

ABERDEENSHIRE COUNCIL**POLICY AND RESOURCES COMMITTEE****WOODHILL HOUSE, ABERDEEN, 23 APRIL, 2015**

Present: Councillors J N Gifford (Chair), P J Argyle (substitute for Councillor N J Smith), A A Bews, R Cowling, A Evison, F C P Hood, W Howatson, P K Johnston, M C Kitts-Hayes, S W Pratt, B H Stuart, H W Vernal and J Webster.

Apologies: Councillors N J Smith and J J Strathdee.

Officers: Director of Business Services, Director of Communities, Director of Education and Children's Services, Director of Infrastructure Services, Head of Finance, Head of Legal and Governance, Head of Property and Facilities Management, Benefits Manager, Team Manager (European Policy and Programmes) and Chief Internal Auditor.

1. DECLARATION OF MEMBERS' INTERESTS

The Chair asked members if they had any interests to declare in terms of the Councillors' Code of Conduct.

Councillor Gifford declared an interest in Item 17 as a family member worked for one of the organisations receiving support.

Provost Webster declared an interest in Item 28 as a friend of one of the successful tenderers.

Both councillors stated that they would leave the room during discussion of the item.

2. RESOLUTIONS**A 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 and 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 to take those into consideration when reaching a decision.

B. EXEMPT INFORMATION

The Committee **agreed**, in terms of Section 50A (4) and (5) of the Local Government (Scotland) Act 1973, to exclude the public from the meeting during consideration of the items

specified below so as to avoid disclosure of exempt information of the classes described in the undernoted paragraphs of Part 1 of Schedule 7A of the Act.

Item No	Paragraph No of Schedule 7A
21	1, 12 and 14
22	8 and 10
23	8 and 10
24	8
25	8
26	8
27	8
28	9
29	8
30	8

3. REVENUE BUDGET MONITORING AS AT 31 JANUARY, 2015

A report dated 3 March, 2015, by the Head of Finance had been circulated explaining the current financial position of the Council and highlighting significant variances currently identified from agreed budgets. The report stated that the forecast to the end of the financial year was expected to be within budget and officers were reviewing the reserves strategy with a view to making recommendations on how to allocate funds in the context of the future financial responsibilities and constraints facing the Council.

The Committee **agreed**:-

- (1) to note the revenue budget monitoring to 31 January, 2015, and
- (2) to approve the budget virements as set out in Appendix 5 of the report.

4. NON-HRA CAPITAL BUDGET 2014/15 MONITORING REPORT AND CAPITAL PLAN 2014-2030 UPDATE

A joint report dated 11 March, 2015, by the Head of Finance and Director of Infrastructure Services had been circulated detailing expected expenditure and income on projects contained within the Council's non-Housing Revenue Account (HRA) Capital Budget, updating the position in respect of projects reporting directly to the Policy and Resources Committee and highlighting projects which showed variations requiring amendments to be made to the Capital Plan.

The Committee **agreed**:-

- (1) ***to approve revisions to the capital budget for 2014/15, as detailed in Appendices 2 and 4 of the report, giving new totals for expenditure and receipts and revenue financing of £135,648,000 and £73,135,000 respectively,***
- (2) ***to approve revisions to the capital budget for future years, as detailed in Appendices 1 and 4 of the report,*** and
- (3) to approve the revenue consequences set out in section 3 of the report.

5. BUSINESS TRANSFORMATION FUND

With reference to the Minute of Meeting of 3 April, 2014 (Item 9, Page 1698), a report dated 26 February, 2015, by the Head of Finance had been circulated providing an update on the

position of the Business Transformation Fund. The report detailed expenditure from the Fund to date and the amount of uncommitted funding available for new projects, and commented on the criteria applied to date to projects wishing to access the Fund.

The Committee **agreed**:-

- (1) to note the position regarding the Business Transformation Fund,
- (2) to revise the criteria for access to the Fund, such that the third criterion would read "It will make a service more effective and efficient", and
- (3) that update reports be submitted to the relevant policy committees and the Policy and Resources Committee detailing the effectiveness of the projects.

6. INCOME MANAGEMENT SYSTEM - AWARD OF CONTRACT

A report dated 18 March, 2015, by the Head of Finance had been circulated regarding the need to award a contract for the provision of an income management system which had the functionality to take cash, cheque and card payments for the various streams of income generated by the Council. The report explained why officers were recommending a three year contract with the current supplier in order to continue to use the current system, pending a full and open tender exercise.

