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To: Councillor Jennifer Stewart, Convener; Councillor John West, Vice-Convener; and Councillors Adam, Collie, Dean, Donnelly, Graham, Ironside, Jaffrey, Leslie, Malone, May, Kevin Stewart, Wisely and Yuill.

Town House,
ABERDEEN 17 November, 2010

CORPORATE POLICY AND PERFORMANCE COMMITTEE

The Members of the **CORPORATE POLICY AND PERFORMANCE COMMITTEE** are requested to meet in Committee Room 2 - Town House on **THURSDAY, 25 NOVEMBER 2010 at 2.00 pm.**

JANE G. MACEACHRAN
HEAD OF LEGAL AND DEMOCRATIC SERVICES

B U S I N E S S

REQUEST FOR DEPUTATION

- 1.1 None at present

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

- 2.1 The Committee is requested to determine that the business listed under Item 5 of this agenda be considered with the press and public excluded.

MINUTE, COMMITTEE BUSINESS STATEMENT AND MOTIONS LIST

- 3.1 Minute of Previous Meeting of 23 September 2010 (Pages 1 - 14)

- 3.2 Minute of Meetings of The Aberdeen City Alliance of 24 June and 8 September 2010 - for noting (Pages 15 - 40)
- 3.3 Committee Business Statement (Pages 41 - 50)
- 3.4 Motions List (Pages 51 - 54)

PERFORMANCE MANAGEMENT

GENERAL BUSINESS

- 4.1 Corporate Parenting Policy (Pages 55 - 62)
- 4.2 Local Code of Corporate Governance (Pages 63 - 70)
- 4.3 Committee Decision Implementation (Pages 71 - 72)
- 4.4 Working Better Together - Update (Pages 73 - 80)
- 4.5 Achieving Our Potential - Tackling Poverty and Income Inequality in Aberdeen City (Pages 81 - 116)
- 4.6 Fairer Scotland Fund - Progress Report (Pages 117 - 138)
- 4.7 Aberdeen City Council Single Equality Scheme Annual Report (Pages 139 - 154)
- 4.8 Revised Policies for Gas Safety, Asbestos and Legionella (Pages 155 - 202)

ITEMS NOT FOR PUBLICATION

- 5.1 Matters Under Investigation - Verbal Update by Head of Legal and Democratic Services

Website Address: www.aberdeencity.gov.uk

Should you require any further information about this agenda, please contact Allison Swanson, tel (52)2822, email aswanson@aberdeencity.gov.uk

CORPORATE POLICY AND PERFORMANCE COMMITTEE

ABERDEEN, 23 September, 2010. - Minute of Meeting of the CORPORATE POLICY AND PERFORMANCE COMMITTEE. Present:- Councillor Jennifer Stewart, Convener; Councillor John West, Vice-Convener; and Councillors Adam, Collie, Dean, Donnelly, Ironside, Leslie, McCaig (as a substitute for Councillor Jaffrey), Malone, May, Kevin Stewart and Yuill.

AGENDA

1. The Convener intimated that item 2.1 (Motion by Councillor Young – Knife Crime) had been withdrawn by Councillor Young and therefore would not be considered today and proposed that this be deleted from the motions list.

The Committee resolved:-

- (i) to note that item 4.1 (Motion by Councillor Young – Knife Crime) of the agenda had been withdrawn; and
- (ii) to delete the motion by Councillor Young regarding Knife Crime from the motions list.

MINUTE OF PREVIOUS MEETING

2. The Committee had before it the minute of its previous meeting of 10 June, 2010.

The Committee resolved:-

to approve the minute as a correct record.

COMMITTEE BUSINESS STATEMENT

3. The Committee had before it a statement of Committee Business prepared by the Head of Legal and Democratic Services.

In relation to the item (Catering Services Review), the Committee heard from the Convener who advised that the Head of Service for Schools had been undertaking consultation on the benefits to all schools on implementing the pilot scheme in all secondary schools across the city; a report in this regard would be considered by the Education, Culture and Sport Committee at its meeting on 18 November, 2010,

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and thereafter would be submitted for consideration to the Corporate Policy and Performance Committee at its meeting on 25 November, 2010.

The Committee resolved:-

- (i) in relation to item 3 (Catering Services) to:- (a) note that a report on action (i) was to be considered later on today's agenda; and (b) to note the oral update provided by the Convener in relation to action (ii);
- (ii) in relation to item 8 (Shared Risk Assessment – Audit of Best Value and Community Planning – BV2), to remove from the list of outstanding business;
- (iii) in relation to item 13 (Review of Community Planning), to note that EKOS was currently undertaking the review and to encourage Councillors on The Aberdeen City Alliance to complete the online review scorecard by 1 October, 2010; and
- (iv) to otherwise note the updates contained within the Business Statement.

MOTIONS LIST

4. The Committee had before it a Motions List prepared by the Head of Legal and Democratic Services.

The Committee resolved:-

to note the updates as contained within the list.

REFERRAL FROM THE OLDER PEOPLE'S WORKING GROUP

5. The Committee had under consideration, upon a remit from the Older People's Working Group meeting of 6 September, 2010 (article 4 of the minute refers), a request that the Committee ratify the change of name of the Working Group from the Older People's Working Group to the Older People's Advisory Group to reflect the role of the Group.

The Committee resolved:-

- (i) to ratify the change of name of the Working Group from the Older People's Working Group to the Older People's Advisory Group to reflect the role of the Group; and
- (ii) to request that the minutes of the Older People's Advisory Group also be submitted to the Social Care and Wellbeing Committee Information Bulletin.

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STATUTORY PERFORMANCE INDICATORS – 2009/2010 – CG/10/166

6. With reference to article 6 of the minute of the meeting of the Corporate Policy and Performance Committee of 29 April, 2010, the Committee had before it a report by the Director of Corporate Governance which advised of the outturn performance for the Council's agreed Statutory Performance Indicators (SPIs) for 2009/2010.

The report reminded members that Audit Scotland had made substantial changes to the SPIs which Councils must report for the 2009/2010 year. There were only 25 mandatory SPIs (referred to as "Specified Indicators"). In addition, Councils were required to publish a range of performance information sufficient to demonstrate that it was securing Best Value across a defined range of services and criteria. These requirements were detailed in the report.

With regards 2009/2010 performance, it was advised that there were a total of 75 SPIs for the Council. This was broken down into:- 25 specified indicators – which had a total of 57 metrics and 50 non-specified indicators – which had a total of 77 metrics and 3 qualitative assessments.

The overall picture for the Council was one of improvement with a significant majority of Statutory Performance Indicators improving and meeting agreed targets. The report highlighted a number of areas of performance where significant improvement had been achieved, as well as areas where performance was significantly below the benchmark and where performance had declined and was below benchmark.

The Committee resolved:-

- (i) in relation to the payment of invoices, to note the Director's assurance that recent problems regarding the payment of invoices were being addressed and the actions being taken in this regard;
- (ii) to commend council tax collection employees for the increased performance in in-year collection rate, which had improved for ten consecutive years;
- (iii) in relation to response repairs, to commend staff for their work in improving performance across all six categories;
- (iv) to note the outturn performance and analysis on the 2009/2010 Statutory Performance Indicators (SPIs);
- (v) to note that full details of all the SPIs, including trend information and analysis was available upon request and would be reported to each of the Council's Service Committees as appropriate and as part of the agreed quarterly reporting of performance; and
- (vi) to agree that the SPI outturn performance for 2009/10 be published, as was statutorily required.

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**SINGLE OUTCOME AGREEMENT 2009/2010 PERFORMANCE REPORT -
CG/10/167**

7. The Committee had before it a report by the Director of Corporate Governance which presented outturn performance and analysis for the measures included within the 2009/10 Single Outcome Agreement, and sought agreement to submit the report to the Scottish Government and to undertake public reporting of the data.

The report explained that the report, which was appended to the report, had been prepared with the input from all Community Planning Partners and consisted of:- (a) narrative on progress in improving the delivery of each of the 15 national outcomes; and (b) progress on each of the measures included in the Agreement to 31 March 2009. Following approval, the report would be made available on the Community Planning website.

The report highlighted a number of issues that members should be aware of in reviewing the report, namely:- (1) at the time of writing the report included performance data for almost all of the measures, however there were a small number where the data was still awaited due to collection arrangements; (2) some of the figures were subject to formal audit; and (3) some measures had an annual or bi-annual reporting period which did not correspond with the financial year, where this was the case the most up to date figures available had been included.

In relation to the percentage of children undertaking active travel to school, Councillor Collie highlighted the decline in value from 72.2% in 2008/2009 to 70.9% in 2009/2010, and asked how this matter was being addressed. In response the Director of Education, Culture and Sport advised that there had been a slight drop in this value, however the value still remained above the target. Prior to this year an increase in value had been recorded in this area. She advised that the target did not reflect the new health and wellbeing area within the curriculum for excellence, and suggested that another target measuring the impact of activity in school on health was required in light of the introduction of the curriculum for excellence.

The Committee resolved:-

- (i) in relation to the percentage of school leavers in positive and sustained destinations to:- (a) note that the values for 2009/2010 were not yet available; that these would be available in approximately 8 weeks, at which point they would be reported to the Education, Culture and Sport Committee; and (b) request that the values be reported to the Corporate, Policy and Performance Committee for information;

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- (ii) to note the outturn performance and analysis submitted by Community Planning Partners on the 2009/10 Single Outcome Agreement measures;
- (iii) to agree that the report be submitted to the Scottish Government in line with the national guidance; and
- (iv) to agree that officers conclude public reporting of the performance.

REPORTING PERFORMANCE BY EXCEPTION – CG/10/168

8. With reference to article 6 of the minute of the meeting of the Corporate Policy and Performance Committee of 29 April, 2010, the Committee had before it a report by the Director of Corporate Governance which recommended an approach to exception reporting of performance information.

The report explained that exception reporting was when data was reported only if performance differs from an expected standard. This could help to ensure that the limited time available for Committees to consider performance, focused on those areas where action / intervention was most likely to be required.

Typically, standards and tolerances would be set through the planning process. If performance was outwith the agreed tolerances, this would trigger inclusion within an exception report; this could apply to actions, performance indicators and risks. Tolerances might be based on a variety of measures, a list of examples was provided.

The report advised that performance reporting should help Councillors answer the question:- ‘What do I need to know to make sure things get better?’ For the Council’s committees, the “things” which needed to get better were set out in the approved Corporate and Service Business Plans. The performance packs directly related to the Council’s agreed priorities and actions. In principle, therefore, there was a strong argument for exception reporting to condense the available data to highlight those issues where Committees could add most value to “make things better”.

The report explained that there were a number of additional issues which needed to be considered, namely:-

1. How were Exceptions Identified?
 2. Analysis of Performance Data
 3. Positive and Negative Exceptions
 4. Public Performance Reporting
- Details on each of the above were provided.

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The report recommended that exception reporting be reported on the four aspects:-

- 1) Previously, Committees received a single sheet for every performance indicator setting out the value, trends, targets, analysis and actions. It was recommended that all relevant indicators were still reported, but unless they were identified as exceptions, a single summary line only would be reported.
- 2) It would be the responsibility of the Services' senior management to identify exceptions in each reporting period. The exceptions might be agreed through tolerances against a target or standard, but Services had a responsibility to ensure that exception reporting focuses on significant risks to the Council's overarching priorities.
- 3) All exceptional performance should be reported with additional commentary and analysis from the responsible Service that explains the information. This could include statistical analysis and graphical presentations.
- 4) Committees must always have the ability to instruct performance data and analysis as they consider appropriate.

A format for reporting which followed the principles was appended to the report.

The Committee resolved:-

- (i) to agree to the proposal for exception reporting to the Council's Committees as detailed in (1) to (4) above and at Appendix A of the report; and
- (ii) in terms of good practice, to request officers to report back to the Corporate Policy and Performance Committee in six months, with an analysis of/feedback on the implementation and performance of the new reporting by performance exception procedure to be implemented across all Committees.

