

ABERDEENSHIRE COUNCIL

PROCEDURES COMMITTEE

WOODHILL HOUSE, ABERDEEN, 5 FEBRUARY, 2020

Present: Councillors R Cassie, A Evison, M Ford, A Kille, G Owen, N Smith and A Stirling.

Apologies: Councillors W Howatson (Chair) and R Thomson.

Officers: Head of Finance, Head of Legal and Governance, Acting Legal Services Manager (L Bremner), Senior Solicitor (A Overton) and Principal Committee Services Officer.

CHAIR

In the absence of the Chair, Councillor Kille was appointed as Chair for the meeting.

1. DECLARATION OF MEMBERS' INTERESTS

No interests were declared by any member of the Committee, in terms of the Councillors' Code of Conduct.

2. PUBLIC SECTOR EQUALITY DUTY

In taking decisions on the undernoted items of business, the Committee **agreed**, in terms of Section 149 of the Equality Act 2010:-

- (1) to have due regard to the need to –
 - (a) eliminate discrimination, harassment and victimisation;
 - (b) advance equality of opportunity between those who share a protected characteristic and persons who do not share it; and
 - (c) foster good relations between those who share a protected characteristic and persons who do not share it, and
- (2) to consider, where an equality impact assessment has been provided, its contents and take those into consideration when reaching a decision.

3. MINUTE OF MEETING OF THE PROCEDURES COMMITTEE OF 6 SEPTEMBER, 2019

The Minute of Meeting of the Committee of 6 September, 2019 was circulated, **approved** as a correct record and duly signed by the Chair.

4. STATEMENT OF OUTSTANDING BUSINESS

There was circulated a report which provided an update on progress made against outstanding actions agreed at previous meetings of the Procedures Committee.

The Head of Legal and Governance provided an oral update on Item 4 (Expenditure Approval Process Project (EAPP)) advising that the first meeting of the Members Focus Group, established to provide feedback on arrangements for elected member engagement on the project, had been postponed due to lack of member availability, that the meeting had been rescheduled for 27 February, 2020, that work on the project was progressing meantime and an update report would be provided to the Committee in June, 2020.

Thereafter, the Committee **noted** the oral update on the EAPP project and progress on the remaining outstanding business detailed in the report.

5. REVIEW OF COMMITTEE REMITS

With reference to the Minute of Meeting of the Committee of 25 May, 2018 (Item 8) there had been circulated a report dated 28 January, 2020 by the Director of Business Services inviting the Committee to revisit the review of the Council's Committee remits, membership and meeting schedules and to agree a work programme for the review. A draft proposed work programme had also been circulated separately which included a list of schedule of proposed tasks, a list of committees proposed to be in scope and those outwith the scope of the review and proposed timescales for reporting back to Committee.

Discussion took place on the appropriateness of undertaking such a review in light of other work ongoing including the Best Value Review and the Committee **agreed** to defer consideration of the matter to the next meeting of the Committee on 17 June, 2020 at which time it was expected that the Best Value Review would be completed.

6. SCRUTINY AT ABERDEENSHIRE TRAINING – UPDATE

With reference to the Minute of Meeting of the Committee of 24 May, 2019 (Item 8), there had been circulated a report dated 20 January, 2020 providing an update on feedback received following delivery of training on the scrutiny process to members and Officers. The report advised that feedback received to date had identified potential amendments required to the Scrutiny at Aberdeenshire guidance document and confirmed requirements for the delivery of additional in-depth training on Stages 2 (Workshop) and 3 (Investigation).

The Committee **noted**:

- (1) feedback received from the Scrutiny at Aberdeenshire training sessions as detailed in Appendices 1, 2 and 3; and
- (2) that a report would be presented to the Procedures Committee at a future meeting to consider any changes proposed to the Scheme of Governance as a result.

7. PROCEDURES COMMITTEE - FORWARD PLANNING – UPDATE

There had been circulated a report dated 21 January, 2020 by the Director of Business Services inviting the Committee to consider and approve the Procedures Committee Forward Plan, as attached at Appendix 1 of the report, which detailed a timetable for business over the coming year, and to discuss appropriate scheduling for future Committee meetings to reflect the Plan.

The Committee **agreed:**

- (1) the Forward Plan as detailed in Appendix 1 of the report; and
- (2) to note that dates for future meeting would be agreed with the Chair of the Committee to reflect the requirements of the Plan.