

**ABERDEENSHIRE COUNCIL**

**COMMUNITIES COMMITTEE**

**WOODHILL HOUSE, ABERDEEN, 31 MAY, 2018**

**Present:** Councillors A Stirling (Chair), I Walker (Vice Chair), A Allan, D Beagrie, S Calder, E Durno, P Gibb, A Hassan, A Kille, D Mair, G Reynolds, D Robertson, A Ross and S Wallace.

**Officers:** Director of Business Services, Director of Infrastructure Services, Head of Housing, Housing Manager (A Jones), Housing Manager (A MacLeod) Service Manager (Facilities and Funding), Head of Service (Property and Facilities), Business Services Manager, Social Care Procurement and Contracts Manager, Hard FM Team Manager, Local Senior Officer and Group Manager, Operations, (Aberdeenshire and Moray), Scottish Fire and Rescue Service, Chief Superintendent C Thomson and Inspector N Morrison (Police Scotland), Accountancy Finance Manager, Legal Services Manager (Governance), and Committee Officer (F Brown).

**1. SEDERUNT AND DECLARATION OF MEMBERS' INTERESTS**

The Chair asked members if they had any interests to declare in terms of the Councillors' Code of Conduct and the following interests were intimated:-

- (1) Item 14 – Cllr Beagrie, Cllr Calder and Cllr Killie were all registered landlords, but having applied the objective test, concluded that they had no interest to declare and continued to participate in the meeting;
- (2) Item 18 – Cllr Walker as an employee of NHS Grampian, but having applied the objective test, concluded that the interest was remote and insignificant, and continued to participate in the meeting; and
- (3) Item 21 – Cllr Ross had an interest in the item as she knew people from SEED Box, and left the meeting.

**2A. PUBLIC SECTOR EQUALITY DUTY**

In making decisions on the following 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.
- (2) Where an Equality Impact Assessment was provided, to consider its contents and take those into account when reaching their decision.

## 2B. RESOLUTION

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 Items 19, 20, 21 and 22 so as to avoid disclosure of exempt information of the class described in paragraph 8 of Part 1 of Schedule 7A of the Act.

### 3. MINUTE OF MEETING OF THE COMMUNITIES COMMITTEE OF 29 MARCH, 2018

There was circulated, **noted**, and **approved** as a correct record, the minute of meeting of the Communities Committee of 29 March, 2018, subject to two small minor typographical changes.

- (i) Page 7, Item 7 (paragraph 2). The last sentence, the word "hard" should be amended to read "harm"; and
- (ii) Page 8, Item 9 (paragraph 1). "Scotlan" should be amended to read "Scotland".

### 4. PROGRESS WITH OUTSTANDING ACTIONS FROM PREVIOUS COMMUNITIES COMMITTEE MEETINGS

There was circulated a report, which updated members on the progress made, against outstanding actions agreed, at previous meetings of the Communities Committee, held on 21 December, 2017 and 29 March, 2018.

- (i) Item 2 – It was reported that following the postponement of the visit to the Call Centre in Dundee, an electronic invite had been issued to the Committee for the rearranged visit which would take place on 4 October, 2018 at 11.30 a.m.
- (ii) Item 4 and 5 were now completed and should be removed from the list.

After consideration, the Committee **agreed** to:-

- (1) note the position with regard to progressing actions from previous meetings; and
- (2) ensure that all outstanding actions, once progressed to completion, were removed from the outstanding actions report.

### 5. SCOTTISH FIRE AND RESCUE SERVICE – PERFORMANCE REPORT FOR 1 APRIL 2017 TO 31 MARCH 2018

There was circulated a report, by the Director of Business Services which advised the Committee on how the Scottish Fire & Rescue Service (SFRS) was performing against key performance measures and associated targets, as set out in the Aberdeenshire Fire and Rescue Plan 2017 to 2020, approved at the meeting of the Communities Committee on 9 November, 2017 (Item 6).

The report included performance reports as Appendix 1 to the report, which presented outcomes applicable to the quarterly report on the performance for the Aberdeenshire Council area in the context of the Aberdeenshire Local Fire and Rescue Plan 2014 to 2017. The Appendix was a summary of performance for the reporting period 1 October to 31 December, 2017.