The Committee **agreed** to delegate authority to the Head of Finance and Head of ICT to award a three year contract to Civica Icon for the provision of an income management system at a total cost estimate of £329,000.

7. DISCRETIONARY HOUSING PAYMENT BUDGET FOR 2015/16

A report dated 9 April, 2015, by the Head of Finance had been circulated making proposals in relation to the budget for discretionary housing payments in 2015/16. The report stated that discretionary housing payments (DHP) were available to help those in receipt of housing benefit who had been adversely affected by local housing allowance rate changes, the increase in non-dependent deductions, social sector size criteria and the benefit cap. They could be awarded to meet the shortfall between a claimant's housing benefit and their rent, and to help with rent deposits or removal costs, provided that the applicant was entitled to housing benefit and had applied for DHP. The report also referred to the terms of reference of the Benefits Policy Board and provided two options for determining the level and allocation of DHP for 2015/16.

The Committee **agreed**:-

- (1) to confirm the membership and terms of reference of the Benefits Policy Board as set out in Appendix 1 of the report,
- (2) to approve Option 2 of the transitional arrangements for 2015/16 referred to in paragraph 3.3 of the report,
- (3) with regard to the proposed restrictions on discretionary housing payments in respect of benefit cap and local housing allowance cases, to delegate authority to the Head of Finance, in consultation with the Chair, Vice Chair and main opposition spokesperson, to reach an agreement which would reflect the spirit of the committee discussion that awards should be up to 100%,
- (4) to approve a contribution of £215,000 to the budget for discretionary housing payments for 2015/16 from the Welfare Reform Reserve,

- (5) that a report on benefits payments be submitted to the Committee in June 2015, with an update report in November 2015 as indicated in paragraph 3.2 of the report, and
- (6) that the Chief Executive write to the Scottish Government to seek clarification on future funding for these payments.

8. APPROACH TO SERVICE PLANNING 2015-2018 - BUSINESS SERVICES (ABERDEENSHIRE PERFORMS)

With reference to the Minute of Meeting of 3 April, 2014 (Item 4, Page 1697), a report dated 6 April, 2015, by the Director of Business Services had been circulated proposing to continue the approach that the Council Plan 2013-2017 would directly provide the strategic direction for Business Services instead of a separate Service Plan, with each Head of Service preparing a Business Plan which would be made available to Aberdeenshire residents and communities as well as partners and other interested parties on the Council's website.

The Committee **agreed**:-

- (1) to approve the approach to service planning for Business Services as outlined in sections 2.3 - 2.7 of the report,
- (2) to approve the performance reporting arrangements as set out in Appendix 1 of the report, and
- (3) to instruct the Director of Business Services to report, by exception, to committee quarterly on performance against outcomes.

9. EQUALITIES MAINSTREAMING AND OUTCOMES REPORT

With reference to the Minute of Meeting of Aberdeenshire Council of 25 April, 2013 (Item 7, Page 2007), a report by the Director of Business Services had been circulated advising of progress made in relation to mainstreaming equalities and in respect of the equality outcomes. The aim was to build on previous work and promote a fairer, more inclusive Aberdeenshire where everyone could feel part of the community, and to ensure that equalities were always an important consideration in all the Council's activities.

The Committee **agreed**:-

- (1) to note the progress made towards meeting the Public Sector Equality Duty,
- (2) to approve, for publication, the full reports demonstrating the Council's progress towards mainstreaming equalities and equality outcomes as detailed in the executive summaries of the Equalities Mainstreaming Progress Report and Equality Outcomes Progress Report set out in Appendices 2 and 3 of the report, and
- (3) to continue to receive six monthly updates on the Council's progress in working towards meeting its equality obligations and request a full report in April 2017.

10. PROCUREMENT OF DATA CENTRE FACILITIES AND SERVICES

A report by the Director of Business Services had been circulated referring to a document issued by the Improvement Service entitled the "Local Government ICT Strategy - Delivering Better Services for Communities", which stated that local government should share future developments and operations and that data centres and associated services should be aggregated and managed by fewer organisations, all with the aim of delivering better

services. The report advised that a new national framework for the provision of data hosting services was being developed and that there was a forthcoming opportunity to share data centre services with Aberdeen City Council.