LOCAL CODE OF CORPORATE GOVERNANCE – OCE/10/017

9. With reference to article 7 of the minute of the meeting of the Corporate Policy and Performance Committee of 21 January, 2010, the Committee had before it a report by the Chief Executive which provided an update on the development of a revised Local Code of Corporate Governance and presented an outline of the proposed Code.

The report advised that the aim of the Council's Local Code of Corporate Governance was to set out the framework which identified the systems and processes, the cultures and values by which the Council was directed and controlled and through which it accounted to, engaged with and, where appropriate, led the communities of the City. In this regard, SOLACE (the Society of Local Authority Chief Executives) and CIPFA (the Chartered Institute of Public Finance and Accountancy) jointly suggested that any local code of corporate governance should be built around the following six principles:-

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- 1) focusing on the purpose of the authority and on outcomes for the community and creating and implementing a vision for the local area
- 2) members and officers working together to achieve a common purpose with clearly defined functions and roles
- 3) promoting values for the authority and demonstrating the values of good governance through upholding high standards of conduct and
- 4) taking informed and transparent decisions which were subject to effective scrutiny and managing risk
- 5) developing the capacity and capabilities of members and officers to be effective
- 6) engaging with local people and other stakeholders to ensure robust public accountability

The report reminded members that since January 2009, the Council had approved revisions to the Council's decision-making structure, management structure and the Council's Standing Orders. The report also referred to the Best Value progress report on the Council published in July 2009, by Audit Scotland, the findings on the progress report by the Accounts Commission, and the Shared Risk Assessment for Aberdeen City Council undertaken by the Local Area Network

The report explained that the revised Code would be structured around the six principles advocated by SOLACE and CIPFA, and would reflect the many changes made within the Council's governance arrangements since May 2008. An outline of the activity which the Code would capture was listed. It was highlighted that the list was not an exhaustive list of the items to be included under each heading of the revised Code but was intended to illustrate how the Council's governance arrangements would be aligned to the principles set out by SOLACE and CIPFA.

The Committee resolved:-

to note the update provided and agree that the revised Local Code of Corporate Governance be submitted to the Corporate Policy and Performance Committee at its meeting on 25 November 2010.

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WHISTLEBLOWING POLICY – CG/10/174

10. With reference to article 21 of the minute of the meeting of the former Continuous Improvement Committee of 9 December, 2008, the Committee had before it a report by the Director of Corporate Governance which presented a revised policy on Whistleblowing for approval.

The proposed revised Whistleblowing policy was appended to the report.

The Committee resolved:-

- (i) to approve the revised Whistleblowing policy, detailed at Appendix 1; and
- (ii) to request that all Directors ensure that all employees were made aware of the new Whistleblowing Policy, through all appropriate channels, i.e. team meetings, and that the Whistleblowing Policy document be made readily available to all employees, i.e. on the intranet and with hard copies being made accessible to employees without access to the intranet.

CATERING SERVICES REVIEW UPDATE – EPI/10/220

11. With reference to article 11 of the minute of the meeting of the Corporate Policy and Performance Committee of 29 April, 2010, the Committee had before it a report by the Director of Enterprise, Planning and Infrastructure which provided an update on the action plan dealing with organisational and strategic issues relating to catering services, particularly in relation to the proposed outcomes from analysis of the responses received from the Catering Service Survey conducted in May 2010.

The report advised that the Action Plan, attached as appendix 1 to the report, which had previously been considered by the Committee in April, 2010, had now been modified to update actions taken forward in relation to the different aspects of catering across the Council as a whole.

Further steps had been taken to maintain the momentum from the original APSE review and a list of the main steps undertaken to date were listed.

With regards staff catering, it was advised that in May 2010 a Catering Services Survey was undertaken to gain feedback from staff and elected members on the services available in the Town House restaurant and the staff canteen at Kittybrewster Depot. The survey sought to gain information from staff and elected members on a number of areas all of which were listed in the report. In total there

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were 225 (216 online and 9 hard copy) responses received to the survey and an analysis of responses was attached as appendix 2 to the report.

The report explained that operational management responsibility of catering services within the Town House and at Kittybrewster transferred to Facilities Management with effect from June 2010. It was explained that changes to the catering service were proposed to be implemented from September 2010. Details of the changes to catering services and the areas which continued to be reviewed were provided.

The Committee resolved:-

to agree the proposed actions detailed in the action plan and to instruct officers to report updates on the action plan on a six monthly basis to the Corporate Policy and Performance Committee.

INFORMATION MANAGEMENT STRATEGY - CG/10/151

12. The Committee had before it a report by the Director of Corporate Governance which sought approval of a Corporate Information Management Strategy and related Action Plan, attached to the report.

By way of background the report explained that the Council was required by The Freedom of Information Scotland Act 2002 ("FOISA"), the Environmental Information (Scotland) Regulations 2004 ("EIRs") and the Data Protection Act 1998 ("DPA") to provide the public with a legal right to access any recorded information held by the Council subject to certain exemptions and exceptions. These legislative obligations were designed to make public sector organisations more accountable and transparent in their business activities and demonstrate their commitment to the spirit of the legislation. Failure by the Council to comply might result in punitive action by the Scottish Information Commissioner and reputational damage.

The report provided an overview of the Council's current system for handling requests being made under FOISA, EIR and DPA. It was advised that it had become apparent that since 2005, requests being made under FOISA, EIR and DPA were increasing in volume and there had been increased contact with OSIC regarding complaints and appeals made by applicant's who were dissatisfied with how their requests have been handled by the Council.

In addition to the above, it was advised that in February 2010, the Office of the Scottish Information Commissioner (OSIC) had conducted an Assessment of the

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Council's practice and compliance with FOISA, EIR and associated Codes of Practice. Whilst there were a number of good practice areas identified in the draft Report received from OSIC in July 2010, had a number of recommendations for the Council. At present negotiations were currently underway to agree the final Assessment Report and subsequent Action Plan.

The proposed Information Management Strategy was attached as an appendix to the report. It was advised that the strategy was timely in that it set a framework of robust governance which could be established during the organisational restructuring currently underway. Once established the framework would be developed to provide a corporate information management and handling system that was fit-for-purpose, consistent and flexible to meet the variety of business activities carried out by the Council now and in the future.

The Committee resolved:-

- (i) to note that a Good Practice Assessment had recently been undertaken by the Office of the Scottish Information Commissioner ("OSIC") regarding Aberdeen City Council's ("the Council") practice and compliance with the Freedom of Information (Scotland) Act 2002 ("FOISA"), the Environmental Information (Scotland) Regulations 2004 ("EIRs") and associated Codes of Practice and accept the recommendations as contained in Appendix 1 of the report;
- (ii) to note the recent review of internal procedures for ensuring compliance with FOISA, the Data Protection Act 1998 ("DPA") and EIRs and accept the recommendations as contained in Appendix 2 of the report;
- (iii) to approve the Corporate Information Management Strategy and Action Plan as contained in Appendix 3 of the report, to implement the recommendations contained within the assessment and review referred to at resolution (i) and (ii) above, and to ensure full compliance with the legal requirements upon the Council;
- (iv) to request that the review of the strategy be submitted to the Corporate Policy and Performance Committee in six months for consideration, and that this include an example of requests received per Directorate, as well as details on the costs of answering freedom of information requests, also by Directorate;
- (v) to request officers to explore the possibility of gathering and including details of the approximate cost of collating the information to answer each Freedom of Information request received, on the Council's website along with the answer to the request; and
- (vi) to commend staff for all their work undertaken in this area.

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**REVIEW OF SOCIAL NETWORKING SITES FOR ABERDEEN CITY COUNCIL -
EPI/10/123**

13. With reference to article 6 of the minute of the meeting of the Corporate Policy and Performance Committee of 10 June, 2010, the Committee had before it a report by the Director of Enterprise, Planning and Infrastructure which advised of the outcome of an investigation of the use, usefulness and benefits for including social networking activities as part of the communication, marketing and promotional activity for Aberdeen City Council.

The report explained that social networking was the loose term for a group of technologies and websites which included public internet forums such as bebo, Facebook, Twitter and myspace. The popularity and growth of social networking sites had been rapid. In particular, it was highlighted that Twitter, had produced a league of local authorities using the sites and that at present 125 local authorities in the UK were accessing Twitter in some form. Included within these authorities were 55 councils who were also posting videos on You Tube, and 44 with a Facebook profile. Locally, within Aberdeen, the use of these social networking sites was above the Scottish average.

In terms of the Council's involvement in social networking sites, it was advised that there were well established features on the Council website that provided a wide range of information on council services. However, not all citizens go to the Council site first for information. Social networking sites provided opportunities for the Council to communicate and interact directly with these individuals and groups. The benefits for the Council from using social networking sites were listed.

The report presented case studies, which illustrated the how social networking activity supported the Council in its delivery of services.

With regard the future use of social networking site, it was advised that as identified in the case studies, the sites demonstrates a 'comfortable fit' with local authorities in that both were about building communities and connecting people. In line with this, the report sought approval to continue to develop the corporate profile for Aberdeen City Council on the social networking sites of bebo and Facebook, the You Tube media channel, blog sites and Twitter. The Council's presence would continue to be branded corporately wherever possible to promote the wide range of services and events provided by the Council. The elements that would be included on the sites were listed. Details of methods to be undertaken to increase awareness were detailed.

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The Committee resolved:-

- (i) to approve the continued development of Aberdeen City Council's profile across social networking sites such as Facebook, bebo, Flickr and Twitter and the media channel You Tube;
- (ii) to note that a subsequent review and report would be presented to the Corporate Policy and Performance Committee at its meeting in March 2011;
- (iii) to request officers to investigate and assess future advances in social networking tools for their relevance and use as part of the council's pro-active communication and engagement activity; and
- (iv) to commend staff for all the work undertaken in this area.

RENAMING OF WARDS - CG/10/172

14. With reference to article 6 of the minute of the meeting of the Corporate Policy and Performance Committee of 10 June, 2010, the Committee had before it a report by the Director of Corporate Governance which advised of the outcome of a consultation exercise regarding the naming of Wards and sought approval to proceed with the formal re-naming process.

The report reminded members of the outstanding motions from Councillors Cassie, Fletcher, Graham, Kirsty West, Wisely and Yuill which sought the renaming of various Council Wards. On the instruction of the Corporate Policy and Performance Committee at its meeting on 4 March, 2010, a letter was issued to all Members to ascertain whether Members wished to put forward their own wards for renaming. The outcome of this consultation, along with the previously intimated name changes, was set out in the table below:-

Current Name	Proposed Name
Airyhall/ Broomhill/Garthdee	Mannofield/Broomhill/Garthdee
Hilton/Stockethill	Hilton/Woodside/Stockethill
Kincorth/Loirston	Kincorth/Nigg/Cove
Kingswells/ Sheddocksley	Kingswells/Sheddocksley/ Summerhill
Northfield	Northfield/Mastrick North

The report explained that the name changes proposed by the Elected Members to date appeared to enjoy cross party, along with public support. Indeed, the

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requested changes to the names of the Wards in question, to some extent had been generated by comments received by the local Members from the communities. In addition, the proposed names would provide a degree of clarity by more accurately describing the communities covered by the Wards in question. Consequently, it was likely that the wider public would welcome the proposed changes.

In terms of implementing the change, it was advised that in order to change the name of a local government ward, Scottish Ministers were required to make an Order in the Scottish Parliament. A period of public consultation was also required in relation to a change of Ward name; this exercise was undertaken by the Scottish Government, in conjunction with the Council.

If the proposed ward name changes detailed above were approved, the next step would be for officers to approach the Scottish Government and request that the commencement of the formal statutory process. This would involve details of the proposed name changes being published within local newspapers and being made available in local facilities such as community centres and libraries. Members would be advised of progress and would receive details of key dates in the consultation process.

The Committee resolved:-

- (i) to approve the proposed renaming of Wards detailed above; and
- (ii) to instruct officers to contact the Scottish Government to request that the formal statutory process for renaming Wards be commenced.

