

CYCLE 4 - COMMITTEE STATISTICS - 1/12/2017

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Report Title	Committee date	Report author	Head of Service	Purpose of Report	Explanation if Delayed or Withdrawn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	01/12/2017	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other things that an update report in relation to the contract be brought back to the Committee on 30 November 2017	Withdrawn - Report went to September committee, decision was made in September and no new recommendations. An update will be provided in Summer of 2018 on the progress.
Towards A Fairer Aberdeen That Prospers For All 2017-20 "Food and Fun" Evaluation	01/12/2017	Wilma Smith	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	01/12/2017	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. This report should detail our proposals to charge people, subject to a financial assessment, for storing their goods while we have a duty to them under homelessness legislation.	
Approval to extend self-service payment kiosk contract	01/12/2017	Craig Farquhar	Morven Spalding	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to procure additional kiosks, which would slightly alter the purpose, but purpose will be updated if that's the case)	Withdrawn - We have decided against procuring additional kiosks, and instead will just be extending the support and maintenance contract for the existing kiosks. The estimated expenditure is £16,000 which falls below the £50,000 requiring ctte approval
Council Financial Performance - Quarter 2 2017/2018	01/12/2017	Sandra Buthlay	Steven Whyte	For noting the financial performance of Council, Revenue and Capital budgets and Earmarked Reserves and the provision of information on key variances contributing to the forecast outturn.	

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Corporate Governance Financial Report - Quarter 2, 2017/18	01/12/2017	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	01/12/2017	Karen Black	Steven Whyte	Subject to applications being received. Each application requires consideration and a decision on the award of funding.	Withdrawn - To go as a service Update based on the March '17 meeting outcomes from committee
Pension Fund Guarantee Requests	01/12/2017	Lesley Fullerton	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.	Withdrawn - No request were received therefore no report required
Treasury Management Policy and Strategy – Mid Year Review	01/12/2017	Neil Stewart	Steven Whyte	To update the Committee on Treasury Management activities undertaken during financial year 2016/17.	
Corporate Governance Performance Scorecard	01/12/2017	Martin Allan			Withdrawn - the performance report was considered by the Cttee at its last meeting and is not due back to the Cttee until the early part of 2018.
Fairtrade	01/12/2017	Oluwatoyin Fatokun	Eric Owens	Update on Fair trade resolution. To review Aberdeen City Council's (ACC) progress against corporate policy and the Fairtrade Resolution.	Withdrawn - It was advised a service update would be sufficient due to their being no change since the last committee and the recommendation being note the report. .
FCHJU Fuel Cell Bus Commercialisation Project	01/12/2017	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. The purpose of the report is to confirm external match funding and operator commitment toward the FCHJU project	

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Unified Customer Communications & Collaboration	01/12/2017	Alexander Ryland	Simon Haston	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.	Withdrawn - Needs to go through transformation board 1st and will be brought back to a future committee once TOM structure has been implemented.
Procurement of Cash in Transit Services	01/12/2017	Irene deBoth	Craig Innes	The purpose of this report is to seek Committee approval to undertake a joint procurement exercise with Aberdeenshire Council for the provision of cash in transit services at an estimated Aberdeen City contract value of £xxx,xxx over a 5 year term	
Protective Monitoring	01/12/2017	Norman Hogg	Simon Haston	To provide assurance that Protective Monitoring is performed in line with legislation and best practice.	
Procurement of Debt Collection Sheriff Officer Services	01/12/2017	Phyllis Kennedy	Steven Whyte	to seek Committee approval to undertake a procurement exercise for the supply of Debt Collection Sherriff Officer Services	
Procurement of Payment Processing Services	01/12/2017	Wayne Connell	Steven Whyte	to seek Committee approval to extend the current Payment Processing contract, including approval of the expenditure for the extension and undertake a procurement exercise for the supply of Payment Processing Services.	
National and Local Rates Relief Schemes	01/12/2017	Ewan Wallace	Steven Whyte	to update Committee in relation to rates relief granted under both the national Transitional Relief Scheme and the local rates relief scheme.	

