

## ABERDEEN CITY COUNCIL

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| COMMITTEE          | Council              |
| DATE               | 20 August 2014       |
| DIRECTOR           | Chief Executive      |
| TITLE OF REPORT    | Committee Structures |
| REPORT NUMBER      | OCE/14/026           |
| CHECKLIST RECEIVED | Yes                  |

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### 1. PURPOSE OF REPORT

This report presents alternative structures for the Council's committees and seeks approval of members' preferred option. It also addresses the review of senior councillors' allowances, Orders of Reference, Standing Orders and the diary.

### 2. RECOMMENDATIONS

That Council:-

- (1) Approves the following revised committee structure, to be effective from immediately after the Council meeting on 8 October:-

| <b>Core Committees</b>   | <b>Regulatory Bodies</b>                  |
|--|---|
| Finance, Policy and Resources                                      | Appeals Committee                         |
| Audit, Risk and Scrutiny   | Pensions Committee                        |
| Education and Children's Services                                  | Planning Development Management Committee |
| Communities, Housing and Infrastructure                            | Licensing Committee                       |
| Health and Care Integration Joint Board <b>(from 1 April 2015)</b> |   |
| Petitions  |   |

- (2) Approves the Orders of Reference for each Committee circulated at Appendix B and agrees that the Education and Children's Services Committee shall undertake that part of the Social Care and Wellbeing remit to transfer to the Health and Care Integration Joint Board from 1 April 2015 until such time as the Health and Care Integration Joint Board is operational;
- (3) Agrees the size and composition of Committees as set out in Appendix C with the membership of the current Appeals Committee remaining unchanged and on the understanding that the membership of the

- Health and Care Integration Joint Board is subject to further discussion with partners;
- (4) Appoints a Convener and Vice Convener to each of the core Committees set out in the table at (1) above and to as many of the regulatory bodies as it deems appropriate, on the understanding that appointments to the Health and Care Integration Joint Board is to be subject to further discussion with partners;
  - (5) Agrees the senior allowances to be paid, bearing in mind that 19 such allowances can be paid within the approved total (separate provision being made for the Civic Head and the Leader of the Council);
  - (6) Agrees that the existing church, education and parent representatives be appointed to the Education and Children's Services Committee for those items of business contained in the Education section of the agenda;
  - (7) Agrees to reappoint an Urgent Business Committee and appoint a Convener thereto;
  - (8) Instructs a report on amendments to Standing Orders and the Scheme of Delegation to Council on 8 October, 2014 as part of a wider report on Council governance;
  - (9) Agrees the Council Diary of Meetings to June, 2015 at Appendix E; and
  - (10) Appoints the Sub Committees, Working Groups and Boards shown in the diagram at Appendix A based on the current proportionality shown in Appendix F and subject to the approval of reports on the remit and membership of the Corporate Parenting Champions Board and the Sistema Partnership Board to Council on 8 October, 2014, and agrees that all such bodies shall in future be appointed by Council and to amend Standing Orders accordingly.

### 3. FINANCIAL IMPLICATIONS

The costs of restructuring committees will not be significant and fewer committees will free up accommodation and the time of members and officers for other work. There may be minor changes to senior councillor allowances depending upon the structure agreed.

### 4. OTHER IMPLICATIONS

Council will require to review Standing Orders and the Scheme of Delegation to ensure compliance with the new structure and to minimise risk of challenge to the decision making process.

### 5. BACKGROUND/MAIN ISSUES

#### 5.1 Committee Structure

- 5.1.1 It is proposed that the committee structure reflect the new service structure agreed by Council on 14 May, 2014 (Article 17 of the Minute of Meeting refers). The structure now proposed is set out in Appendix A, which also illustrates the sub committees, working groups and

boards which would be associated with each of the new committees and which it is recommended be established.

- 5.1.2 Attached as Appendix B to this report are proposed Orders of Reference for each committee.
- 5.1.3 In proposing that the Pensions Panel be established as a Pensions Committee, members may be aware that new pensions regulations are currently the subject of consultation. The proposed regulations have the potential to require the establishment of a Pensions Board and a Joint Investment Advisory Committee, including external representation. A further report will be submitted in due course (approximately nine months' time) and it is proposed in the meantime that the terms of reference for the Pensions Committee remain as those of the Panel.
- 5.1.4 Members will be aware that the Health and Care Integration Joint Board and its Strategic Planning Group require to be established from 1 April 2015 and that issues relating to membership, role and remit are still under discussion. Reports will continue to be submitted to Council on this but, in the meantime, it is proposed that that part of the remit of the Social Care, Wellbeing and Safety Committee to transfer to the Health and Care Integration Joint Board be undertaken in the interim by the Education and Children's Services Committee.
- 5.1.5 The diagram does not show the other statutory committees which are managed by Democratic Services as independent bodies such as the Social Work Complaints Review Committee, School Placings and Exclusions Appeal Committee, Local Licensing Forum, Area Support Team for Children's Hearings Scotland, etc, nor the Licensing Board nor trusts managed by Legal Services.

## 5.2 Standing Orders and Scheme of Delegation

- 5.2.1 It is proposed that revised Standing Orders and Scheme of Delegation be submitted to the next meeting of Council on 8 October, 2014 as part of a wider report on Council governance.

## 5.3 Composition and Membership

- 5.3.1 Standing Order 29(1) provides that, in appointing committees and sub committees, the Council shall, so far as possible, give effect to the principles regarding political balance set out in the Local Government and Housing Act 1989. Although this element of the statute is not in force, the Council has always considered it a matter of best practice to adhere to its principles.
- 5.3.2 Section 15 of the Act provides that, in allocating seats on ordinary committees to political groups, three principles are to be observed:-

- (i) not all the seats of the body are to be allocated to a particular group;
- (ii) the majority of seats on the body are to be allocated to the group having the majority of seats on the Council; and
- (iii) the number of seats on ordinary committees which are allocated to each group bears the same proportion to the total number of seats on those committees as the number of seats held by the group on the Council does to the whole membership of the Council.

5.3.3 Applying these principles to the Council:-

- (i) each committee must consist of at least two political parties and it is proposed that, as has always been the case, each committee should consist of members of all political groups insofar as possible; and
- (ii) the proportions of the aggregate number of seats on committees applicable to each group are as follows:-

|                      |               |
|----------------------|---------------|
| Labour               | 17/43 = 39.5% |
| SNP                  | 15/43 = 34.9% |
| Liberal Democrat     | 5/43 = 11.6%  |
| Independent Alliance | 3/43 = 7%     |
| Conservative         | 1/43 = 2.3%   |
| Conservative         | 1/43 = 2.3%   |
| Non-aligned          | 1/43 = 2.3%   |
|                      | 100%          |

(for the purposes of seat allocations, the three members of the former Conservative group are identified as “others” and seats can be shared as those members wish amongst themselves)

5.3.4 The Act does not require that the allocation of seats on any particular committee should follow these proportions, so long as the aggregate allocation across all committees is correct. The committees to which this applies are those in the new structure plus the Appeals Committee. Nevertheless, it would be consistent with the objectives of the Act that, insofar as possible, the balance is as consistent as it can be from committee to committee.

5.3.5 Appendix C to this report proposes committee sizes and compositions.

5.3.6 Standing Order 29(3) requires that each member of the Council is afforded proper opportunity to serve on committees, and so the Lord Provost may serve as a member of a committee with full voting rights.

