

**CORPORATE POLICY AND PERFORMANCE COMMITTEE
COMMITTEE BUSINESS
21 January, 2010**

	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>	<u>Report Expected (if known)</u>
1.	Council Budget 14.02.08 Article 2 (Appendix A)	<p><u>Central Services</u> The Council agreed that it wanted to see a detailed improvement focus on Central Services with recommendations for reductions in unit costs, increased productivity and improvements to services. The Council agreed that recommendations for these processes should go to an early meeting of the Continuous Improvement Committee. At its meeting on 24 February, 2009, the Continuous Improvement Committee resolved to continue to receive regular reports on Central Services Review.</p>	<p>A report will go before CMT w/c 25th September, before presentation to Committee on 8th December, 2009.</p> <p>The paper outlines the proposed methodology for the review and allocation of support staff to the new Council structure and as such encompasses all aspects of Council support. It is important that all members of the CMT consider the paper and the associated implications of implementation prior to presentation to Committee.</p> <p>The Director of Corporate Governance wishes to discuss the review process with the Corporate Governance Senior Management Team and CMT prior to the report being submitted to Committee and has requested that the report now be submitted to the January meeting.</p> <p>A report entitled 'Support Services Review' is on the agenda.</p>	Chief Admin Officer	08.12.09	21.01.10
2.	Continuous Improvement 06.05.08 Article 10	<p><u>Corporate Governance</u> The Committee agreed that the refreshed Local Code of Corporate Governance be brought to its meeting on 17 June 2008, having been updated in light of the improvement agenda set out in the Audit of Best Value and Community Planning and in line with the new Framework for Delivering Good Governance in Local Government.</p>	<p>Reports on Standing Orders, Financial Regulations and Management Structures will be put before Council at its meeting on 18th November, 2009. A further report will be submitted to Council in December, followed by a Corporate Governance report to Corporate Policy and Performance Committee in January 2010.</p> <p>A report entitled 'Local Code of Corporate Governance' is on the agenda.</p>	Head of Service, Office of Chief Executive	21.01.10	

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3.	Continuous Improvement 09.12.08 Article 20	<p><u>Monitoring Officer Report – PIDA</u></p> <p>The Committee resolved to request officers to undertake a review of the current whistleblowing policy to examine the achievability of the timescale set down therein and to report back to the Committee at its meeting on 24 February, 2009.</p> <p>At its meeting on 2 June, 2009, the Continuous Improvement Committee resolved to request that the outstanding report be submitted to the earliest meeting of the Council (including Committees) where the issue could be discussed.</p>	<p>The City Solicitor is working on reviewing the whistleblowing policy and, as part of the review, will be providing examples of cases from other authorities to staff to assist in clarifying when a complaint could be classed as falling under the whistleblowing policy. Officers will also circulate a questionnaire to staff on the whistleblowing policy. A report will be put before the Committee at its meeting on 21st January, 2010.</p> <p>A verbal update will be provided at the Committee meeting on 21st January, 2010.</p>	City Solicitor	24.02.09	21.01.10
4.	Continuous Improvement 13.01.09 Article 11(C)	<p><u>HMle Action Plan and Review</u></p> <p>The Committee agreed to endorse the peer review arranged (Renfrewshire Council) and request officers to submit a report on the implementation of a peer review across all Council services to the Committee within two cycles.</p>	<p>The Chief Executive is in discussion with colleagues through SOLACE to identify workable means by which reciprocal peer review arrangements might be developed for the Council in partnership with appropriate local authorities in Scotland. Directors will be tasked with bringing forward recommendations to elected members after the 2009 recess on the role peer review will play in the performance management of each of the new Directorates.</p> <p>At its meeting on 10th September, 2009, the Committee noted that the Chief Executive would work with the new CMT to establish the role of peer review, with a report back to Committee in two cycles.</p> <p>A report entitled ‘Peer Review’ is on the agenda.</p>	Chief Executive / CMT	08.12.09	21.01.10

