

CYCLE 3 - COMMITTEE STATISTICS**The Tracker Shows the Reports Which are Expected to be Submitted to Future Committee Meetings**

| Report Title | Report author | Head of Service | Purpose of Report | Explanation if Delayed or Withdrawn |
|--|------------------------|------------------------|---|--|
| Tall Ships | Dawn Schultz | Richard Sweetnam | To instruct officers to work with the private sector and others to lever in private sector finance to meet at least 25% of any costs associated with the Tall Ship Race coming to Aberdeen in 2022; (vi) to take back a report to the Committee to include financial implications in six months' time | |
| Twinning & International Partnership grants | Dawn Schultz | Richard Sweetnam | Regular report to update council | |
| Strategic Infrastructure Plan – City Centre Living Study | David Lesley/Marc Cole | Angela Scott | 09/03 Business statement - The Committee agreed to approve expenditure of up to £30k to award a contract to Consultants to prepare a City Centre Living study and report progress back to Finance, Policy and Resources Committee in February 2017 (Now March 2017) | |

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| Towards A Fairer Aberdeen That Prospers For All 2017-20 | Dave Kilgour | Derek McGowan | <p>Update - Decision sheet 09/0 - to request officers to report back to a future Finance Policy and Resources Committee with a corporate framework linked to the Community Planning Partnerships Local Outcome Improvement Plan structure for overseeing the governance, performance and management for tackling poverty and inequalities;</p> <p>(iii) to request officers to have further discussion with Community Planning partners to identify further actions intended to address health inequalities and report back to Committee for the next cycle;</p> <p>(iv) to request officers to develop proposals and report back to Committee regarding how ongoing engagement with individuals and groups who are experiencing poverty will be progressed</p> | |
| Participatory Budgeting | Neil Cairnegie | Derek McGowan | <p>Officers have concluded a number of PB projects during 2016/2017 (including HRA funded initiatives and Fairer Aberdeen Fund) with the three Locality PB events concluding at the end of March 2017 which has included the use of online tools to support the process. Through the conclusion of these projects and ongoing work with PB Partners, Officers will deliver a policy based on Scottish wide and global best practice coupled with lessons learnt from PB activities up to March 17</p> | <p>A report is being made to the Communities, Housing and Infrastructure committee on 29 August 2017 proposing a Participatory Budgeting process during 2017/18. Work is on-going through Community Planning Aberdeen to develop our PB approach. The 2017/18 PB process and work being done through community planning should help determine a Council policy for PB.</p> |
| Public Bodies Duties Climate Change Report 16/17 | Amy Gray | Eric Owens | <p>The purpose of the report is to comply with the Climate Change (Scotland) Act 2009 requirement to publically report on our emissions performance</p> | |

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| Corporate Governance Financial Report - Quarter 1, 2017/18 | James Hashmi | Steven Whyte | For noting the financial performance of Corporate Governance, Revenue and Capital budgets and Earmarked Reserves and the provision of information on key variances contributing to the forecast outturn. | |
| Small Financial Assistance Grants and Gala Funding 2017/18 | Karen Black | Steven Whyte | Subject to applications being received. Each application requires consideration and a decision on the award of funding. | |
| Pension Fund Guarantee Requests | Sandra Buthlay | Steven Whyte | Subject to requests being received. To consider requests received from North East Scotland Pension Fund admitted bodies for Aberdeen City Council to become a guarantor for their pension fund liabilities. | |
| Living Wage Accreditation | Karen Templeton | Morven Spalding | | |
| Photovoltaic Panels | Stephen Booth | John Quinn | TBC | There is not any updates on the project to move forward a report at this time. |
| Middlefield/Northfield Place- Making | Bill Watson | John Quinn | This is a follow up to Middlefield/Northfield Place-Making and Active Travel Project & Environmental and Flood Prevention Works at Heathryfold Park, 2nd report | |
| Corporate Information & ICT Acceptable Use Policy | Helen Cannings | Simon Haston | The Information governance team has new and revised Information Governance Policies for committee approval | |
| Wallace Tower, Tillydrone | Jim Argo | John Quinn | This report gives an update on their progress and suggests options open to the City Council to potentially bring the property back into use. | |
| 87-93 Union Street and 1-6 Market Street | Stephen Booth | John Quinn | Update | No change since last report was brought to committee, nothing to report |

