Terms of Reference 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 4.1 (approve recommendations regarding the Council's assets, property and estates).

7. Reports and Decisions

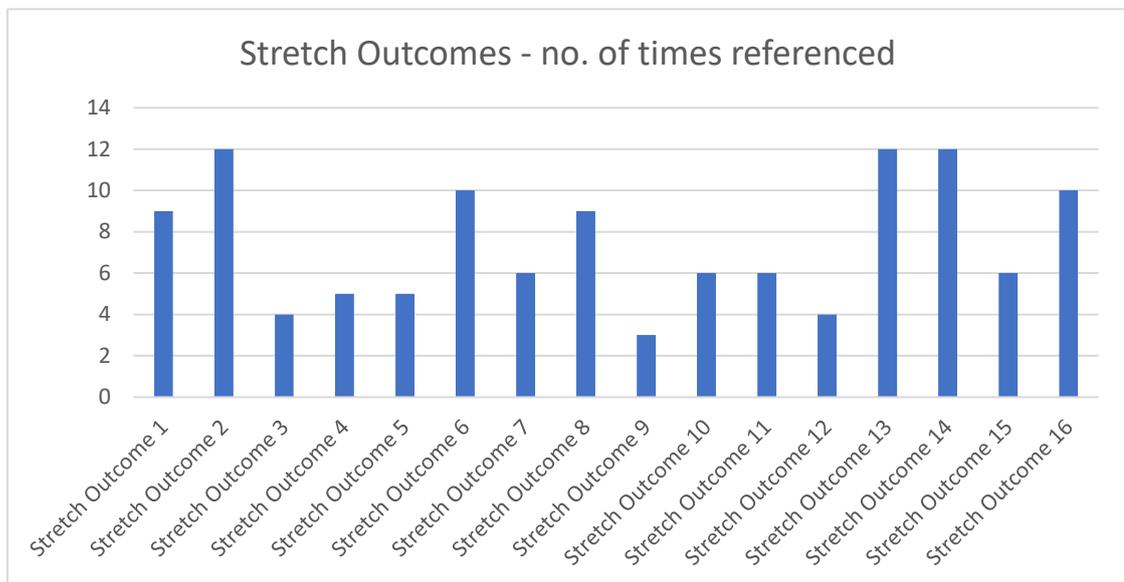
7.1 The following information relates to the committee reports and Notices of Motion presented to Committee throughout the reporting period, as well as the use of Standing Orders and engagement with members of the public.

	Total (55)	Percentage of Total Number of Reports
Confidential Reports	0	n/a
Exempt Reports	7	12.7%
Number of reports where the Committee amended officer recommendations	1	1.8%
Number of reports approved unanimously	29	52.7%
Number of reports or service updates requested during the consideration of another report to provide additional assurance and not in business planner	1	1.8%
Number of reports delayed for further information	0	n/a
Number of times the Convener has had to remind Members about acceptable behaviour in terms of the Code of Conduct	9	16.4%
Late reports received (i.e. reports not available for inspection at least 3 clear days before the meeting)	1	1.8%
Number of referrals to Council under SO 34.1	0	n/a

Notices of Motion, Suspension of Standing Orders, Interface with the Public	
Number of Notices of Motion to Committee	6
Number of times Standing Orders suspended	1
Specific Standing Orders suspended	40.2 (length of meeting)
Number of deputations requested	1
Number of deputations heard	1
Number of petitions considered	0

8. Reports with links to the Local Outcome Improvement Plan

8.1 The following table details of the 55 reports how each report linked to the Local Outcome Improvement Plan (LOIP Stretch Outcomes are appended to this report for reference at Appendix 1).



9. Training and Development

9.1 Training opportunities for Members during the reporting period were limited as a comprehensive training and development programme was put in place for the councillors following the May 2022 elections.

9.2 Further development opportunities will be considered for next year based on Committee business throughout the year, Executive Lead proposals and Member feedback on what may be required to assist them in performing their roles.

10. Code of Conduct Declarations and Transparency Statements

10.1 Four declarations of interest and thirty six transparency statements were made by Members during the reporting period. Information in respect of declarations of interest and transparency statements is collected to evidence awareness of the requirements to adhere to the Councillors' Code of Conduct and the responsibility to ensure fair decision-making.

11. Civic Engagement

11.1 Engagement with individual stakeholder organisations happens on a regular basis through the Council's representation on a number of external boards.

12. Executive Lead to the Committee - Commentary

- 12.1 It was another busy year for the Committee with the statistics indicating that for the ordinary meetings of the committee, on average, 10 reports were considered at each. The two special meetings were used to consider Urgent matters, brought forward three Notices of Motion, two of which were determined as being Urgent.
- 12.2 Committee business has been varied, covering subjects as diverse as planning for the City's Events Programme and International Travel, to decisions on the introduction of a Visitor Levy in Aberdeen. Regular monitoring of key Council measures, including financial performance, Capital Programme progress and approval of programmes of work for fleet and property investment was all undertaken during the year. During the period the Committee approved the disposal of land and properties.
- 12.3 The Committee approved further funding awards under the UK Shared Prosperity Funding programme. Further approval of procurement workplan and business cases ensured that services continued to be delivered through robust purchasing processes, in line with the Council's legal obligations.
- 12.4 The committee engaged with the public, with direct access to speak to the Committee being taken up by a deputation on the Council's finances, specifically in respect of role the Third Sector plays in delivering or facilitating the delivery of services..
- 12.5 A substantial amount of business was undertaken in public (over 87% 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.
- 12.6 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.
- 12.7 With nine permanent Members of the Committee during this period a total of sixteen different Members sat on the Committee in the year. And while most of the nine permanent attended most of the meetings they were invited to , substitute Members being used where appropriate. 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.
- 12.8 In general, Committee business has resulted in decisions being agreed unanimously, 53% of reports in the period.
- 12.9 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 only 1 report was issued without sufficient time to provide 3 clear days' notice prior to the meeting.

13. The Year Ahead

- 13.1 On 5 March 2025 the Council approved budgets for financial year 2025/26, and on 4 March 2026 will approve budgets for financial year 2026/27. 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 approx. one month after the quarter end.
- 13.2 Regular reporting on the progress of the Capital Programme is another feature of the Committee going forward, and decisions will have to be taken by the Committee as Capital project business cases are presented at the various stages of the green-book business case model.
- 13.3 The Business Planner shows a focus on Strategic Place Planning, City Development and Regeneration, Capital and Asset Management. The Committee expects to receive reports on the condition and suitability of Council buildings/properties; fleet of Council vehicles; as well as events and relevant funding programmes that are available. Regular reports on performance, quarterly financial monitoring reports, procurement work plans and business cases and an update on the Credit Rating annual review will also be prepared for the Committee.

Appendix 1 – Local Outcome Improvement Plan Stretch Outcomes

Economy	
1.	20% reduction in the percentage of people who report they have been worried they would not have enough food to eat and/ or not be able to heat their home by 2026
2.	74% employment rate for Aberdeen City by 2026
People (Children & Young People)	
3.	95% of all children will reach their expected developmental milestones by their 27-30 month review by 2026
4.	90% of children and young people report they feel listened to all of the time by 2026
5.	By meeting the health and emotional wellbeing needs of our care experienced children and young people they will have the same levels of attainment in education and positive destinations as their peers by 2026
6.	95% of children living in our priority neighbourhoods (Quintiles 1 & 2) will sustain a positive destination upon leaving school by 2026
7.	83.5% fewer young people (under 18) charged with an offence by 2026
8.	100% of our children with Additional Support Needs/disabilities will experience a positive destination
People (Adults)	
9.	10% fewer adults (over 18) charged with more than one offence by 2026
10.	Healthy life expectancy (time lived in good health) is five years longer by 2026
11.	Reduce the rate of both alcohol related deaths and drug related deaths by 10% by 2026
12.	Reduce homelessness by 10% and youth homelessness by 6% by 2026, ensuring it is rare, brief and non-recurring with a longer term ambition to end homelessness in Aberdeen City.
Place	
13.	Addressing climate change by reducing Aberdeen's carbon emissions by at least 61% by 2026 and adapting to the impacts of our changing climate
14.	Increase sustainable travel: 38% of people walking; 5% of people cycling and wheeling as main mode of travel and a 5% reduction in car miles by 2026
15.	26% of Aberdeen's area will be protected and/or managed for nature and 60% of people report they feel that spaces and buildings are well cared for by 2026
Community Empowerment	
16.	100% increase in the proportion of citizens who feel able to participate in decisions that help change things for the better by 2026

Licensing Committee Annual Effectiveness Report 2024/2025



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1. Introduction from Convener

- 1.1 It is with great pleasure I present the 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.
- 1.2 In terms of the business over the last year, the Committee has managed to work 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 Gill Al-Samarai
Convener – Licensing Committee

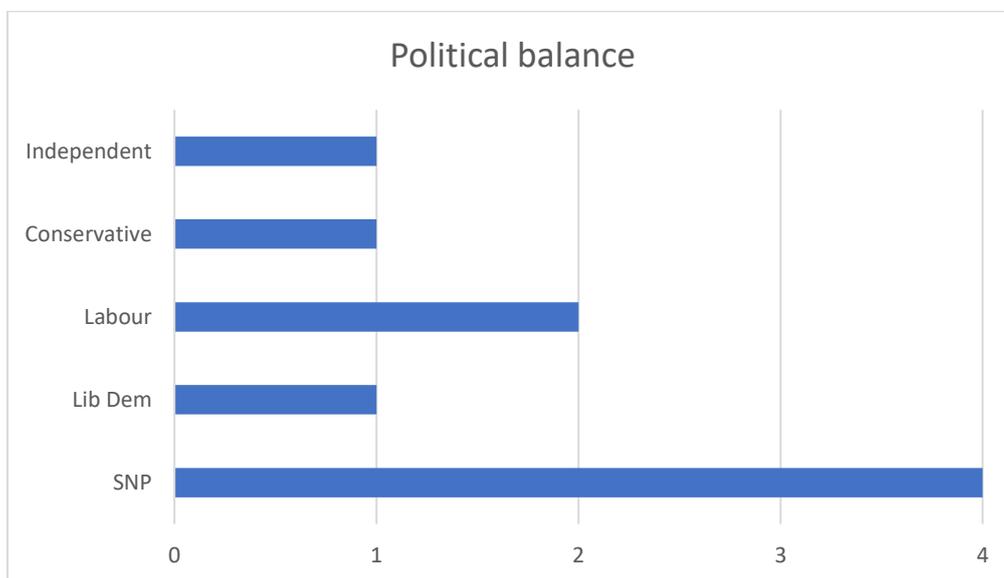
2. The Role of the Committee

- 2.1 The Purpose of the Licensing 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. 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.
- 2.2 The Remit of the Committee is as follows:-
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 Communities, Housing and Public Protection 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.