The Committee **agreed**:-

- (1) to approve collaboration with Aberdeen City Council on a hosting services contract, allowing Aberdeenshire Council to be co-signatories for potential call off services on a phased approach as and when required, and
- (2) to note that there would be no commitment to spend on hosting services without further approval from the Committee.

11. AUTHORITY TO PROCURE UNDER COMPLIANT, ACCESSIBLE CONTRACTS - MINISTRY OF DEFENCE

A report dated 27 February, 2015, by the Director of Infrastructure Services had been circulated seeking approval to access a framework contract tendered by the Ministry of Defence for the purchase of Liquefied Petroleum Gas for an initial period of three years with two additional one year periods that could be taken up together or separately.

The Committee **agreed**:-

- (1) to approve the use of the Ministry of Defence contract agreement for the purchase of the commodity Liquefied Petroleum Gas (LPG), and
- (2) to approve multiple call-offs from the framework of up to £130,000 per annum for a three year period to meet the Council's reactive LPG requirements.

12. PLANNED MAINTENANCE 2015 - 2018

With reference to the Minute of Meeting of 10 January, 2013 (Item 19, Page 1561), a report dated 2 April, 2015, by the Director of Infrastructure Services had been circulated outlining a programme of planned maintenance works to be undertaken in 2015/16 or the following two years. The report stated that versions of the report had been submitted to the Area Committees for comment and that the programme was informed by the Council's asset management strategy, to ensure that expenditure was on buildings which had a long term asset life, and aligned to the strategic objectives of the Council.

The Committee **agreed** to approve the programme of planned maintenance for 2015/16 as detailed in Appendix A of the report.

13. EUROPEAN STRUCTURAL FUNDS ALLOCATIONS 2014 - 2020

A report dated 12 March, 2015, by the Director of Infrastructure Services had been circulated advising of new European funding programmes which were set to run from 2014 - 2020, and negotiations which had taken place between local government and the Scottish Government about the allocation of European Social Fund (ESF) and European Regional Development Fund (ERDF) money to Councils. The report stated that these negotiations had resulted in a formal provisional ESF allocation to Aberdeenshire of up to £8,050,000 and a further £4,790,000 of ERDF funding had been provisionally allocated to Aberdeen City and Shire for business competitiveness activities which complement Business Gateway services. These funds had to be matched on a 40% structural funds to 60% other public funds ratio for a limited number of eligible activities.

The Committee **agreed**:-

- (1) to note the provisional award of European Structural Funds to Aberdeenshire,
- (2) to endorse the submission of applications for European Structural Funds for employability; poverty and social inclusion; and business competitiveness projects, with Aberdeenshire Council acting as lead partner, on the basis of submitting applications with confirmed Council match funding and indicative match funding from external organisations, as set out in paragraph 2.10.1 of the report,
- (3) to approve budgetary allocations as match funding to these projects and to underwrite indicative partner match funding, and
- (4) that officers report to relevant Area Committees on the use of European funding in their areas.

14. TOURISM MARKETING AND INFORMATION PROVISION 2015/16

With reference to the Minute of Meeting of the Infrastructure Services Committee of 19 March, 2015 (Item 11), a report dated 1 April, 2015, by the Director of Infrastructure Services had been circulated advising of a recommendation by the Infrastructure Services Committee in relation to the funding of tourism marketing and information provision in 2015/16, which required to be approved by the Policy and Resources Committee.

The Committee **agreed** to approve the allocation of £180,000 for tourism marketing in 2015/16 as set out in Appendix 1 of the report and £119,250 for the operation of the Visitor Information Centres in 2015/16 as set out in Appendix 2 of the report.

15. PITCAPLE QUARRY - SUPPLY OF NEW MOBILE CRUSHER

A report dated 9 April, 2015, by the Director of Infrastructure Services had been circulated requesting the Committee to approve the supply of a new mobile crusher at Pitcaple Quarry.

The Committee **agreed** to approve the supply of a new mobile crusher at Pitcaple Quarry from McCloskey Equipment Ltd, Chilton, following a competitive tendering exercise, at a cost of £228,000.