5.3.7 It is proposed that the existing religious, education and parent representation on the new committee with the education function continue, but that the agenda be split into two sections with external representatives only attending as voting members for the education section. The Head of Legal and Democratic Services adheres to the advice given previously that external members are appointed to the

committee for its business, and not for only part of it. Other Councils have adopted procedures to limit the role of external members either by amending standing orders or by formally requesting those members to not participate in non-educational matters, and have done this without challenge, so the risk to the Council is reduced given this precedence. It is proposed that this Council amend its standing orders to accommodate this proposal.

#### 5.4 Appointment of Conveners and Vice Conveners

- 5.4.1 Council is requested to appoint conveners and vice conveners to the committee structure to be approved, and to such other bodies as it deems appropriate.
- 5.4.2 Council is reminded that, following a recommendation by the Accounts Commission, it agreed previously that the committee dealing with scrutiny shall be chaired by a member of an opposition party.
- 5.4.3 When making these appointments, Council should have regard to the following structure for the payment of allowances to councillors:-
- (i) up to 19 councillors can hold senior positions with a combined salary and additional allowance of up to £28,981 provided that the total is within the maximum permissible of £432,642; and
  - (ii) a basic salary of £16,560 must be paid as a minimum to each member of the Council, with no member being paid more than one additional allowance.
- 5.4.4 Members are reminded that payments to the civic head and leader do not score against the number of senior allowances. The list of current approved payments to members is attached as Appendix D to this report.

#### 5.5 Urgent Business Committee

- 5.5.1 It is proposed that the Urgent Business Committee be reappointed and a convener appointed thereto. As this is an *ad hoc* committee, it does not feature in the list of core committees used to calculate the allocation of seats but proportionality should still apply. The current membership is Councillors Laing, Boulton, Cooney, Crockett, Dickson, Jackie Dunbar, Forsyth, McCaig, May, Noble, Taylor, Young and Yuill.

#### 5.6 Appeals Committee

- 5.6.1 Similarly, the Appeals Committee is an *ad hoc* committee and for the purposes of this report it is proposed that the existing number of members remain unchanged. The current membership is Councillors Grant, Allan, Cameron, Dickson, Donnelly, Jackie Dunbar, Laing, Young and Yuill. All these members have undergone the required training.

## 5.7 Council Diary

- 5.7.1 The approved Council diary runs until the end of 2014. Appendix E contains an amended diary for the remainder of this year and a diary until June 2015 which members are requested to approve.

## 6. IMPACT

- 6.1 Corporate – This report supports the commitment in Aberdeen – the Smarter City to encourage participation in decision making and promote active citizenship by restructuring committees to reflect the new service structure. This should lead to improved governance and decision making processes across the Council.
- 6.2 Public – There will be a clearer understanding of the role of members in decision making which should lead to a better understanding of the Council's work and improve the transparency of the democratic processes in the city.

## 7. MANAGEMENT OF RISK

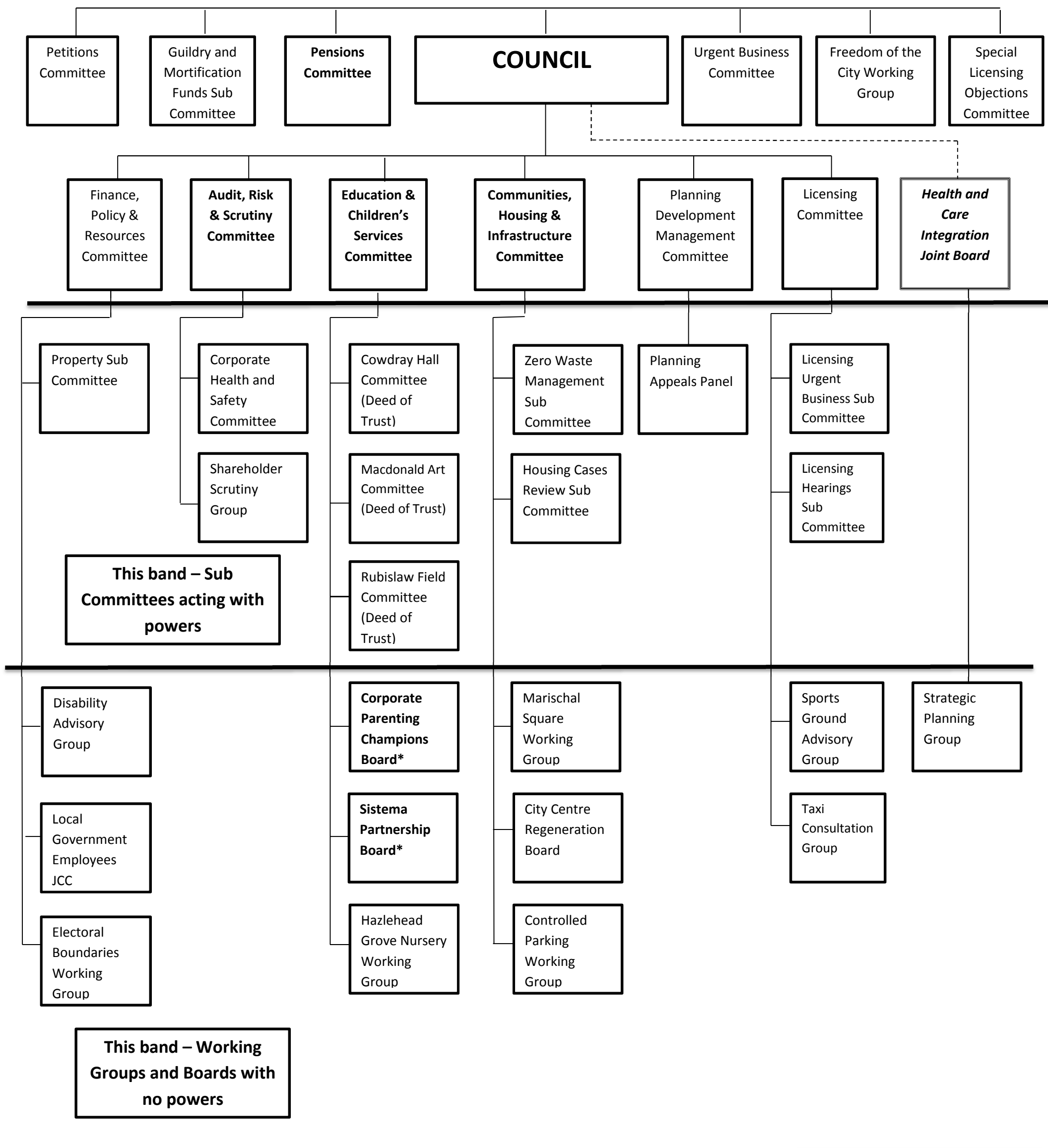
- 7.1 By reducing the number of committees and with those committees redesigned to reflect the new service structure, there will be increased transparency in the decision making process and a reduced risk of decisions being taken in isolation. To avoid the risk of challenge to decision making, the Council's Orders of Reference and Scheme of Delegation will be reviewed and submitted to the meeting on 8 October, 2014, for approval. Specific risk in relation to the Committee with the education function, and the means of minimising this, is addressed in section 5.3.7.

## 8. BACKGROUND PAPERS

None.

