

Capital Programme Committee Annual Effectiveness Report



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1. INTRODUCTION

- 1.1 I am pleased to introduce the first annual effectiveness report for the Capital Programme Committee. As members will be aware, as part of their interim assessment of the Council's governance arrangements in 2016, CIPFA recommended that committees review the extent to which they have operated within their Terms of Reference, through an annual report.
- 1.2 This first annual report is a good mechanism for the Committee to support the Council's improvement journey by demonstrating the ways that the Committee supports the principles of the Target Operating Model and contributes to the Local Outcome Improvement Plan, whilst also providing the opportunity to reflect on the business of the Committee over the past year and to look to the Committee's focus for the year ahead.
- 1.3 Throughout the first year, the Committee has worked collectively to approve and monitor the capital projects within the Aberdeen City Council Capital Programme.



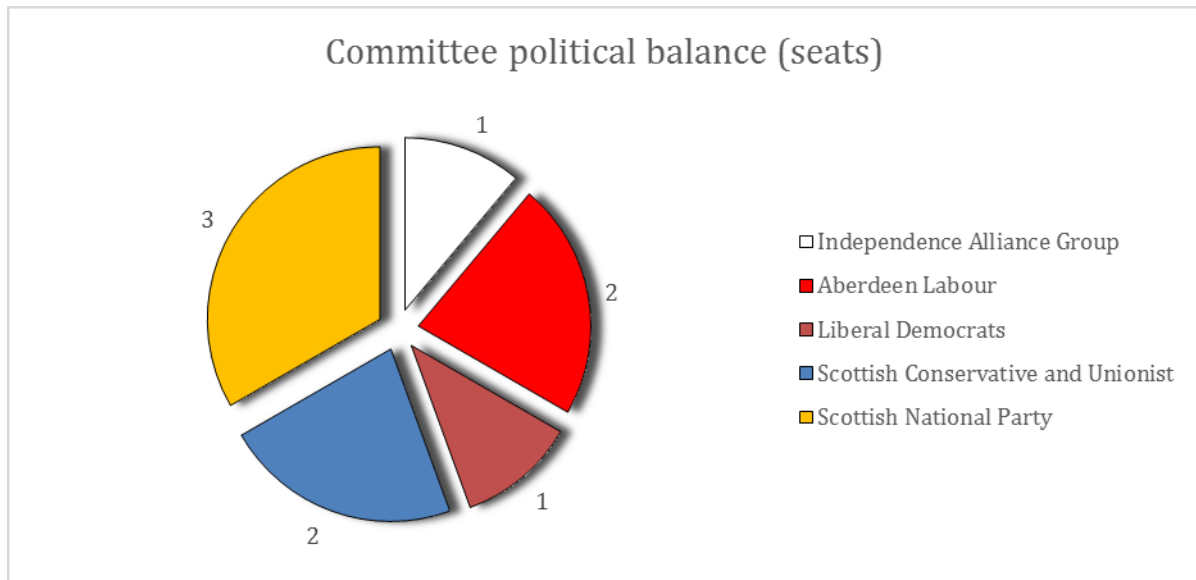
Councillor Marie Boulton, Convener

2. THE ROLE OF THE COMMITTEE

- 2.1 The role of the Committee is to oversee the governance and delivery of the capital projects which are set out within the Council's capital programme. This includes the consideration of any factors highlighted within any individual project's outline and full business case. The committee oversees the full life cycle of projects from their inception to their delivery and post-delivery evaluation.
- 2.2 The Committee also has an overarching role to take cognisance of how major infrastructure capital projects deliver outcomes which are aligned to the local development plan.
- 2.3 The Terms of Reference for the Committee as approved by Council on 5 March 2018 that applied to the committee's business during 2018/2019 are appended to the report.

3. MEMBERSHIP OF THE COMMITTEE DURING 2018/2019

- 3.1 The Capital Programme Committee has 9 members and the composition is presented below.



4. MEMBERSHIP CHANGES

- 4.1 There was one change to the Committee's membership throughout the reporting period with Councillor McLellan replacing Councillor Flynn in May 2018.