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5.	Continuous Improvement 21.04.09 Article 16	<p><u>Shared Revenues and Benefits Services – Feasibility Study Update</u></p> <p>The Committee resolved:-</p> <p>(i) to approve the next steps as detailed in the report; and</p> <p>(ii) to receive further updates as appropriate; and to request officers to provide information on when elected members would become involved in this initiative and at what level within the next progress report on this matter to the Continuous Improvement Committee.</p>	<p>A report will be prepared when further information is available from the North East of Scotland Local Authorities (NOSLA) project team. Further information on Elected Member involvement will also be made available at that time. Work is now underway on reviewing financial aspects of the proposal. Preparation is ongoing in relation to seeking further funding from the Scottish Government for the initiative.</p> <p>At its meeting on 8th December, 2009, the Committee considered a report on the matter and resolved to note that officers at Moray Council were currently preparing the business case and that it was unlikely to be received by Aberdeen City Council until March/April 2010, at which point the Council's participation in the scheme would be reconsidered.</p>	Head of CRM	29.04.10	
6.	Resources Management Committee 05/05/09 Article 45	<p><u>Mackie Hall, Craibstone</u></p> <p>To instruct an investigation into how this situation arose, and for officers to report to a future meeting of the Continuous Improvement Committee.</p>	<p>At its meeting on 8th December, the Committee heard that a report would go before the January meeting.</p> <p>A report is on the agenda.</p>	City Solicitor	05.11.09	21.01.10
7.	Policy and Strategy Committee 27.09.05 Article 29	<p><u>Byelaws</u></p> <p>The Committee resolved to instruct the Corporate Director for Legal and Democratic Services (1) to invite the Procurator Fiscal to meet with the Convener of the Committee in the first instance (along with representatives of Grampian Police) to discuss local issues including the enforcement of drinking in public places byelaws; and (2) to gather</p>	<p>The Policy and Strategy Committee on 22.01.08 instructed the City Solicitor to write to the Scottish Government reiterating the Council's position on air guns, also referred to in Councillor Collie's Notice of Motion, that byelaws be introduced to ban the use of air weapons in Aberdeen, subject to exemptions for competitive events and training in controlled conditions. Work on the new drinking in public places byelaw is progressing.</p>	City Solicitor	21.01.10	

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		information on prosecution in relation to the enforcement of drinking in public places byelaws in other local authority areas in the country and to report these issues to Committee at a future date.	<p>At its meeting on 10th September, 2009, the Committee requested that officers contact the Scottish Government to stress the difficulties faced by the Council in progressing new byelaws. Officers have written to the Scottish Government and are awaiting a response.</p> <p>At its meeting on 8th December, 2009, the Committee heard that officers had sent a second letter to the Scottish Government requesting a response, as no response had been received thus far.</p>			
8.	Resources Management 10/03/09 article 37	<p><u>Domestic Central Heating Replacements</u></p> <p>The Committee agreed to receive two further reports :- (1) a report following the receipt and evaluation of new tenders for the replacement of domestic central heating for approval prior to the tender award; and (2) a report back on the outcome of an investigation to be carried out to ascertain why procedures went wrong regarding the matter.</p>	<p>(1) Tender process procedure awaiting approval by Legal Agents. Resultant tenders will be reported thereafter.</p> <p>(2) This investigation has been completed and officers are now awaiting agreement from the City Solicitor.</p> <p>At its meeting on 5th November, 2009, the Committee heard that a report on this matter would go before the Committee at its meeting on 8th December, 2009.</p> <p>As changes have now been made to the recommendations in the report, the City Solicitor has advised that the report must be recirculated to Members and officials for comment and will therefore be submitted to the Committee on 4th March, 2010.</p>	(1) Director of Housing (2) City Solicitor	16.06.09	04.03.10
9.	Resources Management 10/03/09 article 43	<p><u>Catering Services Review</u></p> <p>The Committee instructed officers to progress a catering services review for all of the Council's catering services and report back to the appropriate Committee towards the end of 2009.</p>	<p>At its meeting on 8th December, 2009, the Committee heard that a full report would be put before the Committee in January, but that initial feedback had been received from APSE which showed:-</p> <p>(a) that service standards were consistent with the rest of Scotland;</p>	Head of Shelter and Environment	08.12.09	21.01.10

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		<u>(Catering Services Review cont.)</u>	<p>(b) that there had been a mixed review of the properties where food was prepared, mainly due to the age of some of the buildings in comparison to the new 3Rs properties;</p> <p>(c) that the cost of meals was higher, but that the uptake of primary meals was far higher than in other areas;</p> <p>(d) that the uptake of secondary school meals was lower, but that this was typical for schools in urban areas where there was a greater selection of other food outlets available;</p> <p>(e) that the subsidy and cost of preparation was lower than other areas;</p> <p>(f) that no service fell below the statutory level expected; and</p> <p>(g) that there were some areas for improvement, such as the current variability of menu planning, a lack of management and performance reporting, and inconsistency with provision across the service.</p> <p>A report is on the agenda.</p>			
10	Scrutiny Panel 19.01.09 Article 2	<p><u>Confidential Business</u></p> <p>The Panel agreed to instruct officers to investigate, in consultation with appropriate Councillors, all appropriate and viable alternative methods other than investigations to address the issue of leaked reports and report back to the next meeting of the Panel on 2 March, 2009.</p>	<p>This will be taken forward as part of the Chief Executive's overall governance report, and will therefore be submitted to the Corporate Policy and Performance Committee in January 2010, following a report to Council on 16th December, 2009.</p> <p>A report is on the agenda entitled 'Local Code of Corporate Governance'.</p>	Head of Service, Office of Chief Executive	08.12.09	21.01.10

