

SCHEME OF GOVERNANCE REVIEW

PROPOSED CHANGES FOR FULL COUNCIL - 28 FEBRUARY 2022

Proposed amendments and additions shown below (new wording in red)

POWERS DELEGATED TO OFFICERS

REFERENCE	CHANGE	RATIONALE
Interpretation - 5	Add the following wording... References to the Lord Provost, the Leader of the Council, the Business Manager, Conveners and other elected members include references to their nominees. For the avoidance of any doubt, such nominees must be elected members of the Council.	To provide clarity where, for example, a member is on annual leave, on paternity/maternity leave or absent due to ill health.
Interpretation – new provision	8. For the avoidance of any doubt, references to the North East Scotland Pension Fund include references to the Aberdeen City Council Transport Fund.	Clarification
General Delegation 3	3. To sign, give, issue and serve: a. statutory notices, statutory orders and other statutory documents, and b. other notices, orders and documents of a legal nature (except, unless otherwise authorised in terms of this Powers Delegated to Officers document, deeds and contracts), and to exercise any powers pursuant to any such notices, orders and documents.	Clarification
General Delegation 18	Various minor amendments	To reflect the re-worded powers of the CO-P&OD re staff resources and recruitment.
General Delegation 23	Commeri c ial	Correction
General Delegation 24	To authorise, following consultation with the Chief Officer – Governance Data and Insights :....	To reflect CO-D&I's oversight of data matters such as data sharing agreements.

REFERENCE	CHANGE	RATIONALE
General Delegation 25	<p>To approve applications for grant funding. Thereafter, and, following consultation with the Convener of the City Growth and Resources Committee, to authorise the acceptance of the grant funding (whether or not it was applied for) and to sign any documentation relating to the grant funding, provided that the any terms and conditions of such funding have been approved by the Chief Officer - Finance and the Head of Commercial and Procurement. Expenditure of such grant funding may then be approved by the relevant Chief Officer provided that sufficient budgetary provision exists to meet any match funding obligations. Any expenditure is subject to terms and conditions and in compliance with the ACC Procurement Regulations and Financial Regulations in all respects other than approval of expenditure. Expenditure of such funding is subject to compliance with the ACC Procurement Regulations where applicable.</p>	<p>To clarify that it applies also to acceptance and expenditure of funding which ACC has not applied for – e.g. where it was just given to ACC for a particular purpose by the Scottish Government. The delegation to sign documents (i.e. grant acceptance letters/ agreements) has also been included, given there is already an obligation to consult with the Head of Commercial and Procurement and Chief Officer – Finance on the terms and conditions beforehand.</p> <p>Deleted text – rules re. expenditure have been relocated to the ACC Procurement Regulations. See new PR 4.1.1.8 below.</p>
General Delegation 47	<p>Following consultation with the Chief Officer - Finance, to;</p> <ul style="list-style-type: none"> a. accept bequests and donations (of money and property, other than land or buildings) which relate to a function or matter within their remit or area of responsibility as Chief Officer and to take or instruct any actions which they deem appropriate in relation to such acceptance, subject to the ACC Financial Regulations and ACC Procurement Regulations; and b. approve the sale or other use of such property in accordance with any terms applying to the bequest or donation, subject to the ACC Financial Regulations. Expenditure of a monetary bequest or donation, or of money realised from the sale of property which is the subject of a bequest or donation, is subject to compliance with the ACC Procurement Regulations where applicable. 	<p>To expressly cover use of bequests and donations.</p>

REFERENCE	CHANGE	RATIONALE
General Delegations – new power	<p>To approve the use, subject to appropriate conditions, by other persons or organisations of photographs or other visual, audio or written material owned by the Council. Where <u>no</u> charge is to be made for such use, the conditions must be approved by the Chief Officer – Governance. Where a charge <u>is</u> to be made for such use, the conditions must be approved by the Head of Commercial and Procurement.</p> <p>This power:</p> <ul style="list-style-type: none"> • does not include use of the Council’s crests and the coat of arms of Aberdeen, in respect of which the Chief Officer – Governance has a delegated power; and • is subject to Standing Order 39 (Filming, Photographing and Recording of Meetings) of the Council’s Standing Orders for Council, Committee and Sub Committee Meetings. 	To provide a more specific power for such matters.
General Delegations – new power	To undertake Trade Union and staff consultation on all matters within delegated authority in line with our statutory duties, employment law and the FAIR agreement.	Replicates a CO-P&OD power for use by other Chief Officers.
General Delegations – new power	To approve, following consultation with the Chief Officer – Governance, the appointment of any officer within the relevant Chief Officer’s function or cluster as a trustee of a trust following upon a request by another party that the officer (by reason of the Council office they hold) should become such a trustee.	To cover where, for example, a headteacher (by virtue of their post) is invited to become a trustee.
CO-Gov 1	<p>Following consultation with the Business Manager, to amend the Council’s Scheme of Governance documentation to:....</p> <ul style="list-style-type: none"> • reflect the law (including changes to the law), government guidance, regulators’ guidance, codes of conduct, codes of practice, other Council policies and decisions; and 	For clarity and completeness.

REFERENCE	CHANGE	RATIONALE
CO-Gov 16	To appoint officers as Designated Senior Officers, under the Council’s Use of Investigatory Powers Policy and the Investigatory Powers Act 2016, to confirm and authorise the acquisition and use of Communications Data, subject to any such appointee having already undertaken appropriate training.	To refer to new legislation (Investigatory Powers Act 2016 instead of Regulation of Investigatory Powers Act 2000).
CO-Gov 21	To create, maintain and amend civil contingency plans (whether or not in relation to emergencies) and associated procedures, protocols and guidance, all in terms of the Civil Contingencies Act 2004 and the Civil Contingencies Act 2004 (Contingency Planning) (Scotland) Regulations 2005 where applicable.	To include civil contingencies which are not emergencies as defined by the legislation.
CO-Gov 27	In relation to applications for the grant, variation or renewal of licences, orders, permits and registrations under the Civic Government (Scotland) Act 1982 and its associated regulations, the Theatres Act 1968 , the Cinemas Act 1985 and the Deer (Scotland) Act 1996, to:	The Theatres Act 1968 has been repealed.
CO-Gov 44	In relation to any company or entity (existing or prospective) of which the Council is, or is proposed to be, a member or shareholder (other than an Arm’s Length External Organisation (ALEO) of the Council), to agree minor amendments to the Memorandum, Articles of Association and any other constitutional document of such a body and to execute written resolutions or vote at a meeting of such a body on behalf of the Council in relation thereto and to act on behalf of the Council on any other matters arising in respect of such bodies.	To cover <u>prospective</u> entities and for clarity – “shareholder” is the more familiar term to describe someone who holds shares in a limited company.
CO-Gov – new power	In relation to the Council’s crests and the coat of arms of Aberdeen, to take any actions which the Chief Officer - Governance considers to be in the interests of the Council.	To provide a specific power to address misuse.