5. MEMBER ATTENDANCE

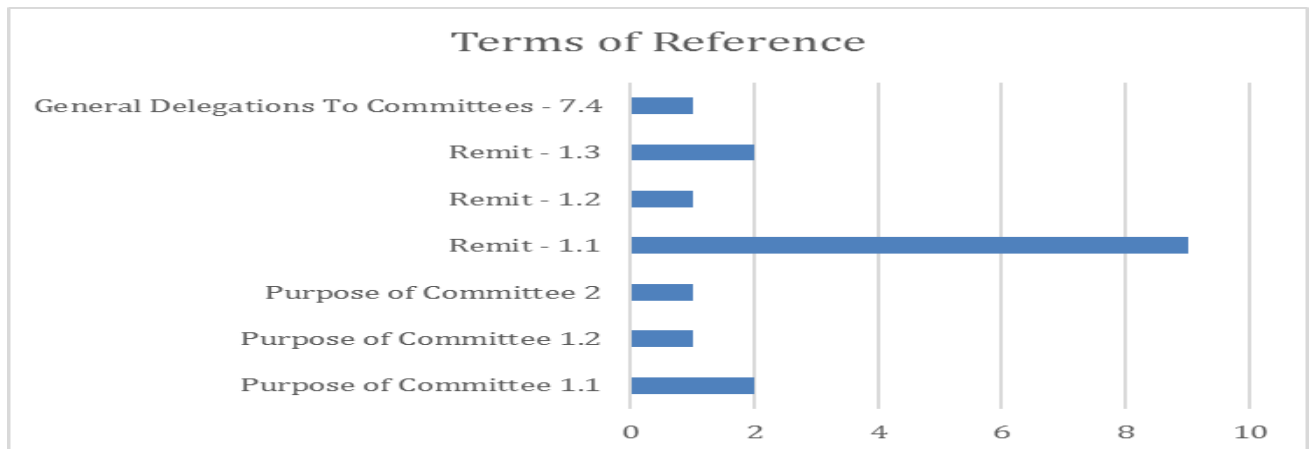
Member	Total Anticipated Attendances	Total Attendances	Nominated Substitute
Marie Boulton	3	3	
Douglas Lumsden	3	3	
Jackie Dunbar	3	2	1, Councillor Flynn
Stephen Flynn	1	1	
Gordon Graham	3	3	
Jenny Laing	3	3	
Alexander McLellan	2	2	
Alexander Nicoll	3	3	
Philip Sellar	3	3	
Ian Yuill	3	3	

6. MEETING CONTENT

6.1 During the 2018/2019 reporting period (6 March 2018 to 29 April 2019) the Committee had 3 meetings and considered a total of 14 reports.

6.2 Terms of Reference

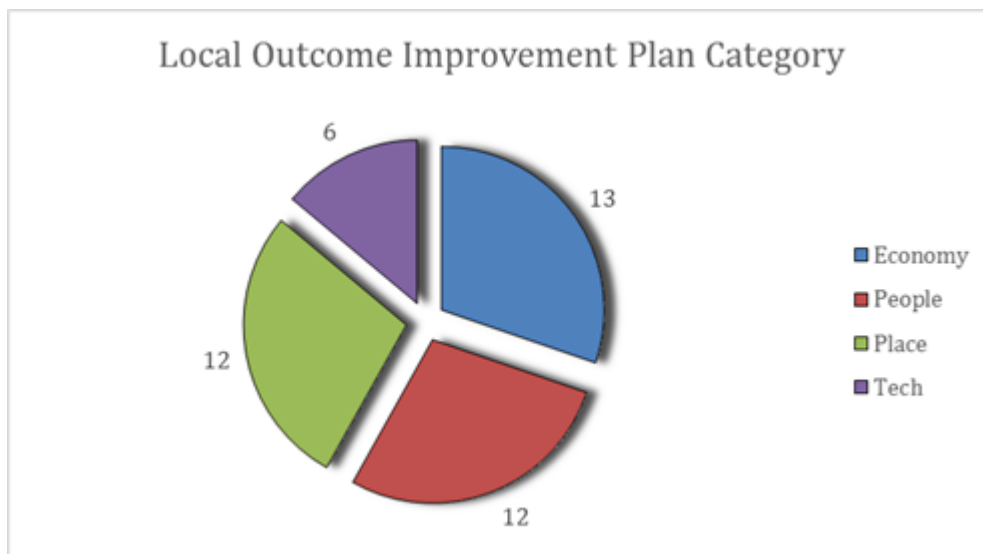
Of the 14 reports received the following table details how the reports aligned to the Terms of Reference for the Committee.