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| Policy Doc for Beer, Wines, Spirits Tender for Beach Ballroom | John Johnstone | Euan Couperwhite | The purpose of this report is seek the approval of committee to conduct a tender process for the provision of wines, beers and spirits to the Beach Ballroom for a maximum of four years and to seek approval of the estimated expenditure as detailed in this report. | |
| Management of gaps in the Public Transport Network | Chris Cormack | Eric Owens | To advise members on gaps in the public transport network and how they measure up against the Council's assessment criteria and to seek approval to address a number of gaps in the public transport network | |
| School/Social Work Transport – Framework Agreement Extension | Chris Cormack | Eric Owens | To seek approval to invoke the one year extension clause in the current Framework Agreement for the provision of school, college and social work transport | |
| Policy on Release of Balloons & Sky Lanterns | Sinclair Laing | Eric Owens | The purpose of this report is to highlight the costs of balloon/sky lantern releases and to seek approval for a policy be introduced limiting the practice. | |
| GRG paper: Communications Policy | Paul Smith | Angela Scott | To seek approval for a an updated Aberdeen City Council Communications Policy, which was first introduced in November 2015. Since the 2016 bond issue, the Council has been bound by associated regulatory requirements and these include stipulations around external communication in relation to subjects which may impact on the bond. The updated policy takes the implications of the bond into account, with specific clauses added. The policy includes refined approval processes to enhance operational efficiency within the External and Internal Communications team. | |
| Election Services Tender | Steven Dongworth | Ciaran Monaghan | To get approval to go to tender for the procurement of an electoral services contract, which provides printing, postal vote management, etc. needed for the running of electoral events. | |

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| CG Service Outcome Improvement | Martin Allan | | To present the Committee with the Corporate Governance Directorate Service Outcome Improvement Report which includes key performance information for the Service and how this relates to Strategic Priorities. | |
| Unrecoverable Debt | Wayne Connell | Steven Whyte | To seek Committee approval on Business Rates debts recommended as unrecoverable during 2015/16 and in excess of £25,000, as required in terms of Financial Regulations 5.3.4. To advise numbers and values of Council Tax, Business Rates and Housing Benefit Overpayments deemed to be unrecoverable during 2015/16 after all approved recovery procedures have been followed, as required in terms of Financial Regulations 5.3.4. | |
| Statutory Performance Indicators | Neil Buck | | To present the Committee with the 2016/17 outturn for the Council's Statutory Performance Indicators (SPI) | |
| Request for Rates Relief (Hardship) | Wayne Connell | Steven Whyte | to request the Committee to consider an application for rates relief (hardship relief) received from ITCA Training Ltd, who occupy business premises at Howemoss Drive, Dyce, Aberdeen. | |
| Crowdfund Aberdeen | Agata Kowal | Richard Sweetnam | are looking for approval from Committee to commit £10,000 to Crowdfund Aberdeen from the existing Economic Development Service, Project Development budget and also to approve the process for pledging to enable Aberdeen City Council to support local projects. | |
| Purchase of Ground at Wellington Road | Neil Strachan | John Quinn | The Scottish Government's position is that the land will need to be purchased by the Council at its valuation. The Council is to confirm if it wishes to progress with the purchase or not. If the Council does not wish to progress with the purchase the Scottish Government will look at alternative disposal options. | |