REFERENCE	CHANGE	RATIONALE
CO-Gov – new power	To approve the entering into or signing of any pledge or declaration or similar document (or to arrange for any of these things to be done) in circumstances where, following consultation with the relevant Chief Officer (or their deputy or nominee) and the Leader, the Chief Officer - Governance is satisfied that it is in the interests of the Council to do so.	To cover matters such as COP26-related pledges where there is no time to seek approval from a scheduled committee.
CO-Gov – new power	Following consultation with the Chief Officer – City Growth and the Head of Commercial and Procurement, to give notice to the Secretary of State in terms of the National Security and Investment Act 2021 and to take any other appropriate action in terms of that legislation.	To reflect new legislation which provides for systems of mandatory notification and voluntary notification by proposed acquirers of shares or voting rights in certain types of entity where there may be national security implications.
CO-Gov – new power	Following consultation with the Director of Resources, to undertake any necessary actions or procedures, and to sign any documentation, on behalf of the Council in order to finalise any director appointments to Bon Accord Care Ltd and/or Bon Accord Support Services Ltd.	Reflects Urgent Business Committee decision of 6 July 2018.
CO-O&PS – 6 and 7	<p>6. To commence and complete the statutory procedure set out in the Local Authorities' Traffic Order (Procedure) (Scotland) Regulations 1999 and undertake all necessary preparation prior to making orders under the Road Traffic Regulation Act 1984, sections 1, 2 and 4 (road traffic regulation orders), only bringing the matter before the Operational Delivery Committee where, following consultation with such members as the Chief Officer deems appropriate, an objection is received or where there are unresolved outstanding objections arising from the statutory public consultation process.</p> <p>7. To commence and complete the statutory procedure set out in the Local Authorities' Traffic Order (Procedure) (Scotland) Regulations 1999 and undertake all necessary preparation prior to making orders under the Road Traffic Regulation Act 1984, sections 9 and 10 (experimental traffic regulation orders - "ETRO") and thereafter to make and sign experimental</p>	To expressly cover the creation of Experimental Traffic Regulation Orders.

REFERENCE	CHANGE	RATIONALE
	<p>traffic regulation orders and implement them; only bringing the matter before the Operational Delivery Committee where either or both of the following applies:</p> <p>7.1 prior to or following implementation of the ETRO the Chief Officer consults with such members as the Chief Officer deems appropriate, and an objection is received from such members (excepting where the ETRO has been instructed for implementation by a Committee of the Council); or</p> <p>7.2 the ETRO states that the Council will consider making the order permanent, and the Chief Officer proposes to make the ETRO permanent, and there are unresolved outstanding objections arising from the statutory public consultation process following implementation of the ETRO.</p> <p>7. 8. To make and sign permanent traffic regulation orders (including orders which have been converted from ETROs) and implement them where the statutory /public consultation process yields no objections or, where objections have been received, the orders have gained the appropriate committee approval; and to authorise second tier and third tier roads officers to make and sign and implement such orders in these circumstances.</p> <p>8. 9. To make and sign, and to authorise second and third tier roads officers to make and sign, temporary traffic orders.</p> <p>9. To commence and complete the statutory procedure set out in the Stopping Up of Roads and Private Accesses and the Redetermination of Public Rights of Passage (Procedure) (Scotland) Regulation 1986 and undertake all necessary preparation prior to making orders under the Roads (Scotland) Act 1984, sections 68, 69 (“Stopping Up” orders), only bringing the matter before the Operational Delivery Committee where, following consultation with such members as the Chief Officer deems</p>	

REFERENCE	CHANGE	RATIONALE
	<p>appropriate, an objection is received or where there are unresolved outstanding objections arising from the statutory consultation process.</p> <p>10. To redetermining the means by which the public right of passage over, or any part of, any public road, may be exercised by an order under the Roads (Scotland) Act 1984, section 152(2) (“Redetermination Orders”) and to commence and complete the statutory procedure set out in the Stopping Up of Roads and Private Accesses and the Redetermination of Public Rights of Passage (Procedure) (Scotland) Regulation 1986 for making such orders, only bringing the matter before the Operational Delivery Committee where, following consultation with such members as the Chief Officer deems appropriate, an objection is received.</p> <p>11. To make and sign, and to authorise officers to make and sign, Stopping Up orders, Redetermination Orders and temporary traffic orders under Section 14 of the Roads Traffic Regulation Act 1984.</p>	
CO-O&PS - 15	Delete	No.15 is basically identical to No.5 (the latter will be retained).
CO-O&PS - 23	To enforce, and authorise officers to enforce, the provisions of the Environmental Protection Act 1990, the Waste (Scotland) Regulations 2005, the Waste (Scotland) Regulations 2011, the Waste (Scotland) Regulations 2012 and other relevant legislation relating to waste.	To explicitly refer to other waste legislation.
CO-O&PS – 24 (abandoned vehicles)	Transfer to CO-EI&CE	Internal transfer of function.
CO-O&PS 46	<i>To enforce and exercise powers under, and authorise officers to enforce and exercise powers under, the appropriate provisions of the following legislation:-....</i>	Clarification
CO-O&PS 56	Food Safety Act 1960 -1990	Correction
CO-O&PS - 62 (markets)	Transfer to CO-Corp Landlord	Internal transfer of function.

REFERENCE	CHANGE	RATIONALE
CO-O&PS – 63	Facilities Management 63. To deliver free school meals to eligible school pupils (section 53 of the Education (Scotland) Act 1980).	Heading added for clarification.
CO-CE -1	To administer, collect, pursue and enforce recovery of council tax and non-domestic rates in accordance with appropriate regulations, legislation and council policy.	For consistency with powers below.
CO-CE - 12	To collect, pursue and enforce recovery of all service income due to the Council, excluding housing rents , in accordance with appropriate regulations and legislation.	Clarification in light of power below.
CO-CE – new (after 12)	To collect, pursue and enforce recovery of Council house unpaid rent in accordance with legislation.	To cover pursuit of Council house rent by CO-CE.
CO-CE no.16 (FOI)	<i>b. determining the type of review to be undertaken in each case; and approval of officers to be members of review panels; and to authorise officers to take any such actions or decisions.</i>	Layout clarification/correction – red highlighted wording to be moved down a line because it applies to all the actions/decisions, not just those at (b).
CO-CE – new powers	To sign and to serve (and to authorise officers to sign and to serve) Notices of Proceedings for Recovery of Possession of Council houses, in terms of the Housing (Scotland) Act 2001. To instruct the raising on behalf of the Council of proceedings for recovery of possession of Council houses on any of the grounds specified in Part 1 of schedule 2 to the Housing (Scotland) Act 2001 or otherwise in terms of that Act or on any other lawful grounds.	To allow CO-CE to use such measures to address unpaid Council house rent - whereas these powers currently sit with CO-EI&CE.
CO-EI&CE - 11	To sign and to serve (and to authorise officers to sign and to serve), and to authorise Local Housing Managers to sign, Notices of Proceedings for Recovery of Possession of Council houses, in terms of the Housing (Scotland) Act 2001.	Clarification.