3. Membership of the Committee during 2024/2025

3.1 The Licensing Committee has 9 members..

3.2 The Committee composition is presented below:-



4. Membership Changes

4.1 Councillor Crockett replaced Councillor van Sweeden as an independent member on the Committee in early Spring 2025.

5. Member Attendance

Member	Total Anticipated Attendances	Total Attendances	Substitutions (Cllrs)
Councillor Al-Samarai (Convener)	6	6	
Councillor Delaney (VC)	6	3	Copland x 2 & Yuill
Councillor Clark	6	6	
Councillor Crockett	3	2	
Councillor Henrickson	6	6	
Councillor Graham	6	6	
Councillor Lawrence	6	6	
Councillor MacGregor	6	6	
Councillor McLeod	6	6	
Councillor van Sweeden	3	3	

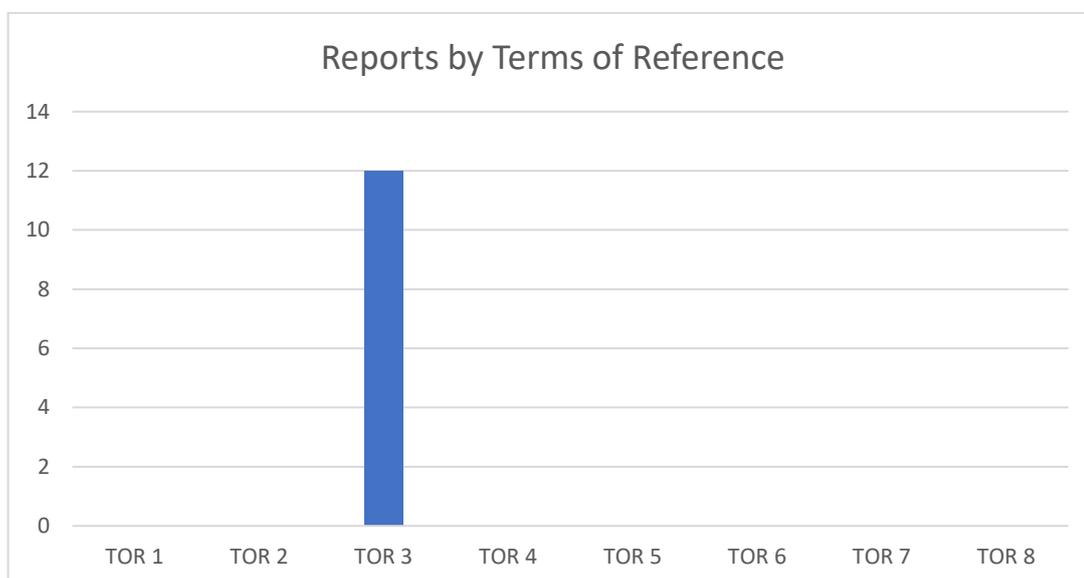
6. Meeting Content

6.1 During the 2024/2025 reporting period (16 October 2024 to 16 October 2025), the Committee had 6 meetings, one of which was a Special meeting and considered a total of 12 reports.

6.2 There were 4 meetings of the Licensing Sub Committee during the reporting period.

6.3 Terms of Reference

6.3.1 The following chart details how reports aligned to the Terms of Reference (set out at section 2 above) for the Committee.



6.3.2 During the course of 2024/2025 the Committee received reports under only one of its main Terms of Reference (TOR 3 – to determine all other matters relating to licensing including the setting of taxi fares and the designation of taxi stances).

6.3.3 As you would expect, the majority of the other remits of the Committee’s Terms of Reference were reported to the Committee by means of licensing applications and requests for exemption from Policy.

6.3.4 As requested at the Licensing Committee on 4 December 2024, the table below shows a breakdown of applications considered by the Committee and the Sub Committee, but does not include those which were withdrawn or deferred by the applicant/licence holder after the agenda was published:-

Type	No
Short Term Let	10
House of Multiple Occupation	4
Landlord Registration	7
Taxi Driver	6
Street Trader	3
Late Hours Catering	2
Second Hand Dealer	1
Public Entertainment	1
Taxi Renewal	1
Taxi Zone Relaxation	1
WAV Exemption from Policy	32
Street Knowledge Test Exemption from Policy	3
Age of Vehicle Exemption from Policy	2
Revocation/Suspension	6
Unrated Film	1
TOTAL	80

6.3.5 No changes to the Committee's Terms of Reference were made following the 2025 Scheme of Governance review. The new Terms of Reference will continue to be monitored throughout the year, in preparation for the next review.

7. Reports and Decisions

7.1 The following information relates to the committee reports and Notices of Motion presented to Committee throughout the reporting period, as well as the use of Standing Orders and engagement with members of the public.

	Total (12)	Total Percentage of Reports
Confidential Reports	0	N/A
Exempt Reports	0	N/A
Number of reports where the Committee amended officer recommendations	0	N/A
Number of reports approved unanimously	11	91.7
Number of reports or service updates requested during the consideration of another report to provide additional assurance and not in business planner	0	N/A
Number of reports delayed for further information	1	8.3
Number of times the Convener has had to remind Members about acceptable behaviour in terms of the Code of Conduct	0	N/A
Late reports received (i.e. reports not available for inspection at least 3 clear days before the meeting)	0	N/A
Number of referrals to Council under SO 34.1	0	N/A

Notices of Motion, Suspension of Standing Orders, Interface with the Public	
Number of Notices of Motion to Committee	0
Number of times Standing Orders suspended	0
Specific Standing Orders suspended	N/A
Number of deputations requested	1
Number of deputations heard	1
Number of petitions considered	0

8. Reports with links to the Local Outcome Improvement Plan

- 8.1 All 11 reports considered by the Committee had no impact to the Local Outcome Improvement Plan.

9. Training and Development

- 9.1 Training was provided for Councillors prior to their first meeting as members of the Committee.
- 9.2 Further development opportunities will be considered for next year based on Committee business throughout the year, Executive Lead proposals and Member feedback on what may be required to assist them in performing their roles.

10. Code of Conduct Declarations and Transparency Statements

- 10.1 There were 2 declarations of interest intimated and there was 1 transparency statement made by Members during the reporting period. Information in respect of declarations of interest and transparency statements are measured to evidence awareness of the requirements to adhere to the Councillors' Code of Conduct and the responsibility to ensure fair decision-making.

11. Civic Engagement

- 11.1 The Committee's focus throughout the reporting period has largely been on compliance with the licensing legislation. A review of the Sexual Entertainment Policy was undertaken after a public consultation exercise sought views from the trade, general public, violence against women groups and others.
- 11.2 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. The membership of the Consultation Group was amended this year to provide more representation to the trade.
- 11.3 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.

12. Executive Lead to the Committee - Commentary

- 12.1 The Committee would appear to be working effectively noting that:-
- Any delays in considering reports were as a result of additional information being requested to ensure all decisions are fully informed;
 - One of the main terms of reference was engaged;

- All applications were considered by the Committee in accordance with the statutory requirements; and
- All committee reports were able to be considered in public;

12.2 No late reports were submitted to the Committee showing evidence that Committee business was being appropriately managed and scheduled.

12.3 All applications were determined under delegated powers or referred to Committee within statutory time limits.

12.4 Throughout the next reporting period we will continue to review the Committee's business against the Terms of Reference and any changes proposed will be considered as part of the annual review of the Council's Scheme of Governance.

13. The Year Ahead

13.1 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). In particular, the policies relating to taxi and private hire vehicles are scheduled to be reviewed.

13.2 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.

13.3 In terms of legislation, licensing income must be generally equivalent to licensing expenditure. The Committee is responsible for the setting of taxi fares and the next fare review is scheduled for the second half of next year.

Appendix 1 – Local Outcome Improvement Plan Stretch Outcomes

Economy	
1.	20% reduction in the percentage of people who report they have been worried they would not have enough food to eat and/ or not be able to heat their home by 2026
2.	74% employment rate for Aberdeen City by 2026
People (Children & Young People)	
3.	95% of all children will reach their expected developmental milestones by their 27-30 month review by 2026
4.	90% of children and young people report they feel listened to all of the time by 2026
5.	By meeting the health and emotional wellbeing needs of our care experienced children and young people they will have the same levels of attainment in education and positive destinations as their peers by 2026
6.	95% of children living in our priority neighbourhoods (Quintiles 1 & 2) will sustain a positive destination upon leaving school by 2026
7.	83.5% fewer young people (under 18) charged with an offence by 2026
8.	100% of our children with Additional Support Needs/disabilities will experience a positive destination
People (Adults)	
9.	10% fewer adults (over 18) charged with more than one offence by 2026
10.	Healthy life expectancy (time lived in good health) is five years longer by 2026
11.	Reduce the rate of both alcohol related deaths and drug related deaths by 10% by 2026
12.	Reduce homelessness by 10% and youth homelessness by 6% by 2026, ensuring it is rare, brief and non-recurring with a longer term ambition to end homelessness in Aberdeen City.
Place	
13.	Addressing climate change by reducing Aberdeen's carbon emissions by at least 61% by 2026 and adapting to the impacts of our changing climate
14.	Increase sustainable travel: 38% of people walking; 5% of people cycling and wheeling as main mode of travel and a 5% reduction in car miles by 2026
15.	26% of Aberdeen's area will be protected and/or managed for nature and 60% of people report they feel that spaces and buildings are well cared for by 2026
Community Empowerment	
16.	50% of people report they feel able to participate in decisions that help change things for the better by 2026

Net Zero, Environment & Transport Committee Annual Effectiveness Report 2024/2025



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1. Introduction from Convener

- 1.1 I am pleased to present the third annual effectiveness report for the Net Zero, Environment and Transport Committee (NZET).
- 1.2 I would like to thank the Committee Vice Convener Councillor Miranda Radley, Members, and officers for their contributions during the year and I look forward to continuing to work with them all next year.



Councillor Ian Yuill
Convener – Net Zero, Environment and Transport Committee

2. The Role of the Committee

PURPOSE OF COMMITTEE

To monitor the delivery of all services and functions relating to net zero, the environment and transport; to scrutinise performance and approve options within set budgets to ensure best value and delivery of the Council's agreed outcomes; and to ensure that the Council has robust arrangements for the delivery of the Council's environmental targets and the meeting of its related statutory obligations.

