

REPORT TO PROCEDURES COMMITTEE – 20TH APRIL 2018

BUSINESS SERVICES COMMITTEE REVIEW

1 Recommendations

The Committee is recommended to:

- 1.1 Consider and discuss the options as presented in the Appendices
- 1.2 Agree which option should be recommended to Full Council
- 1.3 Consider the timing of implementation of any change noting that some options in the Appendices require amendments to the Scheme of Governance, which is a two stage process at Full Council, whereas others can be implemented with no changes required

2 Background / Discussion

2.1 At its meeting of 19th January 2018, this Committee considered a report entitled [The Policy Committee Remits](#) and agreed to instruct the Acting Head of Legal and Governance to scope options for proposals for the future of the Business Services Committee.

2.2 Volume of Business

Updated information on the volume of business received since January 2017, updated to the 30th April 2018 due to report deadlines, by Council, all regular Committees and Sub-Committees and the Integration Joint Board is set out in the table below. Information has not been provided for the Appeals, School Placings and Appeals nor the Appointments Committees due to their irregular nature. These Committees are only convened when required.

Committee	No of Meetings since Jan 2017	Business Items as per remit	Average Business items as per remit per meeting
Aberdeenshire Council	12	91	7.6
Policy Committees			
Business Services	8	42	5.3
Communities	10	96	9.6

Education and Children's Services	8	84	10.5
Infrastructure Services	9	128	14.2
Audit	9	59	6.6
Other Committees			
Sustainability	3 (As Committee from 30 th August) 1 as sub-Committee	16	4.0
Sub-Committees			
Gypsy Traveller Sub-Committee	6	14	2.3
Licensing Sub-Committee	12	104	8.7
Health and Social Care			
Integration Joint Board	13	94	7.2
Integration Joint Board Audit Committee	7	10	1.4

- 2.4 The Business Services Committee has the least business of all of the main policy committees. **Appendix 1** to this report provides a list of all the items considered by the Business Services Committee since January 2017 for information.
- 2.5 This report details options for consideration by the Committee so that a recommendation can be made to Full Council ensuring the Council can manage its business in the most effective and efficient manner, making appropriate use of resource in terms of both Committee and officer time.
- 2.6 There are options for the Committee to consider as an alternative to the status quo (Option A, **Appendix A**).

These options include considering:-

Option B - Reviewing the frequency of Business Services Committee meetings (**Appendix B**)

Option C - Reviewing the membership of the Business Services Committee (**Appendix C**)

Option D – Reducing frequency and membership of Business Services Committee (**Appendix D**)

Option E – Disestablish the Licensing Sub-Committee (**Appendix E**)

Option F – Disestablish the Business Services Committee (**Appendix F**)

Option G – Re-allocate Remits to Business Services Committee
(**Appendix G**)

Appendices B to G of this Report set out the practical implications of each alternative option and arrangements for implementation including whether the Scheme of Governance requires amendment.

- 2.7 The Strategic Leadership Team recommend Option B, to retain Business Services Committee but reduce the number of meetings and keep the situation under review to the Procedures Committee. There is a risk that the transfer of business to other Policy Committees or to Full Council will result in the business of those Committees becoming overloaded. This would also ensure the budget responsibility remains aligned with the Business Services Directorate.
- 2.8 The Head of Finance and Monitoring Officer within Business Services have been consulted in the preparation of this report and are satisfied that the report complies with the Scheme of Governance and relevant legislation.

3 Scheme of Governance

- 3.1 The Committee is able to consider this item as Full Council appointed the Procedures Committee on May 18th, 2017. The established remit of the Committee is to consider proposed changes to Aberdeenshire Council's Scheme of Governance and to make recommendations about required amendments.

4 Implications and Risk

- 4.1 An equality impact assessment is not required because the recommendations of this report do not have a differential impact on any of the protected characteristics.
- 4.2 There are no staffing and financial implications.
- 4.3 The following Risks have been identified as relevant to this matter on a Strategic Level BSSR003 Future Governance. The Council needs to be assured that it has the best fit of decision making so as to make it an agile and efficient body and a governance structure that reflects and serves well the communities whose priorities it is here to deliver. The link is here to the [Directorate Risk Registers](#).