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11	Corporate Policy & Performance 10.09.09	<p><u>Single Outcome Agreement 2008/09 Performance Report</u></p> <p><u>The Committee resolved:-</u> in relation to the percentage of household waste recycled, (a) to note that a report on the draft waste strategy, including an implementation plan, would go before the Housing and Environment Committee for consideration and amendment in November, which would then be submitted to the Corporate Policy and Performance Committee thereafter for approval as a Council-wide strategy; and (b) to request that officers incorporate detailed information on the recycling facilities available in each area into the report to the Housing & Environment Committee.</p>	At the Housing & Environment Committee on 19 th November, the strategy was approved to go out for consultation from 2 nd December to 25 th February. It will then go before the Waste Management Working Group in March before being presented to the Housing & Environment Committee on 13 th April and finally Corporate Policy and Performance Committee on 29 th April.	Head of Economic & Environment Sustainability	29.04.10	
12	Corporate Policy and Performance Committee 10.09.09	<p><u>Review of Sub Committees and Working Groups</u></p> <p><u>The Committee resolved:-</u> to note that a meeting would be organised between the Council, the new Chief Executive of the Aberdeen Council of Voluntary Organisations, and the Joint Chairs of the Voluntary Sector Liaison Group to discuss the remit of the Group, and this would also be reported back to the Committee at its meeting on 8th December, 2009.</p>	Following an initial meeting with the Director of Social Care and Wellbeing, and a subsequent planned meeting of the chairs of the Voluntary Organisations during early December, a proposal is expected late January 2010. Once in receipt of all relevant information, the Director of Social Care and Wellbeing will report back to Committee.	Director of Social Care and Wellbeing	08.12.09	04.03.10

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13	Corporate Policy and Performance Committee 10.09.09	<p><u>Review of Access to the Internet for Staff and Members</u></p> <p><u>The Committee resolved:-</u></p> <p>(i) to approve recommendation 3 contained in the report, subject to a review in six months' time; and</p> <p>(ii) to note that officers would submit two reports to a future meeting of the Committee, (1) a report detailing the outcomes of the six-monthly review and (2) an update on the ongoing discussions about the possibility of Corporate Communications utilising social networking sites as a means of communication with those sections of the public with whom the Council might not regularly have contact.</p>	<p>An initial report investigating the potential suitability and effectiveness of social networking sites for Council use will be submitted to the committee in January.</p> <p>There are significant areas of research to be carried out for the gathering of data and contacts to enable the social networking to become an effective and practical extension of the existing web provision. As such, it is requested that the report be submitted to the March meeting of the Committee.</p>	<p>Head of Service Design and Development</p> <p>Marketing Manager</p>	<p>04.03.10</p> <p>21.01.10</p>	<p>04.03.10</p>
14	Corporate Policy and Performance Committee 10.09.09	<p><u>Becoming Effective Corporate Parents</u></p> <p><u>The Committee resolved:-</u></p> <p>(i) to note that Elected Member training would be organised to look at the development of the Corporate Parenting Charter, as well as introducing the newly produced DVD on the subject, however the development of the Corporate Parenting Policy would take more time to complete.</p>	<p>An email was sent to Elected Members on 23 December 2009, offering training at either 10am or 2pm on 8th February 2010, with an additional session offered on 16th February. The session will allow Elected Members to view the Looked After Children DVD and aims to raise awareness of the roles and responsibilities around corporate parenting. The session will also allow Members to input into the corporate parenting charter for Aberdeen City Council. The DVD has previously been circulated to Conveners.</p>	<p>Director of Social Care and Wellbeing</p>	<p>21.01.10</p>	

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15	Finance & Resources Committee 11 Nov 09	<p><u>Community Planning Partnership – Fairer Scotland Fund</u></p> <p>The Finance & Resources Committee resolved to instruct the Director of Corporate Governance to provide twice yearly updates in February and October to the Aberdeen City Alliance and the Corporate Policy and Performance Committee on the outcomes achieved through the investment of the Fairer Scotland Fund.</p>		Director of Corporate Governance	04.03.10	