

**CORPORATE POLICY AND PERFORMANCE COMMITTEE
COMMITTEE BUSINESS
4 March, 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>At its meeting of 21st January, 2010, the Committee noted:- (a) the work undertaken to realign support staff on an interim basis to the new structure and (b) that Operational Support Managers would also be included in the review and that they would be reviewed by senior officers.</p> <p>Recommended for removal.</p>	Chief Admin Officer		
2.	Continuous Improvement 06.05.08 Article 10 Scrutiny Panel 19.01.09 Article 2	<p><u>Local Code of Corporate Governance</u> The Continuous Improvement 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>At its meeting on 19th January, 2009, the Scrutiny 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>	At its meeting on 21 st January, 2010, the Committee heard that the refreshed Local Code of Corporate Governance would be reported to the Committee at its meeting on 29 th April, 2010. The report would reflect the changes to the Councillors' Code of Conduct.	Head of Service, Office of Chief Executive	29.04.10	

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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.</p> <p>At its meeting on 21st January, 2010, the Committee heard that the City Solicitor was due to meet with officers from HR to discuss how to take forward the proposed changes to the whistleblowing policy. A report will be submitted to the Committee meeting on 29th April, 2010.</p>	City Solicitor	24.02.09	29.04.10
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>At its meeting on 21st January, 2010, the Committee received a report on the use of peer review within the Council.</p> <p>Recommended for removal.</p>	Chief Executive / CMT		
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</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</p>	Head of CRM	29.04.10	

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		on this matter to the Continuous Improvement Committee.	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.			
6.	Resources Management Committee 05/05/09 Article 45	<u>Mackie Hall, Craibstone</u> To instruct an investigation into how this situation arose, and for officers to report to a future meeting of the Continuous Improvement Committee.	At its meeting on 21 st January, 2010, the Committee received a report on the investigation with an action plan containing recommendations for improvement. The Committee amended the recommendations to ask that all officers below fourth tier report in accordance with the approval organisational structure ' and receive committee approval '. The Committee also requested that the City Solicitor write to all Directors asking them to ensure that their staff were aware of the financial regulations and delegated powers and the fact that all property transactions must be referred to the Asset Management Service. It was also requested that Directors were asked to check that there were no draft leases under their remit. Recommended for removal.	City Solicitor		
7.	Policy and Strategy Committee 27.09.05 Article 29	<u>Byelaws</u> 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	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	City Solicitor	04.03.10	

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		public places byelaws; and (2) to gather 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>progressing.</p> <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.</p> <p>At its meeting on 21st January, 2010, the Committee heard that no response had been received from the Scottish Government and requested that officers send a reminder letter.</p> <p>A reminder letter has been sent by officers.</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>A report is on the agenda.</p>	<p>(1) Director of Housing</p> <p>(2) City Solicitor</p>	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 21st January, 2010, the Committee received a report on the catering services review and amended the recommendations to read:-</p> <p>“(a) note the information gathered by the review; and (b) instruct officers to develop a comprehensive action plan dealing with the organisational and strategic issues relating to catering services and exploring all options, reporting back to Committee in two cycles’ time.”</p>	Head of Shelter and Environment	29.04.10	

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		<u>(Catering Services Review cont.)</u>	The Committee also noted the scheme utilised at Cults Academy where S1 and S2 pupils are not allowed to leave the school at lunchtime had resulted in an uptake of pupils having school meals, and requested that officers prepare a report for the Education, Culture & Sport Committee, with a follow-up report to Corporate Policy & Performance Committee for information, advising on the possible benefits to all schools of the Cults scheme and of the pilot to introduce the same menu in all schools.		29.04.10	
10	Corporate Policy & Performance 10.09.09	<u>Single Outcome Agreement 2008/09 Performance Report</u> <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.	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 for adoption on 29 th April.	Head of Economic & Environment Sustainability	29.04.10	

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11	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>	<p>At its meeting on 21st January, 2010, the Committee requested that officers proceed as detailed in the draft proposal circulated to members, namely that the Director of Social Care and Wellbeing and a small group of relevant officers meet regularly with ACVO and relevant representatives of the sector on matters of shared interest, with any matters raised at these meetings then referred back to the appropriate Committee, with a report back to Committee advising of action to be taken to implement the proposal.</p> <p>A report is on the agenda.</p>	Director of Social Care and Wellbeing	04.03.10	
12	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>A report is on the agenda.</p> <p>A report is on the agenda.</p>	<p>Head of Service Design and Development</p> <p>Marketing Manager</p>	<p>04.03.10</p> <p>21.01.10</p>	04.03.10

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13	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>At its meeting on 21st January, 2010, the Committee resolved:-</p> <p>(a) to request that officers investigate the possibility of placing the Corporate Parenting DVD on a secure part of the intranet or the online training site which would allow members to view the DVD in their own time and would then be logged on their online training records; and</p> <p>(b) to request that officers from HR then contact all Elected Members to advise if the training would still proceed if the DVD was available to view online.</p> <p>Briefing sessions for Members have now been held; the DVD has been provided to all Members; and the content of the DVD is to be uploaded to the Zone online training site.</p> <p>Recommended for removal.</p>	Director of Social Care and Wellbeing	04.03.10	
14	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>	A full update report will be submitted to the April meeting of the Committee once all quarterly returns are received from projects.	Director of Corporate Governance	29.04.10	