MASTRICK/SHEDDOCKSLEY COMMUNITY COUNCIL – CG/10/134

15. With reference to article 1 of the minute of the special meeting of Council of 19 May, 2010, the Committee had before it a report by the Director of Corporate Governance which advised that a request had been received from Mastrick/Sheddocksley Community Council to amend their name to Mastrick, Sheddocksley and Summerhill Community Council to more accurately reflect that the Summerhill area was included as part of the Mastrick/Sheddocksley Community Council area.

The Committee was asked to approve in principle the alteration of the present Community Councils scheme to allow for the proposed name change. In terms of Section 53 of the Local Government (Scotland) Act 1973, as amended, the report advised that should the Corporate Policy and Performance Committee approve the

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proposal to amend the Scheme, it would be necessary for the proposal thereafter to be considered at a special meeting of the Council.

The Committee resolved:-

to approve the alteration of the present Scheme to the effect that the name Mastrick/Sheddocksley Community Council be changed to Mastrick, Sheddocksley and Summerhill Community Council.

- **COUNCILLOR JENNIFER STEWART, Convener.**

THE ABERDEEN CITY ALLIANCE

MINUTE OF MEETING OF 24 JUNE, 2010

In attendance:-

Lavina Massie, Chairperson
 Heather Kelman, Vice-Chairperson
 Councillors Noble and Penny, Aberdeen City Council
 Val Tweedie (substituting for Bill Howatson), Community Health Partnership
 Sandy Murray, Chair of Homes Forum
 Arthur Forbes, Andy Finlayson, David Henderson and Ross Grant (substituting for Allan McIntosh), Civic Forum
 Jamie Bell (substituting for Maggie McGinlay) Scottish Enterprise
 Derick Murray, NESTRANS
 Lesley Wilkie, NHS Grampian
 John Michie, Aberdeen City Centre Association (ACCA)
 Ian Paterson, Aberdeen Council of Voluntary Organisations (ACVO)
 Sandy Kelman, Alcohol and Drugs Partnership (substituting for Richard Carey)
 Susan Johnston, Aberdeen Works
 Fred McBride, Integrated Children's Services Partnership

Also Present:

David Rodger and Paul Fleming, Customer Service and Performance, Aberdeen City Council
 Peter Lawrence and Laura Blair, Housing and Environment, Aberdeen City Council
 Allison Swanson and Lynsey Davidson, Democratic Services, Aberdeen City Council.

Item	Subject and Decision	Action By
1. Apologies	Apologies were intimated on behalf of Councillors Donnelly, Jennifer Stewart and John Stewart, Stewart Carruth, Richard Carey, Adrian Watson, Duncan Cockburn, David Rout, Rev Stephen Taylor, Councillor Howatson, Maggie McGinlay, Sandra Walker, Bob Collier and Gerry Donald.	A Swanson/ L McBain
2. Announcement	The Clerk advised that Councillor Jennifer Stewart had replaced Councillor Fletcher on the Alliance with immediate effect.	A Swanson/ L McBain
3. Minute of Previous Meeting of 13 May 2010.	Minute approved. In relation to article 4 (Information Bulletin) Arthur Forbes advised that he had received his copy of the Information Bulletin one day prior to the meeting and expressed concern in this regard. The clerk clarified that the bulletin contained items	

Item	Subject and Decision	Action By
	<p>which were purely for information and would not be discussed at the meeting; therefore it was not circulated to partners at the same time as the agenda, however she would ensure that it was distributed in greater advance of future meetings.</p>	
<p>4. Minute of Meeting of Executive Group of 9 June 2010</p>	<p>Minute noted.</p> <p>In relation to article 6 (Fairer Scotland Fund Annual Report), it was noted that the word “achieved” in the fourth paragraph should be amended to “achievement”.</p>	<p>L McBain</p>
<p>5. Third Sector Interface</p>	<p>With reference to article 3 of the minute of the meeting of the Alliance of 13 May, 2010, the Alliance had before it a tabled replacement report prepared by Aberdeen Council of Voluntary Organisations (ACVO) which outlined the situation with regards to the establishment of the now operational Third Sector Interface.</p> <p>By way of background, the report advised that in March 2008, the Scottish Government wrote to all Volunteer Centres and Councils of Voluntary Service to detail the proposed structure for funding such organisations between 2008 and 2011, and the letter detailed that the focus would move to the examination of how best to deliver agreed outcomes. Following this, the Government detailed in another letter the issues which needed to be addressed in order to set up the new process and the structure which would support that process; known as the Third Sector Interface. The main functions of this new interface would be to support and promote volunteering, support and develop social enterprise and be the connection between the Community Planning Partnership and the Third Sector. A timetable was established and identified that the new process should be in place by April 2011 when the new funding arrangements were to be put in place.</p> <p>The report went on to advise that various discussions had taken place between Aberdeen City Council and VSA and that as a result of these discussions, there was agreement, in principle, between the Aberdeen City Alliance, VSA and ACVO that the Volunteer Centre (VSA) would become part of ACVO, and in turn ACVO would become the Third Sector Interface within Aberdeen. Progress throughout had been fed to the Aberdeen City Alliance and the Voluntary Sector Liaison Group (now disbanded), as well as the Scottish Government.</p>	

Item	Subject and Decision	Action By
	<p>During the second half of 2009, work was carried out to establish the Interface which included carrying out work of a financial nature, legal costs relative to the transfer to larger premises to accommodate the Volunteer Centre, the provision of IT equipment of suitable capacity to deal with the increased staff and workload, removal costs and miscellaneous charges, which had accumulated at an approximate total cost of £22022.67.</p> <p>The report then highlighted ACVO's financial difficulties and reminded partners that at a meeting of the Alliance Executive Group of November 2009, ACVO requested that in light of financial concerns, that the Alliance assist ACVO financially, due to the underspend for the financial year 2008/09 and a similar situation anticipated for 2009/10. At this time there was general support for ACVO, however the Alliance nor individual partner organisations could not commit to supporting ACVO financially, and it was stated that it was unlikely that there would be a TACA underspend for both years as plans were in place for the remainder of the year which would require funding.</p> <p>The paper concluded that the finance expended to establish the Interface based on the agreement with the Alliance and VSA was 7% of the ACVO turnover for 2009/10 and further finance would be required to be expended in 2010/11.</p> <p>The report recommended:- that the Alliance –</p> <ul style="list-style-type: none"> (a) advise the Scottish Government that the Aberdeen Third Sector Interface was now in operation; (b) reimburse ACVO the funds already expended to establish the Interface and consider the other sums which require to be expended; and (c) note that ACVO would identify an official opening date for the Interface, in consultation with the Alliance and VSA and carry out necessary marketing and publicity for the event. <p>Speaking in furtherance of the paper, Mr. Paterson provided a detailed background to the establishment of the interface as well as discussions that had taken place to date between the Alliance, ACVO and other bodies in this regard. He highlighted the current difficult financial position in which it was operating, advised of the impact of the cost of establishing the interface on ACVO's finances, and highlighted that to date</p>	

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	<p>ACVO had covered all of the establishment costs, which represented 7% of the organisations turnover. He further explained that only a small number of local authorities had established an interface and that of those that had, a number had received financial support from their Community Planning Partnership.</p> <p>Thereafter, Mr. Paterson reminded partners that ACVO, in light of its negative financial position had previously sought financial support from the Alliance's budget underspend to assist with its budget deficit (not the establishment of the interface), at this time the Executive Group advised that the full Alliance would be required to make a decision on this, however the Executive Group agreed that the Alliance's budget was allocated to undertake the duties of and promote the Alliance, and not to grant to partners in financial difficulty; they also agreed that allocating the money would be setting a precedence that TACA did not wish to set. As such ACVO, at this time, explored various other sources of funding, however none had been successful.</p> <p>Finally, he re-iterated that ACVO's financial position had been further impacted upon by the incurring of the costs of the interface, as such and in light of the Alliance underspend, ACVO was presenting recommendation (b) detailed above for the Alliance's consideration. The monies sought would cover the establishment costs of the interface solely and he confirmed that this would be a one-off payment. In addition to this, Mr. Paterson advised that if the recommendation was approved, and the costs covered by the Alliance, then ACVO would commit to undertaking all administration duties required for the organisation of Alliance conferences, at no charge.</p> <p>At this point, it was proposed that recommendation (b) be considered along with TACA Financial Statement 2010/2011 which was to be considered later on today's agenda.</p> <p><u>The Alliance resolved:-</u></p> <p>(i) to approve recommendations (a) and (c) as contained in the report; and (ii) to discuss recommendation (b) during item entitled "TACA Financial Statement 2010" to be considered later on today's agenda.</p>	

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6. TACA Financial Statement 2010/11	<p>With reference to article 7 of the minute of the meeting of the Alliance of 13 May 2010, the Alliance had before it a report which provided information on the Alliance's Financial position for 2010/11.</p> <p>By way of background, the report advised that an under spend had accrued of £34,920 primarily as a result of a carry forward of £17,600 from the financial year 08/09 and the retention of £15,000 budget for the Annual conference which did not take place this year. A suggestion was made at the May meeting that given the current economic climate that the monies could be returned on a pro-rata basis to each of the statutory partners who contribute to the budget annually.</p> <p>Following on from this, a report was prepared which presented three options for the use of the monies. The options comprised of:-</p> <ol style="list-style-type: none"> 1) The underspend be returned to the statutory partners on a pro rata basis as follows:- <ul style="list-style-type: none"> – Grampian Fire and Rescue Service - £2968 – Grampian Police - £2968 – Aberdeen City Council - £20253 – NHS Grampian - £7333 – NESTRANS - £1048; or 2) The underspend be retained as a carry forward, as in previous years, to support the development capacity of the Aberdeen City Alliance. This option could help to focus on exploring initiatives that added value to existing services in the period of economic constraint for the public sector, and might incorporate the proposal made at the last TACA meeting to host a high profile conference focusing on collaborative approaches to tackling the key priorities for the City; or 3) The underspend be retained to support the delivery of any actions which might result from the forthcoming Strategic Assessment and review of Community Planning. <p>The report noted that the Executive Group had discussed the various options extensively and were supportive of both options two and three, however given the ongoing work with the Strategic Assessment, recommended that the underspend be allocated to option three.</p>	

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	<p>The report recommended:- that the Alliance agree option (3), that the underspend be retained to support the delivery of any actions which might result from the forthcoming Strategic Assessment and review of Community Planning.</p> <p>Thereafter the Alliance discussed the options detailed above, as well as the financial request from ACVO discussed at item 3 of today's agenda (article 5 of this minute refers). Firstly, the Alliance discussed which of the above three options it would allocate the underspend to, and it was agreed that the monies remain within the Alliance budget and allocated to option 2. Thereafter, in terms of the request for funding from ACVO to cover the establishment costs of the single interface, the Alliance discussed the request in great detail during which it raised the question of financial accountability, in particular expressing concern that the report from ACVO did not include detailed financial information detailing the specific items of expenditure that had led to the total expenditure of £22,022.67. In this regard, partners highlighted the importance of this information being provided, as well as parameters being set.</p> <p>With discussion leaning in support of allocating the monies to ACVO, partners also agreed that, if the monies were allocated to ACVO to cover the establishment costs of the interface, that this should not set a precedence where partners or other bodies bid for monies from the Alliance budget; it was emphasised that the budget was provided by partners to ensure that the work and priorities of the Alliance could be undertaken.</p> <p>Following this discussion, the Alliance heard from Mr. Paterson who advised that there had been an agreement with VSA, TACA and ACVO, that ACVO would form the Third Sector Interface and that updates on progress be submitted. Mr Paterson indicated that an update was provided to the Alliance in April 2009, where the financial help was agreed. At this point, the Chair clarified that in April 2009, the Alliance had received an update report on the establishment of the interface and at this meeting had not agreed to any funding.</p> <p>Mr. Paterson agreed with the points raised, however highlighted that this was a unique position and that other Community Planning Partnerships had contributed financially to the establishment of single interfaces in their areas. At this point he also re-iterated that, if allocated the monies, ACVO would provide the administration and</p>	