During discussion, Officers, provided answers to a number of questions relating to performance statistics and the Chair on behalf of the Committee acknowledged the huge amount of exceptional work being undertaken by SFRS within Aberdeenshire communities.

The Committee then suggested, that as part of working partnership arrangements, it might be helpful to share future performance reports with the Aberdeenshire Health and Social Care Partnership, Integration Joint Board for noting, and to ask them to consider whether they would like sight of the SFRS Performance Reports going forward.

After consideration, the Committee **agreed** to:-

- (1) acknowledge the attached performance report, relating to year to year performance for 1 April 2017 to 31 March 2018 for the Aberdeenshire of the Scottish Fire and Rescue Service;
- (2) acknowledge the national and operational matters arising, together with key resource issues; and
- (3) to request that the Chief Officer, submit the report to the Aberdeenshire Health and Social Care Partnership, Aberdeenshire Integration Joint Board for noting, and to ask them to consider whether they wished to have sight of future reports.

## **6. POLICE SCOTLAND NORTH EAST DIVISION – THEMATIC REPORT: CYBERCRIME**

There was circulated a report, dated 7 May, 2018 by the Director of Business Services, which provided the Committee with information on Cybercrimes, where threats could come from a number of sources, and which were designed to extort money from victims, utilising a range of techniques as presented in Section 2.2 to the report.

The report highlighted that cybercrime and Cyber-attacks were rising sharply through the use of information communication technology (ICT) devices, such as computers or other computer enabled tools, including mobile or smart phones and were opening up new vulnerabilities and opportunities for criminal activity.

It was reported that cyber-crime in the North East Division would be investigated by the most appropriate resource, dependent on the level, scale and complexity of the investigation, and prevention through preventative inputs would be delivered locally to a wide range of audiences.

During discussion, the Committee welcomed the report and the measures being taken to increase awareness of cybercrime within Aberdeenshire. Specific reference was made to Section 2.14 of the report, which highlighted that the number of users, signed up to the neighbourhood watch, 'Rural Alert and Neighbourhood Alert' scheme was relatively low, and the Committee suggested that a refresh of the campaign, may be helpful, and elected members could assist with raising awareness of that type of crime within their areas.

After consideration, the Committee **agreed** to:-

- (1) Note the information contained within the report, which sought to inform the Committee regarding cyber-crime in general and in particular Aberdeenshire; and
- (2) Request that officers undertake a refresh the 'Rural Alert and Neighbourhood Alert' campaign with Aberdeenshire communities with the support of elected members'.

## **7. POLICE SCOTLAND NORTH EAST DIVISION – THEMATIC REPORT: DRINK AND DRUG DRIVING**

There was circulated a report, dated 7 May, 2018 by the Director of Business Services, which provided the Committee with the overall findings of study, as part of a Division-wide focus on drink/drug driving for the period 1 October 2017 to 31 March 2018.

The report explained that from the 5 December 2014, the legal permitted drink drive limit in Scotland had been reduced from 35 to 22 micrograms of alcohol per 100 ml of breath and it was expected that the legislative change would reduce the number of drink drive offences, which in turn would improve road safety. Section 2.3 to the report provided the total number of detections for Aberdeenshire for 2017/18 which showed a 6% reduction from the previous year.

The Committee acknowledged, that while the improvement was considered a positive step, it was recognised that a small minority of uses were still at risk when driving while under the influence of alcohol or drugs and it was noted that Police Scotland would continue to focus on deterring and detecting drink and drug drivers by maintaining a visible presence within communities and focusing their resources on optimum locations at relevant times of the week to maximise the potential to detect those who continue to drink and drive.

During discussion, the Committee welcomed the report, and commended the work of Police Scotland, and all of the teams who work with Aberdeenshire communities, detecting drink and drug driving crimes and reinforcing the anti-drink/drive message.

After consideration, the Committee **agreed** to note the information, contained within the report, which sought to inform the Committee regarding Drink and Drug driving and Road Policing in general within Aberdeenshire.

