

REPORT TO PROCEDURES COMMITTEE – 5 NOVEMBER 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 **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. A revised Forward Plan is now presented for approval.

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/Review of Financial Delegations

- 4.3 The Committee received a report in September outlining the changes under consideration as part of the Annual Review. A report is now on this agenda with detailed changes proposed.
- 4.4 It has not however been possible to progress all of the matters identified for the reasons outlined in that report. In particular, a more holistic approach to the Financial Regulations is required, looking at the document as a whole as opposed to looking at identified issues in isolation. It is therefore proposed that this work is taken forward as a separate project and added to the Forward Plan. A report would come back to the Procedures Committee early next year, with the

intention that any changes will go forward to Full Council for approval and implementation prior to the start of the next Council term in May 2022.

- 4.5 It is also recommended that the Annual Review is reported to Full Council in January, rather than November in order to capture any further changes required following comments from the Committee and the outcome of the ongoing Chief Officer Review which is due to conclude shortly. Consultation will be undertaken with the Committee on any further amendments proposed in addition to those outlined in the report on this agenda.

Scrutiny at Aberdeenshire

- 4.5 A report requesting the Committee consider proposed changes to the Scrutiny at Aberdeenshire guidance is on the agenda for this meeting.

Policy Development and Review Framework

- 4.5 A report on the outcome of the review of the Policy Development and Review Framework is on the agenda for this meeting.

Review of Planning Delegations

- 4.6 A report on the outcome of the review of planning delegations is on the agenda for this meeting. It is however proposed that the review is reported to Full Council in January give the complexities of the changes proposed and to ensure the outcome of any decision of the Committee can be incorporated in terms of amendments to the recommendations. The timescales for reporting to Full Council in November would not allow for this.,

Review of Landscape Services/Regeneration Programmes

- 4.7 At its meeting on 24 June 2021 Full Council considered a [report](#) detailing the outcome of work undertaken by the Area Improvement Working Group. The report noted that the Group had identified areas where changes in management, working arrangements and governance could enhance and improve area working in relation to the management of regeneration programmes and landscape services. It was therefore proposed that Procedures Committee should consider the need for revised delegations in the Scheme of Governance to achieve this aim. A report will therefore be brought forward to Procedures Committee in early 2022.

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.

Subject	Yes	No	N/A
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 22 October 2021

List of Appendices –
Appendix 1 – Forward Plan

APPENDIX 1
PROCEDURES COMMITTEE – FORWARD PLAN

ACTION	OWNER	TIMESCALE
Annual Review of the Scheme of Governance	Head of Legal and People	A report is on this agenda.
Review of Policy Review and Development Framework	Head of Customer and Digital Services	A report is on this agenda.
Review of Planning Delegations	Head of Legal and People Head of Planning and Environment	A report is on this agenda.
Review of Scrutiny at Aberdeenshire Guidance	Head of Legal and People	A report is on this agenda.
Review of Financial Regulations	Head of Legal and People	This work will be undertaken in early 2022, with a view to reporting to Procedures Committee and Full Council prior to the start of the new Council term
Review of Landscape Services/Regeneration Programmes	Director of Infrastructure Services	This work will be undertaken in early 2022, with a view to reporting to Procedures Committee and Full Council prior to the start of the new Council term