Ritchie Johnson, Director of Business Services

Report prepared by Geraldine Fraser, Acting Head of Legal and Governance, Date 16 March 2018

APPENDIX 1

**BUSINESS SERVICES COMMITTEE
REPORTS SINCE JANUARY 2017
BREAKDOWN:**

Allocation	Number of Items
Service Wide	12
Finance	11
Human Resources & Organisational Development (HROD)	1
ICT	2
L&G	5
Policy, Performance & Improvement	1
Property & Facilities Management	9

DATE	ITEM	ALLOCATION	TITLE	SCHEME OF GOVERNANCE PROVISION
02.03.17	4	Finance	Business Services Financial Monitoring as at 31 December 2016	PART 2A SECTION C.1.1.
	5	Finance	Treasury Management Strategy Statement	PART 2A SECTION C.2.7.
	6	ICT	Data Protection Policy Statement	PART 2A SECTION C.1.1.f
	7	L&G	Review of Registration Civil Ceremony Fees	PART 2A SECTION C.1.1.j
	8	Property & Facilities Management	Community Asset Transfer: Old Coastguard Station, Battery Green, Banff – Banff Castle Community Association	EXEMPT
20.04.17	4	Service Wide	Service Plan 2017-2018 Business Services (Aberdeenshire Performs)	PART 2A SECTION C.1.1.
	5	L&G	Review of Registration of Civil Ceremony Fees	PART 2A SECTION C.1.1.j
	6	L&G	Common Good Fund Policy	PART 2A SECTION C.2.6.

	7	ICT	Code of Practice: Acceptable Use of ICT by Elected Members	PART 2A SECTION C.1.1.f
	8	Service Wide	Business Services Work Plan 2017/18	PART 2A SECTION C.2.8.
	9	Property & Facilities Management	Town and Public Hall Asset Strategy	PART 2A SECTION C.1.1.i
	10	Properties & Facilities Management	Woodhill House – Grampian Joint Valuation Board (GVJB) Proposed Lease Renewal	PART 2A SECTION C.1.1.i
22.06.17	5	Service Wide	Business Services 2016-2019 Service Plan – Year End Progress April 2016 – March 2019 (Aberdeenshire Performs)	PART 2A SECTION C.1.1.
	6	Finance	Financial Monitoring for the Year End 31 March 2017	PART 2A SECTION C.1.1.
	9	L&G	Regulation of Investigatory Powers (Scotland) Act 2000 – Policy Review	PART 2A SECTION C.1.1.g
	10	Service Wide	Business Services Supplementary Work Plan 2017/18	PART 2A SECTION C.2.8.
	11	Property & Facilities Management	Proposed Lease of Woodhill House Basement.	PART 2A SECTION C.1.1.i
14.09.17	4	Finance	Financial Monitoring as at 30 June 2017	PART 2A SECTION C.1.1.
	5	Finance	Outturn Review of the Performance of the Treasury Management Function for the period 1 April 2016 to 31 March 2017	PART 2A SECTION C.2.7
	6	Property & Facilities Management	Review of Public Provision in Turriff	PART 2A SECTION C.1.1.i
	7	Property and Facilities Management	Independent Professional Support	EXEMPT
	8	Service Wide	Supplementary Work Plan 2017/18	PART 2A SECTION C.2.8.
16.11.17	4	Finance	Financial Monitoring for the Year to 30 September 2017	PART 2A SECTION C.1.1.

	5	Policy, Performance and Improvement	Scottish Government Consultation on the Socio-Economic Duty – Aberdeenshire Council Response	PART 2C SECTION A
	6	L&G	Monitoring of Activity under the Regulation of Investigatory Powers (Scotland) Act 2000	PART 2A SECTION C.1.1.g
	7	Service Wide	Business Services Service Plan 2017-2018 – Mid-Year Progress Report (April-September 2017)	PART 2A SECTION C.1.1.
	8	Property & Facilities Management	Demolition of Harlaw Centre, Inverurie and Newburgh Pavilion	PART 2A SECTION C.1.1.i
	9	Service Wide	Supplementary Work Plan 2017/18	PART 2A SECTION C.2.8.
11.01.18	4	Finance	Review of the Performance of the Treasury Management Function and Investments or the period to 3- September 2017.	PART 2A SECTION C.2.7.
	5	Property & Facilities Management	Biomass Fuel Supply Contract.	PART 2A SECTION C.1.1.i
	6	Service Wide	Supplementary Work Plan 2017/18.	PART 2A SECTION C.2.8.
08.03.18	4	Finance	Financial Monitoring as at 31 December 2017	PART 2A SECTION C.1.1.
	5	Finance	Treasury Management Strategy Statement and Prudential Indicators 2018/19	PART 2A SECTION C.2.7.
	6	Human Resources and Organisational Development (HROD)	Employee Relationship Management Project	EXEMPT
	7	Service Wide	Annual work Plan for Business Services Directorate – Procurement Approval	EXEMPT
	8	Finance	Insurance Contract Extension	EXEMPT