REMIT OF COMMITTEE

The Committee will:

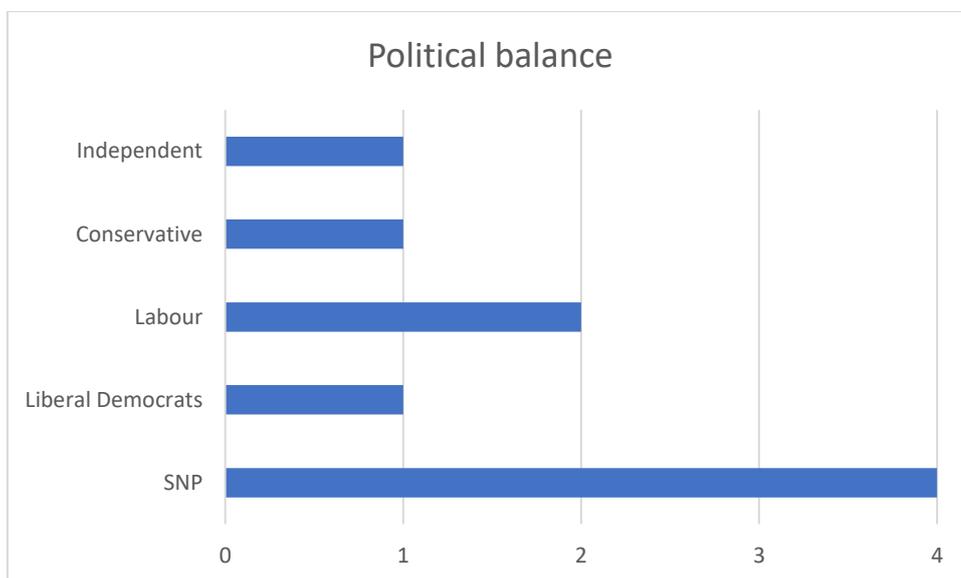
1. Monitor the Council's compliance with its environmental targets, including its carbon budget, and statutory obligations, and any charters or memorandums of understanding which it enters, in relation to matters such as net zero, climate change, environmental sustainability, food growing and biodiversity.
2. Approve the annual Climate Change Report for submission to the Scottish Government.
3. Approve the Council's Climate Change Plan and monitor its delivery.
4. Approve the Council's Biodiversity Duty Report.
5. Monitor key performance indicators in relation to, and progress towards, the Council's decarbonisation pathway, climate adaptation and the 2045 target for zero carbon.
6. Consider environmental evidence and advice from the widest possible range of sources.
7. Oversee, and make decisions relating to, service delivery in respect of transport and roads matters, and approve options to improve/transform service delivery. This includes scrutiny of operational performance and service standards in line with the Performance Management Framework and considering recommendations for improvements where required.
8. Approve and oversee all policies, strategies, programmes, and projects in relation to climate, sustainability, the natural environment and transport and roads.
9. Receive risk registers relative to its remit and scrutinise to ensure assurance of the controls in place.
10. Receive reports on inspections and peer reviews in order to ensure best practice and note any actions arising from those inspections and reviews.
11. Make recommendations to the appropriate Committee(s) or Sub Committee(s) on matters affecting its remit where the authority to approve sits within the remit of another Committee or Sub Committee.

12. In undertaking its remit, 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.

Executive Lead: Chief Officer – Strategic Place Planning

3. Membership of the Committee during 2024/2025

3.1 The current Committee composition is presented below:-



4. Membership Changes

4.1 Councillor Blake was a member of the Committee until January 2025, following which she was replaced by Councillor Tissera. Councillor Massey was on the Committee until the March 2025 meeting, following which he was replaced by Councillor Brooks. And Councillor van Sweeden was on the Committee until January 2025, following which the Independent Member place was taken up by Councillor Nicoll.

5. Member Attendance

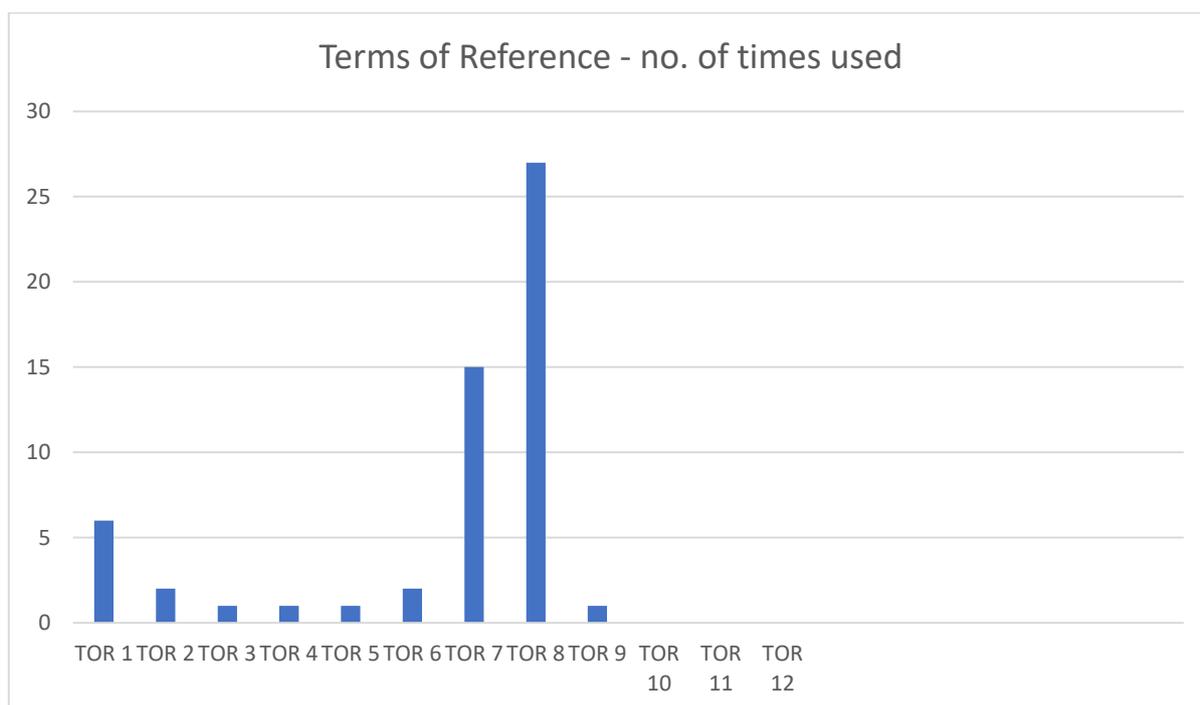
Member	Total Anticipated Attendances	Total Attendances	Substitutions
Councillor Ian Yuill	5	2	Councillor Greig (3 meetings)
Councillor Miranda Radley	5	5	
Councillor Nurul Hoque Ali	5	4	Councillor Malik
Councillor Kate Blake	2	2	
Councillor Richard Brooks	2	2	
Councillor Dell Henrickson	5	5	
Councillor Michael Hutchison	5	4	Councillor van Sweeden
Councillor Duncan Massey	3	3	
Councillor Alex McLellan	5	5	
Councillor Alex Nicoll	3	3	
Councillor Deena Tissera	3	3	
Councillor Kairin van Sweeden	2	2	

6. Meeting Content

6.1 During the 2024/2025 reporting period (15 October 2024 to 15 October 2025), the Committee had 5 meetings and considered a total of 41 reports (previous year was 45 reports).

6.2 Terms of Reference

6.2.1 The following chart details how reports aligned to the Terms of Reference (TOR) (set out at section 2 above) for the Committee.



6.2.2 During the course of 2024/2025 the Committee received reports across a range of its Terms of Reference, with the majority relating TOR 7 (Oversee, and make decisions relating to, service delivery in respect of transport and roads matters, and approve options to improve/transform service delivery. This includes scrutiny of operational performance and service standards in line with the Performance Management Framework and considering recommendations for improvements where required) and 8 (Approve and oversee all policies, strategies, programmes, and projects in relation to climate, sustainability, the natural environment and transport and roads) which would be expected given the nature of the reports presented to Committee.

6.2.3 Similarly, there were no reports under TOR 10, 11 or 12. TOR 10 relates to reports on inspections and peer reviews, which tend not to be reported to NZET Committee. The Committee did not require to make any recommendations to the appropriate Committee(s) or Sub Committee(s) on matters affecting its remit where the authority to approve sits within the remit of another Committee or Sub Committee (TOR 11). While no report was specifically listed as sitting directly under TOR 12 (In undertaking its remit, 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), all reports presented to Members are set against this background.

7. Reports and Decisions

7.1 The following information relates to the committee reports and Notices of Motion presented to Committee throughout the reporting period, as well as the use of Standing Orders and engagement with members of the public.

	Total	Total Percentage of Reports
Confidential Reports	0	0%
Exempt Reports	0*	2%
Number of reports where the Committee amended officer recommendations	1**	2% (previous year was 7%)
Number of reports approved unanimously	21	51% (previous year was 87%)
Number of reports or service updates requested during the consideration of another report to provide additional assurance and not in business planner	0	0
Number of reports delayed for further information	0***	0%
Number of times the Convener has had to remind Members about acceptable behaviour in terms of the Code of Conduct	2 meetings	N/A
Late reports received (i.e. reports not available for inspection at least 3 clear days before the meeting)	0	0%

* There were no exempt reports presented to Committee during the reporting period, however there was one exempt appendix in relation to the Roads and Transport Related Capital Budget Programme 2025-2026 report.

** This was the *“Future Operation of Controlled Parking Zones Y and YY (Garthdee and Kaimhill) - CR&E/24/313”*

There were slight amendments or additions to other reports however these have not been counted in the above table as the essence of the report recommendations from officers were approved.

*** It should be noted that four reports were deferred at both the June Committee and the September Committee due to the six hour meeting length being reached prior to the reports being considered, therefore consideration of these reports was delayed, however not for the reason set out in the table above

7.3

Notices of Motion, Suspension of Standing Orders, Interface with the Public	
Number of Notices of Motion to Committee	2*
Number of times Standing Orders suspended	0
Specific Standing Orders suspended	N/A
Number of deputations requested	4
Number of deputations heard	4**
Number of petitions considered	0

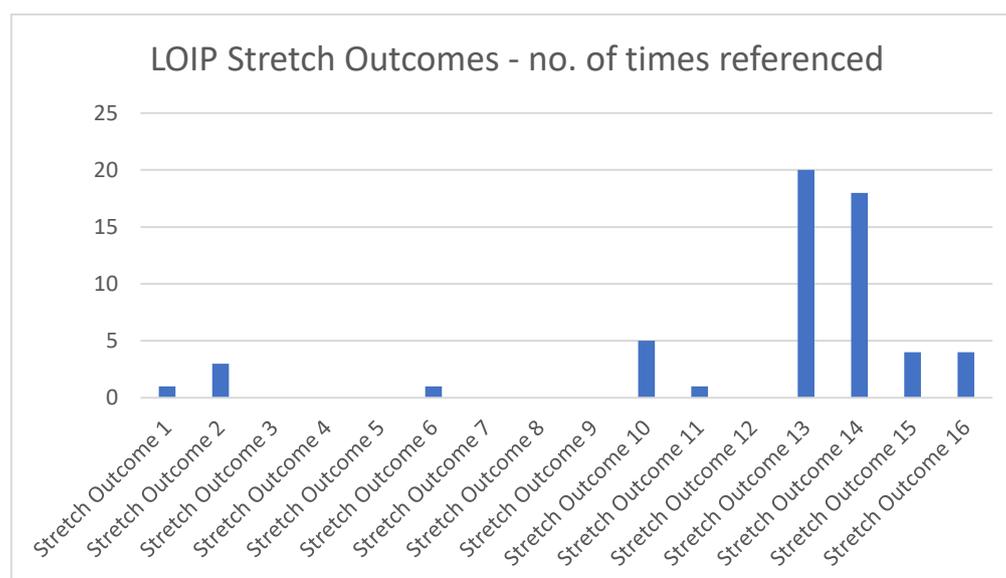
* This was a Notice of Motion from Councillor Nicoll in relation to Aberdeen South Harbour HGV Access and another from Councillor Kuszniir in relation to weed spraying – both were considered at the September 2025 Committee.