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| Development of Service Level Agreements (Equalities) | Sandra Howard | Derek McGowan | This report provides an update on progress since May 2017 on the development of Service level Agreement – Equalities | |
| Nelson Street Pavilion | Louisa Ratana Arporn | John Quinn | The Committee agreed to instruct the Head of Land and Property Assets to bring a further Report in relation to the property, Nelson Street Pavilion and Playing Fields, to the next meeting of the committee to include further analysis of the offers received, including a formal planning commentary on the site and potential uses; appropriate and deliverable on the site, the wider community benefits that could be delivered by the various offers and the likely scale of developers contributions based on the offers submitted | |
| Disposal of the former Victoria Road School | Neil Strachan | John Quinn | Update | |
| Condition & Suitability Updated 3 Year Programme | Alistair Reid | John Quinn | Update | |
| Response to Councillor Stewart | Neil Cairnegie/Arthur Barrie | John Quinn?derek McGoawn | The motion by Councillor Stewart was “ To instruct the Interim Director of Communities, Housing and Infrastructure to report on the proposition that where there are unreasonable delays in Capital Programmes of Works attributed to the Contractor, that (i) Council tenants and other affected householders should receive an appropriate payment payable by the contractor (to be provided for in the contract between the Council and the Contractor) to cover their reasonable losses and/or (ii) other methods of recompense should be made available. The report will also look at best practice adopted in this area by other Scottish Local Authorities” | Withdrawn -awaiting further information, officers will report for next cycle |

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| <p>Hillhead of Pitfodels - Proposed sale of farm house – redevelopment of derelict farm building</p> | <p>Jim Argo</p> | <p>John Quinn</p> | <p>This Committee’s meeting on 20th September, 2016 considered and approved the recommendations in a report on the above property (see Item 38 on page 24 of the Minutes). The report told Members that the cost of the repair and refurbishment of a semi-derelict house on site, for stable staff accommodation would be circa £180,000. Further investigation of the property’s condition and unforeseen problems in the scheme now leads to an upward revision in the estimated project costs to circa £245,000. Members are invited to approve the continuation of the scheme at the revised higher cost</p> | |
| <p>CHI/17/228</p> | <p>42998</p> | <p>Scott Ramsay</p> | <p>Richard Sweetnam</p> | |
| <p>Jessiefield Farm</p> | <p>Jim Argo</p> | <p>John Quinn</p> | <p>Jessiefield Farm, Hazlehead is owned by the City Council (Common Good) and leased to Mr. Douglas Strachan. He’s requested that he be permitted to renounce circa 12.45 acres of land from his lease, in favour of the City Council. Such a renunciation enables us, in turn, to grant a new lease of that land to Hayfield International to allow the construction of a new Equestrian Centre to replace the current Horse Riding School in Hazlehead Park.</p> <p>The report discusses the proposal and invites Members to approve a provisional agreement to give effect to these linked property transactions</p> | |

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| Lands of Skene, surplus houses | Jim Argo | John Quinn | The City Council own several farms outwith the City Boundary at Lands of Skene, Carnie – immediately to the south of Westhill. The farms are held on the Trust Funds Account. These farms are currently subject to rent review and as part of that provisional negotiation process, the farmers have offered to renounce two houses from their leases. The report discusses the offers and the financial consequences of same. | |
| Enforcement within the Private Rented Housing Sector | Ally Thain | Derek McGowan | The Committee agreed to instruct the Director of Communities, Housing and Infrastructure to bring a report to a future meeting of the Finance, Policy and Resources Committee outlining the options for enhancing the resources available for enforcement within the private rented housing sector and to draft a business case on how this could be done on a revenue-neutral basis. | |
| Mitigation of risks for new domestic gas servicing and maintenance contract | John Quinn | Bernadette Marjoram | 1.1 This report relates to the proposed new contract for gas servicing and maintenance of domestic boilers, which is planned to be procured in time for 1st Nov 2107. The purpose of this report is to advise the committee of the risks, and the proposed mitigation options that may be implemented, in accordance with existing procurement regulations. | |
| Loan to HyER | Yasa Ratneyeke | Richard Sweetnam | To ask members to consider a request from HyER (Hydrogen and Electro mobility in European Regions), to provide a loan of £50,000 to be paid back over a period of five years, with repayment deferred until 2019 | |
| Pinewood Hazledean | Stephen Booth | John Quinn | Negotiations with Dandara | |