## **8. POLICE SCOTLAND NORTH EAST DIVISION – THEMATIC REPORT: ROAD POLICING UNIT**

There was circulated a report, dated 7 May, 2018 by the Director of Business Services, which provided the Committee with background information on 'Road Policing', a front-line policing function which was founded on the principles of Road Casualty Reduction and concerned with deterring offenders, detecting all types of criminality on the road, and impacting positively on the use of the roads by criminals and addressing behaviours which affect the safety and wellbeing of all users.

During discussion, the Committee welcomed the report, and commended the work of the Road Policing Unit, operational Officers and specialist Road Policing support provided through Local Policing Commanders and all of the teams who work with Aberdeenshire communities, who continued to police the roads networks for the safety and wellbeing of all road users.

After consideration, the Committee **agreed** to note the information contained within the report, which sought to inform the Committee regarding the role and core functions of the Road Policing Unit in the North East Division.

## **9. USE OF OFFICER DELEGATED POWERS BY REASON OF SPECIAL URGENCY**

### **(a) RESPONSE TO CALL FOR WRITTEN VIEWS ON POLICE AND FIRE REFORM (SCOTLAND) ACT 2012: POST LEGISLATIVE SCRUTINY**

There was circulated a report, dated 21 May, 2018 by the Director of Business Services which advised the Committee that written views had been sought by the Scottish Parliament's Justice

Committee, on its post-legislative scrutiny of the Police and Fire Reform (Scotland) Act 2012, and the Committee were asked to scrutinise whether the policy objectives of the 2012 Act have been delivered, and if not, ascertain where gaps or areas for improvement exist.

The Committee were advised that the Chief Officer response had been presented as Appendix 1 to the report and that response had been submitted by a Chief Officer in accordance with Section A.22 of the List of Officers Powers in Part 2B of the Scheme of Governance, where the timescale for responding did not permit an opportunity for approval by the appropriate policy committee, and the response had been submitted following consultation with the Chair and Vice Chair and main Opposition Spokesperson to the Committee.

Having heard from the Chair and Vice Chair, a proposal to defer consideration of the report to allow for further consultation and comment on the content of the DRAFT response, the Committee **agreed**:-

- (1) To defer consideration of the report, to allow further consultation with the administration, opposition groups and with SFRS who would be afforded the opportunity to comment on the content of the report and submit their views to the Director of Business Services by 7 June 2018;
- (2) To delegate to the Director of Business Services, authority to submit an amended response to the Justice Committee, following agreement with the Chair, Vice Chair and Opposition Spokesperson;
- (3) That the Chair should draft a covering letter to accompany the response, and that the letter would be shared with the Committee prior to final submission; and
- (4) To record the Committee's thanks and appreciation to Chief Superintendent Thomson and all the staff within Police Scotland for all their work within Aberdeenshire Communities.

#### **(b) RESPONSE TO THE CONSULTATION ON THE FUTURE OF THE SCOTTISH FIRE & RESCUE SERVICE**

There was circulated a report, dated 14 May, 2018 by the Director of Business Services which advised the Committee that written views had been sought by the Scottish Fire and Rescue Service (SFRS) to a consultation on its proposals to transform the service in the future to meet new risks and funding challenges.

Following consultation with colleagues across the council including Area Manager Teams, Transportation, Community Justice Partnership, Community Safety, Health Improvement and Policy, Performance and Improvement, and incorporating the views of Elected Members through discussion of the SFRS consultation paper at Communities Committee and Area Committees, a response had been submitted on behalf of Aberdeenshire Council prior to the deadline of 14 May 2018, in accordance with Section A.22 of the List of Officers Powers in Part 2B of the Scheme of Governance, where the timescale for responding does not permit an opportunity for approval by the appropriate policy committee. The response submitted was made following consultation with the Chair and Vice Chair and main Opposition Spokesperson of the Communities Committee and was attached as Appendix 1 to the report.

After consideration, the Committee **agreed** to endorse the response to the consultation on the Future of the Scottish Fire and Rescue Service and to record the Committee's appreciation to all the staff within the SFRS for their work within Aberdeenshire.