** The Committee received deputations from members of the public on:-

- Revocation of Anderson Drive corridor and Wellington Road Air Quality Management Areas (AQMA) and Amendment of City Centre AQMA
- (Future Operation of Controlled Parking Zones Y and YY (Garthdee and Kaimhill))
- Active Travel to School (two requests)

8. Reports with links to the Local Outcome Improvement Plan

8.1 The chart below details of the 41 reports how each report linked to the Local Outcome Improvement Plan (LOIP Stretch Outcomes are appended to this report for reference at Appendix 1).



8.2 While last year’s report highlighted that no reports had been presented with links to Stretch Outcome 16 (50% of people report they feel able to participate in decisions that help change things for the better by 2026), this year, several reports had links to

this stretch outcome which is encouraging. The majority of reports presented this year linked to Stretch Outcomes 10 (Healthy life expectancy (time lived in good health) is five years longer by 2026), 13 (Addressing climate change by reducing Aberdeen's carbon emissions by at least 61% by 2026 and adapting to the impacts of our changing climate), 14 (Increase sustainable travel: 38% of people walking; 5% of people cycling and wheeling as main mode of travel and a 5% reduction in car miles by 2026) and 15 (26% of Aberdeen's area will be protected and/or managed for nature and 60% of people report they feel that spaces and buildings are well cared for by 2026). This is to be expected given the aspirations of the Committee in terms of health and climate / environment.

- 8.3 Some reports considered by Committee this year have had no connection with specific LOIP stretch outcomes; these tend to be items such as the regular performance report, which do however still have a general impact on the outcomes of the LOIP by monitoring key indicators impacting on the lives of all citizens of Aberdeen and enable Members to assess the measures of already implemented and consider future actions which may be required to ensure an improvement in outcomes. Other Stretch Outcomes have not been referenced this year in reports to Committee as they relate specifically to outcomes for children and young people and those experiencing homelessness, and generally reports of this nature would be submitted to the Education & Children's Services Committee, Anti-Poverty and Inequality Committee or the Communities, Housing and Public Protection Committee.

9. Training and Development

- 9.1 The following has been made available to Members over the reporting period.

- A briefing note and invitation to the Scottish Climate Intelligence Service (SCIS) Elected Members Webinar in June 2025 to learn more about: How SCIS supports area-wide carbon emissions reduction planning and delivery - and the multiple additional benefits these actions bring - through an engaging data visualisation platform; how SCIS can support Elected Members in their role; how Members could shape and support SCIS moving forward; and how to find out more about SCIS and its key benefits for local authorities and their communities.
- An invitation to join North East Scotland Biodiversity Partnership and the North East Scotland Climate Action Network Hub for a day of learning and discussion on how the Council could support local biodiversity with the use of the Climate Adaptation Route Map.
- A Briefing Session on the Council Climate and Nature Reporting took place for members of the Net Zero, Environment and Transport (NZET) Committee, prior to the report being considered at Committee.
- A Briefing Session on the Aberdeen Local Transport Strategy (LTS) and Aberdeen Rapid Transit (ART), with a focus on the approach to future public engagement on these projects, took place for Members of the NZET

Committee in April 2025, in advance of a report being considered by Committee in June.

- Bespoke training on the Natural Environment, which was originally delivered in-person, was recorded and uploaded to the Councillor training portal. The training was an introduction to key topic areas including; key legislative and policy context, work/ projects ongoing in this field by the Council, and what Elected Members can look out for regarding the Natural Environment as part of their work.

9.2 Service updates were also provided to Members throughout the year to provide additional information on topics which were not reported to Committee. These were:-

[Aberdeen Open Space Audit 2024](#)
[Road Safety Plan Annual Update](#)
[Schools Active Travel Training - iBike Schools](#)
[Update on Nature Data and Indicators](#)
[Regional Active Travel Network](#)

9.3 Further development opportunities will be considered for next year based on Committee business throughout the year, Executive Lead proposals and Member feedback on what may be required to assist them in performing their roles.

10. Code of Conduct Declarations and Transparency Statements

10.1 0 declarations of interest and 10 transparency statements were made by Members during the reporting period. Information in respect of declarations of interest and transparency statements is measured to evidence awareness of the requirements to adhere to the Councillors' Code of Conduct and the responsibility to ensure fair decision-making.

11. Civic Engagement

11.1 During the course of the reporting period, there has been consultation with the public, Members and staff in relation to the following, prior to the reports being presented to Committee:-

- Various Small Scale Traffic Management
- Future Operation of Controlled Parking Zones Y and YY (Garthdee and Kaimhill)
- Engagement on the School Streets Pilot
- 20 MPH Speed Limit Proposals
- Engagement in relation to the promotion of home composting
- Aberdeen Rapid Transit

- 11.2 There has also been ongoing engagement with community partners and the public through various environmental initiatives, including tree planting, particularly following recent storm damage.

12. Executive Lead to the Committee - Commentary

- 12.1 Over the last twelve months the Committee has overseen a significant body of work, across a broad range of projects and topic areas. As with last year, Members have taken the opportunity to delve into and consider important related issues on the Council's work on Net Zero, Environment and Transport.
- 12.2 The Committee has overseen and scrutinised important statutory and non-statutory reports outlining the Council's past efforts and future plans on climate and nature, including the annual Climate Change Reporting, a review of Local Nature Conservation Sites (LNCSs); the Den Burn Restoration Project; Trees and Woodlands; the annual Net Zero Aberdeen and Aberdeen Adapts progress report; and a paper on options to increase recycling and reuse.
- 12.3 A significant range of transport projects have been overseen by the Committee this year, including progress on delivering Aberdeen Rapid Transit (ART). The Committee also took time to consider future engagement on the Local Transport Strategy and projects to promote active travel for school journeys. A new framework for the allocation of funding from Bus Lane Enforcement and Low Emission Zone surpluses was also agreed.
- 12.4 In addition to the added value through training, development approaches and information circulated through service updates (ref. Section 9), in the year ahead Officers will continue to respond to any feedback from Members of the Committee to ensure that reports are presented in an informative way to allow effective decision making to take place.

13. The Year Ahead

- 13.1 The business planner sets out a range of pieces of work which are due to come back before Committee in 2025/26 for consideration, including:-
- Aberdeen South Harbour traffic management – outcome of consultation exercise on post-project implementation traffic concerns, and potential traffic management solutions
 - Council Climate and Nature Plan Update
 - Local Nature Conservation Site Review
- 13.2 Officers will continue to identify suitable training and information to share with Members throughout the year.

Appendix 1 – Local Outcome Improvement Plan Stretch Outcomes

Economy	
1.	20% reduction in the percentage of people who report they have been worried they would not have enough food to eat and/ or not be able to heat their home by 2026
2.	74% employment rate for Aberdeen City by 2026
People (Children & Young People)	
3.	95% of all children will reach their expected developmental milestones by their 27-30 month review by 2026
4.	90% of children and young people report they feel listened to all of the time by 2026
5.	By meeting the health and emotional wellbeing needs of our care experienced children and young people they will have the same levels of attainment in education and positive destinations as their peers by 2026
6.	95% of children living in our priority neighbourhoods (Quintiles 1 & 2) will sustain a positive destination upon leaving school by 2026
7.	83.5% fewer young people (under 18) charged with an offence by 2026
8.	100% of our children with Additional Support Needs/disabilities will experience a positive destination
People (Adults)	
9.	10% fewer adults (over 18) charged with more than one offence by 2026
10.	Healthy life expectancy (time lived in good health) is five years longer by 2026
11.	Reduce the rate of both alcohol related deaths and drug related deaths by 10% by 2026
12.	Reduce homelessness by 10% and youth homelessness by 6% by 2026, ensuring it is rare, brief and non-recurring with a longer term ambition to end homelessness in Aberdeen City.
Place	
13.	Addressing climate change by reducing Aberdeen's carbon emissions by at least 61% by 2026 and adapting to the impacts of our changing climate
14.	Increase sustainable travel: 38% of people walking; 5% of people cycling and wheeling as main mode of travel and a 5% reduction in car miles by 2026
15.	26% of Aberdeen's area will be protected and/or managed for nature and 60% of people report they feel that spaces and buildings are well cared for by 2026
Community Empowerment	
16.	50% of people report they feel able to participate in decisions that help change things for the better by 2026

Pensions Committee Annual Effectiveness Report 2024/2025

16 October 2024 to 16 October 2025



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1. Introduction from Convener

- 1.1 I am pleased to present the fifth 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 (ToR), 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 I would like to thank both my colleagues on the Committee and Board for their contributions throughout the year, and would also like to thank the officers, both at Aberdeen City Council and the NESPF, who provide the Committee with such excellent support, for their continued hard work over the reporting period.



Councillor John Cooke
Convener – Pensions Committee

2. The Role of the Committee

PURPOSE OF COMMITTEE

To discharge all functions and responsibilities in respect of the Council's role as administering authority for the North East Scotland Pension Fund (the Fund). This includes managing the investment of the Fund in accordance with the Local Government Pension Scheme (Management and Investment of Funds) (Scotland) Regulations 2010 and other relevant legislation.

The Committee will work alongside the Fund's Local Pension Board to consider any pension compliance matters raised.

REMIT OF COMMITTEE

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 General 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;
- 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; and
- 5.3 monitor the progress of any litigation relating to the Fund.