REFERENCE	CHANGE	RATIONALE
CO-EI&CE - 12	To instruct the raising on behalf of the Council of proceedings for recovery of possession of Council houses on any of the grounds specified in paragraphs 1—15 inclusive of Part 1 of schedule 2 to the Housing (Scotland) Act 2001 or otherwise in terms of that Act or on any other lawful grounds.	Because a ground 15A (re domestic abuse) is due to come into force at some point in the future.
CO-EI&CE – new (under Housing Tenancies)	To collect, pursue and enforce recovery of Council house unpaid rent in accordance with legislation.	Clarification of role regarding pursuit of Council house rent.
CO-EI&CE - new power	Approve Short-Term Let Licence applications subject to the standard conditions, where there are no objections, concerns or contentious issues.	New licensing regime to be in place by October 2022.
CO-CG - 2	Following consultation with the Chief Officer – Customer, To authorise international travel of officers to accompany works of art to and from overseas venues - where such works of art are being loaned to such venues and where all costs are covered by the borrower.	Such consultation no longer considered necessary.
CO-CG - 3	To make bookings for exhibitions, recitals, festivals, concerts, races and other cultural events within the city within any such financial limits as may be set by the Council, providing that, where the events are procured, the ACC Procurement Regulations shall apply.	To better reflect the CO-CG’s broad remit.
CO-CG – 9	To cancel or postpone any exhibitions, recitals, festivals, concerts, races and other events within the city, following consultation with the Leader and the Lord Provost.	Clarification.
CO-CG - 19	Delete “1” at start and add bracket at end	Correction.
CO-CG - new power	To a. deliver events which Council, committee or sub-committee has previously approved; b. take all actions which may be necessary or expedient in connection with such delivery; and	Points a and b explicitly set out the power to deliver already-approved events and to undertake associated actions.

REFERENCE	CHANGE	RATIONALE
	c. following consultation with the Leader and the Lord Provost, alter the size, scope, duration or other particulars of such events where the Chief Officer – City Growth deems this to be necessary, providing that, where events are procured, the ACC Procurement Regulations shall apply.	Sometimes plans and scope etc will need to be changed at short notice in unforeseen circumstances.
CO-CG - new power	Following consultation with the Leader and the Lord Provost, to determine that events shall take place and/or to deliver or approve events (and to take all actions which may be necessary or expedient in connection with such events) where it is not reasonably practicable to seek prior Council, committee or sub-committee approval.	To expressly cover decision-making around delivery in urgent situations (e.g. national days of mourning events, civic events).
CO-CG – new power	Following consultation with the Chief Officer - Operations and Protective Services and the Chief Officer – Governance, to make any determinations or decisions on behalf of the Council under any pandemic-related legislation concerning event capacities or attendances which may be in force from time to time.	To expressly cover decision-making under any future pandemic-related legislation.
CO – Education - 1	To approve, in consultation with the Early Learning and Childcare Programme Board, specific grants from the Partner Providers Grant Funding Scheme, to individual Early Learning and Childcare Providers, to support infrastructure projects and increase quality provision for the delivery of expanded hours of Early Learning and Childcare.	To cover the anticipated expansion of out of school care which is not classed as part of the expansion.
CO – Education - 5	To make decisions as to limiting determining the capacity of schools, the management of roll capping and the reservation of school places in both primary and secondary school.	To clarify that the CO can increase capacity figures as well as decrease them.
CO – Education – new power	In relation to any schools (whether nursery, primary, secondary or special schools) under the management of the Council, to decide to temporarily: <ul style="list-style-type: none"> close such schools or parts of such schools; 	To more explicitly cover such decisions – most likely in the event of severe weather, flooding, pandemic impacts, staff sickness bug, heating failure, utilities failure in building etc.

REFERENCE	CHANGE	RATIONALE
	<ul style="list-style-type: none"> • cease providing early learning and childcare to particular year groups; and/or • cease providing school education on school premises to particular year groups and make alternative provision of such education to them; <p>where, following consultation with the Convener of the Education Operational Delivery Committee where reasonably practicable, the Chief Officer considers that such action is necessary due to exceptional circumstances.</p>	
Head of C&P - 6	To sign (and to authorise the Team Leader of the Commercial Legal Team officers to sign) deeds, contracts, agreements, notices, orders and other documents to which the Council is a party.	To match CO-Gov no. 41.
CO-Finance – new power 47	Following consultation with the Chief Officer – Governance, to sign (and to authorise officers to sign) any agreement or other document concerning the administration of the North East Scotland Pension Fund as described in the power relating to “Pensions” delegated herein to the Chief Officer – Governance, where that agreement or document entails the signatory certifying or declaring matters which fall within the remit of the Chief Officer – Finance.	Where a document involves the signatory personally certifying or declaring certain matters (e.g. factual matters), it would be more appropriate for it to be signed by the Chief Officer having knowledge or responsibility for those matters.
CO-IC&FS - 47	Transfer to CO – Education	Relates to “2 year plans for day care and out of school care”.
CO-P&OD	Various minor amendments – including separating out existing powers to provide greater clarity. Please see CO-P&OD section at Appendix E for the full details.	Clarification.
CO-D&T	Replace powers 1– 3 with:-	To more clearly cover public cloud services and different digital delivery models and to increase

REFERENCE	CHANGE	RATIONALE
	<ol style="list-style-type: none"> 1. To determine the specification and implementation of all hardware and software digital solutions adopted for use within the Council. 2. To secure the Council's digital infrastructure and information assets, including the application or removal of restrictions and tools to balance the needs of business against the risk of cyber attack. 3. To engage with potential suppliers and to pilot new digital technologies, subject to the ACC Procurement Regulations. 4. To alter ICT service hours and availability of ICT support. 	the focus on managing cyber security risk as a separate delegated responsibility.
Appendix 1	Animal Health Act 1981 Inspectors and officers necessary for the execution and enforcement of this Act.	To reflect CO-O&PS 46.

STANDING ORDERS

REFERENCE	CHANGE	RATIONALE
Page 3, 11.1.1.4, 11.2.1.3, Title of SO23	Declarations of Interest and Transparency Statements	To reflect the new Code's reference to transparency statements.
5	Any Member elected or appointed as Lord Provost, Depute Provost, Leader or Co Leaders of the Council, Depute Leader of the Council, Business Manager or Depute Business Manager, or as Convener or Vice Convener can only be removed from office by a resolution by Full Council following a Notice of Motion submitted at least three weeks prior to the Council meeting in accordance with Standing Order 12. For the avoidance of any doubt, for the purposes of this Standing Order 5, such removal of a Member means removal against the wishes of that Member.	Clarification.
7.3	Replace semi-colon with comma, and re-ordering of wording.	Correction and clarification.