## 10. COUNCIL PLAN 2017-2022 – DELIVERY

With reference to the Minute of Meeting of the Council of 23 November, 2017 (Item 10), when the Council Plan for 2017-2022 had been approved, providing strategic direction through the confirmation of eleven priorities, there was circulated a report, dated 2 April, 2018 by the Director of Infrastructure Services on the development of governance, performance and scrutiny arrangements and activity plans to deliver on the agreed priorities. The report explained that each priority would be led by a specific Directorate of the Council, with other Directorates influencing and supporting delivery, and each Policy Committee would be responsible for scrutinising delivery of specific priorities related to its delegated functions.

The priorities proposed to be aligned to the Communities Committee included (1) encouraging active lifestyles and promoting well-being with a focus on obesity and mental health, (2) having the right mix of housing across all of Aberdeenshire, (3) to support the delivery of the Health and Social Care strategic plan, and (4) to work to reduce poverty and inequalities within our communities.

During discussion, the Committee acknowledged, that while the Council Plan 2017-2022 had been approved by Full Council on 23 November, 2017, the Committee could only agree in principle the Council Plan 2017 – 2022 Delivery, and they requested that officers should arrange a workshop to afford the Committee the opportunity to discuss the priorities and outcomes and to scrutinise the service delivery options.

The Committee requested that the workshop should be arranged as soon as possible, preferably before the summer recess, and the outcome of that workshop should be reported back to the Communities Committee. The Committee also requested that an Area Manager should be invited to attend the workshop.

The Committee also requested some additional information on the definitions of 'affordable housing'; a list of action and targets on Page 65 and a delivery date on all actions should be presented within future reports.

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

- (1) To agree in principle the Council Plan 2017-2022 for scrutiny, subject to the outcome of a workshop to be held, preferably before the recess, which would allow the Committee to discuss priorities and outcomes and to scrutinise service delivery options;
- (2) That the outcome of the workshop should be reported back to the Communities Committee;
- (3) That an Area Manager be invited to attend the workshop;
- (4) That Officers draft and circulate a briefing note to members on the definitions of affordable housing;
- (5) That a list of actions and targets be provided for Appendix 2, page 65; and
- (6) That a delivery date be provided for all outcomes (page 66) before the report is presented back to the Committee.

## **11. HOUSING SERVICES, QUARTERLY PERFORMANCE, EXCEPTION REPORTING, JANUARY TO MARCH 2018 (ABERDEENSHIRE PERFORMS)**

There was circulated a report, dated 3 May, 2018 by the Director of Infrastructure Services which provided information to the Committee on the performance of the Service against key performance measures and associated targets as set out in the Infrastructure Services Service Plan 2017-2020, as approved by the Infrastructure Services Committee.

The report explained that the performance measures were linked to the Council priorities and the quarterly performance during the fourth quarter of 2017/18, and were summarised in Section 2.3 to the report with Key Service Objectives focusing on: - ensuring access to good quality, affordable housing; ensuring the service meets the outcome for the Scottish Social Housing Charter; and reducing fuel poverty.

The Head of Housing responded to issues raised by the Committee in relation to average re-let times for vacant properties and properties requiring upgrade works under the HIP, issues around the appointments system for repairs which was currently being rolled out, the potential for acquisition by the Council of former council properties which are on the open market, the varying demand for mid-market properties and the need for provision for disabled families.

During discussion, the Committee welcomed the report, and then sought assurances from officers that additional information would be provided, by way of a briefing note to members on fuel poverty targets; to agree that the Committee should reflect on existing performance indicators and determine whether more useful indicators should be included in future reports and to seek assurances that housing teams would continue to report to Area Committees with regular updates on the progress of HEEPS, with regular reports on the implementation of HEEPS being reported by to the Committees Committee, to allow members to scrutinise the progress.

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

- (1) To acknowledge the positive performance achieved from January to March 2018 (Quarter 4), identified in Section 2.3;
- (2) That they had considered those measures where performance was below expectations from January to March, 2018 as identified in Appendix 1 to the report;
- (3) That they had considered the update on work undertaken to alleviate Fuel Poverty as detailed in Appendix 2 to the report;
- (4) That they had considered the progress towards delivering projects listed in Appendix 3 to the report;
- (5) To acknowledge the publication of the complete January to March Performance Report;
- (6) That Officers should issue a briefing note Members on fuel poverty targets;
- (7) That as part of the workshop agreed in Agenda Item 10, the Committee should consider their scrutiny role and determine what would be the most relevant performance indicators, determine what indicators the Committee would like to see and which ones could be most useful; and

- (8) To request that Housing teams continue to report to Area Committees with updates on the progress of Home Energy Efficiency Programme (HEEPS), with regular reports on the implementation of HEEPS being reported back to the Communities Committee to allow members to track ongoing progress as part of their scrutiny role.