16. AFFORDABLE HOUSING

A report dated 7 April, 2015, by the Director of Communities had been circulated referring to the need for affordable housing in Aberdeenshire. The report stated that, in order to increase the supply of affordable housing, additional funding was required to support both the Council's new build programme and the Registered Social Landlord (RSL) partners' development programmes. Additional resources were necessary to complement existing funding streams and ensure the delivery of the proposed development programmes. The additional funding would bridge the gap between the total development costs and existing funding stream limitations. The proposed programme aligned with the Council's Strategic Housing Investment Plan and had been developed with the RSL partners. The proposed programme would help to meet housing need across Aberdeenshire through a variety of house types and tenures provided by strategic partners.

The Committee **agreed** to support the proposal for the General Fund to commit funding of up to £2,211,000 from the Council's Innovation Reserve, to increase the supply of affordable housing, subject to ongoing discussions regarding the Scottish Government's position in terms of additional funding.

17. SUPPORT TO LIFELONG LEARNING ORGANISATIONS

With reference to the Minute of Meeting of the Education, Learning and Leisure Committee of 5 February, 2015 (Item 8, Page 1516), a report dated 31 March, 2015, by the Director of Education and Children's Services had been circulated outlining recommended allocations of financial assistance to third sector organisations supported by Lifelong Learning and Leisure in 2015/16, which required to be approved by the Policy and Resources Committee.

The Committee **agreed**:-

- (1) to approve the allocation of financial assistance to third sector organisations supported by Lifelong Learning and Leisure as follows:-

Organisation	Approved amount 2015/16 (£'s)	Total cumulative award 2013-2016
Garioch Sports Trust	30,000	90,000
Ellon Meadows	24,000	72,000
Duff House	160,000	480,000
Grampian Transport Museum	20,000	60,000
Museum of Scottish Lighthouses	90,000	270,000
Aberdeen Foyer	82,250	246,750

- (2) that an annual monitoring report be submitted to the Education, Learning and Leisure Committee and relevant Area Committees on the use of the funding.

18. PROVISION OF SPECIALIST SCIENCE ADVICE, INFORMATION AND SUPPORT TO ABERDEENSHIRE COUNCIL SCHOOLS AND SERVICES BY SCOTTISH SCHOOLS EDUCATION RESEARCH CENTRE (SSERC)

A report by the Director of Education and Children's Services had been circulated advising of an annual payment to the Scottish Schools Education Research Centre (SSERC), which required to be approved by the Policy and Resources Committee.

The Committee **agreed** to approve the annual payment, currently £27,300, to the Scottish Schools Education Research Centre (SSERC) for the provision of specialist advice, information and support to Aberdeenshire Council schools and services.

19. CONTRACT AWARD - STANDARDISED ASSESSMENTS FOR EDUCATION AND CHILDREN'S SERVICES

A report dated 27 January, 2015, by the Director of Education and Children's Services had been circulated requesting approval to continue the appointment of the Centre for Educational Management (CEM) at Durham University as providers to the Council for the provision of a standardised assessment system for Education and Children's Services. The report stated that data arising from systems of standardised assessments had provided an important source of valid and reliable quantitative data to support teachers in coming to assessment decisions to support and improve learning for individual learners and for groups of learners in schools.

The Committee **agreed**:-

- (1) to approve the appointment of the Centre for Educational Management (CEM) at Durham University as providers to the Council for the continuation of the provision of a standardised assessment system for Education and Children's Services,
- (2) to delegate authority to the Director of Education and Children's Services, in conjunction with the Head of Commercial and Procurement Services, to award the contract to the Centre for Educational Management for an initial period of up to 5 years with a review to be carried out no later than after three years, and
- (3) to invoke Financial Regulation 5.3.17 to allow the above actions to take place without undertaking a competitive tendering exercise.

20. INTERNAL AUDIT REPORTS

A report dated 7 April, 2015, by the Chief Internal Auditor had been circulated on recent internal audit reports outlining audits into Capital Contracts, Corporate Arrears Recovery System and Web-Based and Telephone Payments, together with an appendix setting out the progress made by services in implementing recommendations made in previous internal audit reports which should have been implemented by 28 February, 2015.

The Committee **agreed** to note the contents of the report and the attached appendix.

21. INTERNAL AUDIT REPORTS

A report dated 7 April, 2015, by the Chief Internal Auditor had been circulated on a recent internal audit report outlining an audit into Timesheets and Allowances, together with an appendix setting out the progress made by services in implementing recommendations made in previous internal audit reports which should have been implemented by 28 February, 2015.

The Committee **agreed** to note the contents of the report and the attached appendix.