REFERENCE	CHANGE	RATIONALE
8.1	A special meeting of the Council, a Committee or Sub Committee may be called at any time by its Convener, subject to Standing Order 10.1.	To clarify that at least 5 clear days' notice is required in line with SO10.1 (note: SO10.1 does not apply to UBC or Licensing Sub Committee).
12.2	Notices of Motion should must be submitted to the Clerk in writing at least three weeks prior to the meeting.	Clarification to reflect 12.9.
12.2.1	The Clerk will then be responsible for collating the views of the relevant Director(s), Chief Officer - Governance, Chief Officer – Finance, any other relevant Chief Officer(s) or external partner(s) , and presenting these to the Member	To reflect that Notices of Motion may require external partners to be consulted – for example on public protection matters relevant to Police/Fire.
12.6	A Notice of Motion will be determined incompetent if:-....but will not be determined incompetent solely on the ground of not complying with a Standing Order if it is seeking suspension of that Standing Order.	Clarification.
13.2	Reports must be provided in draft to the following for consultation in accordance with the published timetable:- 13.2.1 Chief Officer - Finance 13.2.2 Chief Officer - Governance 13.2.3 Chief Officer – Strategic Place Planning 13.2.4 Chief Executive 13.2.5 Clerk 13.2.6 Administration Leaders 13.2.7 Convener of the City Growth and Resources Committee 13.2.8 Convener and Vice Convener of Council or the relevant Committee or Sub Committee 13.2.9 Business Manager 13.2.10 Executive Lead for their respective committee	To allow the Chief Officer – Strategic Place Planning to be consulted on all draft reports from a strategic place planning perspective.

REFERENCE	CHANGE	RATIONALE
23	<p>Replace with....</p> <p>23.1 Members must adopt the 3-stage approach (Connection – Interest – Participation) set out in section 5 (Declaration of Interests) of the Code of Conduct for Councillors.</p> <p>23.2 A Member will declare their interest as early as possible in meetings. Where they have declared an interest, they must withdraw from the meeting room (including from any public gallery). They must not participate in any way in those parts of meetings where they have declared an interest. If the meeting is being held online, the member must retire to a separate breakout room or leave and re-join after the discussion on the matter has concluded. It is not sufficient for them to turn off their camera and/or microphone for the duration of the matter.</p> <p>23.3 When making a declaration, a member should provide enough information for those at the meeting to understand why they are making a declaration.</p> <p>23.4 Members should consider whether it is appropriate for transparency reasons for them to state publicly in the meeting where they have a connection, which they do not consider amounts to an interest. Such a statement is referred to in these Standing Orders as a “transparency statement”.</p>	Reflects the new Code of Conduct for Councillors and its accompanying Guidance.
28.1.3 and 28.1.4	Proposing that an item or items....	To clarify that a procedural motion may cover more than one item.
29.3.4	other relevant Chief Officer(s) or external partner(s).	To be consistent with the proposed addition to 12.2.1. For example, Police/Fire colleagues may need to be consulted on motions and amendments.

REFERENCE	CHANGE	RATIONALE
29.6	All motions and amendments must be relevant to the report item of business on the agenda.	To clarify that motions and amendments need not relate to a report – they could also, for example, relate to a Notice of Motion and would of course need to be relevant thereto.
32.1	32.1 Votes will be taken by means of the electronic voting system at Council, and by roll call at Committees or Sub Committees, subject to Standing Orders: 32.2 (Votes in Respect of Two or More Vacancies); and 32.3 (Motion by a Member for an Alternative Method of Voting)	Correction of numbering.
34.1 at least one third of the membership....	Clarification.
39.1	Other than the live webcasting or recording of Council, Committee and Sub Committee meetings by Aberdeen City Council, any video or sound recordings or broadcasting of meetings by any other device , or the taking of any photographs, will be at the Convener's discretion.	To reflect that some meetings are now recorded and published online. Also, to clarify matters with regard to use of individual/external devices following recent media enquiries.
41.1with the agreement of at least two thirds of the Members....	Clarification.
42.1	It will not be competent for the Council, Committee or Sub Committee to alter or reverse a previous decision within a period of six months. For the avoidance of any doubt, a Convener's decision under Standing Order 7.3 to cancel, advance or postpone an ordinary meeting to another date does not amount to such an alteration or reversal.	Clarification.
Glossary	Notice of Motion A request submitted by a Member in advance of or at a meeting of Council, a Committee or Sub Committee which may be placed on the agenda for an issue to be discussed and for a decision to be made.	For consistency with SO12.9 in that Notices of Motion can be accepted onto the agenda not just prior to but <u>at</u> a meeting.

REFERENCE	CHANGE	RATIONALE
Appendix 1 (Header)	Replace SECTION 50(A) with SECTION 50A	Correction
Appendix 3	Point 9 - change “Convener” to “Chairperson”	For consistency with other references in the Appendix.
Appendix 4 (Header)	Add LOCAL GOVERNMENT (SCOTLAND) ACT 1973, SECTION 50F	To show what legislation is being quoted.
Appendix 4	1. Any document which is in the possession or under the control of a local authority and contains material which relates to any business to be transacted or proceedings at a meeting of – a. the authority or of a committee or sub-committee of the authority; or b. a statutory committee appointed by the authority, or any sub-committee of that committee; or c. a relevant body, any member of which was appointed by the authority, or of a committee, or sub-committee or relevant body of such a body shall, subject to subsection (2) below, be open to inspection by any member of the authority and, in the case of a committee, sub-committee or relevant body, by any other member of the committee or sub-committee or relevant body body	Correction

COMMITTEE TERMS OF REFERENCE

REFERENCE	CHANGE	RATIONALE
1. Aberdeen City Council – reservation 10	Subject to the Powers Delegated to Officers, the administration of trusts in respect of which the Council is sole trustee or the only trustees are elected members and/or officers of the Council, such administration to include the exercise of all trustee powers in terms of legislation, common law and trust deeds.	To reflect the trust-related powers in the PDO (i.e. General Delegation 46 re disbursements and CO-Finance 4 re financial administration).

REFERENCE	CHANGE	RATIONALE
1. Aberdeen City Council – new reservation	23. Making schemes for the reorganisation of educational endowments under section 112(2) or 112(3) of the Education (Scotland) Act 1980.	To reflect s.112(3A) of Education (Scotland) Act 1980.
General Delegations to Committees	8.1 approve Council policies and strategies (including partnership strategies) relative to its remit and determine applications and requests in terms of such policies and strategies (note: for the avoidance of any doubt, this committee delegation does not prevent an officer determining such an application or request where they have a delegated power to do so).	To more clearly cover plaque requests, driveway applications etc which currently, in the absence of more explicit ToRs, require to be dealt with under ToRs relating to “service delivery”.
Exclusions from Delegation to Committees	3. Making representations to or appointing a deputation to meet any Government Minister or Government Department in relation to the financing of the Council or any of its services, except following consultation with the Convener of the City Growth and Resources Committee. For the avoidance of any doubt, a Committee may instruct the making of such representations or the appointing of such a deputation, but said Convener must be consulted prior to such representations or appointment being made.	Clarification.
Staff Governance Committee	Delete 3.2 - approve the Corporate Health and Safety Annual Audit Plan.	Historical reference - no longer required.
Licensing Committee	Under the Mandatory Licenses heading: <ul style="list-style-type: none"> Short-Term Lets Licences 	New licensing regime for Short Terms lets to be in place by October 2022