All sections of the committee's terms of reference were discharged through the course of the reporting period with reports relating to approval of capital business forming most of the business of the Committee. This would indicate that the committee has discharged the role set by Full Council.

6.3 Local Outcome Improvement Plan

The following table details of the 14 reports how many had a link to the themes of the Local Outcome Improvement Plan.



6.4 Reports and Committee Decisions

The following table details the outcome of the Committee's consideration of the 14 reports presented to it throughout the year.

	Total	% Total Reports
Number of confidential reports	0	0.0%
Number of exempt reports	3	21.4%
Number of reports where the Committee has amended officer recommendations	1	7.1%
Number and percentage of reports approved unanimously	14	100.0%
Number of reports requested by members during the consideration of another report to provide additional assurance and not in forward planner	1	n/a
Number of service updates requested by members during the consideration of another report to provide additional assurance and not in forward planner	0	n/a
Number of decisions delayed for further information	0	0.0%
Number of times the Convener has had to remind Members about acceptable behaviour and the ethical values of Public Life	0	n/a
Number of late reports received by the Committee	1	7.1%
Number of referrals to Council, or other Committees in terms of Standing Order 33.1	0	0.0%

6.5 Notices of Motion, Suspension of Standing Orders, Interface with the Public

	Total
Number of notices of motion	0
Number of times Standing Orders were suspended and the specific Standing Orders suspended	0
Standing order number (ref)	N/A
Number of deputations or other indicators of interface with the public, i.e. engagement and social media.	0
Number of petitions considered	0
Number of Members attending meetings of the committee as observers	0
Number of Meetings held by the Convener with other Conveners, relevant parties, to discuss joint working and key issues being raised at other Committee meetings	weekly

7. TRAINING REQUIREMENTS AND ATTENDANCE

7.1 The following specific Scheme of Governance training which is related to the operation of all Committees was provided:

- Scheme of Governance Effective Decision Making on 23, 27 and 28 March 2018
- Financial and Procurement Regulations on 23 and 29 March 2018

7.2 Training on the Councillors' Code of Conduct was provided in January and February 2018.

8. CODE OF CONDUCT – DECLARATIONS OF INTEREST

8.1 8 declarations of interest were made by Councillors during the reporting period.

9. CIVIC ENGAGEMENT

9.1 There have been a couple of instances where civic engagement has been carried out to try and ensure more people/communities and businesses are working together to help the community as a whole.

- Participation within the 'Trinity Group' which enables the private and public organisations to meet and discuss key issues which impact on the delivery of development across the city; and
- Holding a 'Developers Day' presentation to try and stimulate private developer interest in help deliver the councils housing aspirations.

9.2 The Committee's civic engagement activity is an area which still requires further development, but early consideration would suggest it can provide positive benefits for the delivery of the Councils aspirations

- 9.3 Looking forward to financial year 2019/2020 it is felt there would be benefit in holding similar types of meetings with other stakeholders, and more regular meetings between the public and private sector.
- 9.4 From a capital project perspective the intention is for the Capital Programme Committee to consider if there is benefit in holding 'key project' progress briefing sessions, to keep local communities informed.

10. OFFICER SUPPORT TO THE COMMITTEE

Officer	Total Anticipated Attendances	Total Attendances	Substitute Attendances
Steve Whyte, Director of Resources	3	3	0
Stephen Booth, Chief Officer Corporate Landlord	3	2	0
John Wilson, Chief Officer Capital	3	3	0
Jonathan Belford, Chief Officer Finance	2	2	0
Craig Veitch, Solicitor	3	3	0
Sandra Buthlay, Interim Chief Officer Finance	1	1	0

Outwith the main Committee support officers listed above, other officers also attend and support the Committee as required.