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Outcomes of the City Centre Living Study	01/12/2017	Scott Davidson	Marc Cole	will report on the outcomes of the City Centre Living Study	On hold - Aim is to meet the Febraury committee deadlines. The consultant's disappointingly presented to the CCMP Board on 17 October and were instructed to revisit the form of their report with the view to "Better to get it right" and put the report on hold until February. This means the revised version we won't receive it until Friday at the earliest (missing all current deadlines for November committtee). The revised reports then needs to be assessed and reviewed, this will take some time. As a result it can't be ready for November meeting.
Review of the Managing Substance Misuse Policy (tbc)	01/12/2017	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.	Delayed - Some further changes to the draft policy have been identified and officers are going to require to undertake more consultation with the trades unions. Having spoken with the Service Manager, it has been decided not to put this report to FP&R on 1/12/17 as there will likely not be time to achieve the Committee deadlines.
Site at Beach Esplanade/ King Street	01/12/2017	Louisa Ratana Arporn	John Quinn	Decision sheet 23.06, move from Full Council back to FPR	Delayed - Will be going to February committee, there is no update or progress on the sale of the property.

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SUDS Section 7	01/12/2017	Mike Cheyne	Mark Reilly	<p>Maintenance of SuDS within the boundaries or curtilage of a private property, such as a residential driveway or a supermarket car park, is the responsibility of the land owner or occupier.</p> <p>The Scottish Environment Protection Agency's (SEPA's) preference is for SuDS constructed outside the boundaries or curtilage of a private property to be adopted by Scottish Water, the local authority or a public body, and as such SEPA seeks a guarantee for the long term maintenance and sustainability of any SuDS implemented.</p>	Withdrawn - There is no information to report as the team is awaiting a decision from Scottish Gov and until that point a report can not be produced.
Twinning & International Partnership grants	01/12/2017	Dawn Schultz	Richard Sweetnam	Regular report to update council - The Twinning report is a standing item on the agenda	
Service To Deliver Mobility Equipment Hire	01/12/2017	Sandra Howard	Derek McGowan	Update	Withdrawn - Report not required as a service update was adequate enough after advise from committee services
Street Activity	01/12/2017	Mike Cheyne	Mark Reilly	The financial implications of the planned street activity for Aberdeen	Withdrawn - discussions with colleagues in Aberdeen Inspired this report is being pulled from this cycle to allow further discussions to take place. Aim to have this meeting in the new year.
Trade Waste Bins on streets	01/12/2017	Mike Cheyne	Mark Reilly	The purpose of this report is to update the policy regarding the ongoing practice of commercial waste containers being left on the public road and to define a restriction in collection times to control the indiscriminate obstruction of streets and pavements.	

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Developer Obligations Monitoring	01/12/2017	David Marshall	John Quinn	Report on the current situation with Developers contributions	Withdrawn - The report was moved to CHI committee and it was determined the Council is not legally required to report to committee on this matter. Legal and Gale Beattie informed David Marshall of the decision
Delays in Capital Programmes of Works Attributed to the Contractor – Motion by Councillor Jennifer Stewart	01/12/2017	Neil Cairnegie/Arthur Barrie	John Quinn/Derek McGowan	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”	
City Events 2018-19	01/12/2017	Dawn Schultz	Richard Sweetnam	Report on the events planned for 2018/19	
Disposal of the former Victoria Road School	01/12/2017	Neil Strachan	John Quinn	Update	
Report on Lease Issues with ALEOs	01/12/2017	Stephen Booth	John Quinn	A wider Report is to be incorporated into work on ALEO review and reported in November 2017.	

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Property Asset Management Policy and Framework	01/12/2017	Alastair Reid	John Quinn	In light of some pending related work streams proposing transformation a fuller and more appropriate report will be brought to a future committee.	Withdrawn - Will be going in Autumn 2018. Difficult to have a clear timescale due to the uncertainties of what transformation and the TOM will mean for assets. Until we know we can't write a strategy.
Enforcement within the Private Rented Housing Sector	01/12/2017	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.	
Barclay Review of Non-Domestic Rates	01/12/2017	Jamie Coventry	Richard Sweetnam	The Committee agreed to note the Scottish Government set up the Barclay review group to make recommendations that seek to enhance and reform the business rates system in Scotland to better support business growth and long term investment and reflect changing marketplaces which is due to report to Ministers in July 2017 and to instruct the Chief Executive to bring forward that report once published thereafter to the first available Finance Policy and Resources Committee	