PROCUREMENT REGULATIONS

REFERENCE	CHANGE	RATIONALE
Definition 2.1.11	Delegated Procurement Authority or DPA means the authority that permits a Delegated Procurer to conduct a procurement, and to agree to award, amend or vary contracts for supplies, services or works on behalf of the Council.	To correct an ambiguity highlighted by Internal Audit.
3.9e	The following types of contract are exempted from the provisions of these Procurement Regulations:-..... e. Any contract which relates to the appointment by the Council of legal counsel, advocates, solicitors or barristers or expert witnesses in any legal proceedings (whether such proceedings are underway or in contemplation) on behalf of the Council subject to Procurement Regulation 4.1.1.3;	For clarification and to more closely reflect the wording of regulation 11 of the Public Contracts (Scotland) Regulations 2015 which states that the 2015 Regs do not apply to the procurement of certain legal services – including provision of legal representation or advice in relation to legal proceedings, whether such proceedings are underway or prospective - by <u>advocates, barristers or solicitors</u> . The term “counsel” can sometimes be understood as simply referring to advocates
4.1.1.8 - new	4.1.1.8 Expenditure of grant funding, monetary bequest or donation received by the Council (i) Expenditure of grant funding, monetary bequest or donation received by the Council must always be in accordance with the terms and conditions of the grant, monetary bequest or donation (if any). (ii) Where a tender is to be invited or contract entered into that is in excess of £50,000 (supplies/services) £250,000 (works) and 100% of the Contract Value is to be met from grant funding, monetary bequest or donation received by the Council, a Business Case (conforming to a template approved by the Head of Commercial and Procurement) must be submitted by the relevant Chief Officer to the Head of Commercial and Procurement	Previously delegated authority to enter into contracts paid for using grant funding sat under Delegated Power to Officers, general delegation 25. DP 25 lacked clarity on expenditure approval route where the contract to be procured was less than 100% grant funding. This new proposal is thought to be more appropriate as: (i) it now sits within the Procurement Regulations which contains all governance

	<p>for approval to proceed, in place of the approval route set out in regulation 4.1.1.2 (other than contracts that relate to a capital project that is already part of the Capital Programme, in which case, the business case shall still be submitted to the Director of Resources), or in place of the approval route set out in regulation 15.4.1.3.</p> <p>(iii) Where a tender is to be invited or contract entered into that is in excess of 50,000 (supplies/services) £250,000 (works), and less than 100% of the Contract Value is met from grant funding, monetary bequest or donation received by the Council, the approval route set out in regulation 4.1.1.2 or 15.4.1.3 (as appropriate) shall be followed. If the applicable regulation cannot be complied with due to time constraints relating to expenditure of the grant, monetary bequest or donation, this would be considered grounds to suspend the applicable regulation under procurement regulation 3.10.</p>	<p>arrangements relating to approval to procure/ enter into contracts.</p> <p>(ii) moves back to a position where the procurement method of higher value contracts can be monitored and checked via the submission of a business case.</p> <p>In practice, many grants must be drawn down within a limited period of time. As such, sometimes it is not practical to follow regulation 4.1.1.2/ 15.4.1.3 and have business cases approved by committee. To address this, it is proposed that the existing power held by Director of Commissioning and Head of Commercial and Procurement to suspend the Procurement regulations is appropriate as the reason is one of urgency.</p>
4.1.2.2	<p>Where the Contract Value of a supplies/ services or concession contract:</p> <ul style="list-style-type: none"> a) is likely to exceed the Contract Value tw what has previously been approved; and b) the additional cost is more than either the lesser of £100,000; or 50% of the approved Contract Value in the case of supplies/services, or the additional turnover from the contract is more than the lesser of £4.5m and 10% of the original Contract Value in the case of a Concession Contract, <p>the indicative previously agreed total Contract Value cannot be exceeded without the relevant approval being received as set out below.;</p> <p>The relevant Chief Officer shall ensure that a report on the matter is submitted for consideration to either;</p>	<p>At present, some service contracts originally approved by Director of Resources or CG&R (because they are linked to capital projects) are having to go to SCC if the contract value is going to be exceeded. It is logical for the original approver to also consider any increase in contract value. With hindsight this should have been dealt with when the Director of Resources became able to approve service contracts when they relate to capital projects.</p> <p>This amendment allows for CG&R or Director to deal with a request for approval to exceed a previously approved Contract Value if appropriate, but all such approvals relating to</p>

	<p>(i) the next appropriate meeting of the Strategic Commissioning relevant Committee, (ii) the next appropriate meeting of the IJB, (as appropriate) or (iii) the Director of Resources where the original Contract Value was approved by the Director of Resources and there is an identified budget to cover the additional expenditure, for consideration</p> <p>unless competition is absent for technical or economic reasons, in which case para 4.1.3 shall apply.</p> <p>The Head of Commercial and Procurement shall keep a register of all reports made under this regulation to be available for inspection for monitoring and audit purposes. This Regulation applies to contracts equal to or greater than £50,000 for Goods and/or Services or with a Contract Value of equal or greater than £4.5m for concessions. In such circumstances the indicative previously agreed total Contract Value cannot be exceeded without the relevant approval being received.</p>	<p>service contracts will be held on the same register under these new proposals, to keep a single record.</p> <p>Examples of service contracts that relate to capital projects could be contracts for technical advice in relation to capital projects where the project has taken an unexpected turn, for example the desire to expand the scope of a project which has a knock-on impact on expanding the scope of the technical advice services. The advantage of having the variation approved by the Committee or Director which approved the original contracts is that they have the background of having considered the business case for the original contract, and thus there is prior knowledge and continuity of approach.</p> <p>A requirement to keep a register has been added so there is a means to monitor how often, and in respect of which contracts, originally approved contract values are being exceeded. This will assist Contract Management and making improvements to our processes, i.e. if we are frequently exceeding approved contract values it allows us to easily identify that and investigate the reasons for it.</p>
4.1.2.4 - new	<p>Where the Chief Officer – Capital or Chief Officer – Corporate Landlord has approved further expenditure under regulation 4.1.2.3, the approval shall be noted on a register to be kept by such Chief Officer, to be available for inspection at any time for monitoring and audit purposes.</p>	<p>To keep a register of Works contracts exceeding previously approved values, in the same way as there will be a register of service contracts – see 4.1.2.2 justification above.</p>