6. Outside Bodies

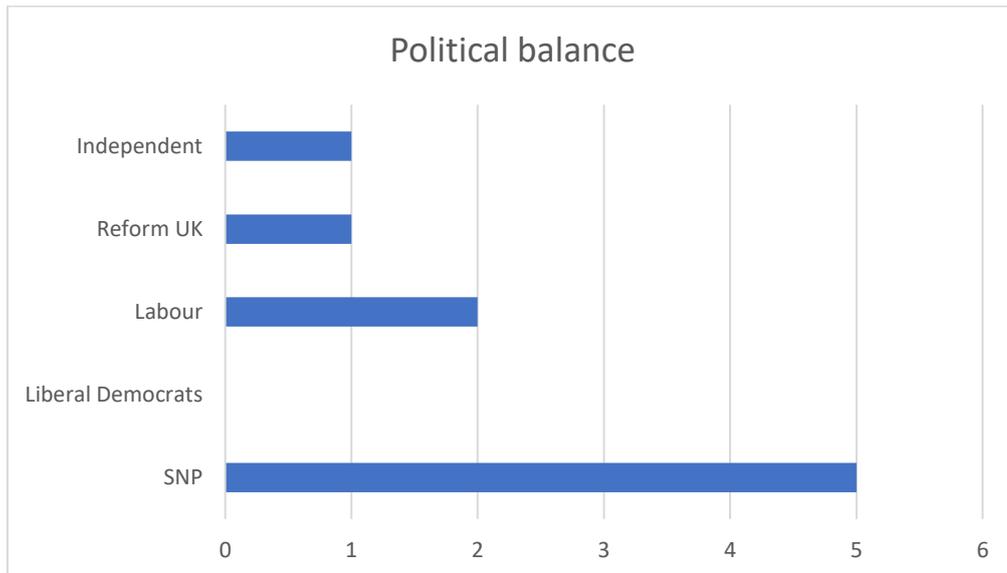
The Committee shall determine appointments and nominations to the Local Authority Pension Fund Forum (LAPFF) and other outside bodies relevant to its remit.

Executive Lead: Chief Officer – Finance

3. Membership of the Committee during 2024/2025

3.1 The Committee comprises nine Members, and at the time of reporting there are two Labour vacancies and one Independent vacancy. There are currently five SNP Members and one Reform UK Member on the Committee.

3.2 The current Committee composition is presented below:-



3.3 The Pension Board members have not been reflected in this report as the Board has its own annual report which is considered each year in June at the annual Board meeting.

4. Membership Changes

- 4.1 Councillor van Sweeden was an Independent Member of the Committee until March 2025, following which she took up one of the SNP places on the Committee. At this time, Councillor Alphonse stepped down from the Committee. Councillor Massey was in attendance at the March 2025 meeting as a Conservative Member. As a result of a reallocation of Committee places, the Conservative place became a Reform UK place, and Councillor Massey rejoined the Committee as a Reform UK Member from the September 2025 meeting.

5. Member Attendance

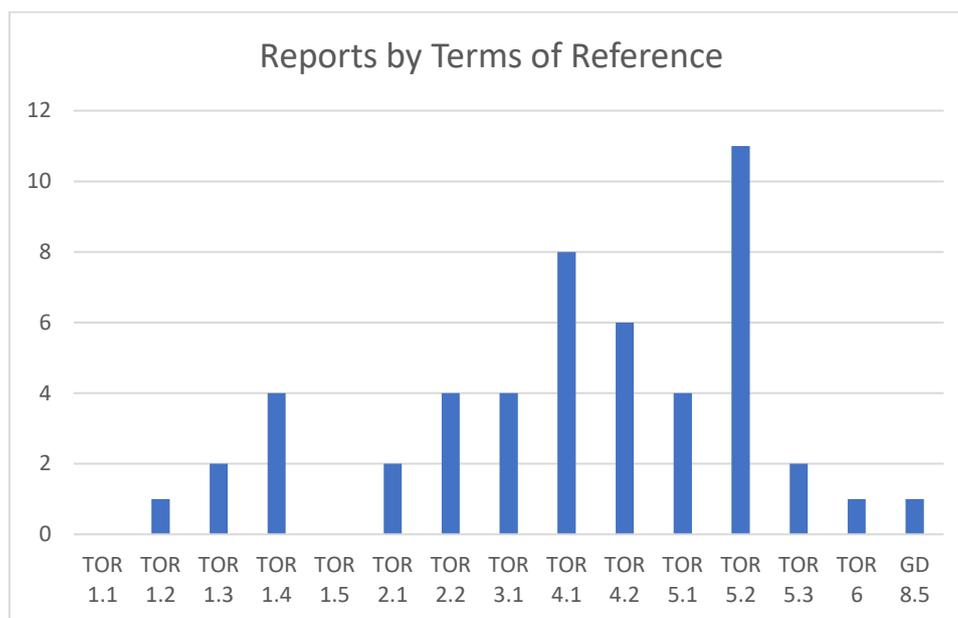
Member	Total Anticipated Attendances	Total Attendances	Substitutions
Councillor John Cooke	4	4	N/A
Councillor Neil MacGregor	4	4	N/A
Councillor Alison Alphonse	1	1	N/A
Councillor Derek Davidson	4	4	N/A
Councillor Dell Henrickson	4	4	N/A
Councillor Duncan Massey	3	3	N/A
Councillor Kairin van Sweeden	4	4	N/A

6. Meeting Content

6.1 During the 2024/2025 reporting period (16 October 2024 to 16 October 2025), the Committee had 4 meetings and considered a total of 25 reports.

6.2 Terms of Reference

6.2.1 The following chart details how reports aligned to the Terms of Reference (set out at section 2 above) for the Committee.



6.2.2 During the course of 2024/2025 the Committee received reports under each of the main Terms of Reference, with the exception of 1.1 and 1.5, which indicates that the Committee has discharged its role effectively throughout the course of the reporting period, and that no further changes are required at present to the Terms of Reference.

6.2.3 There were no reports under TOR 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) as there was no requirement for approval during the reporting period.

6.2.4 There were also no reports under TOR 1.5 (The Committee will determine applications for Admitted Body Status) as there were no requests for Admitted Body Status during the reporting period.

7. Reports and Decisions

7.1 The following information relates to the committee reports and Notices of Motion presented to Committee throughout the reporting period, as well as the use of Standing Orders and engagement with members of the public.

	Total	Total Percentage of Reports
Confidential Reports	0	N/A
Exempt Reports	7	28%
Number of reports where the Committee amended officer recommendations	0	N/A
Number of reports approved unanimously	25	100%
Number of reports or service updates requested during the consideration of another report to provide additional assurance and not in business planner	0*	N/A
Number of reports delayed for further information	0	N/A
Number of times the Convener has had to remind Members about acceptable behaviour in terms of the Code of Conduct	0	N/A
Late reports received (i.e. reports not available for inspection at least 3 clear days before the meeting)	0	N/A
Number of referrals to Council under SO 34.1	0	N/A

* No reports or service updates were requested, however on a few occasions throughout the reporting period, Members requested additional information, to be either included in a future report or to be circulated to Members outwith the meeting, particularly in relation to some of the investment and performance reports.

Notices of Motion, Suspension of Standing Orders, Interface with the Public	
Number of Notices of Motion to Committee	None
Number of times Standing Orders suspended	None
Specific Standing Orders suspended	N/A
Number of deputations requested	None
Number of deputations heard	N/A
Number of petitions considered	None

It should be noted that the nature of business considered at the Pensions Committee means it is unlikely that deputation requests or petitions will be received.

8. Reports with links to the Local Outcome Improvement Plan

- 8.1 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 specifically linked to the Local Outcome Improvement Plan stretch outcomes. For the reporting period, there were no links to the LOIP stretch outcomes.

9. Training and Development

- 9.1 Training opportunities for Members during the reporting period were as follows:-

Mandatory training - the Hymans LGPS Online Learning Academy (LOLA), and the online Public Service Toolkit produced by The Pensions Regulator.

- 9.2 In addition to the mandatory training, the Pensions Committee and Board were offered additional training opportunities including:

A variety of webinars covering topics from industry experts such as:

- Government Policy for the LGPS;
- Pension Scams;

In Person Training Sessions including;

- Carbon Scoring;
- Cyber Security, Pensions Dashboards, Data Quality, Member engagement and the Pensions Regulator's General Code.

- 9.3 Officers have continued the monthly bulletin to keep the Committee and Board informed of important developments between the quarterly meetings.

- 9.4 Further development opportunities will be considered for next year based on Committee business throughout the year, Executive Lead and officer proposals and Member feedback on what may be required to assist them in performing their roles. Sessions have previously been organised following discussion of topics at Committee and Board meetings where Members have highlighted that additional information on certain issues would be helpful to them and assist with their understanding.

- 9.5 The Committee receives an [annual training report](#), and training information and attendance can also be found in the [Audited Annual Report and Accounts](#).

10. Code of Conduct Declarations and Transparency Statements

- 10.1 There were no declarations of interest and no transparency statements made by Members during the reporting period. Information in respect of declarations of

interest and transparency statements is recorded to evidence awareness of the requirements to adhere to the Councillors' Code of Conduct and the responsibility to ensure fair decision-making.

11. Executive Lead to the Committee - Commentary

- 11.1 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. The draft accounts were presented to the Pensions Committee in June 2025 and the final audited accounts were presented to the Pensions Committee in September 2025 for approval and as always, I would like to thank the Team for their continued hard work to ensure that the accounts are presented on time. I would also like to note the awards success the Team have had this year, and am pleased that their hard work is recognised externally.
- 11.2 In terms of the Committee itself, I am gratified to note that as per last year, all business was approved unanimously during the reporting period, demonstrating how the Committee is working in a collaborative manner.

12. The Year Ahead

- 12.1 Looking ahead to 2026, the Committee will continue to receive its regular reports for assurance, including the asset and investment manager performance; budget reports; strategy papers; the usual reports from both Internal and External Audit; and the annual report and accounts. One of the main areas of work for the Fund this year will also be the outcome of the Operating Model Review.

Appendix 1 – Local Outcome Improvement Plan Stretch Outcomes

Economy	
1.	No one will suffer due to poverty by 2026
2.	400 unemployed people supported into fair work by 2026
3.	500 people skilled/ reskilled to enable them to move into, within and between economic opportunities as they arise by 2026
People (Children & Young People)	
4.	95% of children will reach their expected developmental milestones by their 27-30 month review by 2026
5.	90% of children and young people report they feel listened to all of the time by 2026
6.	By meeting the health and emotional wellbeing needs of our care experienced children and young people they will have the same levels of attainment in education and positive destinations as their peers by 2026
7.	95% of children living in our priority neighbourhoods (Quintiles 1 & 2) will sustain a positive destination upon leaving school by 2026
8.	83.5% fewer young people (under 18) charged with an offence by 2026
9.	100% of our children with Additional Support Needs/disabilities will experience a positive destination
People (Adults)	
10.	25% fewer people receiving a first ever Court conviction and 2% fewer people reconvicted within one year 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.	Addressing climate change by reducing Aberdeen's carbon emissions by at least 61% by 2026 and adapting to the impacts of our changing climate
14.	Increase sustainable travel: 38% of people walking and 5% of people cycling as main mode of travel by 2026
15.	Addressing the nature crisis by protecting/ managing 26% of Aberdeen's area for nature by 2026
Community Empowerment	
16.	100% increase in the proportion of citizens who feel able to participate in decisions that help change things for the better by 2026

Planning Development Management Committee Annual Effectiveness Report 2024/2025



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1. Introduction from Convener

- 1.1 I am pleased to present the annual effectiveness report for the Planning Development Management Committee (PDMC). The annual effectiveness reports have been in place since 2017, following a recommendation made by CIPFA in their review of the Council's governance arrangements, namely that Committees review the extent to which they had operated within their Terms of Reference, through an annual report. The annual effectiveness report represents good practice in governance and also informs the annual review of the Council's Scheme of Governance, enabling officers to identify if any changes are required, for example, to the Committee Terms of Reference.
- 1.2 The Council is committed to ensuring effective access for our communities to engage with the planning process, which shapes their communities and the wider city. We will continue to seek views on our masterplans to ensure our city is safeguarded in changes to the regions industrial and tourism outlook. I thank all those who have engaged with the committee over the past year, I will continue to ensure increased transparency and encourage residents to continue to make representation directly at our Planning Development Management Committee in person, online or by proxy.
- 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 There were no changes made to the PDMC Terms of Reference as part of the 2025 Scheme of Governance Review, however we will continue to monitor them over the next year to ensure they remain fit for purpose.
- 1.5 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.
- 1.6 I would like to thank Members and officers for their contributions and look forward to working with them next year. I would also like to take the opportunity to thank all members of the public who have taken the time to attend and contribute to planning applications that have been decided over the past year. Taking the time to send representation letters and emails, as well as attend planning meetings, ensures that our committees remain open and transparent. I value the ability for the public to provide a voice right at the heart of our city's planning process.



