



BUSINESS SERVICES COMMITTEE

THURSDAY, 11 JANUARY 2024 at 10.15 am

Your attendance is requested at a meeting of the **BUSINESS SERVICES COMMITTEE** to be held in **COUNCIL CHAMBER - WOODHILL HOUSE, WESTBURN ROAD, ABERDEEN, AB16 5GB**, on **THURSDAY, 11 JANUARY 2024**, at **10.15 am**

This meeting will be recorded and a recording of the public part of the meeting will be made publicly available at a later date.

Wednesday, 3 January 2024

Director of Business Services

To: Councillors G Owen (Chair), J Cox (Vice-Chair), D Black, S Burnett, Y Chou Turvey, G Crowson, S Dickinson, M Findlater, J Goodhall, D Mair, R McKail, C Miller, G Petrie and C Victor

Substitute Members: Councillors J Adams, S Adams, W Agnew, D Aitchison, G Blackett, J Crawley, I Davidson, A Forsyth, D Keating, T Mason, L McAllister, H Smith, S Smith and K Stelfox

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B U S I N E S S

1	Sederunt and Declaration of Members' Interests	
2(A)	Public Sector Equality Duty Consider, and if so desired, adopt the following resolution:-	4
	(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 Integrated Impact Assessment is provided, to consider its contents and take those into account when reaching a decision.	
2(B)	Exempt Information Consider, and if so decided, adopt the following resolution:- "That under Section 50A (4) and (5) of the Local Government (Scotland) Act 1973, as amended, the public and media representatives be excluded from the meeting for Items 11, 12 and 13 of business below, on the grounds that it involves the likely disclosure of exempt information of the class described in the relevant paragraphs of Part 1 of Schedule 7A of the Act."	
3	Minute of the Meeting of 16 November 2023	5 - 17
4	Statement of Outstanding Business	18 - 19
5	Business Services Financial Performance as at 30 November 2023	20 - 37
6	Request to Write Off Unrecoverable Debts Arising from Salary Overpayments	38 - 41
7	Customer Service Strategy	42 - 105
8	Aberdeenshire's Digital Strategy Implementation Update	106 - 135
9	Committee Review Process Stage 3: Investigation - Procurement Compliance	136 - 153
10	Annual Report of Activity under the Regulation of Investigatory Powers (Scotland) Act 2000 Policy	154 - 174

**ITEMS WHICH THE COMMITTEE MAY WISH TO CONSIDER WITH
THE PRESS AND PUBLIC EXCLUDED**

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| 11 | Estates Development and Investment Strategy
<i>[Exempt under paragraph 9]</i> | 175 - 213 |
| | Terms for a contract for acquisition or disposal of property or supply of goods or services. | |
| 12 | Office Space Strategy
<i>[Exempt under paragraph 8 & 9]</i> | 214 - 242 |
| | Expenditure to be incurred by the Council under a contract for acquisition of property or supply of goods or services.
Terms for a contract for acquisition or disposal of property or supply of goods or services. | |
| 13 | Business Services' Directorate Supplementary Procurement Plan 2023/24 - Procurement Approval
<i>[Exempt under paragraph 8]</i> | 243 - 248 |
| | Expenditure to be incurred by the Council under a contract for acquisition of property or supply of goods or services. | |

ITEM FOR NOTING

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| 14 | Minute of Meeting of Licensing-Sub-Committee on 13 October 2023 | 249 - 252 |
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