4.1.31	Numbering should be 4.1.3.1	Typo.
4.1.3.2 - new	Where the Head of Commercial and Procurement has approved a direct award under regulation 4.1.3.1, the contract award shall be noted on a register to be kept by the Head of Commercial and Procurement, to be available for inspection for monitoring and audit purposes.	Added at the request of Commercial and Procurement, so there is a means to monitor how often, and in respect of which contracts, this delegated power (to approve contract awards where competition is absent for technical reasons) is being utilised.
15.2(ii)	Remove reference to 15.3 and replace reference to 15.4 £50,000 up to the Light Touch Regime (“LTR”) Threshold (from 1st January 2020 set at £663,540 (inc VAT) but subject to change every second 1st of January)	Insertion of new 15.3 means that reference is wrong and reg 15 will require to be re-numbered sequentially. Updated to reflect changes introduced by Scottish Government.
Insert a new 15.3.1	Committee Approval in place - There shall be no requirement to report to or seek approval from, Committee or IJB as appropriate, to extend a contract where the option to extend was included in the original Committee approval. The authority to exercise an option to extend in these circumstances shall be delegated to the relevant Chief Officer unless the combined Contract Value exceeds the amount approved by Committee and the additional cost exceeds the amount specified in 4.1.2.2(ii), in which case the relevant Committee or IJB as appropriate, shall have the authority to agree the extension or variation following presentation of a Business Case by the Delegated Procurer.	15.3.1 to 15.3.4 – section 15 of the regulations specifically applies to social care contracts. Previously, delegated procurers dealing with these types of contracts had to cross refer to earlier in the regulations (reg 4.1.2) to determine the approval route applicable when contracts were likely to exceed their approved estimated value. However, this has proved not to be user friendly, and therefore it is proposed that the approval routes be set out clearly in this section to reduce the number of questions being raised by delegated procurers. As this is largely repetition, there are no new delegations here, nor any change in financial thresholds.

New 15.3.2	No Committee Approval in place and the combined Contract Value of the existing Contract and the extension or variation is less than £50,000 (supplies/services) or £4.5m (concessions) then the relevant Chief Officer shall have authority to agree the extension or variation following receipt of a Business Case from a Delegated Procurer.	As above
New 15.3.3	No Committee Approval in place and the combined Contract Value of the existing Contract and the extension or variation is equal to or exceeds £50,000 (supplies/services) or £4.5m (concessions) then the relevant Committee or IJB as appropriate, shall have authority to agree the extension or variation following presentation of a Business Case by the Delegated Procurer.	As above
New 15.3.4	No Contract extension or variation of the scope of a Contract can be presented to Committee or the IJB as appropriate, in terms of this regulation 15.3 unless the Head of Commercial and Procurement Services has previously approved a Business Case.	As above

FINANCIAL REGULATIONS

REFERENCE	CHANGE	RATIONALE
4.3 Counter Fraud Policy	<p>Link requires to be updated for Counter Fraud Policy</p> <p>To add -</p> <p>Counter Fraud Policy approved at Audit, Risk & Scrutiny on 24 February 2021.</p> <p>RES-21-050 Appendix A - Draft Fraud Policy.pdf (aberdeencity.gov.uk)</p>	<p>Link has no reference to the Counter Fraud Policy</p> <p>New Link here is from the Committee report from the Website</p>
4.6 Treasury Management	<p>Link requires updating for Treasury Management Policy</p> <p>Treasury Management Strategy for 2020/21 to 2022/23 approved at Council on 2 March 2020</p> <p>Treasury Strategy Annual 2020 Final.pdf (aberdeencity.gov.uk)</p> <p>In addition, there is also an annual review of the Strategy which is annually presented to Council, the latest one is from 21 June 21 link below –</p> <p>Treasury Mgt Year End Review 20-21.pdf (aberdeencity.gov.uk)</p>	<p>Link to a document from 2017</p> <p>New Link here is from the Committee report from the Website</p>
4.7 Monies owed to the Council	<p><u>Debt Management Policy</u></p> <p>https://committees.aberdeencity.gov.uk/documents/s90781/RES-18-259%20Appendix%201%20Corporate%20Debt%20Policy.pdf</p> <p><u>Service Income Policy</u></p> <p>https://committees.aberdeencity.gov.uk/documents/s90782/RES-18-259%20Appendix%202%20Service%20Income%20Policy.pdf</p>	<p>Wrong links</p> <p>Updated Links</p>
4.8 Travel Procedures	<p><u>Travel Policy – Councillors</u></p> <p>No document behind this link, need to find correct link</p> <p>New Link below -</p>	<p>Wrong links</p> <p>Updated Link</p>

REFERENCE	CHANGE	RATIONALE
	https://committees.aberdeencity.gov.uk/documents/s92988/Staff%20Travel%20Policy%20-%20Appendix%201.pdf	
4.13 Continuous Review and Development Scheme	<p><u>Continuous Review and Development Scheme</u></p> <p>Above link is not working</p> <p>New Link below from the current scheme -</p> <p>Continuous Review and Development – Home – Aberdeen City Council: People Anytime</p>	<p>Wrong link</p> <p>Updated link</p>
5.3.4 (1) Uncollectable/Bad Debt and Write Off of Debt	<p>The Chief Officer – Early Intervention and Community Empowerment and Chief Officer – Customer Experience has authority to write off debts as follows:</p> <ul style="list-style-type: none"> i) Former Tenants’ Arrears and associated housing debts * up to the value of £10,000 per debtor; and ii) In relation to homelessness, up to the value of £25,000 per debtor. <ul style="list-style-type: none"> • Where associated housing debt can include legal expenses, write off ongoing tenants debt, due to sequestration, prescribed debt etc <p>Additional factors to be considered when identifying which homelessness debts may be unreasonable to pursue will include:</p> <ul style="list-style-type: none"> • whether ongoing pursuance is likely to result in destitution for the household; • if sustainability of subsequent accommodation may be affected by collection, and the risk of repeat homelessness increased; • whether the relative cost/benefit impact is uneconomic taking account of any indirect costs which may be incurred; and • the vulnerability of the household members. 	<p>As rent arrears has now moved to Jacqui MacKenzie.</p>

REFERENCE	CHANGE	RATIONALE
	<p>The Chief Officer - Customer Experience and The Chief Officer – Early Intervention and Community Empowerment will submit annual joint reports to the City Growth and Resources Committee advising of the number, value and reasons for such accounts to be written off.</p> <p>The Chief Officer - Customer Experience and The Chief Officer – Early Intervention and Community Empowerment shall also submit reports, no less frequently than annually, to the City Growth and Resources Committee advising of the number and value of debts exceeding the delegated authority outlined above that they recommend for write off. This report must include individual details of each debt and the reasons for recommending write-off.</p>	
5.12.3 Payment of Accounts	A list of exemptions from the requirement for a purchase order is maintained by the Chief Officer - Finance and is included in this document as AppendixA. Document AppendixA added	No AppendixA included in March 21 update need to go back to previous version in March 20.
5.14.2 Value Added Tax (VAT)	This includes the Making Tax Digital regulations being introduced in 2020 that require VAT records to be held digitally and linked digitally to the VAT return.	Remove being as now introduced.
5.14.2 Value Added Tax (VAT)	VAT Errors When errors arise due to incorrect VAT coding this can impact on the amount of revenue posted to the income and expenditure account and the net value of capital transactions.	To indicate this impacts the capital account as well as the revenue account.
5.15.1 General	<p>Following the Public Pound Link not working</p> <p>New link - Following the Public Pound This link will only work on internally</p>	<p>Wrong links</p> <p>Updated link from a page updated on 15/12/21</p>
5.15.3 Grant Offers and Claims	<p>Following the Public Pound Link not working</p> <p>New link – Following the Public Pound This link will only work on internally</p>	<p>Wrong links</p> <p>Updated link from a page updated on 15/12/21</p>