## **12. HOMELESS AND ROUGH SLEEPING ACTION GROUP (HARSAG) RECOMMENDATIONS**

There was circulated a report, dated 16 May, 2018 by the Director of Infrastructure Services, which updated members on the recommendations of the Homeless and Rough Sleeping Action Group (HARSAG), which had been set up by the Scottish Government in September 2017 to produce short and long term solutions to homelessness and rough sleeping and to consider transforming the way that temporary accommodation was used.

The Head of Housing introduced the report and noted that long term rough sleeping was not a known issue within Aberdeenshire, and was considered to be more relevant within urban areas and cities, however, the recommendations did raise some issues for homeless people within Aberdeenshire as they were focussed on providing accommodation rather than considering location, which was a very important issue for homeless people in a large rural area.

It was reported that the HARSAG group had provided 20 recommendations around rough sleeping and homelessness and Section 2.4.1 to 2.4.4 provided the Committee with the factual position from the viewpoint of the Homelessness team within Aberdeenshire.

Having noted that some of the recommendations from HARSAG would have a big impact on the authority if they were agreed, the Committee **agreed**:-

- (1) To consider the recommendations of the Homeless and Rough Sleeping Group (HARSAG) set up by the Scottish Government;
- (2) To agree in principle with the approach taken by the Housing Team, and request that a full report would be presented back to the Committee in September 2018 which would consider the wider context, in terms of what the implications/impact would be if the HARSAG recommendations were implemented, and if there were any areas of concern raised before that meeting, then officers would bring that back to the Committee to ensure that members were fully appraised of the situation;
- (3) That the Chair, on behalf of the Committee, would write to the Scottish Minister for Local Government, Housing and Planning to highlight the Committee's concerns over the HARSAG recommendations, and that letter would be circulated to the Committee prior to final submission; and
- (4) That the wording of Section 2.4.3 should be revised in relation to the reference to homeless assistance, however, the rewording should still be robust and reflect how the recommendations could affect Aberdeenshire if imposed.

## **13. ASSET DISPOSAL AND REINVESTMENT**

With reference to the Minute of Meeting of 29 March, 2018 (Item 11), there was circulated a report, dated 1 May, 2018 by the Director of Infrastructure Services, reporting on the consultation process which had been undertaken with Area Committees on the proposed strategy to dispose of poorly performing assets on the Housing Revenue Account.

The Committee heard from the Housing Manager (Strategy), who advised that Area Committees were broadly supportive of the proposals, and the report detailed their comments along with the officer responses. Clarification had been sought in relation to exceptional circumstances (2.4 to the report), and it was reported that there was no intention to move sitting tenants, unless in exceptional circumstances, where the health and safety of the tenant was at risk.

It was noted that there was a desire for Elected Members to be more involved and engaged and the Committee requested that Local Ward Members should be informed of any proposed disposals within their area, prior to being marketed, to allow them to monitor progress.

In relation to the reinvestment strategy to deliver affordable housing in the local area, it was proposed, as a priority, that reinvestment should be made into the same settlement as the disposal, where possible, and dependent on the opportunities available.

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

- (1) The proposed strategy to dispose of poorly performing assets on the Housing Revenue Account, to be approved on a case by case basis following the process set out in 2.4 – 2.8 of the report, and in paragraph 2.6, last sentence, to amend the wording to ensure that processes would be put in place for all disposals, and that Ward Members would be notified of any disposals in their Area prior to the property being marketed, and to ensure that the wording matches in Appendix 1, page 92 of Officer's response; and
- (2) To reinvest the proceeds from any sales to enable the delivery of affordable housing in the local area, where possible.