Councillor Ciaran McRae
Convener – Planning Development Management Committee

2. The Role of the Committee

PURPOSE OF COMMITTEE

To ensure the effective undertaking of the Development Management and Building Standards duties of the Council.

REMIT OF COMMITTEE

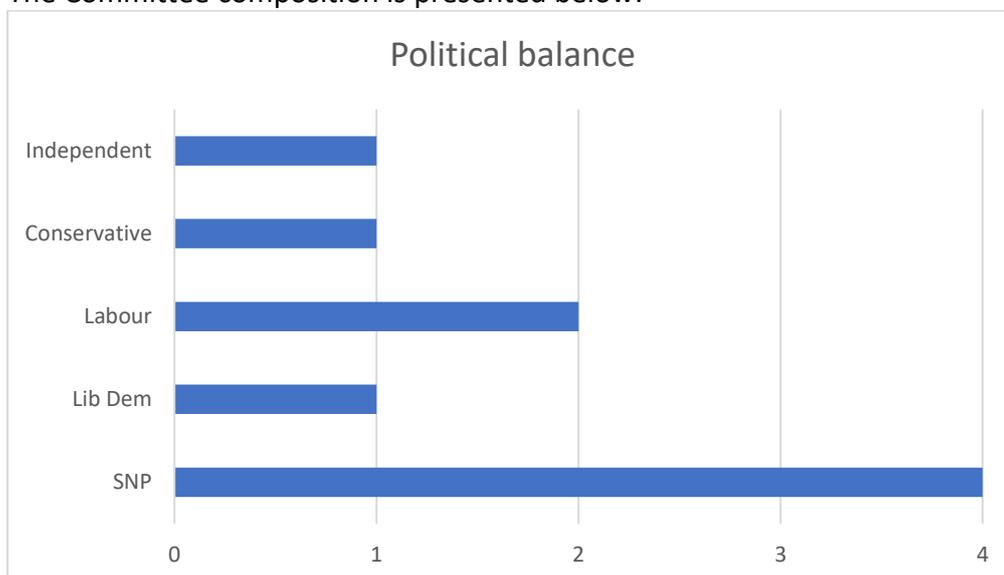
The Committee will:

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 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.

3. Membership of the Committee during 2024/2025

3.1 Planning Development Management Committee has 9 members.

3.2 The Committee composition is presented below:-



4. Membership Changes

4.1 No changes to the membership during the reporting period, 16 October 2024 to 16 October 2025.

5. Member Attendance

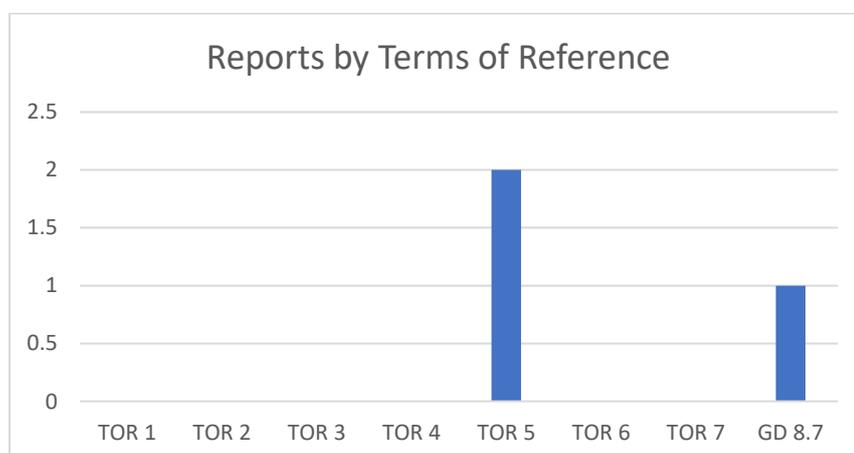
Member	Total Anticipated Attendances	Total Attendances	Substitutions
Councillor McRae	8	8	N/A
Councillor Greig	8	8	N/A
Councillor Alphonse	8	4	Cllr Cooke x 2, Henrickson and van Sweeden
Councillor Boulton	8	7	Cllr Blake
Councillor Clark	8	8	N/A
Councillor Copland	8	6	Cllr Cooke x 2
Councillor Farquhar	8	6	No substitute
Councillor Lawrence	8	7	Cllr Malik
Councillor Macdonald	8	8	N/A

6. Meeting Content

6.1 During the 2024/2025 reporting period (16 October 2024 to 16 October 2025), the Committee had 8 meetings and considered a total of 3 reports and determined 28 planning applications. No Pre Determination Hearings were held during the reporting period, however two separate site visits were undertaken before determination of the applications.

6.2 Terms of Reference

6.2.1 The following chart details how reports aligned to the Terms of Reference (set out at section 2 above) for the Committee.



6.2.2 No changes were made to the Terms of Reference in the 2025 review. The Terms of Reference will continue to be monitored throughout the year, in preparation for the 2025 Scheme of Governance review. In terms of the Local Review Body (LRB), an amendment was made at the Scheme of Governance review in 2024, which allowed members who had undertaken the necessary LRB training, to be included within the rota for LRB meetings along with the 9 PDMC members. Members cannot sit on a case on the LRB where they are a local member.

6.2.3 As PDMC is a quasi judicial committee, the majority of the business carried out by PDMC are planning applications rather than reports.

7. Reports and Decisions

7.1 The following information relates to the committee reports and Notices of Motion presented to Committee throughout the reporting period, as well as the use of Standing Orders and engagement with members of the public.

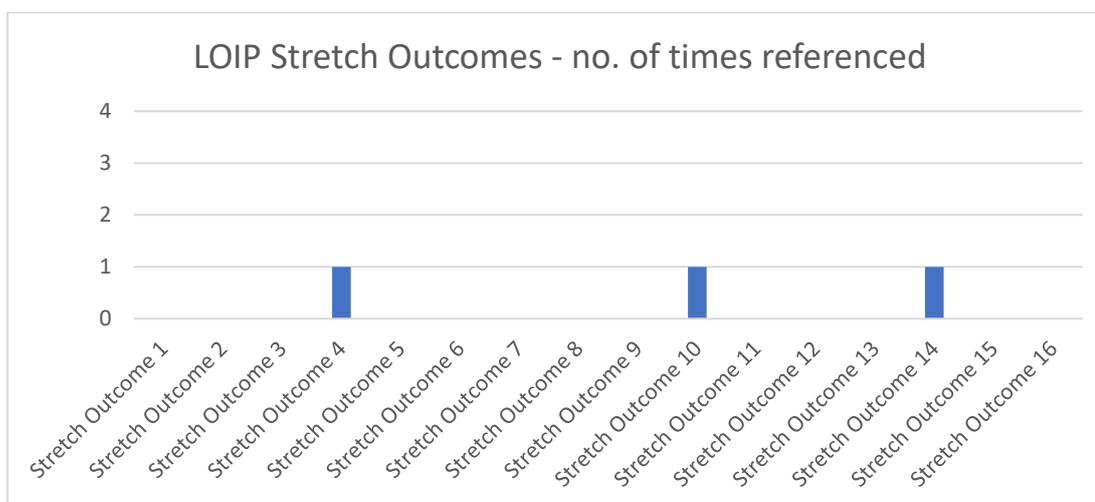
	Total	Total Percentage of Reports
Confidential Reports	0	0
Exempt Reports	0	0
Number of reports where the Committee amended officer recommendations	0	0
Number of reports approved unanimously	3	100%
Number of reports or service updates requested during the consideration of another report to provide additional assurance and not in business planner	1	33%
Number of reports delayed for further information	0	0
Number of times the Convener has had to remind Members about acceptable behaviour in terms of the Code of Conduct	0	0
Late reports received (i.e. reports not available for inspection at least 3 clear days before the meeting)	0	0
Number of referrals to Council under SO 34.1	0	0

Notices of Motion, Suspension of Standing Orders, Interface with the Public	
Number of Notices of Motion to Committee	0
Number of times Standing Orders suspended	0
Specific Standing Orders suspended	N/A
Number of deputations requested	0

Number of deputations heard	0
Number of eligible speakers who spoke in regards to a planning application	39
Number of petitions considered	0

8. Reports with links to the Local Outcome Improvement Plan

8.1 The following table details how each of the 3 reports linked to the Local Outcome Improvement Plan (LOIP Stretch Outcomes are appended to this report for reference at Appendix 1).



9. Training and Development

9.1 Training opportunities for Members during the reporting period were as follows:-

- National Planning Framework
- Developer Obligations
- Community Planning Aberdeen and the Local Outcome Improvement Plan
- Planning Development Management Committee
- Local Review Body

9.2 Further development opportunities will be considered for next year based on Committee business throughout the year, Executive Lead proposals and Member feedback on what may be required to assist them in performing their roles.

10. Code of Conduct Declarations and Transparency Statements

10.1 8 declarations of interest/ transparency statements were made by Members during the reporting period. Information in respect of declarations of interest and transparency statements is measured to evidence awareness of the requirements to adhere to the Councillors' Code of Conduct and the responsibility to ensure fair decision-making.

11. Civic Engagement

- 11.1 During the course of the year there has been consultation with the public in relation to the Draft Aberdeen Planning Guidance – Health Impact Assessments.

12. Executive Lead to the Committee - Commentary

- 12.1 Planning Development Management Committee continues to be available as a hybrid option for Members which means that Members can join the meeting and participate remotely if required. Webcasting is also available for each meeting so members of the public can view the proceedings of the committee.