19.04.18	4	Service Wide	Council Plan 2017-2022 Delivery	PART 2A SECTION C.1.1.
	5	Service Wide	Equalities Mainstreaming and Outcomes Update Report	PART 2A SECTION C.1.1.
	6	Property & Facilities Management	Woodhill House – DXC Entserv UK Ltd. (DXC) (Formerly Hewlett Packard Enterprises (HPE) UK Ltd.) – Lease Extension.	EXEMPT
	7	Finance	Bad Debts Write-Off	EXEMPT
	8	Property & Facilities Management	Buchan House – Police Office Extension and Lease	EXEMPT
	9	Service Wide	Supplementary Work Plan 2018/19 for Business Service Directorate – Procurement Approval.	EXEMPT

APPENDIX A

OPTION A - Continue with Status Quo

Business Services Committee continues with its current membership and remit and will continue to meet at the same frequency

The Council at its meeting on 24 November 2016 (Item 6, Page 4), appointed a Transitional Committee with a remit, amongst other things, to consider future committee membership and operating schedules and make recommendations to future council/administration.

The Transitional Committee met on 20 April 2017 (Item 5) and considered options for Committee membership based on the existing five committee model, the Council's current practice of one member one committee and taking account of the two additional members following the local government elections. The following model was recommended for Policy and Audit Committees including a pool of equivalent named substitutes –

Total	Business Services (BSC)	Communities (CC)	Education and Children's Services (ECSC)	Infrastructure Services (ISC)	Audit
70	14	14	16	16	10

Full Council however agreed to retain a 14-member Committee for all policy Committees and the Audit Committee.

Total	Business Services (BSC)	Communities (CC)	Education and Children's Services (ECSC)	Infrastructure Services (ISC)	Audit
70	14	14	14	14	14

The principle of each member being appointed to one Policy Committee only was agreed by Full Council.

The Sustainability Committee currently has 9 members. This is a new Committee of the Council but is not classed as one of the main Policy Committees currently as has no responsibility for budget, therefore membership of this Committee, and others, are not included in the one member, one committee policy.

Membership of other Committees such as the Procedures Committee and all Sub-Committees are based on an 8 member model.

The Appeals Committee is based on a 5 member model.

In terms of implementation, no action would be required as the status quo would continue.

Implications

- There will be no change required to the Scheme of Governance.
- The budget responsibility will remain aligned with the Business Services Directorate ensuring clarity around the reporting route for officers.
- It should be noted that the statistics provided are over a relatively short period of time and that it may be too short a time to successfully monitor the impact of the changes made to the Scheme. The status quo could be retained for a further 12 months to monitor the business before making any changes.

Process and Timescale for implementation

Immediate

APPENDIX B

OPTION B - Reduce the Frequency of Meetings

Retain Business Services Committee with existing membership but reduce the frequency of meetings.

This option would retain the status quo in terms of the Committee remit and membership, but with a reduction in the frequency of meetings. An example of possible meeting dates, based on various frequencies is included below. The table also gives an indication of the numbers of reports that may be anticipated based on business to date.

	Dates in 2018	Predicted number of reports at each Meeting estimated using the figures to date
These are the agreed dates for 2018.	January 11 2018 March 01 2018 April 19 2018 June 14 2018 September 13 2018 November 15 2018	5.3
If BSC met approximately every 10 weeks	January 11 2018 End March 2018 Mid June 2018 End August 2018 Mid November 2018	6.4
If BSC met approximately every 12 weeks/once a quarter	January 11 2018 May 2018 September 2018 December 2018	8

As the table illustrates, reducing the frequency of Committee does increase the expected business at each meeting. It should be noted that even reducing the frequency of business does not increase the number of items to the same level as that dealt with by the other Policy Committees however the items of business would be higher than the current level. It is also worth noting that these figures are based only on a 12 month period and that this does not reflect the cyclical nature of policy review.

It would be appropriate to monitor the impact of any reduction on the frequency of meetings closely. The reduction could be implemented on a trial basis, with a review after twelve months.

It would be open for the Chair of the Business Services Committee to call a special meeting if there is business that would be detrimentally impacted upon by delay to the next meeting should the frequency of meetings be reduced. This could be done

as and when required for matters that cannot wait and where the use of emergency powers would be inappropriate. Timetabling for these additional special meetings could be co-ordinated, where practicable, to coincide with the dates for Full Council to ensure the most effective use of officer and members time.

There is also the option of holding special meetings by Skype. This requires to be investigated further so that the meeting would comply with Standing Orders and the conducting of business in public would not be compromised.