#### **14. CONSULTATION RESPONSE ON THE REVIEW OF LANDLORD REGISTRATION APPLICATIONS AND FEES**

There was submitted a report, dated 26 April, 2018 by the Director of Infrastructure Services which presented an officer response to the Scottish Government consultation on Landlord Registration Applications and Fees, and which sought the Committee's comments on that response.

The Housing Manager (Strategy) introduced the report and advised the Committee that the consultation had sought views on the proposals for reviewing information, which must be included within an application for landlord registration and the level of application fees, which had remained static since their introduction in 2006. It was highlighted that the proposals, as set out in the consultation, would complement the current service plans to increase support for landlords and to assist them with compliance and ultimately improve standards within the private housing sector.

Officers responded to a number of issues raised by members in relation to enforcement action for landlords for non-compliance with tenancy leases and the impact on tenants if a landlord registration was revoked. The Committee requested that Officers submit a briefing paper on the standards of compliance, which should identify the pros and cons for a collective approach with partners in the private sector.

A consideration, the Committee **agreed**:-

- (1) To approve the Aberdeenshire Council response to the consultation as detailed in the report; and

- (2) That Officers bring forward a briefing paper on standards of compliance and the pros and cons for a collective approach with partners in the private sector.

## **15. HOUSING REVENUE ACCOUNT (HRA), REVENUE AND CAPITAL OUTTURN 2017-18**

There was submitted a report, dated 10 May, 2018 by the Director of Infrastructure Services which outlined the Housing Revenue Account (HRA) revenue and capital budget outturn for 2017-2018.

The report explained that the Housing Revenue Account budget for 2017-2018 had been approved by the Full Council on 9 February 2017, with the HRA capital programme for 2017-2018 having been approved by the Communities Committee on 30 March 2017, and it was agreed that any net surplus on the HRA would be used to fund the HRA Capital Programme.

The report advised that the draft accounts for the year ended 31 March 2018 would be set before the Audit Committee on 5 July, 2018 and as such would remain provisional pending the completion of the independent auditor's review. The final outturn was summarised in Appendix 1 to the report

After consideration, the Committee **agreed** to note the unaudited HRA revenue and capital financial outturn for 2017-2018.

## **16. EDUCATION AND CHILDREN'S SERVICES, QUARTERLY PERFORMANCE REPORTING, JANUARY- MARCH 2018, (ABERDEENSHIRE PERFORMS)**

There was circulated a report, dated 20 April, 2018 by the Interim Director of Education and Children's Services, which advised the Committee on how the Service had performed against key performance measures and associated targets as set out in the Education and Children's Services (ECS) Service Plan, as approved by the Education and Children's Services Committee on 23 March 2017 (Item 7).

The report explained that the performance measures were linked to the service's priorities and the quarterly performance for the fourth quarter of 2017-2018 was summarised in Section 2.3 to 2.5 of the report with Key Service Objectives focusing on: to nurture a culture which supports our staff to deliver high quality, efficient and responsive services.

After consideration, the Committee **agreed** to:-

- (1) Acknowledge the performance achieved from January to March 2018, referred to in paragraphs 2.3 to 2.5;
- (2) Note the publication of the complete January to March 2018 Performance Report on Ward Pages; and
- (3) Instruct the Director of Education and Children's Services to continue to report, by exception, to Committee on quarterly performance measures against Service objectives.

## **17. DEVELOPING THE CULTURE AND SPORT BUSINESS UNIT**

With reference to the Minute of Meeting of the Council of 26 April 2018 (Item 6), where the Council had agreed to the establishment of a Culture and Sport Business Unit, and delegated authority for its governance to the Communities Committee and agreed the establishment of a Sub-Committee to promote and oversee the delivery of Culture and Sport facilities and

services across Aberdeenshire, there was circulated a report, dated 5 May, 2018 by the Interim Director of Education and Children's Services containing proposals for the establishment of the Culture and Sport Sub-Committee, a proposed Terms of Reference and recruitment process for the External Members of the Sub-Committee and arrangements for the recruitment of the Sub-Committee membership.