## 9. REPORT AUTHOR DETAILS

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Please note that new committees etc are highlighted above in bold text and that bodies to be disestablished are shown below:-

- Older People's Advisory Group - to be deleted when similar body established under Community Planning Aberdeen
- Culture and Sport Sub Committee
- Diamond Jubilee Commonwealth Travel Working Group
- Homelessness Strategy Working Group

\*These two Boards are to be established subject to the approval of reports on remit and membership to Council on 8 October 2014

**NB - The Health and Care Integration Joint Board also reports to the NHS Grampian Board. Both this and the Strategic Planning Group will be effective from 1 April 2015.**



## **COMMITTEE ORDERS OF REFERENCE**

**MARCH 2014**  
**(revised 10.3.14)**

**Proposed deletions from remits are shaded  
grey, proposed additions are in *italics***





## **ABERDEEN CITY COUNCIL ORDERS OF REFERENCE**

1. Aberdeen City Council has democratic legitimacy in the City and therefore holds the responsibility for working with the people of Aberdeen to ensure the long term wellbeing of the City of Aberdeen, its people and its environment.
2. The Council will:
  - (i) provide a clear vision of the way forward to ensure the long term well-being of the City and its people.
  - (ii) provide strategies and supporting policies which will ensure the achievement of this.
  - (iii) deliver services which meet the needs of the citizens of Aberdeen.
  - (iv) ensure that in relation to the resources needed to achieve the long term well-being of the people of Aberdeen.
    - (i) that the supply of resources are maximised.
    - (ii) best long term value for money is achieved.
  - (v) monitor the success of the Council and its partners in achieving this for the City and its people.
  - (vi) ensure equality of access to these entitlements to all its citizens regardless of age, gender, social, ethnic or religious background, disability or sexual orientation.
  - (vii) ensure the well-being of all who work for the Council, elected members, staff etc.
3. The Council will work in partnership with other providers of services in the City to ensure the delivery of the vision.
4. The Council will ensure that the people of Aberdeen are involved in this process.
5. The Council will act as an advocate for the City:
  - (i) within the local area.
  - (ii) within Scotland and the UK (in particular to the agencies of Government in Holyrood and Westminster).
  - (iii) world-wide (and in particular with agencies of the European Community).
6. The Council will support the Civic Head in his/her duties as:
  - (i) Lord Provost of the City of Aberdeen.
  - (ii) Lord Lieutenant of the City of Aberdeen.
7. The Council will uphold and build the heritage and traditions of the City of Aberdeen, the wider North East of Scotland and Civic Government.
8. The Council will ensure that the highest standards are maintained in the stewardship of the City and the Council and any other organisation in which the Council plays a part.

9. The Council will be the final internal point of appeal on matters for which it has responsibility.
10. The Council will resolve all matters bound to be determined by it alone in terms of the relevant legislation.
11. The Council may delegate areas of responsibility to for instance, committees or other working groups to ensure the efficient discharge of these responsibilities.
12. The Council will oversee the community planning process.
13. The Council will agree and monitor neighbourhood community action plans.
14. The Council will ensure involvement of community, neighbourhood networks and partners in Committee decision making.

**ABERDEEN CITY COUNCIL  
FINANCE, POLICY 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 *major proposals for changes to staffing structures and for additional staffing as determined by the Chief Executive*. 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 for 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. In respect of the Corporate Governance Service and the office of the Chief Executive:-
  - (i) To be accountable for the services provided, except internal audit;
  - (ii) To receive budget monitoring reports and take financial decisions concerning the service budgets where there will be no adverse effect;
  - (iii) To receive and scrutinise performance information.
8. To develop and approve corporate policy and strategies including partnership working, and HR policies, except *the Health and Safety policy* and those specified as relating to teaching staff and falling within the remit of the Education, Culture and Sport Committee *Education and Children's Services Committee*.

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 has 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:-
20. The approval of an anti-fraud policy and monitoring its implementation; and
  - (a) Commissioning investigations to secure value for money in the delivery of services.
  - (b) 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 Scottish Public Services Ombudsman 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.
27. To set and monitor an asset management strategy for the Council and to scrutinise performance within this.
28. To undertake overall management of the Council's property at the stage of acquisition or disposal.
29. The Committee will consider such reports on the following tier 1, 2 and 3 organisations, and any tier 4 organisation, as may be submitted from the governance hub:-
  - Grampian Valuation Joint Board (tier 1)
  - Scotland Excel
  - Aberdeen Citizens' Advice Bureau
  - Pathways
30. Representatives from external organisations are required, when requested, to attend and contribute to meetings.

**ABERDEEN CITY COUNCIL  
AUDIT AND RISK, AND SCRUTINY 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 with the exception of those on the Pension Fund;
  - (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 with the exception of those on the Pension Fund.
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 receive reports on whistleblowing and other investigations.*
7. *The approval of an anti-fraud policy and monitoring its implementation; and*
  - (a) *Commissioning investigations to secure value for money in the delivery of services.*
  - (b) *To oversee the processes by which services are exposed to competition and contracts are let, where the Council itself is a bidder for the work.*
8. To review minuted actions from all main Committees with the exception of the Appeals, Planning 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.
9. To require Heads of Service and managers to be available to answer questions at each meeting on matters set out on the agenda.

10. The Committee may wish to call all Senior Councillors to attend meetings.
11. 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.
12. 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.
13. The Committee will consider any previously unscrutinised issue, process or practice provided the matter has been the subject of a report to Council or Committee and the consideration of the subject matter concluded by Council or said Committee.
14. The Committee will ensure, through consideration of a quarterly report from the governance hub, that each tier 1 Arm's Length External Organisation has an effective system of risk management in place, covering strategy, structure, skills, system, staff and shared values. The Committee will use this to determine the level of assurance it can place on the effectiveness of that system and its ability to achieve the organisational objectives.
15. The Committee will consider reports from the governance hub on such other matters as may be presented in areas such as audit, roles and responsibilities of the board, legislation, following the public pound and breaches of governance.
16. The Committee will consider such reports on tier 2, 3 and 4 organisations as may be submitted from the governance hub.
17. Representatives from external organisations are required, when requested, to attend and contribute to meetings.



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

1. To be accountable for all services provided by the Enterprise, Planning Communities, Housing and Infrastructure Service, except where delegated to the Planning Development Management Committee.
2. To receive and scrutinise performance information for the Enterprise, Planning Communities, Housing and Infrastructure Service, except where delegated to the Planning Development Management Committee.
3. To take financial decisions concerning the Enterprise, Planning Communities, Housing 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, Policy and Resources Committee; and to ensure that it achieves maximum value for money and Best Value in service delivery; except where delegated to the Planning Development Management Committee.
5. To approve changes to staffing structures and establishment within the agreed budget.
6. To develop and approve service policies.
7. In respect of Aberdeen Exhibition and Conference Centre Ltd and its subsidiary companies, the Committee shall receive from the governance hub twice yearly progress reports on matters such as operational performance (including financial performance), people performance, risk management and service quality (including single outcome agreement achievements, customer feedback, and health and safety); and an annual presentation on the ALEO business plan, which will be used to approve funding for the subsequent year.
8. *In respect of the Council's responsibilities in relation to the Scottish Police Authority, the Police Service of Scotland and the Scottish Fire and Rescue Service under the Police and Fire Reform (Scotland) Act 2012, the Committee will:-*
  - (a) *comment on the strategic police plan and the strategic fire and rescue plan when consulted by the relevant national authority;*
  - (b) *respond to consultation by the Chief Constable on the designation of a local commander and by the Scottish Fire and Rescue Service on the designation of a local senior officer;*
  - (c) *be involved in the setting of priorities and objectives for the policing of Aberdeen and for the Scottish Fire and Rescue Service for the undertaking of its functions in Aberdeen;*
  - (d) *specify policing measures the Council wishes the local commander to include in a local policing plan;*

- (e) *approve a local police plan submitted by the local commander and to approve a local fire and rescue plan prepared by the local senior officer and submitted by the Scottish Fire and Rescue Service;*
  - (f) *monitor service provision and delivery in Aberdeen and provide feedback to the local commander and the local senior officer;*
  - (g) *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;*
  - (h) *agree, with the local commander, modifications to an approved local police plan at any time; and*
  - (i) *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.*
9. *To develop and approve the Council's Health and Safety policy, including its annual review and inclusion.*
10. The Committee will consider such reports on the following tier 2 and 3 organisations, and any tier 4 organisation, as may be submitted from the governance hub:-
- North East Scotland Transport Partnership (NESTRANS)
  - Strategic Development Planning Authority (SDPA)
  - Visit Aberdeen
  - Grampian Venture Capital Fund Ltd
  - Aberdeen City and Shire Economic Forum (ACSEF)
  - Aberdeen Renewables Group (AREG) (no longer an ALEO)
  - Aberdeen Heat and Power (AHP)
  - Grampian Housing Association
  - Care and Repair
11. Representatives from external organisations are required, when requested, to attend and contribute to meetings.

