

## **REPORT TO PROCEDURES COMMITTEE – 17 SEPTEMBER 2021**

### **FORWARD PLAN - UPDATE**

#### **1 Reason for Report / Summary**

- 1.1 This report invites the Committee to consider the updates to the Procedures Committee Forward Plan at Appendix 1 and agree the revised timetable for future business.

#### **2 Recommendations**

**The Committee is recommended to:**

- 2.1 **Note the updates to the items on the Forward Plan agreed by Committee on 21<sup>st</sup> April 2021;**
- 2.2 **Consider and agree the revised Forward Plan at Appendix 1.**

#### **3 Purpose and Decision Making Route**

- 3.1 The Procedures Committee has the remit to consider any proposed changes to the Council's Scheme of Governance and to make recommendations regarding amendments to any other formal procedures of the Council. At its meeting on 5 February 2020 the Committee agreed a Forward Plan which identified future and ongoing work which would be reported to Committee at a future date. It was noted that Committee would receive updates on progress with the actions identified in the plan at future meetings. On 21<sup>st</sup> April 2021 the Committee reviewed and agreed a revised Forward Plan.

#### **Discussion**

- 4.1 The Forward Plan identifying when in the year reports are likely to be coming forward to the Committee for consideration is attached at Appendix 1. Where actions have not been progressed, a revised timescale is proposed.
- 4.2 The Committee should note the following updates:-

#### **Annual Review of the Scheme of Governance**

- 4.3 A report on the Annual Review is on the agenda for this meeting. Consultation with services took place over the summer recess and highlighted a number of areas for consideration, some of which are complex in nature and will require further exploration. Accordingly, the Committee has been provided with a general overview with what is being considered as part of the review and will receive an update together with proposals for the detail of any changes required at its meeting in November. The intention at this stage is still to report to Full Council later that month, unless officers consider further time is required in order to formulate the proposals, in which case the Committee will be advised at its next meeting of a revised timescale for the review.

## **Scrutiny at Aberdeenshire**

- 4.4 A report on the outcome of the review is on the agenda for this meeting, with agreement sought from the Committee on actions arising.

## **Policy Development and Review Framework**

- 4.5 Due to competing priorities within the Business Strategy Team and the diverting of resources to meet statutory deadlines it has not been possible to complete the review of the Framework. Accordingly, it is proposed to report back to the Committee on 5<sup>th</sup> November, prior to reporting to Full Council later that month.

## **Review of Planning Delegations**

- 4.6 On 21 April 2021 Members instructed the Head of Legal & People and the Head of Planning & Environment to initiate a review of the List of Planning Delegations in Part 2C of the Scheme of Governance. At that meeting it was envisaged to return a set of recommendations to the Procedures Committee to this meeting.
- 4.7 Following input and recommendation on the scope of the review by Members of the Planning and Environment Working Group in late June, the Planning Service was recommended to further engage with all elected members on the topic of Planning Delegations prior to making recommendations to the Procedures Committee. Unfortunately, due to the summer recess this engagement was not possible until mid-August. Engagement was undertaken via a series of well attended drop in sessions on the 18<sup>th</sup> August 2021 where both general and structured feedback was provided by members. In order to fully consider the input provided by members and in order to ensure matters raised are properly considered and evidenced prior to recommendations in respect of amendments to Part 2C of the Scheme, Legal & People and the Planning Service consider it relevant to seek further time to finalise recommendations before reporting to the November meeting of the Procedures Committee. A revised timescale is therefore proposed.
- 4.8 It may be that other topics and reports will arise throughout the year, in which case officers will update the Plan and submit a revised version to the Committee for approval.

## **5 Council Priorities, Implications and Risk**

- 5.1 The report helps deliver all six Strategic Priorities by ensuring the underlying key principle of “right people, right place, right time”.
- 5.2 The table below shows whether risks and implications apply if the recommendation(s) is(are) agreed.

<b>Subject</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Financial			X
Staffing	X		
Equalities and Fairer Duty Scotland			X
Children and Young People's Rights and Wellbeing			X
Climate Change and Sustainability			X
Health and Wellbeing			X
Town Centre First			X

- 5.3 An integrated impact assessment is not required because the purpose of the report is to approve a plan for Committee business. Any proposals for changes to the Scheme of Governance arising from the actions in the Plan will be subject to individual assessments if required.
- 5.4 There are staffing implications arising from taking forward the actions in the Plan. At present it is considered that these can be met from existing resources within the proposed timescales, however this will be kept under review.
- 5.5 The following Risks have been identified as relevant to this matter on a Corporate Level: ACORP002 Changes in government policy, legislation and Regulation; and ACORP004 Business and organisational change (including: ensuring governance structures support change; and, managing the pace of change). The Council needs to be assured that it has a governance structure that reflects and serves well the communities whose priorities it is here to deliver, which can be achieved through regular review of the delegations and guidance in the Scheme of Governance to ensure it is up to date and fit for purpose.

## **6 Scheme of Governance**

- 6.1 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.
- 6.2 The Committee is able to consider this item as 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.

**RITCHIE JOHNSON**

**DIRECTOR OF BUSINESS SERVICES**

Report prepared by Ruth O'Hare, Acting Legal Service Manager (Governance)

Date 8 September 2021

**List of Appendices** – Appendix 1 – Forward Plan

APPENDIX 1  
PROCEDURES COMMITTEE – FORWARD PLAN

ACTION	OWNER	TIMESCALE
<b>Annual Review of the Scheme of Governance</b>	<b>Head of Legal and People</b>	November 2021 (Procedures Committee) November 2021/January 2022 (Full Council) <b>A report summarising the matters under consideration as part of the Annual Review is on the agenda for this meeting. A report will come back in November with details of the proposed changes.</b>
<b>Scrutiny at Aberdeenshire review</b>	<b>Head of Legal and People</b>	September 2021 (Procedures Committee) <b>A report is on this agenda</b>
<b>Review of Policy Review and Development Framework</b>	<b>Head of Customer and Digital Services</b>	November 2021 (Procedures Committee)
<b>Expenditure Approval Process Project - Update</b>	<b>Director of Business Services</b>	September 2021 - further update to Procedures Committee on future of project <b>A report is on this agenda</b>
<b>Review of Planning Delegations</b>	<b>Head of Legal and People Head of Planning and Environment</b>	November 2021 (Procedures Committee) November 2021/January 2022 (Full Council)