

## ORDERS OF REFERENCE

**ABERDEEN CITY COUNCIL  
CORPORATE POLICY AND PERFORMANCE COMMITTEE  
ORDERS OF REFERENCE**

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

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

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

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

**ABERDEEN CITY COUNCIL  
AUDIT AND RISK COMMITTEE  
ORDERS OF REFERENCE**

1. The Committee will:-
  - (a) receive an annual review of the risk management process, and an update every six months on the risk register and related action plans;
  - (b) approve the risk management strategy and implementation plan;
  - (c) monitor risk management and internal control arrangements; and
  - (d) commission and review annual assessments of the effectiveness of the risk management and control framework.
2. The Committee is charged with responsibility for ensuring that there is an effective Internal Audit function. This to be achieved through the following:-
  - (a) the approval of the Internal Audit Annual Plan;
  - (b) the consideration of all reports issued by Internal Audit;
  - (c) responsibility for ensuring that there is an adequately resourced Internal Audit service; and
  - (d) the consideration of performance reports on Internal Audit activity.
3. To receive all reports prepared by the Council's External Auditor.
4. To consider the Council's Annual Report, Annual Accounts and Trading Services Annual Report and Accounts and refer these to Council for approval.
5. To ensure the Council meets its legal obligations through:-
  - (a) reviewing the reliability and robustness of financial information;
  - (b) ensuring compliance with audit legislation; and
  - (c) the preparation of reports of avoidable losses.
6. To review minuted actions from all main Committees with the exception of the Development Management and Licensing Committees to ensure compliance with legal requirements and good practice. The Committee will not prevent any decision being taken and will only review a decision.
7. To require Heads of Service and managers to be available to answer questions at each meeting on matters set out on the agenda.
8. The Committee may wish to call all Senior Councillors to attend meetings.
9. The Committee may, on occasion, seek information from partner organisations, contractors or other stakeholders such as Community Councils or groups of interest in any particular issue.
10. The Committee will make its recommendations by way of its minutes of meetings which will be submitted to Council. Minority views will also be put forward to Council in the minute.
11. The Committee will consider any previously unscrutinised issue, process or practice.

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

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

**ABERDEEN CITY COUNCIL  
DEVELOPMENT MANAGEMENT SUB-COMMITTEE  
ORDERS OF REFERENCE**

1. The Development Management Sub-Committee will have the primary responsibility for ensuring the effective and proper disposal of the Development Management and Building Standards responsibilities of the Council.
2. The Sub-Committee will ensure that the functions, powers and duties of the Council as planning authority and buildings authority in terms of relevant planning legislation and building standards regulations are met and, in particular, the Sub-Committee shall:-
  - (a) 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;
  - (b) authorise the taking of enforcement action;
  - (c) authorise participation in the appeals process;
  - (d) make Orders and issue Notices;
  - (e) approve development briefs and masterplans;
  - (f) develop and adopt non-statutory development management guidance (supplementary planning guidance); and
  - (g) conduct pre-determination hearings in pursuance of the provisions contained within Section 38A of the Town and Country Planning (Scotland) Act 1997 (as introduced by Section 14 of the Planning etc. (Scotland) Act 2006).
3. The Sub-Committee will ensure the integrated delivery of these services within the policies and strategies of Aberdeen City Council.
4. The Sub-Committee will ensure that it delivers services within the overall resources management strategies as set by the Council and that it achieves maximum value for money and Best Value in service delivery.
5. The Sub-Committee will receive and scrutinise performance information for the Development Management and Building Control services.

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

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



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

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

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

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

**ABERDEEN CITY COUNCIL  
LICENSING COMMITTEE  
ORDERS OF REFERENCE**

1. 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 any other Committee) covering personal or other licences, certificates and permits (excluding all matters dealt with by the Licensing Board).
2. The consideration of applications for the grant, renewal or suspension of Licences for Houses of Multiple Occupation that require a hearing. (The responsibility for all other matters relating to the licensing of Houses of Multiple Occupation resting with the Housing and Environment Committee).
3. All other matters relating thereto, including fixing of application fees, taxi fares and taxi stances.
4. The functions of the Council under the Safety of Sports Ground Act 1975.