22. PC REFRESH PROGRAMME

With reference to the Minute of Meeting of 13 November, 2014 (Item 22, Page 1075), a report by the Director of Business Services had been circulated requesting approval of expenditure on a PC refresh programme in schools and for Council staff.

The Committee **agreed**:-

- (1) to note a change to the timescale for spending £600,000 approved by the Committee on 13 November, 2014,
- (2) to approve additional spend of a further £548,156 for 2015/16, and £637,516 from the 2016/17 Education and Children's Services revenue budget to purchase ICT devices, using Procurement Scotland national frameworks, to continue the schools' hardware improvement programme,
- (3) to approve £841,000 of spend from the existing ICT capital budget during 2015/16 and 2016/17 for the replacement and upgrade of PCs for Council staff, and
- (4) to approve the level and reporting of expenditure from the framework contract as described in paragraph 3.6 of the report.

23. ICT INFRASTRUCTURE FOR NEW SCHOOL BUILDS

With reference to the Minute of Meeting of 18 April, 2013 (Item 20, Page 2160), a report by the Director of Business Services had been circulated requesting approval of expenditure on ICT infrastructure for Ellon Academy Community Campus and other new school builds.

The Committee **agreed**:-

- (1) to approve spend of £307,001 for the network/wireless/telephony installation at the new Ellon Academy Community Campus,
- (2) to approve spend up to a value of £150,000 to provide classroom audio visual equipment and indoor digital signage at the new Ellon Academy Community Campus,
- (3) to delegate authority to the Head of ICT, in conjunction with the Head of Finance and the Head of Commercial and Procurement Services, to award contracts to the most economically advantageous tenderers for the remaining school builds' ICT requirements in 2015/16; having undertaken a full evaluation process and subject to the establishment of suitable contracts, up to the value of £600,000 to be funded from the Council's Capital Plan,
- (4) to approve the use of the framework agreements, CCS RM1054: Technology Services, Lot 1 Technology Hardware, CCS RM1498: PSN Services, Lot 1 Communication Services and the Scottish Procurement IT Peripherals Framework for on-going purchase and supply of ICT infrastructure hardware and software, and
- (5) to approve the use of the Scotland Excel "Presentation and Audio Visual Equipment" Framework for the purchase of audio visual equipment.

24. ABERDEENSHIRE REPLACEMENT GAS HEATING WORKS 2015 - 2017 - SOUTH AREAS, CENTRAL AREA, EAST AREAS AND NORTH AREAS

With reference to the Minute of Meeting of the Social Work and Housing Committee of 2 April, 2015 (Item 7), a report dated 12 March, 2015, by the Director of Infrastructure Services had been circulated requesting approval of cost estimates and authorisation to proceed to tender for gas heating installation works as part of the housing stock improvement programme in 2015 - 2017.

The Committee **agreed**:-

- (1) to approve the cost estimates, inclusive of Property costs, and to proceed to tender in respect of the following amounts and contracts:
 - (a) £269,410 in respect of Contract 17948 for gas heating works in south areas,
 - (b) £1,980,990 in respect of Contract 17949 for gas heating works in central areas,
 - (c) £1,868,180 in respect of Contract 17950 for gas heating works in east areas,
 - (d) £2,419,760 in respect of Contract 17951 for gas heating works in north areas, and
- (2) to delegate authority to the Head of Finance and the Head of Commercial and Procurement Services to accept the most economically advantageous tender in respect of these contracts.

25. ABERDEENSHIRE BATHROOM REFURBISHMENT WORKS 2015 - 2017 - NORTH AND CENTRAL AREAS, SOUTH AND EAST AREAS - HOUSING REPAIR WORKS

With reference to the Minute of Meeting of the Social Work and Housing Committee of 2 April, 2015 (Item 7), a report dated 12 March, 2015, by the Director of Infrastructure Services had been circulated requesting approval of cost estimates and authorisation to proceed to tender for bathroom refurbishment works and housing repair works as part of the housing stock improvement programme in 2015 - 2017.

The Committee **agreed**:-

- (1) to approve the cost estimates, inclusive of Property costs, and to proceed to tender in respect of the following amounts and contracts:
 - (a) £6,200,600 in respect of Contract 17934 for bathroom refurbishment works in north and central areas,
 - (b) £6,200,600 in respect of Contract 17935 for bathroom refurbishment works in south and east areas,
 - (c) £600,000 in respect of Contract 17936 for bathroom refurbishment works for housing repair works, and
- (2) to delegate authority to the Head of Finance and the Head of Commercial and Procurement Services to accept the most economically advantageous tender in respect of these contracts.