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Sports Provision Across the City	01/12/2017	Euan Couperwhite	Euan Couperwhite	The Committee agreed to instruct the Head of Policy, Performance and Resources to undertake a review of sports provision across the city, taking cognisance of existing organisations providing sports facilities and present an integrated sports strategy to this committee later in the year.	
Revised Equal Pay Policy	01/12/2017	Keith Tennant	Morven Spalding	This report is concerned with seeking authority from Committee for a revised Equal Pay policy. This policy was due a review under the rolling programme of HR policy reviews. The document has been updated to reflect current organisational arrangements for ensuring equal pay, with changes including the extension of its scope to cover equal pay in relation to the various protected characteristics (not just gender) and the incorporation of the Council's most up-to-date equal pay statement.	On hold - HOS is still completing the research for the report and waiting on analytical information therefore a report will be presented to committee as there is not enough information, and the HOS wants the Committee/Councillors to have all the correct up to date information to make an informed decision, an aim to go to Feb 2018
Gordon Highlanders Museum - Financial Assistance - Motion by Councillor Cooke	01/12/2017	James Hashmi	Steven Whyte	In response to a Notice of motion by Cllr Cooke	
External Projects & Partnerships Activity	01/12/2017	Laura Paterson	Richard Sweetnam	Update report on the External Projects and Partnership ACC has currently	
Credit Rating Annual Review	01/12/2017	Sandra Buthlay	Steven Whyte	To update committee on the outcome of the annual review of the credit rating by Moody's.	
Participation Requests	01/12/2017	Elsie Manners	Derek McGowan	To approve the delegation of powers to Heads of Service across the Council to make decisions regarding participation requests.	Withdrawn - Now being submitted to December's full council.

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Common Good Land - UTG	01/12/2017	Cameron Bailie	Richard Sweetnam	Instruction to file a Court petition for the Common Good Land "change of use" that is required for the Union Terrace Gardens Project	Withdrawn - On advice from ACC's Legal team we have sought the advice of a QC to clarify a number queries surrounding the potential alienation of common good land related to the proposed buildings within the UTG project. At present Officers cannot make appropriate recommendations within the report without first considering the QC's advice and then evaluating if there are any risks or impacts that need to be taken into consideration and undertaking appropriate actions to minimise any issues that arise. As the QC's advice will not be passed back to ACC's Legal team until mid-November there is not enough time to make the necessary evaluations and produce the appropriate recommendations.
VisitAberdeen Update report	01/12/2017	Richard Sweetnam	Bernadette Marjoram	Update	Delayed - The report can not be produced until the outcomes are completed Visit Scotland's, until that point there is nothing to report. Visit Scotland are meeting at the start of 2018.
Cults Business Park, proposed extension of expiry date of ground lease	01/12/2017	Peter Lowe	John Quinn	Proposed extension of ground lease in return for premium payment to the City Council	
Fierce Beer Limited, Unit 24 Howemoss Drive, Kirkhill Industrial Estate, Dyce	01/12/2017	Peter Lowe	John Quinn	Proposed purchase of Industrial Investment property by City Council and "back to back " lease to an existing Council tenant Fierce Beer Limited who are extending their business.	Withdrawn - Fierce Beer are no longer extending their premises

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Procurement & Appointment of Contractor or Contractors for the Repair & Refurbishment of TNRP Industrial Property at Minto Drive, Altens Industrial Estate, Aberdeen	01/12/2017	Peter Lowe	John Quinn	Refurbishment and modernisation of Industrial Building within the TNRP Industrial portfolio.	
Proposed Sale of TNRP Industrial Property Site 17 Pitmedden Road Industrial Estate, Dyce, Aberdeen	01/12/2017	Peter Lowe	John Quinn	Proposed sale of City Council's interest in the subject property to tenant.	
Willowbank House (Aberdeen Business Centre) – option appraisal on future use	01/12/2017	James Argo	John Quinn	Willowbank House (Aberdeen Business Centre) is a City Council-owned investment property, under the management of the Head of Land & Property Assets. The report discusses its present condition, its market appeal, and sets out various options for the future of this property asset	Withdrawn - Officers never considered all the options therefore more research into the project is required so the report can be completed with all options covered.
Service Income Debt	01/12/2017	Wayne Connell	Steve Whyte	The purpose of this report is to seek approval in principle to sell Service Income debt that has been uncollected for more than 90 days to a 3rd party collection agent.	Withdrawn - Reason – to allow further work to be undertaken on analysing debt outstanding to determine some parameters around the type of debt that would/wouldn't be sold and to further understand the market for the type of debt the council has, to allow an assessment of whether it is worthwhile pursuing this further. late 2018