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	<p>organisation of future Alliance conferences.</p> <p>Finally, the Alliance discussed if it was minded to allocate this monies, whether this should be done 'in principle' subject to receiving the financial details, or whether it should be allocated with immediate effect on the proviso that the financial information be submitted to the next meeting of the Alliance for information. At this point, the Alliance heard from Mr. Paterson who re-iterated the importance and urgency of ACVO receiving the funds and of the implications of not receiving them, and advised that the detailed financial information requested could be provided to the Alliance.</p> <p><u>The Alliance resolved:-</u></p> <ul style="list-style-type: none"> (i) that the underspend remain within the Alliance budget and was not returned to the contributory partners on a pro rata basis; (ii) that the underspend of £34,920 be allocated to option 2, as detailed within the report, and that from those monies £22,022.67 be allocated to ACVO as a one-off payment, to cover the costs for the establishment of the single interface, on the proviso that a financial statement detailing the costs incurred that led to the £22,022.67 establishment costs be submitted to the next meeting of the Alliance on 8 September 2010; (iii) in addition to resolution(ii) above that the one-off payment of £22,022.67 be allocated on the basis that ACVO provide organisation and administration support to the Alliance, on matters such as arranging conferences etc as and when required; and (iv) that the remaining underspend of £12,897.33 (located within option 2) be retained until the strategic assessment had been completed. 	
7. Review of Community Planning	<p>The Alliance had before it a report by the Director of Corporate Governance, which presented proposals to review the current community planning arrangements in Aberdeen City in terms of meeting the Council's duties under the Local Government (Scotland) Act 2003, and to effectively deliver the Single Outcome Agreement in the context of future reducing public sector settlements. The report was considered and approved by the Council's Corporate Policy and Performance Committee at its meeting on 10 June 2010.</p> <p>The report outlined that a review of community planning be undertaken in light of (a) the different relationship between local and national government and the concordat,</p>	

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	<p>(b) the drive and needs for joint service development and collaboration for the delivery of outcomes, (c) the concern for the effective and efficient use of public sector and other resources and (d) the necessary move to integration of services and the increasing role for active and sustainable communities.</p> <p>The report had been considered by the Executive Group, who resolved (a) that a special meeting of the Executive Group be arranged, to gather partners thoughts on the review, prior to the Chair meeting with the Director of Corporate Governance and the Chief Executive of Aberdeen City Council, or alternatively that the Director and Chief Executive attend a Special Meeting of the Executive Group to discuss the matter; and (b) to request that officers identify the date of the meeting to be held with the Director and Chief Executive prior to the Alliance's meeting on 24 June 2010, so that partners could be fully appraised of the current position and a deadline for partners' comments on the review could be set.</p> <p>On consideration of the report the Council's Corporate Policy and Performance Committee resolved:-</p> <ul style="list-style-type: none"> (a) to agree the scope of the proposed review; (b) that the Director of Corporate Governance and the Chief Executive meet with a smaller group (up to 4) of the Alliance Executive Group, including the Chair of the Alliance, to agree the scope and terms of reference of the review; and (c) to authorise the Director to implement the review and report on progress at a future meeting of the Committee. <p>Speaking in furtherance of the report, Mr. Paul Fleming, Head of Customer Service and Performance, stressed that the review was not an Aberdeen City Council review but was inclusive of all partners of the Alliance and advised that officers would be meeting with the Executive Group to discuss the review in early July. At this stage, partners not on the Executive Group expressed concern that they would not be able to contribute to the review. In response Mr. Fleming clarified that all partners would have an opportunity to contribute to the review and that the initial meeting he had referred to was a scoping meeting, following which formal consultation with all partners would be undertaken. In addition, he advised that if any partner had comments they wished to express prior to the scoping meeting they should contact himself or David Roger directly.</p>	

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<p>9. Safer and Stronger Themed Workshop - summary paper</p>	<p>With reference to article 9 of the minute of the meeting of the Alliance of 13 May 2010, the Alliance had before it a summary paper relating to the Safer and Stronger themed workshop that had been held previously.</p> <p>The paper advised that the Alliance had been provided with three papers relating to the workshop; namely</p> <ul style="list-style-type: none"> o A strategic assessment prepared by Aberdeen City Community Safety Partnership o Information on fire deaths in Scotland o The Community Risk Reduction Focus Plan. <p>The paper then provided a synopsis of the presentation by Cheryl Smith, Safer Aberdeen Programme Manager, which focused on the benefits of using a Strategic Assessment as a business delivery model for the group. The key benefits of using such an Assessment were noted as being:-</p> <ul style="list-style-type: none"> o The opportunity to establish shared priorities using information from all relevant parties; o Working in partnership results in economic benefits which would include access to pooled resources, greater funding opportunities, joint tasking and achieving targets more efficiently; o Longer term planning in would be inbuilt through the framework allowing action planning and budget setting; o An environment where leadership, ownership, responsibility and accountability among members could flourish; o The Strategic Assessment process fully supported the principles of Best Value and was compatible with national strategy as it was evidence based, outcome focused and encouraged a coordinated effort to deal with issues; and o The process also used a robust threat and risk assessment which meant a set of evidence based priorities were set that could stand up to scrutiny and a structure that could deliver on actions and recommendations. <p>Chief Superintendent Adrian Watson, Grampian Police, briefly spoke of how the introduction of the Strategic Assessment business delivery model had benefited the Community Safety Partnership and sought to demonstrate this by asking three of the priority leads from the Community Safety Partnership to facilitate a break out session based on the fields of Anti-social Behaviour, Fire Safety and Serious and Violent</p>	

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	<p>Crime.</p> <p>The break out groups then remerged to listen to the outcomes of each group and Neil Carnegie provided a review of Group 1 (Anti-social Behaviour) based on the main issues addressed by the CSP under Anti-Social Behaviour and how this worked in practise through the strategic assessment process. The Group agreed that they could see the 'benefits' of a Strategic Assessment approach for identifying the Alliance's priorities, in that it would provide an agreed understanding of the issues/priorities and help identify the trends, however they could see the 'barriers' to having a strategic assessment as being the need to have enough analytical support, leading to reliability and availability of information and time commitment from management to participate in this process.</p> <p>In relation to Group 2, Fire Safety, the Group endorsed the concept and method of delivery of the Community Risk Focus Plan for 2010/2011 by Grampian Fire and Rescue. It was unanimously agreed to adopt a risk based or targeted approach to the identified neighbourhoods in the aforementioned plan for accidental dwellings and wilful fires. Interest was also shown towards the risk of fire and disruption caused to business sector and felt the business sector could contribute more.</p> <p>Finally, Group 3, Serious and Violent Crime, saw the benefits of a strategic assessment as being (1) the sharing of knowledge and intelligence, (2) identifying risks early and mitigating those risks, (3) delivery of viable outcomes; and (4) partners working together with a common tool and common understanding. The Group identified a challenge being time constraints.</p> <p>The report also noted some other issues which arose in the session and these included unlawful fires/bonfire night, incidents of serious assault, media and perceptions and community engagement.</p> <p>The Alliance discussed the report during which they requested an update on progress with the development of the Strategic Assessment. In response David Rodger advised that he was currently inputting the information received from partners and that an update would be provided to the next meeting of the Alliance. Partners also discussed the output from the workshop sessions held to date.</p>	

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10. Greener Themed Workshop	<p><u>The Alliance resolved:-</u></p> <p>(i) to note that an update on progress with the Strategic Assessment would be provided to the next meeting of the Alliance; and</p> <p>(ii) to otherwise note the information provided on the Safer and Stronger workshop.</p> <p>The Alliance welcomed Mr Peter Lawrence, Waste Management Strategist, Aberdeen City Council, who was in attendance, along with Ms. Laura Blair, Waste Strategy Officer, to provide a presentation on Aberdeen City Council's Waste Strategy and to facilitate discussion in this regard.</p> <p>The presentation focused on the following three areas:- (1) What had already been done in regards to Waste Management, (2) Waste Policy Challenges and (3) Delivery Challenges.</p> <p>In regards to what had already been done, Mr Lawrence advised that the Council manages 130,000 tonnes of Municipal Solid Waste a year and provided a service to 110,796 households in the City. He also highlighted that 25.8% of waste was recycled by providing recycling collections to 72,000 households, providing food and garden waste collection to 51,000 households and by having on-street paper bins, 50 Recycling Points and four Household Waste Recycling Centres. The Council had also moved to alternative week collection of residual waste which aimed to help encourage people to recycle more of their waste.</p> <p>In relation to the Policy Challenges, Mr Lawrence provided information on the Zero Waste Plan and advised that the Zero Waste vision described a Scotland where resource use was minimised, valuable resources are not disposed of in landfills, and most waste was sorted into separate streams for reprocessing, leaving only limited amounts of waste to go to residual waste treatment, including energy from waste facilities. Mr Lawrence highlighted Scotland's Zero Waste Plan as being to (1) have a maximum of 5% Landfill by 2025, have 70% municipal solid waste (MSW) recycling by 2025, (2) introduce landfill bans and (3) restrict inputs to Energy from Waste plants.</p> <p>The new Aberdeen City Waste Strategy aimed to implement co-mingled recycling for all, food waste collection for all, recover value from all waste and where energy from waste was adopted, heat use was essential. Mr Lawrence advised that the Aberdeen</p>	D Roger

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	<p>Waste Strategy was developed and the policy came into place in April 2010 and identified the need to look at ways to benefit from recycling and not just export it elsewhere. By 2013 the collection of recycling will be changed to one container. Communal bins would be changed to a single bin for glass/plastic etc and they aimed to ensure that everyone had the opportunity to have food waste collection.</p> <p>With regards to challenges that face the Council with the provision of recycling, Mr Lawrence highlighted three main challenges as being (1) the cost effective provision of services, (2) how do we get people to use these services, and (3) how do we ensure delivery of infrastructure.</p> <p>Following on from the presentation, Mr Lawrence answered various questions from partners, during which partners discussed alternatives methods for dealing with waste, in particular asking why the Council had been looking to collect food waste and not disposal systems, such as those used in the United States. In response, Mr Lawrence advised that of the infrastructure requirements of disposal systems and highlighted that the city's sewers would not be able to provide this. However Mr Lawrence highlighted that they would continue to work with Scottish Water to see if this could be developed. Partners then discussed the huge financial and resource implications that waste would have for the city, and the importance of this matter being addressed in a joint manner. In addressing this matter, partners emphasised that culture and awareness of the implications of individuals choices about waste disposal had to be increased. In order to achieve such behavioural change, it was highlighted that it would be important to focus activated around school children. Mr Lawrence advised that schools were involved in the promoting recycling, in particular the eco schools and that the waste team had been visiting schools.</p> <p>The Alliance also discussed other mechanisms that could be introduced to encourage recycling, such as financial incentives. The Alliance highlighted that in addition to the local authority, local businesses and other public sector bodies had a vital role that local businesses had to play in this regard. At this point Healthier Kelman provided an overview of the recycling/waste management policies which NHS Grampian had implemented and highlighted the importance of such policies on the future finances and costs of the NHS. Finally, the Alliance re-iterated the importance of a clear and comprehensive communication strategy regarding waste management which should target all ages, communities, businesses etc.</p>	

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	<p><u>The Alliance resolved:-</u> (i) that partners should contact Mr. Lawrence directly to further discuss this matter; and (ii) to thank Mr Lawrence for his informative presentation.</p>	All partners
11. Progress of Business Statement	<p>The Alliance had before it the latest version of the progress of business statement, which tracked the latest position with a number of pending and outstanding items of business.</p> <p><u>The Alliance resolved:-</u> (i) in relation to item 8 (Single Outcome Agreement 08/09 Performance Report), to note that a draft version of the 09/10 Performance Report would be submitted to the next meeting of the Alliance; (ii) in relation to item 11 (Third Sector Interface), to note that Ian Paterson would liaise with David Rodger in connection with invitations to the opening of the new Head Quarters for the Third Sector Interface; (iii) to remove items 10 (Healthier Themed Workshop) and 15 (Consumer Engagement Proposal) as updates were included in the Information Bulletin; and (iv) to remove item 16 (Financial Statement 2009/10).</p>	P Fleming D Rodger/ Paterson L McBain L McBain
12. Community Planning – The Future? – Minister for Enterprise, Energy and Tourism	<p>The Alliance heard from David Rodger who advised that Mr. Jim Mather MSP, Minister for Enterprise, Energy and Tourism, would be facilitating a mind mapping and development session in Aberdeen on ‘Community Planning – The Future?’. David would circulate details of the event to all partners once all details had been confirmed.</p>	D Rodger

THE ABERDEEN CITY ALLIANCE

MINUTE OF MEETING OF 8 SEPTEMBER, 2010

In attendance:-

Lavina Massie, Chairperson
 Heather Kelman, Vice-Chairperson
 Councillors Crockett, Donnelly, Graham, Malone, Noble, Penny and Jennifer Stewart, Aberdeen City Council
 Adrian Berkeley, (substituting for Adrian Watson), Grampian Police
 Susan Johnston, Aberdeen Works
 Ian Paterson, Aberdeen Council of Voluntary Organisations (ACVO)
 Gerry Donald (substituting for Dr Lesley Wilkie), NHS Grampian
 Paul Fleming, Customer Service and Performance, Aberdeen City Council
 John Michie, Aberdeen City Centre Association (ACCA)
 Godfrey Brown, Aberdeen University
 Sandy Kelman (substituting for Richard Carey) Aberdeen City Alcohol and Drugs Partnership
 Derrick Murray, NESTRANS
 Jamie Bell (substituting for Maggie McGinlay), Scottish Enterprise
 Bob Collier, Aberdeen and Grampian Chamber of Commerce
 Ross Grant (substituting for Allan McIntosh), Civic Forum
 Andy Willox, Federation of Small Businesses

Also Present:

David Rodger, and Martin Murchie Customer Service and Performance, Aberdeen City Council
 Stewart Carruth, Director of Corporate Governance, Aberdeen City Council
 Nicola Graham, EKOS
 Allison Swanson and Lynsey McBain, Democratic Services, Aberdeen City Council.