REFERENCE	CHANGE	RATIONALE
	<p>Where External Funding is Receivable – Prior to acceptance of external funding the Director, the Chief Officer - Finance and the Head of Commercial and Procurement will require to be satisfied that the terms of an external funding grant can be met.</p>	
5.21	<p>5.21 Control of Housing Revenue Account (HRA)</p> <p>5.21.1 Purposes for which HRA monies may be utilised</p> <p>Management & maintenance of a Housing Stock of over 22,000 properties/tenancies in Aberdeen City Council. There is a statutory requirement for authorities to account for the costs associated with the HRA as set out in the Housing (Scotland) Act 1987.</p> <p>Items of expenditure which can be met from the HRA are set out in Guidance:</p> <ul style="list-style-type: none"> • In 2014, the Scottish Government produced “Guidance on the Operation of Local Authority Housing Revenue Accounts (HRA’s) in Scotland”. • This Guidance consolidated information on the role of the HRA, how it must operate, who the resources contained within it are to benefit, and what outcomes can be expected from those resources. • Guidance states that benefits can be for present or prospective council tenants. • The Guidance defines allowable expenditure as follows – <ul style="list-style-type: none"> - <i>Managing (this includes an element of central support costs), maintaining, repairing and improving the council house stock; and</i> - <i>Loan Charges.</i> • Expenditure which is not allowable is as follows - <ul style="list-style-type: none"> - <i>Expenditure required for the provision of shops, laundry facilities and furniture.</i> • It also states that “in some local authorities, service costs that relate to both council tenants and wider groups such as anti-social behaviour posts may be fully funded by the HRA.” 	Section not previously included but is required.

REFERENCE	CHANGE	RATIONALE
	<ul style="list-style-type: none"> No definitive list (although some items are mentioned in detail whereas others are more of a general nature) is contained in the guidance of what can and can't be charged to the HRA and it suggests applying the principle of 'who benefits' may reveal what costs should be shared between the HRA and General Fund. <p>Overall, the purposes for which HRA monies may be utilised are limited to the City's Council House Tenancies both future and current Housing Stock.</p> <p>This will put the numbering out so will need to go through all numbering in section 5 after 5.21.</p>	
5.21.2 Common Good Investment Strategy	The Common Good Investment Strategy was approved by the Council in March 2021 Finance and Resources Committee in December 2012 . The Chief Officer - Finance is responsible for reviewing the Strategy and reporting any proposed changes in the Strategy to the Council or City Growth and Resources Committee.	Updated strategy was approved in March 2021.
8.3 Revenue Budget Monitoring	8.3.3 The General Revenue Fund, Housing Revenue Account and the Common Good Fund shall be to the City Growth and Resources Committee; the North East Scotland Pension Funds shall be to the Pensions Committee; financial information related to the Consolidated Group position will be reported quarterly to City Growth and Resources Committee. tax	Typo
8.5 Scheme of Virement	8.5.1 The term "virement" refers to the switching of budgetary provision from one budget head to another to change the nature of the approved expenditure or income. This differs from a "budget adjustment", which does not change the nature of spend be incurred simply allowing different financial codes to be used. The virements rules also exclude Staffing Business Cases as these are approved by the Chief Officer responsible for the Cluster, Chief Officer – Finance & Chief Officer – People & Organisation.	To clarify the difference of a virement & Finance tidying up the ledger before and after budget setting.
8.5.4	Education establishments within the scheme of Devolved Education Management (DEM) may vire between different categories of specified budgets in accordance with the scheme regulations. Devolved Education Management (DEM) scheme	Wrong link

REFERENCE	CHANGE	RATIONALE												
	<p>Don't believe this is the most up to date link.</p> <p>Updated link below from Education Operational Delivery Committee on 17th September 2020</p> <p>-</p> <p>Devolved School Management App 1.pdf (aberdeencity.gov.uk)</p>	<p>Updated link from the Council Website in Committee section</p>												
<p>8.5.5 Virement rules relating to revenue expenditure summarised in table below:</p>	<p>Before a virement is undertaken the request below should be completed –</p> <p>Budget Virement Request</p> <table border="1" data-bbox="495 699 1606 1372"> <thead> <tr> <th data-bbox="495 699 1057 742">Scope</th> <th data-bbox="1057 699 1339 742">Limit</th> <th data-bbox="1339 699 1606 742">Approval to Vire</th> </tr> </thead> <tbody> <tr> <td data-bbox="495 742 1057 1034"> <p>1. Within or between Account Code Groupings, within individual budget holder areas of responsibility (e.g. printing & stationery to telephones – within Admin costs or Administration Costs to Supplies & Services)</p> </td> <td data-bbox="1057 742 1339 1034"> <p>Up to £20,000 or 10% of the budget grouping that it is coming from, whichever is the lesser</p> </td> <td data-bbox="1339 742 1606 1034"> <p>Budget Manager, following consultation with Chief Officer - Finance</p> </td> </tr> <tr> <td data-bbox="495 1034 1057 1217"></td> <td data-bbox="1057 1034 1339 1217"> <p>Up to £100,000</p> </td> <td data-bbox="1339 1034 1606 1217"> <p>Chief Officer, following consultation with Chief Officer - Finance</p> </td> </tr> <tr> <td data-bbox="495 1217 1057 1372"></td> <td data-bbox="1057 1217 1339 1372"> <p>Over £100,000</p> </td> <td data-bbox="1339 1217 1606 1372"> <p>Director, following consultation with Chief Officer - Finance City</p> </td> </tr> </tbody> </table>	Scope	Limit	Approval to Vire	<p>1. Within or between Account Code Groupings, within individual budget holder areas of responsibility (e.g. printing & stationery to telephones – within Admin costs or Administration Costs to Supplies & Services)</p>	<p>Up to £20,000 or 10% of the budget grouping that it is coming from, whichever is the lesser</p>	<p>Budget Manager, following consultation with Chief Officer - Finance</p>		<p>Up to £100,000</p>	<p>Chief Officer, following consultation with Chief Officer - Finance</p>		<p>Over £100,000</p>	<p>Director, following consultation with Chief Officer - Finance City</p>	<p>Changes made following an internal audit recommendation on Budget monitoring. At lower values reduced reporting to City, Growth and Resources Committee from experience this allows the Functions to operate effectively.</p>
Scope	Limit	Approval to Vire												
<p>1. Within or between Account Code Groupings, within individual budget holder areas of responsibility (e.g. printing & stationery to telephones – within Admin costs or Administration Costs to Supplies & Services)</p>	<p>Up to £20,000 or 10% of the budget grouping that it is coming from, whichever is the lesser</p>	<p>Budget Manager, following consultation with Chief Officer - Finance</p>												
	<p>Up to £100,000</p>	<p>Chief Officer, following consultation with Chief Officer - Finance</p>												
	<p>Over £100,000</p>	<p>Director, following consultation with Chief Officer - Finance City</p>												