13. The Year Ahead

- 13.1 In December 2022, a new procedure was established for PDMC which allowed interested parties who had submitted a representation to speak at a relevant PDMC meeting, where an application was to be considered. After a year in operation, this procedure was reviewed and taken back to committee in December 2023. The main change to the procedure was that a limit was put on the amount of speakers for each application, to ensure timely decision making. The procedure is an extra opportunity for interested parties to put forward their case and has worked well in practise. Those who wish to speak can either attend the meeting in person or join on Teams, which provides flexibility for individuals.
- 13.2 The Committee will continue to determine planning applications which fall to be determined under the Scheme of Delegation and planning training will continue to be part of the scheduled elected member development programme

Appendix 1 – Local Outcome Improvement Plan Stretch Outcomes

Economy	
1.	20% reduction in the percentage of people who report they have been worried they would not have enough food to eat and/ or not be able to heat their home by 2026
2.	74% employment rate for Aberdeen City by 2026
People (Children & Young People)	
3.	95% of all children will reach their expected developmental milestones by their 27-30 month review by 2026
4.	90% of children and young people report they feel listened to all of the time by 2026
5.	By meeting the health and emotional wellbeing needs of our care experienced children and young people they will have the same levels of attainment in education and positive destinations as their peers by 2026
6.	95% of children living in our priority neighbourhoods (Quintiles 1 & 2) will sustain a positive destination upon leaving school by 2026
7.	83.5% fewer young people (under 18) charged with an offence by 2026
8.	100% of our children with Additional Support Needs/disabilities will experience a positive destination
People (Adults)	
9.	10% fewer adults (over 18) charged with more than one offence by 2026
10.	Healthy life expectancy (time lived in good health) is five years longer by 2026
11.	Reduce the rate of both alcohol related deaths and drug related deaths by 10% by 2026
12.	Reduce homelessness by 10% and youth homelessness by 6% by 2026, ensuring it is rare, brief and non-recurring with a longer term ambition to end homelessness in Aberdeen City.
Place	
13.	Addressing climate change by reducing Aberdeen's carbon emissions by at least 61% by 2026 and adapting to the impacts of our changing climate
14.	Increase sustainable travel: 38% of people walking; 5% of people cycling and wheeling as main mode of travel and a 5% reduction in car miles by 2026
15.	26% of Aberdeen's area will be protected and/or managed for nature and 60% of people report they feel that spaces and buildings are well cared for by 2026
Community Empowerment	
16.	50% of people report they feel able to participate in decisions that help change things for the better by 2026

Staff Governance Committee Annual Effectiveness Report 2024/2025



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1. Introduction from Convener

- 1.1 I am pleased to present the annual effectiveness report for the Staff Governance Committee (SGC). The report represents good practice in governance and also informs the regular review of the Council's Scheme of Governance, enabling officers to identify if any changes are required, for example, to the Committee Terms of Reference.
- 1.2 This has been a busy year and I would like to thank all Members and Trade Union Advisers on the Committee for their continued scrutiny of reports, their commitment to meetings and for contributing to ensuring that our meetings are conducted in a collaborative manner. I would also like to thank officers for their ongoing support to our meetings.
- 1.3 Finally, I would also like to thank the Members who have assisted with the appeals considered by the Appeals Sub Committee during the reporting period. Your continued participation is much appreciated.



Councillor Neil Copland
Convener – Staff Governance Committee

2. The Role of the Committee

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 teachers¹); and
- 1.3 consider reports by the Chief Officer – People and Citizen Services on matters following a request by a trade union advisor provided always that the Chief Officer – People and Citizen Services 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 monitor performance and compliance across all functions of the Council in respect of
 - i. Health and safety legislation
 - ii. Health, safety and wellbeing policies
 - iii. 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:

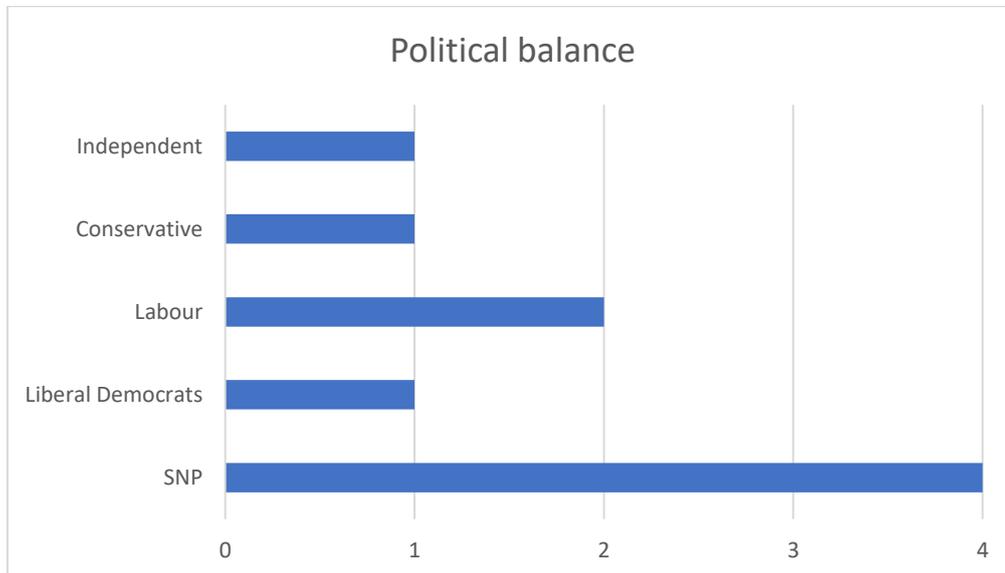
- Unison
- Unite
- GMB
- Educational Institute of Scotland (EIS)
- Scottish Secondary Teachers' Association (SSTA); and
- VOICE

Executive Lead: Chief Officer – People and Citizen Services

3. Membership of the Committee during 2024/2025

3.1 The Staff Governance Committee has 9 members.

3.2 The Committee composition is presented below:-



3.3 The Committee also has Trade Union Advisers who attend the meeting, but are not members of the Committee. The Advisers can however ask questions and participate in any debate, but do not have the ability to move or second motions or amendments, nor to vote.

4. Membership Changes

- 4.1 Councillor Clark was a member of the Committee until the August 2025 meeting, at which she was replaced by Councillor Davidson. Councillor Macdonald was a member until January 2025, following which she was replaced by Councillor Tissera from the April 2025 meeting.

5. Member Attendance

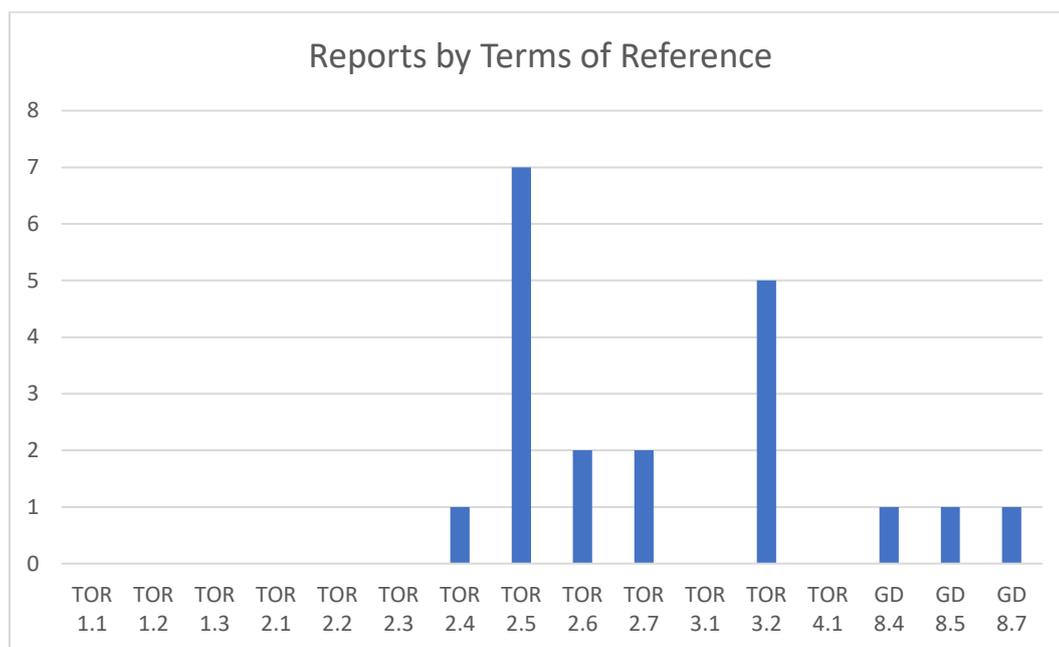
Member	Total Anticipated Attendances	Total Attendances	Substitutions
Councillor Neil Copland	5	5	
Councillor Gill Al-Samarai	5	5	
Councillor Marie Boulton	5	5	
Councillor David Cameron	5	5	
Councillor Donna Clark	4	4	
Councillor Derek Davidson	1	0	Councillor McRae
Councillor Steve Delaney	5	1	Councillor MacGregor (x2) Councillor Greig Councillor Yuill
Councillor Sandra Macdonald	2	2	
Councillor Ken McLeod	5	5	
Councillor Lynn Thomson	5	5	
Councillor Deena Tissera	3	3	

6. Meeting Content

6.1 During the 2024/2025 reporting period (16 October 2024 to 16 October 2025), the Committee had five meetings and considered a total of 18 reports.

6.2 Terms of Reference

6.2.1 The following chart details how reports aligned to the Terms of Reference (set out at section 2 above) for the Committee.



6.2.2 During the course of 2024/2025 the Committee received reports mainly under TOR 2.4, 2.5, 2.7 and 3.2. This is because the majority of the reports considered at Committee during the year were in relation to strategic workforce, training and development plans; staffing policies; and performance data in respect of mental health and wellbeing and health and safety.

6.2.3 The Terms of Reference will continue to be monitored throughout the year, in preparation for the next Scheme of Governance review. The Terms of Reference which have not been utilised this year will be considered to see if any changes are required.

6.2.4 While TOR 1.1 was not specifically utilised this year (seek to maintain good relationships and model a partnership approach between the Council and Trade Unions), there was ongoing consultation and collaboration with Trade Union colleagues in respect of a number of the reports, and therefore although not specifically listed, the ethos of this TOR can be evidenced. There were also no reports under TOR 1.3 "consider reports by the Chief Officer – People and Citizen Services on matters following a request by a Trade Union advisor provided always that the Chief Officer – People and Citizen Services 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” which suggests that the ongoing close working between officers and Trade Union colleagues outwith the committee meetings is helping to resolve any matters raised.

6.2.5 There has again been no requirement during the reporting period to approve the Framework Agreement for Industrial Relations (the FAIR agreement); nor approve framework documentation in relation to workforce culture; (Terms of Reference 2.1 and 2.3 respectively) but both remain relevant Terms of Reference to be retained as they will likely be reported to future meetings.