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1. Apologies	Apologies were intimated on behalf of Maggie McGinlay, David Rout, Sandra Walker, Sandy Murray, Fred McBride, Dr Lesley Wilkie, Councillor John Stewart, Councillor Bill Howatson, Richard Carey, Stephen Taylor and Adrian Watson.	A Swanson
2. Minute of Previous Meeting of 24 June 2010	Minute approved. In relation to item 8 (Homes Forum Report), the Alliance heard from Gerry Donald, NHS Grampian who provided information in relation to the Register of Public Sector Properties which had been developed for the Grampian region. The Register held information on all properties owned by both local authorities, NHS Grampian,	

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	<p>Grampian Police and Grampian Fire and Rescue Service. He explained that the register had been developed to aid community planning and joint working across the public sector, in particular promoting the benefits that could arise from sharing facilities. At present the register included details of the ownership, associated costs and space of properties under the ownership of the various public sector organisations.</p> <p>The Alliance discussed the value of this register and how it could be used to assist all partners to work together through the sharing of properties, especially within the current economic climate. Members agreed that the register and its aims reflected the ethos of community planning and agreed that this matter should be explored further. During the discussion, Mr Donald clarified that the register that been established to ensure that a central database detailing all properties available and under ownership of public sector, it was not a database of property valuations. As a way forward, the Chairperson suggested that this matter be referred to the next meeting of the Alliance's Executive Group for discussion and to investigate ways in which the register could be progressed to benefit all partners.</p> <p>The Alliance resolved:-</p> <p>(i) to request Mr Donald to provide a presentation on the property register, detailing the information available at present and how it is utilised by the public sector, to a future meeting of the Alliance; and</p> <p>(ii) to refer this matter to the Executive Group for further discussion and to investigate ways in which it could be progressed further to the benefit of all partners.</p>	<p>G Donald/ P Fleming</p> <p>P Fleming</p>
3. Minute of Meeting of Executive Group of 24 August 2010	Minute noted.	A Swanson
4. Announcement	The Chairperson advised that David Rodger would be leaving his post within Aberdeen City Council to take up a secondment at the Scottish Government at the end of September, 2010. The Chair thanked Mr Rodger for his continued work throughout his period with the Alliance and wished him well for the future. Partners' echoed the Chair's remarks.	

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5. Police Conference	<p>With reference to item 3 (Police Conference), of the minute of the meeting of the Alliance Executive Group of 24 August, 2010, the Alliance heard from Adrian Berkeley, Grampian Police, who explained that a joint conference entitled “Realising Your Potential – Local Policing Closer To You In Partnership with the Third Sector” had been arranged by Aberdeen Council of Voluntary Organisations (ACVO) and Grampian Police and would be held on Tuesday 9 November, from 9.30am to 3pm in the Beach Ballroom.</p> <p>The conference had been organised in order for partners and citizens to learn more about the recent restructuring of the operational policing services for the Aberdeen Division within Grampian Police, and also to explore ways of strengthening the links between the police and third sector partners. Further details regarding the conference were included within the Alliance’s Information Bulletin.</p> <p>With regards the cost of the event, Mr Berkeley advised that the anticipated cost of the conference, for 250 attendees, was £4,500; of which Grampian Police had contributed £2,000. Mr Berkeley highlighted that the conference promoted the ethos of community planning and as such requested that the Alliance contribute £2500 towards the remaining cost of the event.</p> <p>Partners discussed the request extensively during which the possibility of exploring other funding streams for the conference, such as the Common Good Fund and the Civic Hospitality budget were proposed. The Chair advised that at present £12,800 remained within the Alliance’s annual budget for conferences. Partners were supportive of allocating the monies and discussed the benefit of the conference for community planning, however it was highlighted that other partner organisations were currently reorganising their structures and if the monies were allocated in this instance that the Alliance could be seen to be setting a precedent and as such similar requests might be received in the future.</p> <p>The Alliance resolved:-</p> <ul style="list-style-type: none"> (i) to allocate £2,500 from the Aberdeen City Alliance annual budget towards the costs of the joint Grampian Police and ACVO conference to be held on 9 November, 2010; and (ii) that any similar funding requests received in the future be considered on their own merit. 	P Fleming

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6. Community Planning – The Future	<p>With reference to article 3 of the minute of the meeting of the Alliance of 24 June, 2010, the Alliance had before it a paper compiled by the Minister for Enterprise, Energy and Tourism, which provided a synopsis of the outcome of the “Community Planning – the Future?” event which he had facilitated on 16 August, 2010, on behalf of the Aberdeen City Alliance.</p> <p>The paper explained that the Minister had used a map tool to capture the key points and issues raised by participants; the mind map was attached to the paper for reference. The importance of using the feedback from the event to move the Alliance forward in a constructive and effective way was highlighted.</p> <p>The discussion at the event had focused on the following questions:-</p> <ul style="list-style-type: none"> • What was the true philosophy/vision of TACA? • Where were we now and how capable were we of meeting demand? • What would we like to be capable of by 2020? • Where did you want to be in 3 months? • What obstacles were preventing us from getting there? • What did we need to do? <p>At this stage the Chairperson advised that Nicola Graham from EKOS (the consultants undertaking the review of community planning) was present at today’s meeting; explained that EKOS were currently interviewing partners as part of the review; and encouraged all partners to speak openly and honestly throughout the review process.</p> <p>Thereafter, the Chairperson invited partners to share their experience of and views on the community planning event. Overall, partners were positive of the event and agreed that it had provided an opportunity for partners to express their views; had reinforced a number of points regarding the current operation and effectiveness of the Alliance; and that the material would be beneficial for the current review of community planning. However, partners noted the Minister had provided no analysis or feedback from the event and expressed their disappointment in this regard. It was also highlighted that. It was also highlighted that two other similar events within Aberdeen had been facilitated by the Minister recently and no feedback had been received from these events either. Partners agreed that it would be beneficial to the Alliance, to</p>	

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	<p>receive analysis of the community planning event as well as the other two events.</p> <p>Separately, Susan Johnston, Chair of Aberdeen Works, advised that Aberdeen Works would be considering appointment of Chair of the Forum at its next meeting and as such this could be her last meeting of the Alliance. She explained that she was member of Aberdeen Works through her employment with the Job Centre and highlighted that after her time as Chair, a member of the Job Centre would no longer be participating directly with the Alliance. The Chair advised that the current and future membership of the Group would be considered as part of the review.</p> <p>The report recommended:- that the Alliance –</p> <p>(a) consider and discuss the final mind map produced by Jim Mather MSP; and</p> <p>(b) agree that the key issues and points raised within the discussion and captured in the mind map, be incorporated into the Review of Community Planning, to ensure that practical actions followed.</p> <p><u>The Alliance resolved:-</u></p> <p>(i) to request David Rodger write to the Minister for Enterprise, Energy and Tourism, to advise that the Alliance, as the Community Planning partnership, for the area would find it beneficial to receive an analysis of the three mapping exercises that he had facilitated in Aberdeen, and to ask whether it was his intention to undertake and provide this analysis;</p> <p>(ii) to note that membership of partners on the Alliance, including the Job Centre would be considered as part of the review of community planning; and</p> <p>(iii) to otherwise approve the recommendations.</p>	P Fleming
7. Single Outcome Agreement Performance Report	<p>With reference to article 8 of the minute of meeting of 1 October 2009, the Alliance had before it a report prepared by Mr Martin Murchie, Performance Audit and Risk Manager, which presented the second annual performance report for the Aberdeen Single Outcome Agreement.</p> <p>The report advised that as had been the case in previous years, some national data was still not available and therefore these aspects would still require to be inserted following submission of the performance report. The finalised report had to be submitted to the Scottish Government for review by 30 September 2010.</p>	

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	<p><u>The report recommended:-</u> that the Alliance –</p> <p>(a) consider the 2009-10 Single Outcome Agreement Performance Report; and (b) agree that, once complete, the Performance Report be submitted to the Scottish Government for review.</p> <p>Speaking in furtherance of the report, Mr Murchie advised that the Scottish Government had now formally advised that the reporting arrangements for the SOA this year, would be the same as last year. In addition to this, as reported to the Executive Group, the Scottish Government had requested that the submission include a qualitative assessment on how the SOA was adding to the achievement of outcomes for citizens in the city. He explained that as agreed by the Executive Group he had written to partners and requested that they complete an assessment form, once the information had been collated from partners, he would compile a submission and submit it to the Alliance for agreement.</p> <p>Partners then discussed the various measures and targets contained with the SOA. In relation to indicator LO1A (Aberdeen has a fully integrated transport network), the Alliance highlighted that although the indicator was at green, the reality was that there were areas in the transport network, such as the Haudigan roundabout where people experienced extensive delays experienced during peak times. The implications of delays in these areas on businesses were highlighted. The Alliance accepted that it was very difficult to monitor and gain a reliable measure for congestion. Mr Murray advised that that the statistic detailed within the performance report was a national statistic produced by the Scottish Government and explained that it reflected a 24 hour period, not the peak periods. It was agreed that although the national statistic had to be used, further qualitative information which reflected the actual position with congestion should be included within the comment box.</p> <p>In relation to the indicator LO7B (Improve the Quality of Life in Our Most Deprived Areas), Councillor Crockett highlighted with concern the increase in and divergence between the value and target in the score for education. In addition he advised that it had been predicted that Aberdeen's population would experience the second largest fall in Scotland, however the population had actually increased more than anywhere else in Scotland. This would have a huge impact on services, and as such Councillor Crockett suggested that a separate report providing detailed broken down figures on</p>	