Implications

- There will be no change required to the Scheme of Governance nor to the Committee membership. Implementation can be effected swiftly and monitored easily.
- There will be a reduction in travel time and expense for elected members and officers which will have a positive impact on the Council's carbon footprint.
- The budget responsibility will remain aligned with the Business Services Directorate ensuring clarity around the reporting route for officers.
- Officers would plan ahead to ensure that reports are presented timeously so that there is no additional delay for any service delivery. In the event that there is an item of urgent business, there is provision in the Scheme of Governance for either the use of emergency powers or if there is sufficient time to call a special meeting as detailed above.
- There will remain an imbalance in the business of the Business Services Committee in comparison with the three main policy committees however the differential will narrow.
- A reduction in the frequency of meetings would have a positive impact in terms of the best use of officer, and elected member time, at Committee meetings and also ensure that there is a more effective and efficient use of Committee time where there is more business at each meeting. The reduction in meetings would create officer capacity to support the additional meetings of the Integration Joint Board within existing resources.

Process and Timescale for implementation

The timetable to agree the Committee cycle is approved by Full Council. In order to change it, a recommendation could be brought to Full Council in June to amend the frequency.

June Full Council

APPENDIX C

OPTION C - Reduce the Membership

Reduce the number of elected members on Business Services Committee.

This option would reduce the membership of the Business Services Committee. Consideration will require to be given to what is to be considered appropriate in terms of the membership numbers of Business Services, as well as the impact on Membership size on the other committees.

Appendix 2 details committee membership numbers and corresponding political proportionality for consideration.

Implications

- There will be no changes required to the Scheme of Governance.
- The Council has a policy of an elected member being entitled to one member on each of the Policy Committee and Audit Committee. Appendix 2 illustrates a number of permutations as to how any change to the numbers of members on the Business Services Committee would impact upon membership of other Policy Committees.
- There are no resourcing implications of this option as officer support will stay the same as the current situation.

Process and Timescale for implementation

A recommendation to Full Council would be required detailing the number of members the Procedures Committee recommend for the Business Services Committee as well as the impact on other Committees. June 2018

APPENDIX D

OPTION D - Reduce frequency of Meetings and Reduce Membership

Reduce the number of elected Members on Business Services Committee and the frequency of meetings (Options B and C)

This option combines Options B and C and reference is made to Appendices 2 and 3 in this regard for consideration of the implications.

Appendix 2 details committee membership numbers and corresponding proportionality for consideration.

Timescale for implementation

Full Council – June 2018

APPENDIX E

OPTION E – DISESTABLISH THE LICENSING SUB-COMMITTEE

Disestablish the Business Services Licensing Sub-Committee and have the Sub-Committee's business dealt with by the Business Services Committee.

This option would disestablish the Licensing Sub-Committee and its business would be dealt with by the parent Committee, the Business Services Committee.

Currently, the average number of items considered by the Business Services Committee is 5.3 and the average number of items considered by the Licensing Sub-Committee is 8.7. By disestablishing the Licensing Sub-Committee and combining the items, the average agenda could have around 14.0 items on average.

Implications

- There is a positive impact in terms of resource implications as there will be one less Committee for officers to support.
- Currently regulatory matters are dealt with by an 8-member Sub-Committee. If the business was subsumed by the Policy Committee, all members of the Policy Committee would require to be trained in Civic Government Licensing Matters. All substitutes would also require to be trained. This training is provided in house.
- The Meeting could be divided into a policy and a regulatory session.

Timescale for implementation

Full Council – June 2018

APPENDIX F

OPTION F – DISESTABLISH BUSINESS SERVICES COMMITTEE

Disestablish Business Services Committee and distribute the business amongst the remaining Policy Committees.

The option would disestablish Business Services Committee. The business of the Committee would therefore require to be transferred to one or more of the other three policy committees.

At present, the remit of Business Services Committee is as follows;

- a. Civic Government (Scotland) Act 1982 matters with implications across Area boundaries where objections or observations are received.
- b. Customer Communications and Improvement.
- c. Emergency Planning.
- d. Finance.
- e. Human Resources & Organisational Development (HR&OD) (except human resource matters relating only to teaching staff and associated professionals).
- f. Information and Communication Technology.
- g. Legal and Governance.
- h. Licensing other than Liquor Licensing.
- i. Property and Facilities Management.
- j. Registration of Births, Deaths and Marriages.
- k. Valuation and Electoral Registration.

Appendix 2 details proposals for committee membership in the event that Business Services Committee is dis-established. There are a number of proposals for consideration in terms of re-distribution of the committee business.