**ABERDEEN CITY COUNCIL**  
**EDUCATION, CULTURE AND SPORT AND CHILDREN'S SERVICES**  
**COMMITTEE**  
**ORDERS OF REFERENCE**

1. To be accountable for all services provided by the Education, Culture and Sport and Children's Services Service.
2. To receive and scrutinise performance information for the Education, Culture and Sport and Children's Services Service.
3. To take financial decisions concerning the Education, Culture and Sport and Children's Services 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 and Children's Services Service within the overall resources and management strategies as set by the Council and overseen by the Finance, Policy and Resources Committee; and to ensure that it achieves 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 approve service policies.
9. To approve HR policies for teaching staff including instrumental music instructors, advisors and educational psychologists.
10. To hear appeals by teaching staff.
11. To determine any complaints against external members of the Committee in accordance with the agreed procedure.
12. In respect of Sport Aberdeen Ltd and Aberdeen Sports Village Ltd, to receive from the governance hub twice yearly progress reports on matters such as operational performance (including financial performance), people performance, risk management and service quality (including single outcome agreement achievements, customer feedback, and health and safety); and an annual presentation on the ALEO business plan, which will be used to approve funding for the subsequent year.
13. To consider such reports on the following tier 2 and 3 organisations, and any tier 4 organisation, as may be submitted from the governance hub:-
  - Aberdeen Performing Arts (APA)
  - Garthdee Alpine Sports
  - Transition Extreme Sports Ltd
  - Peacock Visual Arts
  - Aberdeen International Youth Festival

- Belmont Filmhouse Aberdeen Ltd
- Aberdeen Lads Club
- Fersands and Fountain Project
- Middlefield Community Project
- St Machar Parents Support Project
- Station House Media Unit

14. Representatives from external organisations are required, when requested, to attend and contribute to meetings.

**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, Policy 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 approve service policies.
7. The Committee will consider such reports on the following tier 2 and 3 organisations and any tier 4 organisation, as may be submitted from the governance hub:-
  - Aberdeen Heat and Power (AHP)
  - Grampian Housing Association
  - Care and Repair
8. The Committee can require representatives of organisations to attend its meetings.

**ABERDEEN CITY COUNCIL  
SOCIAL CARE, WELLBEING AND SAFETY 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, Policy 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 approve service policies.
7. In respect of Bon Accord Care Ltd and Bon Accord Support Services Ltd, the Committee shall receive from the governance hub twice yearly progress reports on matters such as operational performance (including financial performance), people performance, risk management and service quality (including single outcome agreement achievements, customer feedback, and health and safety); and an annual presentation on the ALEO business plan, which will be used to approve funding for the subsequent year.
8. The Committee can require representatives of organisations to attend its meetings.
9. In respect of the Council's responsibilities in relation to the Scottish Police Authority, the Police Service of Scotland and the Scottish Fire and Rescue Service under the Police and Fire Reform (Scotland) Act 2012, the Committee will:-
  - (j) comment on the strategic police plan and the strategic fire and rescue plan when consulted by the relevant national authority;
  - (k) respond to consultation by the Chief Constable on the designation of a local commander and by the Scottish Fire and Rescue Service on the designation of a local senior officer;
  - (l) be involved in the setting of priorities and objectives for the policing of Aberdeen and for the Scottish Fire and Rescue Service for the undertaking of its functions in Aberdeen;
  - (m) specify policing measures the Council wishes the local commander to include in a local policing plan;
  - (n) approve a local police plan submitted by the local commander and to approve a local fire and rescue plan prepared by the local senior officer and submitted by the Scottish Fire and Rescue Service;

- (o) monitor service provision and delivery in Aberdeen and provide feedback to the local commander and the local senior officer;
  - (p) 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;
  - (q) agree, with the local commander, modifications to an approved local police plan at any time; and
  - (r) 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.
10. To develop and approve the Council's Health and Safety policy, including its annual review and inclusion.

**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.



**ABERDEEN CITY COUNCIL  
PENSIONS PANEL COMMITTEE  
ORDERS OF REFERENCE**

1. Appoint the Convener and Vice Convener of the Pensions Panel.
2. The Committee will appoint the Convener of the Joint Investment Advisory Committee.
3. The Committee will specify the name of the Fund.
4. To authorise the Convener and Vice Convener of the Pensions Panel Committee to act on behalf of the Panel Committee.
5. To prepare, maintain and publish the Governance Policy Statement.
6. To ensure that the Fund complies with:
  - the Local Government Pension Scheme Regulations 1998;
  - the Local Government (Discretionary Payments and Injury Benefits) (Scotland) Regulations 1998;
  - the Local Government Pension Scheme (Management and Investment of Funds) (Scotland) Regulations 1998 as amended; and
  - all other legislation governing the administration of the Fund.
7. To ensure that an actuarial valuation is carried out on a triennial basis and consider the outcome of the valuation, and to determine the level of employer contributions necessary to ensure a 100% funding level.
8. To prepare, maintain and publish the Funding Strategy Statement.
9. To set the investment objective and strategy in light of the Fund's liabilities.
10. To oversee and monitor the investment strategy and investment management of the Pension Fund having considered the recommendations of the Joint Investment Advisory Committee.
11. To receive on a quarterly basis a report from the Joint Investment Advisory Committee on their recommendations with regard to the appointment, retention and termination of fund management appointments.
12. To ensure that appropriate arrangements for the benefit administration of the Pension Fund are in place.
13. To oversee admission agreements and their implementation.
14. To review on a regular basis, discretions available under regulation 96.
15. To receive reports from officers on regulation consultation exercises carried out with the SPPA (Scottish Public Pensions Agency).
16. To prepare, maintain and publish the Communications policy.
17. To prepare, maintain and publish the Statement of Investment Principles.
18. To approve the budget and service plan.
19. To ensure that an effective system of internal financial control is maintained.
20. To review the annual report and accounting statement.

21. To consider all reports issued by internal and external audit on the Pension Fund.

**ABERDEEN CITY COUNCIL  
PLANNING DEVELOPMENT MANAGEMENT COMMITTEE  
ORDERS OF REFERENCE**

1. The Planning Development Management 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 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) visit application sites where agreed;
  - (c) authorise the taking of enforcement action;
  - (d) authorise participation in the appeals process;
  - (e) make Orders and issue Notices;
  - (f) approve development briefs and masterplans;
  - (g) develop and adopt non-statutory development management guidance (supplementary planning guidance); and
  - (h) 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 Committee will ensure the integrated delivery of these services within the policies and strategies of Aberdeen City Council.
4. The 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 Committee will receive and scrutinise performance information for the Development Management and Building Control services.