26. ABERDEENSHIRE KITCHEN REFURBISHMENT WORKS 2015 - 2017 - NORTH AND CENTRAL AREAS, SOUTH AND EAST AREAS - HOUSING REPAIR WORKS

With reference to the Minute of Meeting of the Social Work and Housing Committee of 2 April, 2015 (Item 7), a report dated 12 March, 2015, by the Director of Infrastructure Services had been circulated requesting approval of cost estimates and authorisation to proceed to tender for kitchen refurbishment works and housing repair works as part of the housing stock improvement programme in 2015 - 2017.

The Committee **agreed**:-

- (1) to approve the cost estimates, inclusive of Property costs, and to proceed to tender in respect of the following amounts and contracts:
 - (a) £5,392,860 in respect of Contract 17937 for kitchen refurbishment works in north and central areas,
 - (b) £5,392,860 in respect of Contract 17938 for kitchen refurbishment works in south and east areas,
 - (c) £306,420 in respect of Contract 17939 for kitchen refurbishment works in housing repairs works, and
- (2) to delegate authority to the Head of Finance and the Head of Commercial and Procurement Services to accept the most economically advantageous tender in respect of these contracts.

27. ABERDEENSHIRE REPLACEMENT WINDOWS AND DOORS WORKS 2015 - 2017 - NORTH AND CENTRAL AREAS, SOUTH AREAS AND EAST AREAS

With reference to the Minute of Meeting of the Social Work and Housing Committee of 2 April, 2015 (Item 7), a report dated 12 March, 2015, by the Director of Infrastructure Services had been circulated requesting approval of cost estimates and authorisation to

proceed to tender for replacement windows and doors works as part of the housing stock improvement programme in 2015 - 2017.

The Committee **agreed**:-

- (1) to approve the cost estimates, inclusive of Property costs, and to proceed to tender in respect of the following amounts and contracts:
 - (a) £1,044,100 in respect of Contract 17940 for replacement windows and doors works in north and central areas,
 - (b) £1,816,700 in respect of Contract 17941 for replacement windows and doors works in south areas,
 - (c) £657,475 in respect of Contract 17942 for replacement windows and doors works in east areas, and
- (2) to delegate authority to the Head of Finance and the Head of Commercial and Procurement Services to accept the most economically advantageous tender in respect of these contracts.

28. INDEPENDENT PROFESSIONAL SUPPORT FOR PROPERTY AND FACILITIES MANAGEMENT 2015 - 2018

With reference to the Minute of Meeting of 11 September, 2014 (Item 39, Page 730), a report by the Director of Infrastructure Services had been circulated detailing the outcome of the tender action taken to obtain proposals from suppliers of independent professional support to supplement the in-house professional team and ensure delivery of the capital programme.

The Committee **agreed**:-

- (1) to endorse the action taken in respect of the procurement of independent professional support, and
- (2) to approve the appointment of Quantity Surveying Specialist Support by Faithful + Gould for a 12 month period for the sum of £94,300.

29. SCOTLAND EXCEL FRAMEWORK AGREEMENTS - TENDER ACCEPTANCE REPORT

A report dated 3 March, 2015, by the Director of Infrastructure Services had been circulated advising of the need to award a contract for the recycling of separately collected paper from household waste and recycling centres in Aberdeenshire and proposing the use of a Scotland Excel Framework Agreement.

The Committee **agreed** to approve the use of the Scotland Excel Framework Agreement for the Treatment of Recyclable and Residual Waste for recycling of paper collected at selected household waste and recycling centres in Aberdeenshire, from May 2015 to April 2016.

30. VEHICLE AND PLANT REPLACEMENTS - ACCEPTANCE OF TENDER

A report dated 12 March, 2015, by the Director of Infrastructure Services had been circulated advising of tenders received for vehicle and plant replacements in 2015/16 through a Scotland Excel Framework Agreement.

The Committee **agreed** to authorise acceptance of the tenders by the providers detailed in Appendix 1 of the report for the provision of vehicles and plant totalling £4,743,306 for

financial year 2015/16 from Scotland Excel Heavy and Light Vehicles Framework and the most current Aberdeenshire tenders exercise which would see contracts awarded during financial year 2015/16.