For either option, consideration should be given to dis-establishing the Business Services Licensing Sub-Committee and create a Licensing Committee to deal with all licensing matters, which could include those currently dealt with at Area Committee, with the exception of liquor licensing or this could be transferred to be a sub-committee of another policy committee.

- A** Transfer the following remits to **Communities Committee**:-
- a. Emergency Planning.
 - b. [Licensing other than Liquor Licensing.]
 - c. Property and Facilities Management.
 - d. Registration of Births, Deaths and Marriages.
 - e. Valuation and Electoral Registration.

The following remits could be reserved to **Full Council**:-

- a. Customer Communications and Improvement
- b. Finance.

- c. Human Resources & Organisational Development (HR&OD) (except human resource matters relating only to teaching staff and associated professionals).
- d. Information and Communication Technology.
- e. Legal and Governance.

The table below illustrates where the reports that had been reported this year would go if this option was agreed:-

DATE	ITEM	ALLOCATION	TITLE	WHERE REPORTED IN NEW STRUCTURE
02.03.17	4	Finance	Business Services Financial Monitoring as at 31 December 2016	Full Council
	5	Finance	Treasury Management Strategy Statement	Full Council
	6	ICT	Data Protection Policy Statement	Full Council
	7	L&G	Review of Registration Civil Ceremony Fees	Communities
	8	Property & Facilities Management	Community Asset Transfer: Old Coastguard Station, Battery Green, Banff – Banff Castle Community Association	Communities
20.04.17	4	Service Wide	Service Plan 2017-2018 Business Services (Aberdeenshire Performs)	Full Council
	5	L&G	Review of Registration of Civil Ceremony Fees	Communities
	6	L&G	Common Good Fund Policy	Full Council unless specifically delegated to Communities
	7	ICT	Code of Practice: Acceptable Use of ICT by Elected Members	Full Council
	8	Service Wide	Business Services Work Plan 2017/18	Full Council
	9	Property & Facilities Management	Town and Public Hall Asset Strategy	Communities
	10	Properties & Facilities Management	Woodhill House – Grampian Joint Valuation Board (GVJB) Proposed Lease Renewal	Communities

22.06.17	5	Service Wide	Business Services 2016-2019 Service Plan – Year End Progress April 2016 – March 2019 (Aberdeenshire Performs)	Full Council
	6	Finance	Financial Monitoring for the Year End 31 March 2017	Full Council
	9	L&G	Regulation of Investigatory Powers (Scotland) Act 2000 – Policy Review	Full Council
	10	Service Wide	Business Services Supplementary Work Plan 2017/18	Full Council
	11	Property & Facilities Management	Proposed Lease of Woodhill House Basement.	Communities
14.09.17	4	Finance	Financial Monitoring as at 30 June 2017	Full Council
	5	Finance	Outturn Review of the Performance of the Treasury Management Function for the period 1 April 2016 to 31 March 2017	Full Council
	6	Property & Facilities Management	Review of Public Provision in Turriff	Communities
	7	Property and Facilities Management	Independent Professional Support	Communities
	8	Service Wide	Supplementary Work Plan 2017/18	Full Council
16.11.17	4	Finance	Financial Monitoring for the Year to 30 September 2017	Full Council
	5	Policy, Performance and Improvement	Scottish Government Consultation on the Socio-Economic Duty – Aberdeenshire Council Response	Full Council or could delegate specifically to Communities
	6	L&G	Monitoring of Activity under the Regulation of Investigatory Powers (Scotland) Act 2000	Full Council
	7	Service Wide	Business Services Service Plan 2017-2018 – Mid-Year Progress Report (April-September 2017)	Full Council
	8	Property & Facilities Management	Demolition of Harlaw Centre, Inverurie and Newburgh Pavilion	Communities
	9	Service Wide	Supplementary Work Plan 2017/18	Full Council

11.01.18	4	Finance	Review of the Performance of the Treasury Management Function and Investments or the period to 3- September 2017.	Full Council
	5	Property & Facilities Management	Biomass Fuel Supply Contract.	Communities
	6	Service Wide	Supplementary Work Plan 2017/18.	Full Council
08.03.18	4	Finance	Financial Monitoring as at 31 December 2017	Full Council
	5	Finance	Treasury Management Strategy Statement and Prudential Indicators 2018/19	Full Council
	6	Human Resources and Organisational Development (HROD)	Employee Relationship Management Project	Full Council
	7	Service Wide	Annual work Plan for Business Services Directorate – Procurement Approval	Full Council
	8	Finance	Insurance Contract Extension	Full Council
14.04.18	4	Service Wide	Council Plan 2017-2022 Delivery	Full Council
	5	Service Wide	Equalities Mainstreaming and Outcomes Update Report	Full Council
	6	Property & Facilities Management	Woodhill House – DXC Entserv UK Ltd. (DXC) (Formerly Hewlett Packard Enterprises (HPE) UK Ltd.) – Lease Extension.	Communities
	7	Finance	Bad Debts Write-Off	Full Council
	8	Property & Facilities Management	Buchan House – Police Office Extension and Lease	Communities
	9	Service Wide	Supplementary Work Plan 2018/19 for Business Service Directorate – Procurement Approval.	Full Council