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

To consider and respond to petitions addressed to Aberdeen City Council in accordance with the Council's approved petitions procedure.

**HEALTH AND CARE INTEGRATION JOINT BOARD  
ORDERS OF REFERENCE**

**To Be Agreed By TLG/Council/NHS Board**

**ABERDEEN CITY COUNCIL  
PROPERTY SUB COMMITTEE  
ORDERS OF REFERENCE**

1. To set and monitor an asset management strategy for the Council and to scrutinise performance within this.
2. To undertake overall management of the Council's property at the stage of acquisition or disposal.

**ABERDEEN CITY COUNCIL  
HOUSING CASES REVIEW SUB COMMITTEE  
ORDERS OF REFERENCE**

That the Sub Committee acts with delegated powers to deal with all matters relative to the allocation and management of individual Council houses including the leasing and management of pitches at Clinterty Caravan Site and any similar site, with the exception of matters which have already been delegated to the Director of Housing and Environment *Communities and Infrastructure*.

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

As a sub committee of the Licensing Committee to hear any application for grant, renewal or suspension of any licence on behalf of the Licensing Committee where evidence is to be heard and to make decisions on such matters.



**ABERDEEN CITY COUNCIL**  
**LICENSING INFORMAL BUSINESS PANEL *URGENT BUSINESS SUB***  
***COMMITTEE***  
**ORDERS OF REFERENCE**

To consider any matters placed before it by the Head of Legal & Democratic Services relating to any matters on which the Licensing Committee can make decisions and to either grant or refuse applications where it deems appropriate.

**ABERDEEN CITY COUNCIL  
CULTURE AND SPORT SUB COMMITTEE  
ORDERS OF REFERENCE**

1. To approve individual culture and sport awards to the value of £10,000.
2. To consider any and all other items relating to culture and/ or sport, except where expressly delegated to another Committee or Sub Committee, including, but not limited to, the following:
  15. reports on culture and sport policy and strategy matters, including research and consultancy work, the development of sports and cultural priorities and action plans
  16. reports and presentations on previously approved major revenue and capital initiatives such as the proposed enhanced culture programme, Sistema, Commonwealth Games Legacy planning, and other projects
  17. implementation reports on organisational performance and How Good is Our Culture and Sport (HGIOC&S), ensuring that funds are used to meet the strategic and operational objectives of the City Council
3. In respect of Sport Aberdeen Ltd and Aberdeen Sports Village Ltd, to receive from the governance hub twice yearly progress reports on matters such as operational performance (including financial performance), people performance, risk management and service quality (including single outcome agreement achievements, customer feedback, and health and safety); and an annual presentation on the ALEO business plan, which will be used to approve funding for the subsequent year.
4. To consider such reports on the following tier 2 and 3 organisations, and any tier 4 organisation, as may be submitted from the governance hub:-
  - Aberdeen Performing Arts (APA)
  - Garthdee Alpine Sports
  - Transition Extreme Sports Ltd
  - Peacock Visual Arts
  - Aberdeen International Youth Festival
  - City Screen Aberdeen Ltd
  - Aberdeen Lads Club
  - Fersands and Fountain Project
  - Middlefield Community Project
  - St Machar Parents Support Project
  - Station House Media Unit
5. Representatives of organisations can be required to attend meetings.

**ABERDEEN CITY COUNCIL  
CITY OF CULTURE 2017 SUB COMMITTEE  
ORDERS OF REFERENCE**

1. To monitor and oversee all aspects relating to the development of Aberdeen City Council's bid for UK City of Culture 2017 within the approved budget, with the final bid to be submitted to Council for approval. This does not apply in respect of matters which fall within the remit of a Committee of the Council, or which are delegated to officers unless such delegation is removed by the Council.
2. To establish the bid project board and working groups and to monitor their activities.

**ABERDEEN CITY COUNCIL  
ZERO WASTE MANAGEMENT SUB COMMITTEE  
ORDERS OF REFERENCE**

To deal with all matters pertaining to strategic waste management issues including (1) identifying a preferred solution further to an options appraisal; (2) the contracting of new services in this regard; and (3) undertaking any spend within the allocated waste management budgets.

**ABERDEEN CITY COUNCIL  
HAZLEHEAD GROVE NURSERY WORKING GROUP  
ORDERS OF REFERENCE**

1. To provide support to the Project Owner and Project Decision Maker
2. To operate as a high level consultation group, addressing strategic issues and any potential major points of difficulty and ensure that other stakeholders are committed to the project.
3. To direct the project, ensuring the project supports the strategy of the Council, 5 Year Business Plan and other associated strategies for example City of Culture and Britain in Bloom.
4. To ensure the quality of the output of the project, including sustainability, and approve Scope, Business Case, Project Charter, Change Requests, and Project Closure

**ABERDEEN CITY COUNCIL  
SHAREHOLDER SCRUTINY GROUP  
ORDERS OF REFERENCE**

**The following remit of the Audit, Risk and Scrutiny Committee applies to this Sub Committee only in respect of the Bon Accord Care Companies.**

1. To ensure, through consideration of a quarterly report from the governance hub, that each tier 1 Arm's Length External Organisation has an effective system of risk management in place, covering strategy, structure, skills, system, staff and shared values. The Committee will use this to determine the level of assurance it can place on the effectiveness of that system and its ability to achieve the organisational objectives.
2. To consider reports from the governance hub on such other matters as may be presented in areas such as audit, roles and responsibilities of the board, legislation, following the public pound and breaches of governance.
3. To consider such reports on tier 2, 3 and 4 organisations as may be submitted from the governance hub.
4. Representatives from external organisations are required, when requested, to attend and contribute to meetings.

**Appendix C**

|  | No. of members                    | Lab | SNP | Lib Dem | Ind | Others |
|--|-----------------------------------|-----|-----|---------|-----|--------|
| <b>Finance, Policy and Resources</b>             | 17                                | 7   | 6   | 2       | 1   | 1      |
| <b>Audit, Risk &amp; Scrutiny</b>                | 17                                | 7   | 6   | 2       | 1   | 1      |
| <b>Education &amp; Children's Services</b>       | 19                                | 8   | 7   | 2       | 1   | 1      |
| <b>Communities, Housing &amp; Infrastructure</b> | 19                                | 8   | 7   | 2       | 1   | 1      |
| <b>Health and Care Integration Joint Board</b>   | 6<br>(to be agreed with partners) | 2   | 1   | 1       | 1   | 1      |
| <b>Planning Development Management</b>           | 15                                | 6   | 5   | 2       | 1   | 1      |
| <b>Licensing Committee</b>                       | 15                                | 6   | 5   | 2       | 1   | 1      |
| <b>Pensions</b>                                  | 9                                 | 3   | 3   | 1       | 1   | 1      |
| <b>Petitions</b>                                 | 13                                | 5   | 5   | 1       | 1   | 1      |
| <b>Total</b>                                     | 130                               | 52  | 45  | 15      | 9   | 9      |