Item	Subject and Decision	Action By
	<p>the population of Aberdeen and the impact on services, employment etc of the increase in population be considered by the Alliance at a future meeting.</p> <p><u>The Alliance resolved:-</u></p> <ul style="list-style-type: none"> (i) to request that a report providing detailed broken down figures on the population of Aberdeen, as well as information on the impact on services, employment etc of the increase in population in the city be submitted to a future meeting of the Alliance for consideration; (ii) in relation to indicator LO1A (Aberdeen has a fully integrated transport network), to request that Derick Murray liaise with Martin Murchie on including reflective qualitative information within the comment section for this indicator; (iii) to request that copies of the final submission be distributed to all partners; and (iv) to otherwise approve the recommendations. 	<p>P Fleming</p> <p>M Murchie/D Murray</p> <p>M Murchie</p>
8. ACVO Third Sector Interface Grant	<p>With reference to articles 5 and 6 of the minute of the meeting of the Alliance of 24 June 2010, when it was agreed that a one-off payment of £22,022.67, be allocated to the Aberdeen Council of Voluntary Organisations (ACVO) to cover the establishments costs for the single interface, on the proviso that that a financial statement detailing a breakdown of the costs incurred be presented to the next meeting of the Alliance, the Alliance now had before it:- (a) a breakdown of the financial costs detailing the incurred expenditure of the third sector interface set-up, (b) a copy of the grant confirmation letter and terms and conditions of the grant; and (c) a copy of the grant declaration form, outlining the arrangements for payment and reporting.</p> <p>The report recommended:-</p> <p>that the Alliance note the financial statement provided by Aberdeen Council of Voluntary Organisations</p> <p><u>The Alliance resolved:-</u></p> <p>to approve the recommendation.</p>	
9. Incapacity Benefit Re-assessment	<p>The Alliance had before it a report prepared by Susan Johnston, Job Centre Plus, which advised that a reform of Incapacity Benefits (IB) was to take place in the near future, and provided details of the purpose of the re-assessment and the process to be undertaken. It was also advised that prior to the commencement of the re-assessment, a trial would be undertaken in Aberdeen City and Shire and Burley and</p>	

Item	Subject and Decision	Action By
	<p>would commence on 4 October, 2010.</p> <p>The report highlighted that the Welfare Reform White Paper of 2008 first proposed exploring models to reform and simplify the benefit system including looking at a single income replacement benefit for people of working age. It was advised that: - (a) at present hundreds of thousands of people on old style incapacity benefits were potentially being written off and trapped on benefits with no support; (b) there were currently incentives for an individual to stay on Incapacity Benefit, namely the longer an individual remained on the benefit the more money they would receive; and (c) research had confirmed that the vast majority of people were better off in work and that work was good for people's health and wellbeing.</p> <p>The report went on to advise that the purpose of the change was to remove all existing claims to Incapacity Benefit, Income Support on the grounds of incapacity, and Severe Disability Allowance (SDA).</p> <p>The Incapacity Benefit reassessment was expected to take three years to complete, and while the main phase would commence in February 2011, a trial would commence on 4 October, 2010 involving a total of 1,700 customers over two trial sites. The trials were to be in Burnley (850 customers) and Aberdeen City and Aberdeenshire (850 customers). The purpose of the trial to test the journey from a customer and staff perspective and to fully understand customer behaviour.</p> <p>The report then outlined the new journey that each customer would undertake, and advised that no one moving from their existing benefit to Employment and Support Allowance would see a reduction in the level of their benefit entitlement at the point of charge.</p> <p>The report recommended:- that the Alliance –</p> <ul style="list-style-type: none"> (a) consider how the Alliance could work closely together to support more incapacity benefit customers to move from benefits into sustainable employment; (b) to support the voluntary sector in ensuring that groups were fully aware of the changes to support, communicate and signpost customers, and should partners be aware of any customer representative group that would benefit 	

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	<p>from a presentation on the "IB Reassessment" to contact Ian Mitchell;</p> <p>(c) to raise any questions, concerns or issues relating to the IB reassessment; and</p> <p>(d) to assist with identifying a routeway to channel this message to GPs within the NHS.</p> <p>Partners discussed extensively the forthcoming changes to Incapacity benefit, in particular focusing on ways in which partners could assist and work with the Job Centre in preparing for the trial and ensuring that adequate support, communication and awareness for individuals currently receiving Incapacity benefit were in place.</p> <p>Throughout the discussion, partners emphasised the importance of communication with individuals receiving Incapacity benefit, as well as partners/services who would be in contact with individuals and could provide support. All partners recognised the challenges that faced the Job Centre in terms of implementing the change and were supportive of assisting, with many partners advising at the meeting of areas in which they could assist and others agreeing to meet directly with Susan outwith the meeting.</p> <p>In relation to recommendation (b) and (d) above, Mr Ian Paterson advised that Aberdeen Council of Voluntary Organisations (ACVO) issued an e-bulletin every Friday, and would advise Susan of the contact details for getting information in the bulletin. Mr Paterson also advised that community animators would be able to speak to people on Incapacity Benefit through community visits. In addition, Heather Kelman also intimated that the message could be communicated to staff in NHS Grampian, and advised that she would liaise with Susan Johnston in this regard.</p> <p>The Alliance noted that following the independent assessment individuals were not to go their GP for another assessment, in this regard the Alliance requested that Susan seek clarification from the government as to how they would envisage this being communicated.</p> <p>The Alliance highlighted the challenges that would have to be addressed prior to and following implementation of the re-assessment and emphasised that it would be vital that the Job Centre worked with employers to identify their demand needs; and with individuals to provide support to gain the skills sought by employers. Partners agreed that the level of support that would be required to assist individuals throughout the re-</p>	

Item	Subject and Decision	Action By
	<p>assessment and change could not be understated. The benefits and rationale for the change and the benefits of employment for an individual's health and wellbeing were discussed.</p> <p><u>The Alliance resolved:-</u></p> <ul style="list-style-type: none"> (i) that partners contact Susan Johnston directly to discuss ways in which they could support the Job Centre in the implementation of the Incapacity Benefit reassessment; (ii) to request Paul Fleming to provide Susan with contact details for the Council's Social Care and Wellbeing directorate in; (iii) to note that Susan Johnston would attend the next meeting of the Alcohol and Drug Partnership to discuss changes and ways in which the Partnership could assist; and (iv) to otherwise approve the recommendations. 	<p>All partners</p> <p>P Fleming</p> <p>S Johnston</p> <p>All partners</p>
<p>10. Low Carbon Vehicle Procurement Support Scheme</p>	<p>The Alliance had before it a report which advised on a new proposed low carbon vehicle procurement scheme, which would make £3.6million available to Community Planning Partnerships (CPP) to provide financial support for the procurement or lease of low carbon vehicles.</p> <p>The report explained that the funding to be received by each CPP would be based upon population census data and therefore Aberdeen had been allocated £130,000. The scheme would provide financial support to bridge the cost gap between a conventional vehicle and its low carbon counterpart and may also be used to provide support for the installation of publicly accessible charging/fuelling infrastructure. The scheme would also give public bodies the opportunity to evaluate low carbon vehicles in a wide range of operating scenarios and to provide feedback to the Scottish Government and other public bodies on their use and suitability across different operating environments, throughout a 12 month evaluation period.</p> <p>The deadline for responses from CPP's back to Transport Scotland was 15 September 2010 and had to set out how much of the allocated gap funding Aberdeen wished to use.</p> <p>Attached to the report was the letter received from Chris Milne, Low Carbon Vehicles and Fuels Policy Officer, Transport Scotland which provided detail on the low carbon</p>	

Item	Subject and Decision	Action By
	<p>vehicle procurement support scheme and highlighted that the Climate Change (Scotland) Act 2009 had set stretching targets to reduce emissions by 42% by 2020 and 80% by 2050.</p> <p>The report recommended:- that the Alliance –</p> <ul style="list-style-type: none"> (a) Agree that the full allocation of £130,000 be requested from Transport Scotland; (b) Agree that a co-ordinated and equitable proposal be developed between the public sector partners for the purchase of vehicles; and (c) Agree that any vehicle purchased via this funding stream should display the Aberdeen City Alliance logo. <p><u>The Alliance resolved:-</u> to approve the recommendations.</p>	
11. Aberdeen City Council 5 Year Business Plan	<p>The Alliance heard from Paul Fleming, Head of Customer Service and Performance, who advised that an engagement event for the Community Planning Partnership to discuss Aberdeen City Council's Five Year Business Plan would be held on Monday 20 September at the Beach Ballroom, Aberdeen, from 9.30 – 11am.</p> <p>Mr Fleming explained that the session would focus on the services provided by the Corporate Governance directorate and not all services within the Council.</p> <p><u>The Alliance resolved:-</u> to note the update provided.</p>	P Fleming
12. Proposed Meeting Dates 2011	<p>The Alliance had before it a list of the proposed meeting dates for 2011.</p> <p><u>The Alliance resolved</u> to approve the dates as follows:-</p> <p><u>Executive Group (all at 2pm)</u></p> <ul style="list-style-type: none"> o Monday 31 January o Monday 28 March o Monday 6 June 	A Swanson/L McBain

Item	Subject and Decision	Action By
	<ul style="list-style-type: none"> ○ Monday 15 August ○ Monday 10 October ○ Monday 28 November <p><u>Alliance (all at 4pm)</u></p> <ul style="list-style-type: none"> ○ Thursday 17 February ○ Thursday 14 April ○ Thursday 23 June ○ Wednesday 31 August ○ Thursday 27 October ○ Thursday 15 December <p>Partners were requested to note these confirmed dates in their diaries.</p>	
13. Progress of Business Statement	<p>The Alliance had before it the latest version of the progress of business statement, which tracked the latest position with a number of pending and outstanding items of business.</p> <p><u>The Alliance resolved:-</u></p> <ul style="list-style-type: none"> (i) in relation to item 9 (Fairer Scotland Fund), to note that the report had been tabled at today's meeting and should members have any questions, to contact Dave Kilgour directly; (ii) in relation to item 10 (Third Sector Interface), to note the oral update by Ian Paterson wherein he advised that a three year business plan was to be drafted as per instruction from the Scottish Government, and a report would be submitted to the Alliance at its meeting on 28 October, 2010; (iii) in relation to item 14 (Review of Governance and Planning to Support Integrated Children's Services), to note that Ross Grant, Chair of Civic Forum had met with Kay Dunn in relation to Civic Forum representation on the new Integrated children's Services group. The membership had been amended to include one Civic Forum representative on the group; and (iv) to otherwise note the progress of business statement. 	I Paterson

**CORPORATE POLICY AND PERFORMANCE COMMITTEE
COMMITTEE BUSINESS
25 November, 2010**

<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>	<u>Report Expected (if known)</u>
<p>1. Continuous Improvement 06.05.08 Article 10 Scrutiny Panel 19.01.09 Article 2</p>	<p><u>Local Code of Corporate Governance</u> The Continuous Improvement Committee agreed that the refreshed Local Code of Corporate Governance be brought to its meeting on 17 June 2008, having been updated in light of the improvement agenda set out in the Audit of Best Value and Community Planning and in line with the new Framework for Delivering Good Governance in Local Government.</p> <p>At its meeting on 19th January, 2009, the Scrutiny Panel agreed to instruct officers to investigate, in consultation with appropriate Councillors, all appropriate and viable alternative methods other than investigations to address the issue of leaked reports and report back to the next meeting of the Panel on 2 March, 2009.</p>	<p>At its meeting on 21st January, 2010, the Committee heard that the refreshed Local Code of Corporate Governance would be reported to the Committee at its meeting on 29th April, 2010. The report would reflect the changes to the Councillors' Code of Conduct.</p> <p>The changes to the Councillors' Code of Conduct are still awaited. The proposed refreshed Local Code will be developed over the recess period in parallel with the work being undertaken on the Council's business plan. Progress updates will be taken to the Leadership Board and report will be brought to Committee at its meeting in September 2010.</p> <p>At its meeting on 23 September 2010, the Committee resolved to note the update provided and agree that the revised Local Code of Corporate Governance be submitted to the Corporate Policy and Performance Committee at its meeting on 25 November 2010.</p> <p>A report is on the agenda.</p>	<p>Head of Service, Office of Chief Executive</p>	<p>25.11.10</p>	<p>25.11.10</p>