This would result in an additional 12 items of business being presented to Communities Committee raising the average number of business items to 10.8. There would be a much larger impact on Full Council with an additional 30 reports raising the average to 10.1 items. There are many technical elements to report for Business Services Directorate that would be inappropriate for elevation in reporting to Full Council as a disproportionate amount of time and resource would be spent on routine items and would not be an effective use of Full Council's time. There would

also be a negative impact on the length of Full Council meetings. Therefore this option is not recommended.

B Transfer the remit of Business Services Committee to **Communities Committee and rename the Committee the “Communities and Business Support Committee”** with the exception of the following which shall be transferred to **Infrastructure Services Committee**:-

- i. Emergency Planning
- ii. Property and Facilities Management.

The table below illustrates how this would look:-

DATE	ITEM	ALLOCATION	TITLE	WHERE REPORTED IN NEW STRUCTURE
02.03.17	4	Finance	Business Services Financial Monitoring as at 31 December 2016	Communities
	5	Finance	Treasury Management Strategy Statement	Communities
	6	ICT	Data Protection Policy Statement	Communities
	7	L&G	Review of Registration Civil Ceremony Fees	Communities
	8	Property & Facilities Management	Community Asset Transfer: Old Coastguard Station, Battery Green, Banff – Banff Castle Community Association	Infrastructure Services
20.04.17	4	Service Wide	Service Plan 2017-2018 Business Services (Aberdeenshire Performs)	Communities
	5	L&G	Review of Registration of Civil Ceremony Fees	Communities
	6	L&G	Common Good Fund Policy	Communities
	7	ICT	Code of Practice: Acceptable Use of ICT by Elected Members	Communities
	8	Service Wide	Business Services Work Plan 2017/18	Communities
	9	Property & Facilities Management	Town and Public Hall Asset Strategy	Infrastructure Services
	10	Properties & Facilities Management	Woodhill House – Grampian Joint Valuation Board (GVJB) Proposed Lease Renewal	Infrastructure Services

22.06.17	5	Service Wide	Business Services 2016-2019 Service Plan – Year End Progress April 2016 – March 2019 (Aberdeenshire Performs)	Communities
	6	Finance	Financial Monitoring for the Year End 31 March 2017	Communities
	9	L&G	Regulation of Investigatory Powers (Scotland) Act 2000 – Policy Review	Communities
	10	Service Wide	Business Services Supplementary Work Plan 2017/18	Communities
	11	Property & Facilities Management	Proposed Lease of Woodhill House Basement.	Infrastructure Services
14.09.17	4	Finance	Financial Monitoring as at 30 June 2017	Communities
	5	Finance	Outturn Review of the Performance of the Treasury Management Function for the period 1 April 2016 to 31 March 2017	Communities
	6	Property & Facilities Management	Review of Public Provision in Turriff	Infrastructure Services
	7	Property and Facilities Management	Independent Professional Support	Communities
	8	Service Wide	Supplementary Work Plan 2017/18	Communities
16.11.17	4	Finance	Financial Monitoring for the Year to 30 September 2017	Communities
	5	Policy, Performance and Improvement	Scottish Government Consultation on the Socio-Economic Duty – Aberdeenshire Council Response	Communities
	6	L&G	Monitoring of Activity under the Regulation of Investigatory Powers (Scotland) Act 2000	Communities
	7	Service Wide	Business Services Service Plan 2017-2018 – Mid-Year Progress Report (April-September 2017)	Communities
	8	Property & Facilities Management	Demolition of Harlaw Centre, Inverurie and Newburgh Pavilion	Infrastructure Services
	9	Service Wide	Supplementary Work Plan 2017/18	Communities