## Appendix D

### Senior Councillors

| Post  | Appointee                | Remuneration | Senior Councillor |
|---|--------------------------|--------------|-------------------|
| Lord Provost  | Councillor Adam          | £28,981      |                   |
| Depute Provost  | Councillor Reynolds      | £21,736      | 1                 |
| Council Leader  | Councillor Laing         | £38,641      |                   |
| Depute Council Leader   | Councillor Boulton       | £28,981      | 1                 |
| Convener, Audit & Risk  | Councillor McCaig        | £28,981      | 1                 |
| Vice Convener, Audit & Risk                                       | Councillor Yuill         | £21,736      | 1                 |
| Convener, Education, Culture and Sport                            | Councillor Laing         |              |                   |
| Vice Convener, Education, Culture and Sport                       | Councillor Thomson       | £21,736      | 1                 |
| Convener, Enterprise, Strategic Planning and Infrastructure       | Councillor Crockett      | £28,981      | 1                 |
| Vice Convener, Enterprise , Strategic Planning and Infrastructure | Councillor Taylor        | £21,736      | 1                 |
| Convener, Finance, Policy and Resources                           | Councillor Young         | £28,981      | 1                 |
| Vice Convener, Finance, Policy and Resources                      | Councillor Forsyth       |              |                   |
| Convener, Property Sub-Committee                                  | Councillor Allan         | £21,736      | 1                 |
| Convener, Housing and Environment                                 | Councillor Cooney        | £28,981      | 1                 |
| Vice Convener, Housing and Environment                            | Councillor Jean Morrison | £21,736      | 1                 |
| Convener, Petitions   | Councillor Donnelly      | £0           | 1                 |
| Vice Convener, Petitions  | Councillor Carle         | £0           | 1                 |



| <b>Post</b>   | <b>Appointee</b>         | <b>Remuneration</b> | <b>Senior Councillor</b> |
|---|--------------------------|---------------------|--------------------------|
| Convener, Planning Development Management Committee   | Councillor Milne         | £21,736             | 1                        |
|   |                          |                     |                          |
| Convener, Social Care, Wellbeing and Safety           | Councillor Ironside      | £28,981             | 1                        |
| Vice Convener, Social Care, Wellbeing and Safety      | Councillor Lesley Dunbar | £21,736             | 1                        |
| Vice Convener with responsibility for Police and Fire | Councillor Graham        | £21,736             | 1                        |
|   |                          |                     |                          |
| Convener, Licensing Committee                         | Councillor Forsyth       | £28,981             | 1                        |
|   |                          |                     |                          |
| Convener, Appeals Committee                           | Councillor Grant         | £21,736             | 1                        |
|   |                          |                     |                          |
| Convener, Licensing Board                             | Councillor Boulton       |                     |                          |
|   |                          |                     |                          |
| Convener, Pensions Panel                              | Councillor Crockett      |                     |                          |
|   |                          |                     |                          |
| <b>Senior Councillor Totals</b>                       |                          | <b>£420,227</b>     | <b>19</b>                |
|   |                          |                     |                          |
| <b>Maximum allowed</b>                                |                          | <b>£432,642</b>     | <b>19</b>                |

13.6.14

2014

AUGUST

2014

| Sunday | Monday | Tuesday  | Wednesday                      | Thursday   | Friday  | Sat/day |
|--------|--------|--|--------------------------------|--|---|---------|
|        |        |  |                                |  | 1   | 2       |
| 3      | 4      | 5  | 6                              | 7  | 8<br>Local Review Body (10am)                       | 9       |
| 10     | 11     | 12   | 13                             | 14   | 15  | 16      |
| 17     | 18     | 19<br><u>SCHOOL TERM STARTS</u><br><br>Licensing Board (10.30am) | 20<br>Council (10.30am)        | 21<br>Planning Development<br>Management Committee<br>(10am)<br><br>Local Review Body (12pm)                                       | 22  | 23      |
| 24     | 25     | 26<br>Housing and Environment<br>Committee (2pm)                 | 27<br>Appeals Committee (10am) | 28<br>Planning Development<br>Management Committee<br>(Visits)(9.30am)<br><br>Social Care, Wellbeing and<br>Safety Committee (2pm) | 29<br>Corporate Health & Safety<br>Committee (10am) | 30      |
| 31     |        |  |                                |  |   |         |

2014

SEPTEMBER

2014

| Sunday | Monday  | Tuesday   | Wednesday                                       | Thursday  | Friday                                    | Sat/day |
|--------|---|---|---|---|---|---------|
|        | 1   | 2<br>Licensing Committee (10am)   | 3<br>Homelessness Strategy Working Group (10am) | 4<br>Enterprise, Strategic Planning and Infrastructure Committee (2pm)  | 5   | 6       |
| 7      | 8<br>Pensions Committee (10am)<br><i>Elected Member Development Day</i> | 9<br>Property Sub Committee (2pm)   | 10<br>Disability Advisory Group (10.30am)       | 11<br>Education, Culture and Sport Committee (2pm)  | 12<br>Local Review Body (10am)            | 13      |
| 14     | 15  | 16<br>Licensing Board (10.30am)   | 17<br>Housing Cases Review Sub Committee (2pm)  | 18  | 19<br><u>SEPTEMBER HOLIDAY</u>            | 20      |
| 21     | 22<br><u>SEPTEMBER HOLIDAY</u>  | 23<br>Shareholder Scrutiny Group (10am)<br><br>Audit and Risk Committee (2pm) | 24<br>Appeals Committee (10am)                  | 25<br>Planning Development Management Committee (10am)<br><br>Local Review Body (12pm)<br><br>Petitions Committee (2pm) | 26<br>Reconvened Appeals Committee (10am) | 27      |
| 28     | 29  | 30<br>Finance, Policy and Resources Committee (2pm)                           |   |   |   |         |

2014

OCTOBER

2014

| Sunday    | Monday                                 | Tuesday  | Wednesday   | Thursday  | Friday   | Sat/day   |
|-----------|--|--|---|---|--|-----------|
|           |  |  | <b>1</b><br>Culture and Sport Sub<br>Committee (10am) | <b>2</b><br>Planning Development<br>Management Committee<br>(Visits) (9.30am) | <b>3</b>   | <b>4</b>  |
| <b>5</b>  | <b>6</b>                               | <b>7</b><br>Zero Waste Management Sub<br>Committee (2pm)                   | <b>8</b><br>Council (10.30am)                         | <b>9</b>  | <b>10</b><br><u>SCHOOL TERM ENDS</u><br><br>Local Review Body (10am) | <b>11</b> |
| <b>12</b> | <b>13</b>                              | <b>14</b>  | <b>15</b>   | <b>16</b>   | <b>17</b>  | <b>18</b> |
| <b>19</b> | <b>20</b>                              | <b>21</b>  | <b>22</b>   | <b>23</b>   | <b>24</b>  | <b>25</b> |
| <b>26</b> | <b>27</b><br><u>SCHOOL TERM STARTS</u> | <b>28</b><br>Communities, Housing and<br>Infrastructure Committee<br>(2pm) | <b>29</b><br>Appeals Committee (10am)                 | <b>30</b>   | <b>31</b>  |           |

2014

NOVEMBER

2014

| Sunday | Monday   | Tuesday   | Wednesday   | Thursday  | Friday  | Sat/day |
|--------|--|---|---|---|---|---------|
|        |  |   |   |   |   | 1       |
| 2      | 3<br><i>Elected Member<br/>Development Day</i> | 4<br>Education and Children's<br>Services (2pm) | 5<br>Disability Advisory Group<br>(10.30am)       | 6<br>Planning Development<br>Management Committee<br>(10am)<br><br>Local Review Body (12pm)   | 7   | 8       |
| 9      | 10   | 11<br>Licensing Board (10.30am)                 | 12<br>Housing Cases Review Sub<br>Committee (2pm) | 13<br>Planning Development<br>Management Committee<br>(Visits)(9.30am)                        | 14  | 15      |
| 16     | 17   | 18  | 19  | 20<br>Shareholder Scrutiny Group<br>(10am)<br><br>Audit, Risk and Scrutiny<br>Committee (2pm) | 21<br>Local Review Body (10am)                      | 22      |
| 23     | 24<br>Pensions Committee (10am)                | 25<br>Licensing Committee (10am)                | 26<br>Appeals Committee (10am)                    | 27<br>Petitions Committee (2pm)   | 28<br>Corporate Health & Safety<br>Committee (10am) | 29      |
| 30     |  |   |   |   |   |         |