The Service Manager (Facilities and Funding) introduced the report, and advised the Committee that the Council had agreed new strategies for culture and sport, and the creation of a Business Unit to deliver them and to maximise their impact on communities. He explained that the governance of the new Unit would be overseen by the Communities Committee with a focussed attention, expertise and support provided by the Sub-Committee. He advised Members that agreement was being sought for the creation of the Sub-Committee and agreement of the Terms of Reference. Finally, proposals were laid out for the recruitment, the composition of External Sub-Committee members and arrangements for the first meeting, and implementation arrangements for the Business Unit and initial pilot period were outlined for consideration.

The Chair informed the Committee that in order to meet the deadline for reporting on the recruitment process to a Special Meeting of the Communities Committee scheduled for 5 July 2018, a delegation had been given to the Director of Business Services in advance of this meeting, in consultation with the Chair, Vice Chair and Opposition Spokesperson to allow the recruitment process for the External Members of the Sub-Committee to commence and advertisements to be placed.

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

- (1) The establishment of a sub-committee to be known as Aberdeenshire Culture and Sport Sub-Committee;
- (2) The Terms of Reference for the Sub-Committee at Appendix 2 of the report;
- (3) To note that the recruitment process for external members of the sub-committee had been delegated to the Director of Business Services in advance of the meeting in consultation with the Chair, Vice Chair and Opposition Spokesperson to allow the recruitment process to commence;
- (4) The composition of the recruitment panel as the Chair, Vice Chair and Opposition Spokesperson of the Communities Committee, the Head of Lifelong Learning and Leisure (or their substitute) and the Head of Human Resources and Organisational Development (or their substitute);
- (5) That a Special Meeting of the Communities Committee shall be convened following the conclusion of the recruitment process at which the Members of the Sub-Committee and Chair and Vice Chair shall be appointed;
- (6) The implementation arrangements and timetable for the Culture and Sport Business Unit; and
- (7) The proposed pilot period and proposals for reviewing the operation of the Culture and Sport Business Unit as outlined in the report at 2.15.

The Chair, on behalf of the Committee thanked the Service Manager (Facilities and Funding) and all the officers involved within the service for bringing the Business Unit through to the next phase.

## 18. ABERDEENSHIRE HEALTH AND SOCIAL CARE PARTNERSHIP (HSCP) – PERFORMANCE AND OUTCOMES FRAMEWORK, QUARTER 3 REPORTING – OCTOBER TO DECEMBER 2017

There was circulated a report, dated 2 May, 2018 by the Chief Officer, Aberdeenshire Health and Social Care Partnership which provided information on the performance of the Health and Social Care Partnership (HSCP) against the strategic priorities for the period October to December 2017. The Committee were advised that the report was approved at the Integration Joint Board (IJB) on 18 April 2018 (Item 8), for circulation to the Communities Committee for noting and recommending improvement actions as appropriate.

The Business Services Manager introduced the report and responded to issues raised by members in relation to the presentation of data within the core suite of National Integration Indicators, the potential to set further targets for indicators to help inform local service planning and delivery and proposals for a more themed approach for performance reporting in the future.

After consideration, the Committee **agreed** to note the content of the IJB Performance and Outcomes Framework Quarter 3 report.

## 19. RENT CONSULTATION STRATEGY

There was circulated a report, dated 18 May, 2018 by the Director of Infrastructure Services on the proposed three-year rental strategy consultation exercise to ensure that future rents are sufficient to enable the Housing Service to achieve its proposed investment plans.

The report explained as background that the Housing Revenue Account (HRA) budget is set annually by the Full Council and the budget is used to inform a 30 year business plan that models all spend within the HRA, with the purpose of business planning being to ensure affordability over the 30 year term and allow clear sight of income, expenditure, borrowing and affordability.

The Head of Housing introduced the report, and outlined the proposed rental strategy for future years, which was derived directly from the Business Plan, to ensure that future rents were sufficient to enable the Housing Service to achieve its proposed investment plans, whilst ensuring that the plan remains sustainable

The Committee considered Appendix 1 to the report, which presented the Business Plan and which provided a number of proposed options for inflationary rental increases, which had been measured against affordability over a period of 30 year terms of Debt to Rental Income ratios.

During discussion the Committee sought clarification on current rental figures; average Local Authority rental figures in Scotland and then agreed that options 1, 2, 6 and 7 were their preferred options as they would ensure affordability levels were achieved, so that no more than 40% of rental income from tenants would be used to repay borrowing.