11.01.18	4	Finance	Review of the Performance of the Treasury Management Function and Investments or the period to 3- September 2017.	Communities
	5	Property & Facilities Management	Biomass Fuel Supply Contract.	Infrastructure Services
	6	Service Wide	Supplementary Work Plan 2017/18.	Communities
08.03.18	4	Finance	Financial Monitoring as at 31 December 2017	Communities
	5	Finance	Treasury Management Strategy Statement and Prudential Indicators 2018/19	Communities
	6	Human Resources and Organisational Development (HROD)	Employee Relationship Management Project	Communities
	7	Service Wide	Annual work Plan for Business Services Directorate – Procurement Approval	Communities
	8	Finance	Insurance Contract Extension	Communities
14.04.18	4	Service Wide	Council Plan 2017-2022 Delivery	Communities
	5	Service Wide	Equalities Mainstreaming and Outcomes Update Report	Communities
	6	Property & Facilities Management	Woodhill House – DXC Entserv UK Ltd. (DXC) (Formerly Hewlett Packard Enterprises (HPE) UK Ltd.) – Lease Extension.	Infrastructure Services
	7	Finance	Bad Debts Write-Off	Communities
	8	Property & Facilities Management	Buchan House – Police Office Extension and Lease	Infrastructure Services
	9	Service Wide	Supplementary Work Plan 2018/19 for Business Service Directorate – Procurement Approval.	Communities

This would result in an additional 33 items of business being presented to Communities Committee raising the average number of business items to 12.9. There would be a lesser impact on Infrastructure Services with an additional 9 reports raising the average to 15.2 items.

Implications

- There will be an increase in the business of the other policy committees to whom the business is transferred. The impact on the Communities and Infrastructure Services Committees would mean longer meetings and those Committees are already full and have large remits and responsibilities. There is also potential for duplication between policy committees for reporting from Business Services.
- The budget alignment for Business Services will alter and become more complex.

Consideration would be required to ascertain where the Business Services Directorate Service Plan would be approved and monitored without a Committee focussed on the service as a whole.

- There is the potential for increased reporting requirements for officers in Business Services if the remit is spread amongst various committees. This could result in the loss of a clear and cohesive route for decision making in the Business Services Directorate and also has increased pressures on officers to report to various committees before action can be taken.
- There is a positive impact in terms of resource implications as there will be one less Committee for officers to support.
- The removal of Business Services Committee would reduce the number of Senior Councillors from 17 to 16. As Leader, the Chair would retain his status as Senior Councillor. The Vice Chair would return to the status of Councillor with the corresponding reduction in remuneration. Appendix 3 provides further information on the categories of Councillors.
- The membership of the Business Services Committee will require to be distributed amongst the remaining policy committees. Illustrations have been given in Appendix 2 of how this could look. It is possible to include the Sustainability Committee in the 1 member, 1 committee calculation which would reduce the number of members to allocate to other Policy Committees. If this option is preferred, consideration would have to be given to including the Chair and Vice Chair of Sustainability Committee in the definition of Senior Councillors to bring it into line with the main Policy Committees and Audit Committee.
- This option is a major restructure of the Council after a very short period of time since the implementation of the Scheme of Governance and a longer monitoring period may be of benefit before making changes on this scale.

Process and Timescale for implementation

Full Council June 2018

APPENDIX G

OPTION G – RE-ALLOCATE REMITS TO BUSINESS SERVICES COMMITTEE

Additional business is identified for transfer to the Business Services Committee.

This option would result in the Business Services Committee taking on additional business.

At its meeting on 19th January this Committee discussed whether it would be appropriate for Economic Development to be transferred from Infrastructure Services Committee to Business Services Committee. Officers from Legal and Governance have consulted with the Director of Infrastructure Services and the Head of Economic Development and Protective Services who have provided the following comments:-

- Economic Development and Protective Services is an outward facing service serving businesses, industry and community enterprises and the public. Therefore it does not fit with the remit of Business Services which is inward facing, dealing with the Council's own operations and management.
- The service is relatively small and already split amongst a number of Committees. The addition of Business Services Committee would add an additional burden for officers in terms of reporting requirements.
- Economic Development is closely linked on a day to day working basis to the other remits in Infrastructure Services, particularly Planning and Transportation, and has limited links to the Business Services Committee remit.

It would therefore appear appropriate in view of the comments from the service that Economic Development remains within the remit of Infrastructure Services Committee. Officers have been unable to scope other remits which would suitably align with the Business Services Committee.

IMPLICATIONS

- Changes may be required to the Scheme of Governance in order to address the increase in the Committee remit.
- The reorganisation of remits would create a more even spread of council business between the policy committees.
- The current membership numbers of the four policy committees would be maintained.
- The transfer of business may result in additional reporting requirements for officers who could have an additional Committee to report to.