<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>	<u>Report Expected (if known)</u>
2.	<p>Monitoring Officer Report – PIDA The Committee resolved to request officers to undertake a review of the current whistleblowing policy to examine the achievability of the timescale set down therein and to report back to the Committee at its meeting on 24 February, 2009.</p> <p>On 2 June, 2009, the Continuous Improvement Committee resolved to request that the outstanding report be submitted to the earliest meeting of the Council (including Committees) where the issue could be discussed.</p>	<p>Officers are working on reviewing the whistleblowing policy and, as part of the review, will be providing examples of cases from other authorities to staff to assist in clarifying when a complaint could be classed as falling under the whistleblowing policy. Officers will also circulate a questionnaire to staff on the whistleblowing policy.</p> <p>The Head of Service has met with officers from HR to discuss how to take forward the proposed changes to the whistleblowing policy.</p> <p>The Head of Service has received a draft copy of the Policy from colleagues in HR and awaits appendices. Will not be adequate time for robust consultation so final report to next cycle.</p> <p>At its meeting on 23 September 2010, the Committee resolved:- (a) to approve the revised Whistleblowing policy, detailed at Appendix 1; and (b) to request that all Directors ensure that all employees were made aware of the new Whistleblowing Policy, through all appropriate channels, i.e. team meetings, and that the Whistleblowing Policy document be made readily available to all employees, i.e. on the intranet and with hard copies being made</p>	Head of Legal and Democratic Services		

<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>	<u>Report Expected (if known)</u>
		<p>accessible to employees without access to the intranet.</p> <p>Recommended for removal.</p>			
3. Resources Management 10/03/09 article 43	<p><u>Catering Services Review</u></p> <p>The Committee instructed officers to progress a catering services review for all of the Council's catering services and report back to the appropriate Committee towards the end of 2009.</p>	<p>On 21st January, 2010, the Committee received a report on the catering services review and amended the recommendations to read:-</p> <p>“(a) note the information gathered by the review; and (b) instruct officers to develop a comprehensive action plan dealing with the organisational and strategic issues relating to catering services and exploring all options, reporting back to Committee in two cycles’ time.”</p> <p>At its meeting on 29 April 2010, the Committee resolved:-</p> <p>(i) to approve the proposed actions detailed in the Action Plan; and</p> <p>(ii) to request officers to report back to the Committee, in two cycles, with an update on all of the actions contained in the Action Plan.</p> <p>At its meeting on 23 September 2010, the Committee resolved to agree the proposed actions detailed in the action plan and to instruct officers to report updates on the action plan on a six monthly basis to the Corporate Policy and Performance Committee.</p>	Head of Asset Management and Operations	31.03.11	

<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>	<u>Report Expected (if known)</u>
	<u>Catering Services Review cont.</u>	<p>The Committee also noted the scheme utilised at Cults Academy where S1 and S2 pupils are not allowed to leave the school at lunchtime had resulted in an uptake of pupils having school meals, and requested that officers prepare a report for the Education, Culture and Sport Committee, with a follow-up report to Corporate Policy and Performance Committee for information, advising on the possible benefits to all schools of the Cults scheme and of the pilot to introduce the same menu in all schools.</p> <p>A report that includes a review of the Cults Academy S1/S2 initiative will be considered by the Education, Culture and Sport Committee at its meeting in November, 2010. Once the Committee has expressed a view on the initiative a report will be submitted to the Corporate Policy and Performance Committee in January 2011.</p>	Head of Schools and Educational Establishments	23.09.10	27.01.11
4. Corporate Policy Performance Committee 04/03/10 Article 10	<p><u>Social Networking Sites for Aberdeen City Council</u></p> <p>The Committee resolved:- To approve the proposal to create a profile for Aberdeen City Council across social networking sites such as Facebook, bebo, Flickr and Twitter and to utilise the YouTube media channel to enhance existing communication channels and</p>	<p>The building of profiles and web activity continues to be developed across services with a report evaluating the effectiveness and potential business benefits for the Council due before committee on 23 September, 2010.</p> <p>At its meeting on 23 September 2010, the Committee resolved, amongst other this:- (i) to note that a subsequent review and report would be presented to the</p>	Marketing Manager	31.03.11	

<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>	<u>Report Expected (if known)</u>
	encourage interaction with residents and service users.	Corporate Policy and Performance Committee at its meeting in March 2011; and (ii) to request officers to investigate and assess future advances in social networking tools for their relevance and use as part of the council's pro-active communication and engagement activity.			
5. Finance & Resources Committee 11/11/09	<u>Community Planning Partnership – Fairer Scotland Fund</u> The Finance & Resources Committee resolved to instruct the Director of Corporate Governance to provide twice yearly updates in February and October to the Aberdeen City Alliance and the Corporate Policy and Performance Committee on the outcomes achieved through the investment of the Fairer Scotland Fund.	This report is being rescheduled for the June Policy and Performance Committee and will provide an annual Fairer Scotland Fund Report for 2009/2010 based on the full year evaluation and monitoring report returns from projects funded for 2009/2010. The report will also outline, for the Committee, the agreed programme of work for 2010/2011. The Committee at its meeting on 10 June 2010, resolved, amongst other things, to consider a further update report on progress for 2010/2011 at its meeting on 25 November, 2010. A report is on the agenda.	Head of Customer Service and Performance	25.11.10	25.11.10
6. Corporate Policy and Performance Committee	<u>Achieving Our Potential: Tackling Poverty And Income Inequality In Aberdeen City –</u> The Committee agreed to the draft	The draft strategy is currently going through the respective committees with the process being led by the relevant services. Once this is complete officers will aggregate the recommendations with	Head of Customer Service and Performance	10.06.10	25.11.10

<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>	<u>Report Expected (if known)</u>
10/09/09 Article 9	strategy being submitted to the other committees of the Council for consideration and comment, accompanied by the service Director's advice on action from the service to address poverty, following which a further report would come back to Corporate Policy and Performance Committee setting out the proposed governance arrangements to co-ordinate and monitor anti-poverty activity across Council services and outcomes in communities.	a final strategy to come before Corporate Policy and Performance Committee at its meeting on 10 th June, 2010. A report regarding anti-poverty activity is still to be considered by the Social Care and Wellbeing Committees; this report will be considered at the meeting on 4 November 2010. Thereafter officers will aggregate the recommendations within a final strategy to come before Corporate Policy and Performance Committee at its meeting on 25 November 2010. A report is on the agenda.	nce		
7. Corporate Policy and Performance Committee 29/04/10 Article 5	<u>Financial and Performance Monitoring and Reporting to Committee</u> The Committee resolved, amongst other things, (i) that the Corporate Policy and Performance Committee receive performance reports on an annual basis showing progress and outturns in relation to:- <ul style="list-style-type: none"> • Key Performance Indicators • The Single Outcome Agreement; • The Council's Corporate Business Plan; and • All Statutory Performance Indicators; and 	At its meeting on 23 September, 2010, the Committee resolved:- (i) to agree to the proposal for exception reporting to the Council's Committees as detailed at Appendix A of the report; and (ii) in terms of good practice, to request officers to report back to the Corporate Policy and Performance Committee in six months, with an analysis of/feedback on the implementation and performance of the new reporting by performance exception procedure to be implemented across all Committees.	Head of Customer Service and Performance	31.03.11	

<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>	<u>Report Expected (if known)</u>
	(ii) to request officers to report a scheme for exception reporting to the Corporate Policy and Performance Committee, in order that exceptionally poor performance should be reported as soon as possible for early action.				
8. Housing and Environment Committee 25/05/10 Article 15	<u>Refurbishment of Kepplehills Garages</u> The Committee resolved to request that the Chief Executive report to the Corporate Policy and Performance Committee, proposing a policy that would instruct officers to report back to a Committee with an explanation in the circumstance where a Committee decision has not been implemented within a set period of time.	A report is on the agenda.	Head of Service, Office of the Chief Executive	23.09.10	25.11.10
9. Social Care and Wellbeing Committee 03.06.10	<u>Revised Performance Indicator Suite for Social Care and Wellbeing Service</u> The Committee resolved to request the Corporate Policy and Performance Committee to take an overview on statutory performance indicators with a view to potentially contacting the Scottish Government to request that statutory performance indicators be amended to reflect outputs rather than	At its meeting on 23 September, 2010, the Committee resolved, amongst other things:- (i) to note the outturn performance and analysis on the 2009/2010 Statutory Performance Indicators (SPIs); (ii) to note that full details of all the SPIs, including trend information and analysis was available upon request and would be reported to each of the Council's Service Committees as appropriate and as part of the agreed quarterly reporting of performance;	Director of Social Care and Wellbeing / Head of Customer Service and Performance	23.09.10	23.09.10

<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>	<u>Report Expected (if known)</u>
	inputs.	and (iii) to agree that the SPI outturn performance for 2009/10 be published, as was statutorily required. Recommended for removal.			
10	<u>Corporate Parenting Update</u> The Committee resolved, amongst other things, to request that the policy be brought back to the Committee for approval once completed.	A report is on the agenda.	Director of Social Care and Wellbeing	25.11.10	25.11.10
11	<u>Working Better Together : A Collaborative Approach to Public Service Design and Delivery</u> The Committee resolved, amongst other things, to consider the final report setting out priority themes and specific governance arrangements for collaborative working at the Committee's meeting on 23 September, 2010.	Consultation with key stakeholders is ongoing. A multi-agency Project Board is to be established to review and analyse the qualitative and quantitative data from this development and consultation phase. This will determine the priority themes for local projects. Key deliverables by the end of September will be: <ul style="list-style-type: none"> - identification of dedicated staff for development group - Key partner participation - Identification of associated costs to support pilot project. - identification support and training Needs A report is on the agenda.	Head of Customer Service and Performance	23.09.10	25.11.10

	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>	<u>Report Expected (if known)</u>
12	Corporate Policy and Performance Committee 10/06/10 Article 12	<p><u>Review of Community Planning</u></p> <p>The Committee resolved, amongst other things, to authorise the Director to implement the review and report on progress at a future meeting off the Committee.</p>	<p>The terms of reference for the review have been agreed with Community Planning Partners, and a commissioning exercise is underway to appoint an external consultant to undertake the review. The agreed timeframe for completion of the review is by 30th September 2010.</p> <p>“A preliminary report has been received from the appointed consultant. The Executive Group of The Aberdeen City Alliance (TACA) is working with the consultant to conclude the work with the final report due to be considered by TACA in December and, thereafter, submitted to this Committee.”</p>	Head of Customer Service and Performance	25.11.10	27.01.11
13	Corporate Policy and Performance Committee 23/09/10 Article 7	<p><u>Single Outcome Agreement 2009/2010 Performance Report</u></p> <p>The Committee resolved, amongst other things, in relation to the % of school leavers in positive and sustained destinations to:- (a) note that the values for 2009/2010 were not yet available; that these would be available in approximately 8 weeks, at which point they would be reported to the Education, Culture and Sport Committee; and (b) request that the values be reported to the Corporate, Policy and Performance Committee for information.</p>		Director of Education Culture and Sport	27.01.11	

	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>	<u>Report Expected (if known)</u>
14	Corporate Policy and Performance Committee 23/09/10 Article 12	<p><u>Information Management Strategy</u> The Committee resolved, amongst other things:-</p> <p>(i) to approve the Corporate Information Management Strategy and Action Plan as contained in Appendix 3 of the report, to implement the recommendations contained within the assessment and review referred to at resolution (i) and (ii) above, and to ensure full compliance with the legal requirements upon the Council;</p> <p>(ii) to request that the review of the strategy be submitted to the Corporate Policy and Performance Committee in six months for consideration, and that this include an example of requests received per Directorate, as well as details on the costs of answering freedom of information requests, also by Directorate;</p> <p>(iii) to request officers to explore the possibility of gathering and including details of the approximate cost of collating the information to answer each Freedom of Information request received, on the Council's website along with the answer to the request.</p>		Records Manager	31.03.11	