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Cost of Proposed Pupil Transport to Lochside Academy	01/12/2017	Andrew Jones	Euan Couperwhite	Sets out the costs of the options approved by the Education and Children's Services Committee for providing subsidised transport to school for pupils attending the new Lochside Academy from August 2018.	
AAG Summary Paper	01/12/2017	Scott Davidson	Marc Cole		

CYCLE 5 - COMMITTEE STATISTICS - 1/2/2018
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Report Title	Committee date	Report author	Head of Service	Purpose of Report	Explanation if Delayed or Withdrawn
Property Update report		Stephen Booth	John Quinn	Annual report	
Annual Report on Economic Panel (TBC)		Richard Sweetnam	Richard Sweetnam		
Twinning & International Partnership grants		Dawn Schultz	Richard Sweetnam	Regular report to update council	
Fraud, Bribery and Corruption Policy		Brian Muldoon	Steven Whyte	To update the existing policy	
Review of the Managing Substance Misuse Policy (tbc)	01/12/2017	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.	
Aberdeen in Colour		Scott Davidson	Marc Cole	to report on the Creative Lighting Strategy.	
City Centre Living		Scott Davidson	Marc Cole	to report the city living strategy and indicate acceptance.	
Ferryhill Engine Shed – Lease	01/02/2018	Louisa Ratana Arporn	John Quinn	09/03 Business statement - It was agreed to note that the Head of Land and Property Assets will report to the Property Sub Committee on 29 March 2016, with details of what the Trust has provided and a recommendation on a way forward.	
Former Bon Accord Baths Disposal	01/02/2018	Neil Strachan	John Quinn	Meetings are being held with Bon Accord heritage on a regular basis to assist them in the development plans for the facility and a report will be presented	

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Report Title	Committee date	Report author	Head of Service	Purpose of Report	Explanation if Delayed or Withdrawn
Denburn Car Park Site	01/02/2018	Neil Strachan	John Quinn	Discussions are ongoing with NHS Grampian. A joint valuation instruction is being negotiated with NHS Grampian. Due to the complexities around ownership and liabilities of the site officers have not yet been able to reach agreement. NHS Grampian remain in the process of relocating their services from the property	
Participatory Budgeting	01/02/2018	Neil Cairnegie	Derek McGowan	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	
Public Bodies Duties – Climate Change	01/02/2018	Amy Gray	Eric Owens	The Committee agreed to instruct the Interim Head of Planning and Sustainable Development to report back to this Committee in early 2018 with an action plan to improve performance and reporting.	Withdrawn - Climate Change report in the FP&R Committee Reports tracker for the 1st Feb 18 meeting. This resulted from a previous FP&R resolution to report back in early 2018. However, the work and therefore the report won't be ready for the Feb meeting

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Revised Equal Pay Policy	01/02/2018	Keith Tennant	Morven Spalding	This report is concerned with seeking authority from Committee for a revised Equal Pay policy. This policy was due a review under the rolling programme of HR policy reviews. The document has been updated to reflect current organisational arrangements for ensuring equal pay, with changes including the extension of its scope to cover equal pay in relation to the various protected characteristics (not just gender) and the incorporation of the Council's most up-to-date equal pay statement.	
VisitAberdeen Update report	01/02/2018	Richard Sweetnam	Bernadette Marjoram	Update	
Outcomes of the City Centre Living Study	01/02/2018	Scott Davidson	Marc Cole	will report on the outcomes of the City Centre Living Study	
Corporate Governance Performance Scorecard	01/02/2018	Martin Allan			
Site at Beach Esplanade/ King Street	01/02/2018	Louisa Ratana Arporn	John Quinn	Decision sheet 23.06, move from Full Council back to FPR	
Property Asset Management Policy/Strategy	01/02/2018	Alistair Reid	John Quinn	Annual report - TBC it is going, it may be later in the year	
Pension Fund Guarantee Requests	01/02/2018	Lesley Fullerton	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.	
Street Activity	01/02/2018	Mike Cheyne	Mark Reilly	The financial implications of the planned street activity for Aberdeen	
Market Operators Licence	01/02/2017	Dawn Schultz	Richard Sweetnam	TBC	