CYCLE 4 - COMMITTEE STATISTICS

The Tracker Shows the Reports Which are Expected to be Submitted to Future Committee Meetings

| Report Title | Committee date | Report author | Head of Service | Purpose of Report | Explanation if Delayed or Withdrawn |
|---|-----------------------|----------------------|------------------------|--|--|
| Current Gas Central Heating Maintenance Framework Contract | 30/11/2017 | Colin MacIver | John Quinn | The Committee agreed amongst other things that an update report in relation to the contract be brought back to the Committee on 30 November 2017 | |
| Towards A Fairer Aberdeen That Prospers For All 2017-20 | 30/11/2017 | Dave Kilgour | Derek McGowan | Update - Business decision - 09/17 - to note the proposal to pilot school holiday meal provision in 3 primary schools is subject to confirmation that funding is available in the 2017/18 budgets and to evaluate and report back to Committee within 9 months. | |
| Furniture Storage and Removals and Domestic Furniture and Furnishings | 30/11/2017 | Graeme Gardener | Derek McGowan | 09/03 - The Committee agreed to instruct officers to report to Committee by December 2017 with an options appraisal for charging customers for the storage and removal of furniture. | |
| Approval to extend self-service payment kiosk contract | 30/11/2017 | Craig Farquhar | Ewan Sutherland | To renew the contract for maintenance and support for the existing self-service payment kiosks (It may be that when IT goes to committee the team may look to procure additional kiosks, which would slightly alter the purpose, but purpose will be updated if that's the case) | |
| Corporate Governance Financial Report - Quarter 1, 2017/18 | 30/11/2017 | James Hashmi | Steven Whyte | For noting the financial performance of Corporate Governance, Revenue and Capital budgets and Earmarked Reserves and the provision of information on key variances contributing to the forecast outturn. | |
| Small Financial Assistance Grants and Gala Funding 2017/18 | 30/11/2017 | Karen Black | Steven Whyte | Subject to applications being received. Each application requires consideration and a decision on the award of funding. | |

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| Pension Fund Guarantee Requests | 30/11/2017 | Sandra Buthlay | Steven Whyte | Subject to requests being received. To consider requests received from North East Scotland Pension Fund admitted bodies for Aberdeen City Council to become a guarantor for their pension fund liabilities. | |
| Treasury Management Policy and Strategy – Mid Year Review | 30/11/2017 | Neil Stewart | Steven Whyte | | |
| Corporate Governance Performance Scorecard | 30/11/2017 | Martin Allan | | | |
| Strategic Infrastructure Plan | 30/11/2017 | David Leslie | Craig Innes | | |
| Fairtrade | 30/11/2017 | Oluwatoyin Fatokun | Eric Owens | Update on Fair trade resolution | |
| FCHJU Fuel Cell Bus Commercialisation Project | 30/11/2017 | Andrew Win | Richard Sweetnam | At meeting on 9 March 2017 it was agreed an extension to timescale to allow for confirmation of status of external match funding. Expected close is now 31st October 2017. | |
| Unified Customer Communications & Collaboration | 30/11/2017 | Alexander Ryland | Ewan Sutherland | Request to procure a unified communications solution to replace existing telephony systems, hardware, maintenance, fixed line/mobile contracts, and contact centre systems. This is anticipated to achieve significant savings potential within IT & Transformation, and act as an enabling technology to savings elsewhere in the organisation. | |
| Site at Beach Esplanade/ King Street | 30/11/2017 | Louisa Ratana Arporn | John Quinn | Decision sheet 23.06, move fromm Full Council back to FPR | |
| Review of the Managing Substance Misuse Policy (tbc) | 20/09/2017 | Keith Tennant | Morven Spalding | This policy is concerned with further refining the processes involved when dealing with substance misuse cases. It also has the aim of updating the policy to reflect recent changes in legislation and support. | |
| Site at Beach Esplanade/ King Street | 30/11/2017 | Louisa Ratana Arporn | John Quinn | Decision sheet 23.06, move fromm Full Council back to FPR | |
| SUDS Section 7 | 30/11/2017 | Mike Cheyne | Mark Reilly | | |
| Twinning & International Partnership grants | 30/11/2017 | Dawn Schultz | Richard Sweetnam | Regular report to update council | |
| Service To Deliver Mobility Equipment Hire | 30/11/2017 | Sandra Howard | Derek McGowan | Update | |