REFERENCE	CHANGE			RATIONALE
			Growth and Resources Committee in Financial Performance Report	
	2. Between Functional Services Budgets but within Chief Officer area of responsibility (e.g. Primary to Secondary Education, Libraries to Community Learning, or Learning Disability to Mental Health)	Up to £20,000 or 10% of the budget grouping, whichever is the lesser	Chief Officer	
		Up to £100,000	Chief Officer, following consultation with Chief Officer - Finance Director, reported to City Growth and Resources Committee in Financial Performance Report	
	Over £100,000	Director, following consultation with Chief Officer - Finance City Growth and Resources Committee		

REFERENCE	CHANGE			RATIONALE
	3. Between Functional Service Budgets within Function Budgets (e.g. transfer from Education to Environmental Services)	Up to £250,000	Director, following consultation with Chief Officer - Finance City Growth and Resources Committee in Financial Performance Report	
		Over £250,000	Director, following consultation with Chief Officer – Finance; and reported to City Growth and Resources Committee in the next Financial Performance Report	
	4. Between Function Budgets i.e. across committees (e.g. transfer from Commissioning to Operations)	Up to £250,000 £500,000	Director, following consultation with Chief Officer - Finance Chief Executive, reported to City Growth and Resources	

REFERENCE	CHANGE			RATIONALE
			Committee in Financial Performance Report	
		Over £250,000 £500,000	Director, following consultation with Chief Officer – Finance; and reported to City Growth and Resources Committee in the next Financial Performance Report	
	From approved Corporate budgets, including Contingencies, to any Functional or Corporate budget	Up to £3,000,000	Chief Officer – Finance	
		Over £3,000,000	Chief Officer – Finance; and reported to City Growth and Resources Committee in the next Financial Performance Report	

REFERENCE	CHANGE	RATIONALE												
<p>8.9 Virement of Capital Budgets</p>	<p>8.9.3 Virement rules relating to capital expenditure summarised in table below:</p> <table border="1" data-bbox="495 304 1603 1361"> <thead> <tr> <th data-bbox="495 304 1055 344">Scope</th> <th data-bbox="1055 304 1330 344">Limit</th> <th data-bbox="1330 304 1603 344">Approval to Vire</th> </tr> </thead> <tbody> <tr> <td data-bbox="495 384 1055 703"> <p>Between Capital Project Budgets within Project Sponsor area of responsibility (e.g. between two school projects)</p> </td> <td data-bbox="1055 384 1330 703"> <p>Up to £20,000 £200,000 or 10% of each project's gross expenditure budget, whichever is the lesser</p> </td> <td data-bbox="1330 384 1603 703"> <p>Project Sponsor, following consultation with Chief Officer – Finance; and reported to Programme Board in next Highlights report</p> </td> </tr> <tr> <td data-bbox="495 703 1055 1070"></td> <td data-bbox="1055 703 1330 1070"> <p>Up to £100,000 £500,000</p> </td> <td data-bbox="1330 703 1603 1070"> <p>Chief Officer – Capital, following consultation with Chief Officer - Finance reported to City Growth and Resources Committee in Quarterly monitoring report.</p> </td> </tr> <tr> <td data-bbox="495 1070 1055 1361"></td> <td data-bbox="1055 1070 1330 1361"> <p>Over £100,000 £500,000</p> </td> <td data-bbox="1330 1070 1603 1361"> <p>Director of Resources, following consultation with Chief Officer - Finance City Growth and Resources Committee</p> </td> </tr> </tbody> </table>	Scope	Limit	Approval to Vire	<p>Between Capital Project Budgets within Project Sponsor area of responsibility (e.g. between two school projects)</p>	<p>Up to £20,000 £200,000 or 10% of each project's gross expenditure budget, whichever is the lesser</p>	<p>Project Sponsor, following consultation with Chief Officer – Finance; and reported to Programme Board in next Highlights report</p>		<p>Up to £100,000 £500,000</p>	<p>Chief Officer – Capital, following consultation with Chief Officer - Finance reported to City Growth and Resources Committee in Quarterly monitoring report.</p>		<p>Over £100,000 £500,000</p>	<p>Director of Resources, following consultation with Chief Officer - Finance City Growth and Resources Committee</p>	<p>Amended to reflect the Revenue Virements changes. Addition of the Contingency Budget to reflect the experience of the service & allow projects to continue.</p>
Scope	Limit	Approval to Vire												
<p>Between Capital Project Budgets within Project Sponsor area of responsibility (e.g. between two school projects)</p>	<p>Up to £20,000 £200,000 or 10% of each project's gross expenditure budget, whichever is the lesser</p>	<p>Project Sponsor, following consultation with Chief Officer – Finance; and reported to Programme Board in next Highlights report</p>												
	<p>Up to £100,000 £500,000</p>	<p>Chief Officer – Capital, following consultation with Chief Officer - Finance reported to City Growth and Resources Committee in Quarterly monitoring report.</p>												
	<p>Over £100,000 £500,000</p>	<p>Director of Resources, following consultation with Chief Officer - Finance City Growth and Resources Committee</p>												

REFERENCE	CHANGE			RATIONALE
	Scope	Limit	Approval to Vire	
	Between Capital Project Budgets within	Up to £250,000 £500,000	Chief Officer - Capital, following consultation with Chief Officer - Finance reported to City Growth and Resources	
	Programme Board area of responsibility (e.g. between projects both governed by Asset Management Programme Board)	Over £250,000 £500,000	Committee in Quarterly monitoring report Director of Resources, following consultation with Chief Officer – Finance; and reported to City Growth and Resources Committee in the next Financial Performance Report	
Between Capital Project Budgets governed by different Programme Boards (e.g. from City Centre Masterplan to Asset	Up to £500,000	Director of Resources, following consultation with Chief Officer - Finance Chief		

REFERENCE	CHANGE			RATIONALE
	Management Programme Board)		Executive, reported to City Growth and Resources Committee in Quarterly monitoring report	
		Over £500,000	Director of Resources, following consultation with Chief Officer – Finance; and reported to City Growth and Resources Committee in the next Financial Performance Report	
	Between an approved Contingency Budget and any approved Capital Project	No limit	Chief Officer – Finance, following consultation with Chief Officer – Capital and Director of Resources; and reported to City Growth and Resources Committee in the next Financial Performance Report	

REFERENCE	CHANGE	RATIONALE
12.4.13 Travel and Expenses	Travel will be approved in accordance with the Travel Procedures set out in sections 4-74.8 and 4-84.9. To the extent that those procedures do not apply to all travel requirements relating to the Pension Funds, additional procedures specific to the Pension Funds will be determined by the Chief Officer – Finance.	Wrong numbers referenced.
He/she	Replace he/she with they	

MEMBER-OFFICER RELATIONS PROTOCOL

REFERENCE	CHANGE	RATIONALE
4.1.2	<p>Change the existing D and E around in terms of order.</p> <p>D would now be:-</p> <p>Where we require to request a service on behalf of a constituent, then we will do so through the appropriate channel (Online services Aberdeen City Council) where possible, or telephone. If the request is urgent (including out of hours) we will use the contact details on the website (Contact us Aberdeen City Council)</p>	To reflect the expected practice for urgent requests, including out of hours.