Process and Timescale

Full Council – June 2018

APPENDIX 2

COMMITTEE MEMBERSHIP AND PROPORTIONALITY

Current elected member numbers and political proportionality

Total Members		
Conservative	22/70	31.43%
SNP	21/70	30%
Liberal Democrats	14/70	20%
Independents	11/70	15.71%
Scottish Green Party	1/70	1.43%
Scottish Labour	1/10	1.43%

Total Members reflecting groups and individuals		
Con, Lib Dem, Aligned Independents	43/70	61.43%
Partnership	23/70	32.86%
Amalgamated small groups and individuals	4/70	5.71%

Current Proportionality applied to the option of a 20-member policy committee and reducing the Audit Committee to 10 members

	Education and Children's Services	Infrastructure Services	Communities	Audit	Total
Con, Lib Dem, Aligned Ind	12	12	12	6	42 (+1)
Partnership	7	7	7	3	24 (-1)
Amalgamated Small Groups and Individuals	1	1	1	1	4
Totals	20	20	20	10	70

Current Proportionality applied to the option of 19-member policy committee and reducing the Audit Committee to 13 members

	Education and Children's Services	Infrastructure Services	Communities	Audit	Total
Con, Lib Dem, Aligned Ind	12	12	12	8	44 (-1)
Partnership	6	6	6	4	22 (-1)
Amalgamated Small Groups and Individuals	1	1	1	1	4
Totals	19	19	19	13	70

Current Proportionality applied to the option of an 18-member policy committee and increasing the Audit Committee to 16 members

	Education and Children's Services	Infrastructure Services	Communities	Audit	Total
Con, Lib Dem, Aligned Ind	11	11	11	10	43
Partnership	6	6	6	5	23
Amalgamated Small Groups and Individuals	1	1	1	1	4
Totals	18	18	18	16	70

Committee membership numbers options with a reduction in Audit and Business Services Committee membership

11 members for Audit and Business Services Committee

	Business Services Committee	Education and Children's Services	Infrastructure Services	Communities	Audit	Total
Con, Lib Dem, Aligned Ind	7	10	10	10	7	44 (-1)
Partnership	3	5	5	5	3	21 (+2)
Amalgamated Small Groups and Individuals	1	1	1	1	1	4 (-1)
Totals	11	16	16	16	11	70

10 members for Business Services Committee and 12 members for Audit

	Business Services Committee	Education and Children's Services	Infrastructure Services	Communities	Audit	Total
Con, Lib Dem, Aligned Ind	6	10	10	10	7	43
Partnership	3	5	5	5	4	22 (+1)
Amalgamated Small Groups and Individuals	1	1	1	1	1	4 (-1)
Totals	10	16	16	16	12	70

8 Members for Audit and Business Services Committee

	Business Services Committee	Education and Children's Services	Infrastructure Services	Communities	Audit	Total
Con, Lib Dem, Aligned Ind	5	11	11	11	5	44 (-1)
Partnership	3	6	6	6	3	24 (-1)
Amalgamated Small Groups and Individuals	0	1	1	1	0	3 (+1)
Totals	8	18	18	18	8	70

6 Members for Business Services Committee and 8 for Audit

	Business Services Committee	Education and Children's Services	Infrastructure Services	Communities	Audit	Total
Con, Lib Dem, Aligned Ind	4	11	11	11	5	42 (+1)
Partnership	2	6	6	6	3	23
Amalgamated Small Groups and Individuals	0	1	1	1	0	3 (+1)
Totals	6	18	18	18	8	70

APPENDIX 3

Senior Councillors are those Councillors who hold significant positions of responsibility in the Council's political management structure i.e. Chair of a major Committee, the Leader of the main opposition group*.

Senior Councillors are in addition to the position of Leader, Civic Head and any Convener or Vice-Conveners of Joint Boards.

The following appointments are currently Senior Councillors in Aberdeenshire:

1. Deputy Provost
2. Deputy Leader
3. Chair of Central Policy Committees and Audit Committee**
4. Vice Chair of Central Policy Committees and Audit Committee
5. Chair of Area Committees
6. Leader of Main Opposition

**The council leader is not paid additional remuneration for being chair of a policy committee

The following table sets out the level of remuneration which is presently paid to the categories of Councillors:

Category of Councillor	Total Annual Amount
Leader	£39,497
Civic Head	£29,623
Deputy Provost	£25,662
Deputy Leader	£29,623
Chair of Central Policy Committees and Audit Committee	£29,623
Vice Chair of Central Policy Committees and Audit Committee	£22,217
Chair of Area Committee	£25,921
Leader of Main Opposition	£22,217
Councillor	£16,927

* **Definition of Group or Political Group** – any two or more members of the authority who wish to be treated as a Group or Political Group and have formally notified the Chief Executive of this intention. (A list of such notifications received being publicly available on the Aberdeenshire Council website).