2014

DECEMBER

2014

| Sunday | Monday   | Tuesday   | Wednesday               | Thursday  | Friday                        | Sat/day |
|--------|--|---|-------------------------|---|-------------------------------|---------|
|        | 1  | 2<br>Zero Waste Management Sub<br>Committee (2pm) | 3                       | 4<br>Planning Development<br>Management Committee<br>(10am)<br><br>Local Review Body (12pm)<br><br>Finance, Policy and<br>Resources Committee (2pm) | 5                             | 6       |
| 7      | 8<br><i>Elected Member<br/>Development Day</i> | 9   | 10                      | 11<br>Planning Development<br>Management Committee<br>(Visits)(9.30am)<br><br>Disability Advisory Group<br>(10.30am)                                | 12                            | 13      |
| 14     | 15<br>Local Review Body (10am)                 | 16<br>Appeals Committee (10am)                    | 17<br>Council (10.30am) | 18  | 19<br><u>SCHOOL TERM ENDS</u> | 20      |
| 21     | 22   | 23  | 24                      | 25  | 26                            | 27      |
| 28     | 29   | 30  | 31                      |   |                               |         |

| Sunday | Monday                                | Tuesday  | Wednesday   | Thursday   | Friday | Sat/day |
|--------|---------------------------------------|--|---|--|--------|---------|
|        |                                       |  |   | 1  | 2      | 3       |
| 4      | 5<br><b><u>SCHOOL TERM STARTS</u></b> | 6  | 7   | 8  | 9      | 10      |
| 11     | 12                                    | 13<br><b>Communities, Housing and Infrastructure Committee (2pm)</b> | 14<br><b>Housing Cases Review Sub Committee (2pm)</b> | 15<br><b>Planning Development Management Committee (10am)</b>            | 16     | 17      |
| 18     | 19                                    | 20<br><b>Licensing Board (10.30am)</b>                               | 21  | 22<br><b>Planning Development Management Committee (Visits) (9.30am)</b> | 23     | 24      |
| 25     | 26                                    | 27<br><b>Licensing Committee (10am)</b>                              | 28<br><b>Appeals Committee (10am)</b>                 | 29<br><b>Education and Children's Services Committee (2pm)</b>           | 30     |         |

| Sunday | Monday   | Tuesday  | Wednesday  | Thursday  | Friday  | Sat/day |
|--------|--|--|--|---|---|---------|
|        |  |  |  |   |   | 31      |
| 1      | 2<br><i>Elected Member<br/>Development Day</i> | 3  | 4<br>Disability Advisory Group<br>(10.30am)            | 5<br>Council Budget (2pm)   | 6   | 7       |
| 8      | 9  | 10   | 11<br>Petitions Committee (2pm)                        | 12<br>Planning Development<br>Management Committee<br>(10am)                                  | 13  | 14      |
| 15     | 16<br><u>SCHOOL MID TERM</u>                   | 17   | 18<br>Finance, Policy and Resources<br>Committee (2pm) | 19<br>Planning Development<br>Management Committee<br>(Visits) (9.30am)                       | 20<br>Corporate Health & Safety<br>Committee (10am) | 21      |
| 22     | 23   | 24<br>Zero Waste Management Sub<br>Committee (2pm) | 25<br>Appeals Committee (10am)                         | 26<br>Shareholder Scrutiny Group<br>(10am)<br><br>Audit, Risk and Scrutiny<br>Committee (2pm) | 27  | 28      |



2015

MARCH

2015

| Sunday | Monday  | Tuesday   | Wednesday  | Thursday  | Friday | Sat/day |
|--------|---|---|--|---|--------|---------|
| 1      | 2   | 3<br>Licensing Board (10.30am)                                      | 4<br>Council (10.30am)                                     | 5   | 6      | 7       |
| 8      | 9<br>Pensions Committee (10am)                  | 10<br>Communities, Housing and<br>Infrastructure Committee<br>(2pm) | 11<br>Education and Children's<br>Services Committee (2pm) | 12  | 13     | 14      |
| 15     | 16  | 17<br>Licensing Committee (10am)                                    | 18   | 19<br>Planning Development<br>Management Committee<br>(10am)            | 20     | 21      |
| 22     | 23  | 24  | 25<br>Appeals Committee (10am)<br><br>SDPA (2pm)           | 26<br>Planning Development<br>Management Committee<br>(Visits) (9.30am) | 27     | 28      |
| 29     | 30<br><i>Elected Member<br/>Development Day</i> | 31  |  |   |        |         |

2015

APRIL

2015

| Sunday    | Monday                                 | Tuesday  | Wednesday  | Thursday  | Friday                              | Sat/day   |
|-----------|--|--|--|---|-------------------------------------|-----------|
|           |  |  | <b>1</b><br>Disability Advisory Group<br>(10.30am)       | <b>2</b>  | <b>3</b><br><u>SCHOOL TERM ENDS</u> | <b>4</b>  |
| <b>5</b>  | <b>6</b>                               | <b>7</b>   | <b>8</b>   | <b>9</b>  | <b>10</b>                           | <b>11</b> |
| <b>12</b> | <b>13</b>                              | <b>14</b>  | <b>15</b>  | <b>16</b>   | <b>17</b><br>Good Friday            | <b>18</b> |
| <b>19</b> | <b>20</b>                              | <b>21</b><br><u>SCHOOL TERM STARTS</u><br><br>Petitions Committee (2pm)                    | <b>22</b><br>Housing Cases Review Sub<br>Committee (2pm) | <b>23</b><br>Planning Development<br>Management Committee<br>(10am)<br><br>Finance, Policy and<br>Resources Committee (2pm) | <b>24</b>                           | <b>25</b> |
| <b>26</b> | <b>27</b><br>Pensions Committee (10am) | <b>28</b><br>Licensing Board (10.30am)<br><br>Zero Waste Management Sub<br>Committee (2pm) | <b>29</b><br>Appeals Committee (10am)                    | <b>30</b><br>Shareholder Scrutiny Group<br>(10am)<br><br>Audit, Risk and Scrutiny<br>Committee (2pm)                        |                                     |           |

2015

MAY

2015

| Sunday    | Monday   | Tuesday  | Wednesday                                   | Thursday  | Friday   | Sat/day   |
|-----------|--|--|---|---|--|-----------|
|           |  |  |   |   | <b>1</b><br>Planning Development<br>Management Committee<br>(Visits)(9.30am) | <b>2</b>  |
| <b>3</b>  | <b>4</b><br>OTC Houston<br><br>MAY DAY HOLIDAY         | <b>5</b><br>OTC Houston  | <b>6</b><br>OTC Houston                     | <b>7</b><br>OTC Houston   | <b>8</b>   | <b>9</b>  |
| <b>10</b> | <b>11</b><br><i>Elected Member<br/>Development Day</i> | <b>12</b><br>Licensing Committee (10am)                                    | <b>13</b><br>Council (10.30am)              | <b>14</b>   | <b>15</b>  | <b>16</b> |
| <b>17</b> | <b>18</b>  | <b>19</b><br>Communities, Housing and<br>Infrastructure Committee<br>(2pm) | <b>20</b><br>ALL ENERGY CONFERENCE<br>(TBC) | <b>21</b><br>ALL ENERGY CONFERENCE<br>(TBC)                         | <b>22</b><br>Corporate Health & Safety<br>Committee (10am)                   | <b>23</b> |
| <b>24</b> | <b>25</b>  | <b>26</b>  | <b>27</b><br>Appeals Committee (10am)       | <b>28</b><br>Planning Development<br>Management Committee<br>(10am) | <b>29</b>  | <b>30</b> |