The Committee noted that it was extremely important that a communication strategy should be developed by officers to ensure that there was a clear method for consultation within the whole community to ensure that everyone could contribute to the rent strategy.

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

- (1) To agree options 1, 2, 6 and 7 in the report on the proposed three year rental strategy, in advance of consultation with tenants, commencing Summer 2018;

- (2) To receive a report in December 2018 following the tenant consultation to set the increased Council House Rents for a further three year period from April 2019; and
- (3) That Officers prepare a briefing note on public engagement and the communication strategy for circulation to Members of the Committee.

## **20. HARD FACILITIES MANGEMENT (HARD FM) UPDATE**

With reference to the Minute of Meeting of the Committee of 7 September 2017 (Item 19), there was circulated a report, dated 18 May, 2018 by the Director of Business Services on the implementation of the Hard Facilities Management (Hard FM) contract.

The report detailed progress on the delivery of property related maintenance services, with monthly key performance indicators being reported in Appendix B to the report.

After consideration, the Committee **agreed** to:-

- (1) Note the performance of FES FM Limited under the Hard Facilities Management contract; and
- (2) Agree to receive further updates twice a year, and by exception if required.

The Chair, on behalf of the Committee thanked Officers for all their hard work in the management of the Hard FM contract.

## **21. TRAINING AND SKILLS DEVELOPMENT TENDER UPDATE**

With reference to the Minute of the Committee of 21 December, 2017 (Item 14), where the Committee had been asked to approve the business case for the procurement of Skills Development, Training and Employability Services and had chosen to reserve approval of contract awards following the tender, there was circulated a report, dated 25 April, 2018 by the Chief Officer, Aberdeenshire Health and Social Care Partnership seeking approval of arrangements to delegate authority to the relevant Chief Officer to carry out negotiations for direct awards, issuing interim contracts in the meantime.

The Social Care Procurement and Contracts Manager introduced the report and advised that on 23 May, 2018 the Integration Joint Board (IJB) had considered an update report on the outcome of the tender and had agreed not to award the framework as the tender did not achieve the expected result.

After consideration, the Committee **agreed** to:-

- (1) Acknowledge the details included in the Report to the Integration Joint Board entitled 'Tender Update – Skills Development, Training and Employability Services' attached as Appendix 1 to the report;
- (2) Acknowledge that the direction to Aberdeenshire Council on 21 December 2017 to procure the services on behalf of the IJB still stands, notwithstanding the mechanism for awarding contracts has changed, i.e. from a framework to direct awards, and that the Committee reserved the award of contracts;
- (3) Approve the recommendation of the tender evaluation panel not to award the framework; and

- (4) Delegate authority to the relevant Chief Officer to carry out negotiations with providers listed in Appendix 2 for direct awards, issuing interim contracts in the meantime.

## **22. INTEGRATION JOINT BOARD SUPPLEMENTARY WORK PLAN 2018-19: PASSENGER TRANSPORT, MEAT, OFFICE FURNITURE AND ADVERTISING**

There had been circulated a report, dated 15 May, 2018 by the Chief Officer, Aberdeenshire Health and Social Care Partnership, seeking approval by the Committee for the inclusion of a number of items in the Supplementary Work Plan for the IJB for 2018-19 as detailed in Appendix 1 of the report, subject to a direction from the IJB at their meeting on 23 May 2018.

The Committee were advised that the IJB had agreed on 23 May 2018 to recommend to the Communities Committee the inclusion of the items in the Supplementary Work Plan for 2018-19. Further, the particular contracts were being secured and/or extended with approval by the relevant lead Service Policy Committees.

After consideration, the Committee **agreed** to:-

- (1) Consider the items on the Directorate Supplementary Work Plan entitled 'Passenger Transport, Meat, Officer Furniture and Advertising' as outlined in Appendix 1;
- (2) Approve the items on the Work Plan identified as falling within the remit of the Committee, subject to the direction of the Aberdeenshire Integration Joint Board (IJB); and
- (3) Note that approval for the Business Case for each item on the Work Plan will be sought from the appointed Lead Committee.