11. EXECUTIVE LEAD'S COMMENTS

- 11.1 One of the Council's transformation projects is to deliver the CIPFA Mark of Excellence in Good Governance. As part of this project, CIPFA recommended that each committee should annually review its effectiveness, including its information reporting needs. This would help ensure that each committee is following its terms of reference, is operating effectively and to identify any training needs or improvements to the Council's decision-making structures.
- 11.2 The committee would appear to be working effectively noting that:
- Throughout the year there was a small number of reports submitted to the committee,
 - No decisions required to be delayed;
 - There were 3 exempt reports presented to the Committee. Due to the commercial nature of our capital projects, disclosure of some commercial information could impact on the Council's duty to secure best value;
 - All sections of the terms of reference were engaged; and
 - All business was approved/noted unanimously.
- 11.3 Looking forward to the next financial year (2019/2020) there would be benefit and greater transparency if key project reports were submitted on a regular basis throughout a project's full project life cycle. This would provide increased understanding of the any interdependencies across the wider capital project portfolio.
- 11.4 In addition, project reports presented to the Capital Programme Committee would provide greater clarity and transparency to the challenges faced in meeting key milestones with earlier warning of any financial pressures on any given project.
- 11.5 There is an opportunity with new projects to develop interest and a learning opportunity with a small group of local school children. This can be

expanded wider to include local community groups who may have a particular area of interest in seeing the delivery of a project.

- 11.6 It is important that project post-evaluation reports are prepared to review whether desired outcomes have been achieved but also to inform lessons learned for any similar future projects.

12. NEXT YEAR'S FOCUS

- 12.1 Council on 4 March 2019 approved new Terms of Reference and a further review will be reported to Council in March 2020. Throughout the next reporting year, we will review the Terms of Reference in line with the business submitted to the Committee and reflect on whether any areas require refinement moving forward to ensure the efficient operation of the Committee.
- 12.2 From a governance perspective the Capital Programme Committee will focus on monitoring the progress and delivery of key projects which are aligned to the Local Outcome Improvement Plan (LOIP) and the Local Development Plan (LDP).
- 12.3 Throughout next year the Council faces difficult budget decisions and it will be critical to the successful delivery of desired outcomes that project delivery is scrutinised and challenged. The progress of projects through their project life cycle will be reported on a more regular basis to ensure milestones are being achieved as expected, and project expenditure is within approved budgets.
- 12.4 Balanced with this, the approval process to project manage projects provides greater delegation powers to assist their delivery.
- 12.5 Aligned with this, early in the new financial year a new capital project 'dashboard' will be developed to provide greater clarity and transparency of projects. This will provide an extra level of scrutiny which can be accessed at any time throughout the financial year. At a glance it will show if policy priorities and political priorities are being met.

CAPITAL PROGRAMME COMMITTEE

PURPOSE OF COMMITTEE

1. To oversee and monitor the development, approval and delivery of the Council's capital programme, including:
 - 1.1 those projects flowing from the City Centre Masterplan, the Aberdeen City Region deal, the Common Good and General Fund Capital Programme and the Housing Revenue Account, and
 - 1.2 those interventions that contribute to the overall place outcomes for the City as a result of investment in infrastructure.
2. To oversee major infrastructure planning in the City.

REMIT OF COMMITTEE

1. The Committee in relation to the capital programme will:-
 - 1.1 scrutinise and approve outline and full business cases for supporting new capital investments, ensuring that all appropriate consultation has been undertaken;
 - 1.2 review progress in the delivery of the benefits of the capital programme through receipt and scrutiny of Post Project Evaluations (PPE's) and Post Occupancy Evaluations (POE's); and
 - 1.3 request a report to allow for the detailed consideration of any project which is of particular concern or interest.
2. The Committee, in relation to major infrastructural planning, will oversee and monitor the Local Development Plan, subject to a final approval being given by Council.

JOINT WORKING WITH OTHER COMMITTEES:

The Committee will maintain an awareness of key issues arising through the work of other committees of the Council, through lead officers, conveners and vice conveners working together, and attending other committees as observers. Specifically:-

The Capital Programme Committee and Strategic Commissioning Committee will cooperate to ensure that resources are allocated strategically to support outcomes.

The Capital Programme Committee and City Growth and Resources Committee will cooperate to promote city growth and place planning.

JOINT WORKING WITH NON COUNCIL BODIES:

The Committee, through its lead officers, will regularly consider key issues arising through other external organisations, including:

- the Aberdeen City Region Deal Joint Committee
- Opportunity North East
- the Regional Advisory Board
- Aberdeen Inspired
- VisitAberdeenshire
- the Scottish Cities Alliance
- the Aberdeen Renewables Energy Group
- the Strategic Development Planning Authority
- EU Regional and Thematic Groups
- the World Energy Cities partnership
- CoSLA
- coordinating structures emerging from the Council's Urban Governance Framework

Executive Lead: Director of Resources