2015

JUNE

2015

| Sunday | Monday                                      | Tuesday  | Wednesday                                      | Thursday  | Friday   | Sat/day |
|--------|---|--|--|---|--|---------|
| 31     | 1   | 2<br>Education and Children's Services Committee (2pm)                           | 3<br>Disability Advisory Group (10.30am)       | 4<br>Planning Development Management Committee (Visits) (9.30am)<br><br>Petitions Committee (2pm) | 5  | 6       |
| 7      | 8<br>Pensions Committee (10am)              | 9<br>Finance, Policy and Resources Committee (2pm)                               | 10<br>Housing Cases Review Sub Committee (2pm) | 11  | 12   | 13      |
| 14     | 15  | 16   | 17<br>Appeals Committee (10am)                 | 18<br>Planning Development Management Committee (10am)  | 19   | 20      |
| 21     | 22<br><i>Elected Member Development Day</i> | 23<br>Licensing Board (10.30am)<br><br>Zero Waste Management Sub Committee (2pm) | 24<br>Council (10.30am)                        | 25<br>Shareholder Scrutiny Group (10am)<br><br>Audit, Risk and Scrutiny Committee (2pm)           | 26<br>Planning Development Management Committee (Visits)(9.30am) | 27      |
| 28     | 29  | 30<br>Licensing Committee (10am)   |  |   |  |         |

## APPENDIX F

| Group / Sub Committee                             | Number of Places | Current Membership   |
|---|------------------|--|
| City Centre Regeneration Board                    | 6                | Council Leader<br>Depute Leader<br>Convener – Finance, Policy & Resources Committee<br>Councillor Thomson<br>Convener – Audit and Risk Committee<br>Vice Convener – Audit and Risk Committee |
| Controlled Parking Working Group                  |                  | Convener and Vice Convener of Enterprise, Strategic Planning and Infrastructure Committee and members from affected wards  |
| Corporate Health and Safety Committee             | 5                | 1 Labour<br>1 SNP<br>1 Independent Alliance Group<br>1 Liberal Democrat<br>Councillor Donnelly   |
| Corporate Parenting Champions Board               |                  | To be the subject of a further report on remit and membership to Education and Children’s Services Committee   |
| Cowdray Hall Committee                            | 6                | 1 Labour<br>1 SNP<br>1 Independent Alliance Group<br>2 Liberal Democrat<br>Councillor Thomson  |
| Culture and Sport Sub Committee                   | 7                | 2 Labour<br>2 SNP<br>1 Independent Alliance Group<br>1 Liberal Democrat<br>Councillor Thomson  |
| Diamond Jubilee Commonwealth Travel Working Group | 7                | 2 Labour<br>2 SNP<br>1 Independent Alliance Group<br>1 Liberal Democrat<br>Councillor Donnelly   |
| Disability Advisory Group                         | 5                | 3 Labour<br>2 SNP  |
| Electoral Boundaries Working Group                | 7                | 2 Labour<br>2 SNP<br>1 Independent Alliance Group<br>1 Liberal Democrat<br>Councillor Donnelly   |
| Freedom of the City Working Group                 | 6                | Lord Provost<br>1 Labour<br>1 SNP<br>1 Independent Alliance Group<br>1 Liberal Democrat<br>Councillor Forsyth  |
| Guildry and Mortification Funds Sub Committee     | 4                | Master of Mortifications<br>Lord Provost<br>1 SNP<br>Dean of Guild   |

## APPENDIX F

| <b>Group / Sub Committee</b>                            | <b>Number of Places</b> | <b>Current Membership</b>  |
|---|-------------------------|--|
| Hazlehead Grove Nursery Working Group                   | 6                       | 4 Local Members<br>1 Labour<br>1 Independent Alliance Group  |
| Homelessness Strategy Working Group                     | 7                       | 2 Labour<br>2 SNP<br>1 Independent Alliance Group<br>1 Liberal Democrat<br>Councillor Forsyth                                    |
| Housing Cases Review Sub Committee                      | 7                       | 2 Labour<br>2 SNP<br>1 Liberal Democrat<br>Councillor Donnelly<br>Councillor Thomson   |
| Licensing Hearings Sub Committee                        | 7                       | 2 Labour<br>2 SNP<br>1 Independent Alliance Group<br>1 Liberal Democrat<br>Councillor Forsyth                                    |
| Licensing Urgent Business Sub Committee                 | 7                       | 2 Labour<br>2 SNP<br>1 Independent Alliance Group<br>1 Liberal Democrat<br>Councillor Forsyth                                    |
| Local Government Employees Joint Consultative Committee | 9                       | 3 Labour<br>2 SNP<br>2 Liberal Democrat<br>1 Independent Alliance Group<br>Councillor Forsyth                                    |
| Macdonald Art Committee                                 | 4                       | 1 Labour<br>1 Independent Alliance Group<br>2 Liberal Democrat   |
| Marischal Square Working Group                          | 5                       | Council Leader<br>Depute Leader<br>Convener of Finance, Policy and Resources<br>Councillor Forsyth<br>1 member of the opposition |
| Older People's Advisory Group                           | 5                       | 1 Labour<br>1 SNP<br>1 Independent Alliance Group<br>1 Liberal Democrat<br>Councillor Donnelly                                   |
| Planning Appeals Panel                                  | 5                       | 2 Labour<br>1 SNP<br>1 Independent Alliance Group<br>1 Liberal Democrat  |
| Property Sub Committee                                  | 9                       | 3 Labour<br>3 SNP<br>1 Independent Alliance Group<br>1 Liberal Democrat  |

## APPENDIX F

| Group / Sub Committee                  | Number of Places | Current Membership   |
|--|------------------|--|
|  |                  | Councillor Forsyth   |
| Rubislaw Field Committee               | 3                | Convener of Education, Culture and Sport<br>2 Local Members  |
| Shareholder Scrutiny Group             | 6                | 3 Labour<br>1 SNP<br>1 Liberal Democrat<br>Councillor Donnelly   |
| Sistema Partnership Board              |                  | To be the subject of a further report on remit and membership to Education and Children's Services Committee     |
| Special Licensing Objections Committee | 5                | 1 Labour<br>1 SNP<br>1 Independent Alliance Group<br>1 Liberal Democrat<br>Councillor Thomson                    |
| Sports Ground Advisory Group           | 5                | 1 Labour<br>1 SNP<br>1 Independent Alliance Group<br>1 Liberal Democrat<br>Councillor Forsyth                    |
| Strategic Planning Group               |                  | To be the subject of further discussion with partners and reports to the Health and Care Integration Joint Board |
| Taxi Consultation Group                | 5                | 1 Labour<br>1 SNP<br>1 Independent Alliance Group<br>1 Liberal Democrat<br>Councillor Forsyth                    |
| Urgent Business Committee              | 13               | 5 Labour<br>5 SNP<br>1 Independent Alliance Group<br>1 Liberal Democrat<br>Councillor Forsyth                    |
| Zero Waste Management Sub Committee    | 7                | 2 Labour<br>2 SNP<br>1 Independent Alliance Group<br>1 Liberal Democrat<br>Councillor Donnelly                   |