6.2.6 Finally, there were no changes made to the Corporate Health and Safety Policy this year which required Committee approval, therefore TOR 3.1 was not utilised. Similarly, no changes were required to the procedure for the Appeals Sub Committee, and so TOR 4.1 was not required.

7. Reports and Decisions

7.1 The following information relates to the committee reports and Notices of Motion presented to Committee throughout the reporting period, as well as the use of Standing Orders and engagement with members of the public.

	Total	Total Percentage of Reports
Confidential Reports	0	0
Exempt Reports	0	0
Number of reports where the Committee amended officer recommendations	0	0
Number of reports approved unanimously	16	89%
Number of reports or service updates requested during the consideration of another report to provide additional assurance and not in business planner	0	N/A
Number of reports delayed for further information	0	0
Number of times the Convener has had to remind Members about acceptable behaviour in terms of the Code of Conduct	1 meeting	N/A
Late reports received (i.e. reports not available for inspection at least 3 clear days before the meeting)	0	0
Number of referrals to Council under SO 34.1	0	0

Service updates were also provided to Members this year in respect of the [Supporting Attendance and Wellbeing Policy Update](#) and the [Equality Outcomes 2025-2029](#).

Notices of Motion, Suspension of Standing Orders, Interface with the Public	
Number of Notices of Motion to Committee	2*
Number of times Standing Orders suspended	0
Specific Standing Orders suspended	Not applicable
Number of deputations requested	0
Number of deputations heard	Not applicable
Number of petitions considered	0

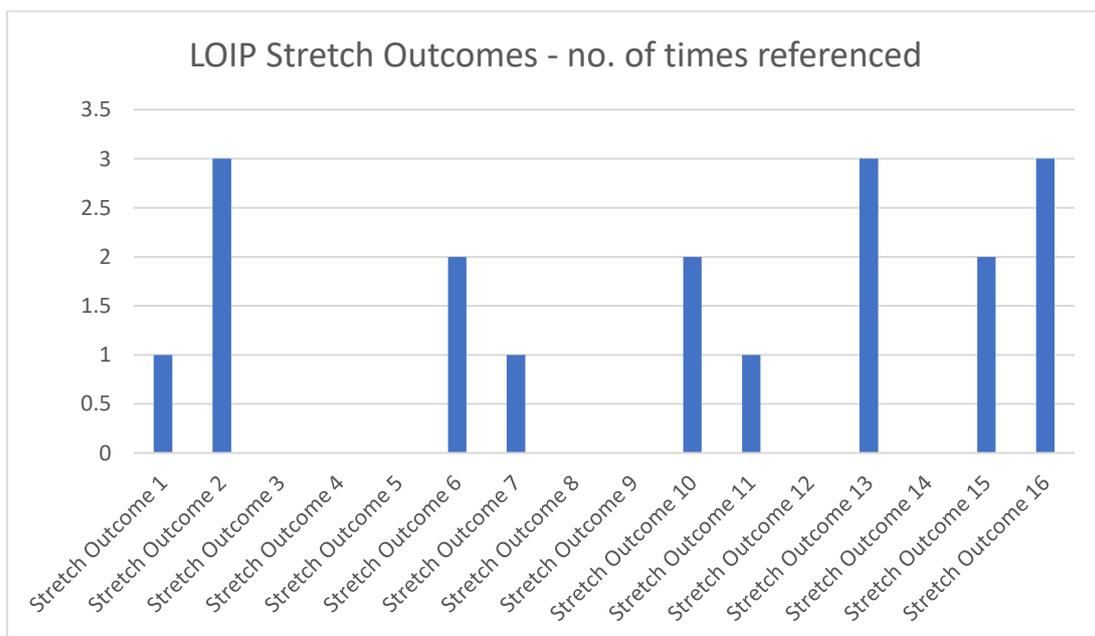
* **The Notices of Motion were submitted by Councillor Macdonald and Councillor Kuszniir, both in relation to the Supreme Court judgement in the For Women Scotland v The Scottish Ministers case, and were considered at the August 2025 meeting of the Committee.**

7.2 Appeals Sub Committee

7.2.1 The Appeals Sub Committee membership comprises up to 5 members of the Staff Governance Committee, who are selected from a pool, depending on availability. For the reporting period, 6 appeals were received and proceeded to be heard by the Sub Committee.

8. Reports with links to the Local Outcome Improvement Plan

8.1 The following table details of the 18 reports how each report linked to the Local Outcome Improvement Plan (LOIP Stretch Outcomes are appended to this report for reference at Appendix 1).



8.2 Reports to the Staff Governance Committee had links to a number of the stretch outcomes, particularly those relating to economy, wellbeing and positive destinations.

- 8.3 Many of the reports presented to this Committee relate to initiatives which impact on the stretch outcomes which look to improve opportunities for supporting people into work, skilling and reskilling, and helping children and young people to reach their developmental milestones and have positive destinations, therefore they tend to align with Stretch Outcomes 1,2, 6 and 7.
- 8.4 Some reports considered by Committee this year have had no direct connection with specific LOIP stretch outcomes; these tend to be items such as the regular corporate health and safety report. Such reports do however have a general impact on the outcomes of the LOIP, for example, a healthy and safe workplace assists the overarching principles of the stretch outcomes within the LOIP by ensuring that resource is directed at the services required by the city. Mitigating the risk of financial penalties incurred through the Civil and Criminal Courts and from the Regulators allows available resource to be best used to ensure funding of the growth sectors of the local economy.

9. Training and Development

- 9.1 During the reporting period, there has been training for Appeals Sub Committee members ahead of any employee appeals to be considered. Trade Unions are also invited to attend this training to enable them to have an understanding of the role of the Sub Committee.
- 9.2 Further development opportunities specifically related to the remit of the Committee will be considered for next year based on Committee business throughout the year, Executive Lead proposals, Member feedback, Elected Members' Personal Development plans and any training highlighted by subject matter experts on what may be required to assist them in performing their roles.

10. Code of Conduct Declarations and Transparency Statements

- 10.1 There were no declarations of interest made during the reporting period, however Members did make transparency statements on 5 occasions. Information in respect of declarations of interest and transparency statements is recorded to evidence awareness of the requirements to adhere to the Councillors' Code of Conduct and the responsibility to ensure fair decision-making.

11. Civic Engagement

- 11.1 Due to the nature of the Staff Governance Committee business, there are fewer opportunities for civic engagement, however if appropriate, elements of civic engagement are introduced.

- 11.2 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 Trade Union colleagues to raise issues with Directors and the Chief Officer People and Citizen Services as well as regular weekly meetings with Trade Unions and the Employee Relations Casework Lead.
- 11.3 Extensive consultation has been undertaken throughout the year in preparation for a number of reports to the Committee. For example:-
- Supporting Attendance and Wellbeing Policy
 - Volunteers Policy
 - Flexible Working Policy and Guidance
 - Citizen Interaction Policy
 - Employee Equality, Diversity and Inclusion Action Plan
 - Whistleblowing Policy

There has also been ongoing consultation with Trade Union colleagues in relation to health and safety reporting to Committee.

12. Executive Lead to the Committee - Commentary

- 12.1 The Committee continues to work effectively and collaboratively, and I am pleased to note that most reports were approved or noted unanimously. This is in line with the aim that we have consensus in relation to the Committee's business, and much effort has been undertaken to ensure that there is proper consultation with Trade Unions, with consideration given to their views prior to items being discussed at the Committee, and follow up discussions on anything raised by them at Committee meetings.
- 12.2 Some of the key pieces of work presented to Committee this year were a variety of reviewed and updated policies with associated guidance, including the Flexible Working Policy, the Whistleblowing Policy and the Supporting Attendance and Wellbeing Policy. These were produced following consultation with and feedback from our Trade Union colleagues and managers across the organisation. We have also introduced a Citizen Interaction Policy and a zero tolerance pledge. The new policy includes guidance around how to manage citizen interactions for employees who experience challenging behaviours from citizens in the course of their work.
- 12.3 Members also received updates on the extensive engagement with staff on a number of important issues throughout the year, through methods such as staff working groups and networks, surveys and face to face discussions, as well as information provided through the intranet, Sharepoint and Viva Engage. One example is the Employee Experience survey undertaken in late 2024 / early 2025.

- 12.4 Given the nature of the Committee business will often be of interest to employees, it is vital that reports are open and transparent and I am pleased to note that again, all business this year was considered in public session, with no exempt reports presented.

13. The Year Ahead

- 13.1 In accordance with the Scheme of Governance, the Terms of Reference will be monitored throughout the year and officers will reflect on whether any areas require further refinement moving forward to ensure the continued efficient operation of the Committee.
- 13.2 The Committee will continue to receive any policies which are due for update or which require to be refreshed. Some of the policies due to Committee over 2025/26 include the Family Friendly Policies and the Staff Travel Plan and Policy.
- 13.3 The Committee will also receive its regular reports on corporate health and safety data, as well as employee assistance, occupational health and sickness absence information. There will be an update on Leadership and Management Development; the Employee Mental Health Action Plan Annual Progress Update and the annual report on data relating to disciplinary, grievance and dignity and respect at work.

Appendix 1. Local Outcome Improvement Plan Stretch Outcomes

Economy	
1.	20% reduction in the percentage of people who report they have been worried they would not have enough food to eat and/ or not be able to heat their home by 2026
2.	74% employment rate for Aberdeen City by 2026
People (Children & Young People)	
3.	95% of all children will reach their expected developmental milestones by their 27-30 month review by 2026
4.	90% of children and young people report they feel listened to all of the time by 2026
5.	By meeting the health and emotional wellbeing needs of our care experienced children and young people they will have the same levels of attainment in education and positive destinations as their peers by 2026
6.	95% of children living in our priority neighbourhoods (Quintiles 1 & 2) will sustain a positive destination upon leaving school by 2026
7.	83.5% fewer young people (under 18) charged with an offence by 2026
8.	100% of our children with Additional Support Needs/disabilities will experience a positive destination
People (Adults)	
9.	10% fewer adults (over 18) charged with more than one offence by 2026
10.	Healthy life expectancy (time lived in good health) is five years longer by 2026
11.	Reduce the rate of both alcohol related deaths and drug related deaths by 10% by 2026
12.	Reduce homelessness by 10% and youth homelessness by 6% by 2026, ensuring it is rare, brief and non-recurring with a longer term ambition to end homelessness in Aberdeen City.
Place	
13.	Addressing climate change by reducing Aberdeen's carbon emissions by at least 61% by 2026 and adapting to the impacts of our changing climate
14.	Increase sustainable travel: 38% of people walking; 5% of people cycling and wheeling as main mode of travel and a 5% reduction in car miles by 2026
15.	26% of Aberdeen's area will be protected and/or managed for nature and 60% of people report they feel that spaces and buildings are well cared for by 2026
Community Empowerment	
16.	100% increase in the proportion of citizens who feel able to participate in decisions that help change things for the better by 2026