31. SUB-COMMITTEE

The Committee **noted** the Minute of Meeting of the Sustainability Sub-Committee of 4 February, 2015, a copy of which forms Appendix A to this Minute.

APPENDIX A**POLICY AND RESOURCES COMMITTEE****SUSTAINABILITY SUB-COMMITTEE****WOODHILL HOUSE, ABERDEEN, 4 FEBRUARY, 2015**

Present: Councillors I Davidson (Chair), G J Clark, K Farquhar, M A Ford, F McRae, P Oddie and B A Topping (as substitute for Councillor C C Buchan).

Apologies: Councillor A S Buchan and C C Buchan.

Officers: B Simons, Sustainability and Climate Change Co-ordinator; R Matheson, Service Manager (Industry Sectors); B Smith, Engineering Services Manager; B Agochukwu, Scientific Officer; and K Macleod, Committee Officer.

1. DECLARATION OF MEMBERS' INTERESTS

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

2. PUBLIC SECTOR EQUALITY DUTY

In taking decisions on the undernoted items of business, the Sub-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 had been provided, its contents and to take those into consideration when reaching a decision.

3. MINUTE OF MEETING OF THE SUB-COMMITTEE OF 27 AUGUST, 2014

There had been circulated, and was **noted**, the Minute of Meeting of the Sub-Committee of 27 August, 2014.

4. SCOTTISH CLIMATE CHANGE DECLARATION SUBMISSION 2013/14

There had been circulated a report dated January 2015, by the Director of Infrastructure Services, which (1) explained that the Council was a signatory of the Scottish Climate Change Declaration and had reported on its activities and progress on tackling climate change for a number of years and (2) presented the Council's Scottish Climate Change Declaration Submission for 2013/14.

The Sustainability and Climate Change Co-ordinator introduced the report and advised that the submission utilised an updated template. It was highlighted that there had been a reduction of 8.72% in CO₂ emissions when measured using the original scope of CO₂ sources. However new targets had been agreed around a new scope, with some additional sources of emissions still to be included. Using the revised scope there had been a

reduction of 4.8%, which was below the annual target of 7.3% needed to achieve a 44% reduction by 2020.

During discussion, members welcomed the reduction in CO₂ emissions and sought the provision of further data and background to allow greater understanding of patterns and reasons for variation in relation to the Area Emissions data sets published by the Department of Energy and Climate Change.

Members asked questions on street lighting initiatives; improving, monitoring and benchmarking energy efficiency of Council-owned buildings including replacing single glazed windows; transportation of waste; sustainable procurement; staffing resource issues; and road surfacing materials. Members also commented on invasive species along river corridors, the importance of promotion and planting of pollinator-friendly plants, and positive feedback received on external cladding.

After due consideration, the Sub-Committee **agreed** to approve the Council's completed submission for 2013/14 to the Scottish Sustainability Network on behalf of the Scottish Government.

5. DEVELOPMENT OF LANDFILL GAS TO ENERGY AT CROWS' NEST LANDFILL

There had been circulated a report dated 5 November, 2014, by the Director of Infrastructure Services, which advised that, following a site visit by the Sub-Committee to Crows' Nest Landfill Site, Banchory on 19 November, 2014, the Waste Management Service intended to issue an invitation to tender for a qualified third party service provider to utilise landfill gas at Crows' Nest Landfill site for renewable energy generation, offering long term gas purchase agreement and paying royalty income to Aberdeenshire Council.

The Scientific Officer spoke to the report and advised that a Landfill Gas to Energy project would generate revenue and reduce the use of flares at the landfill site, reducing costs of maintaining the flares and resulting in a substantial net reduction in the Council's greenhouse gas emissions. It was explained that an external consultant had estimated the potential net revenue over a 15 year project life at approximately £1 million. A sensitivity and risk analysis had indicated that a third party project would provide best value to the Council balanced against project risks.

During discussion members queried how the operator would utilise the landfill gas and, if approved by the Policy and Resources Committee, how soon the project could begin on site, and it was advised that work could begin within six months.

After due consideration, the Sub-Committee **agreed**:-

- (1) to note the contents of the report; and
- (2) that a report be submitted to the Policy and Resources Committee to seek approval to issue an invitation to tender to utilise the landfill gas at Crows' Nest Landfill site.