CORPORATE POLICY AND PERFORMANCE COMMITTEE

MOTIONS LIST

25 November, 2010

	<u>Motion</u>	<u>Date of Council Meeting</u>	<u>Committee Motion referred to / date/ decision of Committee</u>	<u>Action taken / Proposed Future Action</u>	<u>Responsible Head(s) of Service</u>	<u>Due Date</u>	<u>Is authority sought to remove motion from list?</u>
1.	<p><u>Motion by Councillor Graham and Councillors Wisely, Cassie & Yuill</u></p> <p>The Council resolved to instruct officers to carry out the necessary consultations to rename the new ward of Northfield and Kingswells/ Sheddocksley to Northfield/Mastrick and Kingswells/ Sheddocksley / Summerhill; and Airyhall/ Broomhill/Garthdee be changed to Mannofield/ Broomhill/Garthdee.</p> <p><u>Councillors Fletcher and Kirsty West</u></p> <p>"The Council notes that Ward 5, "Hilton/Stockethill" includes the historic Burgh of Woodside, and regrets the loss of its name within the ward description. This Council resolves to instruct officers to carry out the necessary actions to rename the Ward.</p>	<p>15.08.07</p> <p>27.06.07</p>	<p><u>Policy and Strategy Committee on 04/09/07</u></p> <p>Agreed that a letter be sent on behalf of the Committee to the relevant Minister seeking authority to change the ward names in Aberdeen following appropriate consultation with the local communities.</p> <p>To approve the terms of the motion and instruct the City Solicitor and Head of Democratic Services to report on how the terms of the motion can be met.</p>	<p>Officers in the City Solicitor's team are engaging with the Scottish Government in order to progress this. A formal request has been intimated which indicates the proposed names for each ward and provides a brief explanation in respect of each. The process in terms of going forward is that the change of name will require a Parliamentary Order. Before the Order is laid down, there is a period of public consultation. This is led by the Scottish Government in consultation with the Council.</p> <p>At its meeting on 4th March, 2010, the Committee heard that officers were liaising with the Scottish Government and that the consultation on ward renaming was almost ready to commence, and that a letter asking whether members would like to put forward their own wards for renaming was to be circulated to all Councillors in week commencing 8th March, 2010.</p> <p>At its meeting on 29th April 2010, the Committee were advised that a letter regarding the renaming of wards had been circulated to all members, and that following this consultation a report detailing the proposed changes to</p>	<p>Head of Legal and Democratic Services</p>	<p>08.12.09</p>	<p>No</p>

<u>Motion</u>		<u>Date of Council Meeting</u>	<u>Committee Motion referred to / date/ decision of Committee</u>	<u>Action taken / Proposed Future Action</u>	<u>Responsible Head(s) of Service</u>	<u>Due Date</u>	<u>Is authority sought to remove motion from list?</u>
				<p>ward names would be submitted to the next meeting of this Committee.</p> <p>The deadline for responses from elected members to the consultation was the end of May 2010; once responses have been received, a report will be prepared and submitted to the Committee thereafter at its meeting on 23 September 2010.</p> <p>At its meeting on 10 June 2010, the Committee noted that two comments from elected members to the consultation had been received; and that a report would be submitted for the Committee's consideration at its meeting on 23 September 2010.</p> <p>At its meeting on 23 September, 2010, the Committee resolved:-</p> <p>(i) to approve the proposed renaming of Wards detailed above; and</p> <p>(ii) to instruct officers to contact the Scottish Government to request that the formal statutory process for renaming Wards be commenced.</p> <p>The proposed amendments to the Ward names have been submitted to the Scottish Government along with a request for confirmation that they will progress matters and for details of the anticipated timescales. Members of the relevant Wards will be advised of the timescales once information is</p>			

	<u>Motion</u>	<u>Date of Council Meeting</u>	<u>Committee Motion referred to / date/ decision of Committee</u>	<u>Action taken / Proposed Future Action</u>	<u>Responsible Head(s) of Service</u>	<u>Due Date</u>	<u>Is authority sought to remove motion from list?</u>
				<p>available</p> <p>In the meantime, work is on-going to collate a list of appropriate public buildings (libraries etc) within each Ward where the draft Orders proposing the name-changes can be made available for public inspection. Members of the affected Wards will be provided with details once this list is complete.</p> <p>In addition to the above the draft Orders will be advertised in the EE and P&J. It has been requested that copies also be sent to the Town House and the Point for public inspection.</p> <p>Finally, the Scottish Government have been asked to forward an electronic copy of the draft Orders once available so that they can be circulated to Members of the affected Wards.</p>			

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ABERDEEN CITY COUNCIL

COMMITTEE	Corporate Policy and Performance
DATE	25 November 2010
DIRECTOR	Fred McBride
TITLE OF REPORT	Corporate Parenting Policy
REPORT NUMBER:	SCW/10/101

1. PURPOSE OF REPORT

- 1.1 The Scottish Governments report 'Looked After Children: we can and must do better', published in 2007 clearly sets out the responsibilities of all local authorities as corporate parents.
- 1.2 In response to the report, Aberdeen City Council approved a Corporate Parenting Policy 2007-2010.
- 1.3 The report sets out the process to engage with services across the Council and key stakeholders of the Aberdeen City Integrated Children's Services Partnership to develop a revised policy to be approved by the Corporate Policy and Performance Committee in January 2011.

2. RECOMMENDATION(S)

It is recommended that Committee:

- i) Note the process to develop the Policy within the Council's wider services and with key stakeholders of the Integrated Children's Services Partnership.
- ii) Instruct officers to report back to the Corporate Policy and Performance Committee by 27 January 2011.
- iii) Approve initial training dates for the delivery of Corporate Parenting briefing on 15 and 26 November 2010 and a full programme of training on the policy from January 2011.

3. FINANCIAL IMPLICATIONS

- 3.1 There are no direct financial implications for the revenue or capital budget at this time. Any additional implication arising from the development of the policy will be included in the final report to Committee in January 2011.

4. OTHER IMPLICATIONS

- 4:1 There are no other implications identified at this stage. Any additional implications arising from the development of the policy will be included in the final report to Committee in January 2011.

5. BACKGROUND/MAIN ISSUES

- 5.1 The Scottish Government report 'Looked After Children: We can and must do better' published in January 2007 clearly sets out action to be taken across five key themes to ensure improved outcomes for those young people looked after by their local authority.
- 5.2 In response to the report, Aberdeen City Council approved a Corporate Parenting Policy to ensure an effective and consistent approach to the role of elected members, council services and associated agencies across the City in contributing to the delivery of improved outcomes for looked after children.
- 5.3 Since the approval of a local policy, the Scottish Government has issued further guidance detailing the roles and responsibilities across universal services and community planning partners to contribute to improving the outcomes for looked after children.
- 5.4 The revised policy will set out the expectations for effective formal and informal local partnerships to ensure all Council Elected Members, local authority services, and associated agencies, are responsible for working together to ensure we meet the needs of our looked after children and young people for whom we have a duty of care and protection.
- 5.5 Corporate Parenting' means the formal and local partnerships needed between all local authority departments and services, and associated agencies, which are responsible for working together to meet the needs of looked after children and young people.
- 5.6 Being a good corporate parent means we should; accept responsibility for children in the Council's care; make their needs a priority; seek for them the same outcomes any good parent would want for their own children.
- 5.7 It outlines that a corporate parent will do at least what a good parent would do to ensure they safeguard and promote the child's health, development and welfare. Responsible parents hold together many strands in their children's lives: they care about their safety and their health, their education and their leisure interests, their friendships and their futures. They have continuous knowledge of their children's

development, and are aware of their particular talents, achievements and problems. They listen and talk to their children so that they are aware of their needs and concerns.

- 5.8 Once a local authority has taken the decision to remove a child, short or long term, from his or her family, it is the duty of the whole local authority to 'safeguard and promote his welfare'. The responsibility of the corporate parent towards a child in their care may (depending on how long they have been looked after) continue up to the age of 21 years and in some cases beyond this age if the young person is engaged in a continuing course of higher education.
- 5.9 There is also a wider responsibility placed on our community planning partners to contribute towards improving the outcomes of looked after children.
- 5.10 The Policy Vision is to reach a position where there is no discernible difference between the education, health and employment and other life outcomes of looked after children and care leavers who have experience the care system and their peers who have not.
- 5.11 The overarching outcome is to be ambitious for looked after children and care leavers and ensure young people who have experienced the care system will be successful learners, confident individuals, responsible citizens and effective contributors whose life outcomes mirror those of their peers.
- 5.12 The specific outcome relating to the function of corporate parenting is that the Council and our Community Planning Partners will fully understand and accept our responsibilities as corporate parents and that governance arrangements within the Council, Integrated Children's Service Plan and Community Planning partners is child centered and focus on achieving the outcome.
- 5.13 In assessing the local picture and determining the content of the policy the Council will seek to ensure it clearly understands how many children are looked after, the reasons for this and how well they are doing in all aspects of their life. The policy will specifically set out the roles and responsibilities of:
 - Elected Members e.g. to Champion the rights of looked after children in the development of policy and allocation of resources
 - Chief Executive of the Council e.g. to provide leadership and direction across the Council to ensure the interest of looked after children are taken into account in major decisions
 - Corporate Governance e.g. to ensure we are demonstrating best value in commissioning and clarity of key messages in corporate training and development.
 - Social Care and Wellbeing Services e.g. to provide high standards of care for our looked after children.

- Education, Culture and Sport Services e.g. to ensure high aspirations for our looked after children and ensure they are not disproportionately represented in poor attendance or exclusion
- Housing and Environment Services e.g. to ensure care leavers are a priority for supported accommodation and housing allocation.

It will further set out the role of elected members and officers to work alongside the following stakeholders to ensure we deliver improved outcomes:

- Community Planning Partnerships including; the Police, Health Services
- Children’s Hearing System
- The Independent Sector

5.14 Case Study Examples

Looked after children and care leavers need the same from their corporate family as they need from their birth family – security, safety, positive regard, support and boundaries. The Policy will set out clearly how we can work across corporate services and with our community planning partners to ensure we are doing what every good parent would to ensure the best possible outcomes for their own children. The following examples set out how the policy will work in practice (these are just a few examples and are not exhaustive):

Wellbeing Outcomes

Social Care and Wellbeing Services (including Foster Care Services) will ensure that everyone working with looked after children and care leavers have been trained using We Can and Must do Better Materials to ensure high standards of care across all care settings.

Services will supported looked after children to develop Life Story materials to we understand how the feel about their experience of separate from their family and living in a care setting. This will include transition planning 12 months in advance of significant changes in the lives of looked after children and care leavers.

Services will be able to evidence service user engagement in the development and review of all services and demonstrate where we have taken account of the views of young people and changed services as a result of their feedback.

We will encourage young people to remain looked after until they are 18, where it is in their best interest.

Making sure that looked after children have opportunities to experience new things such as sport, music, drama, arts and culture.

Social Care and Wellbeing Services will work in partnership with Housing and Environment to ensure that young care leavers are a priority within the housing policy and receive additional support where required to enable them to sustain their tenancy and independent living.

This will include ensuring that the circumstance of looked after children and care leavers are considered in the development of all housing and antisocial behaviour policies.

Educational Outcomes

The Social Care and Wellbeing Service will work in partnership will colleagues in Education, Culture and Sport and Residential Schools to ensure the lead Designated Manager for Looked After Children in each school have developed appropriate plans for all looked after children in need of additional support and that we can demonstrate where this support has been provided that we are improving the education attainment and achievement of these young people.

Ensure that all policies and strategies e.g. Parenting Policies, Anti Bullying Policies, Exclusion Policies, Positive Behaviour Strategies take account of the needs of looked after children, corporate parenting roles and carer engagement.

Health Outcomes

The Council will work in partnership with NHS Grampian to ensure that all looked after children and care leavers have had their health needs assessed in a timely manner and that they have access to the right services to improve their health outcomes.

Economic Outcomes

The Council will work with agencies in the More Choices More Chances Partnership and the Scottish Government to ensure that we know the intended destination of all looked after children approaching their statutory school leaving age. This will include working in partnership with community planning partners and the local business to develop a range of pre support options, additional support to attend further or higher education, develop supported training opportunities as supported routes to part or full time employment to ensure they can take up and sustain positive destination in education, training and employment.

- 5.15 The policy will be supported by clear guidance, training and a process for evaluating the implementation of the policy to ensure we achieve our vision for looked after children.

- 5:16 We will know we are making a difference when we can demonstrate improved outcomes for looked after children including:
- Regular attendance school and achieve academically
 - Find and sustain education, employment or training when they leave school, find somewhere suitable to live and manage to sustain independent living
 - More families are supported to stay together in their own communities
 - Staff report they feel confident they have done a good job in supporting our looked after children
 - Carers report they feel supported and valued
 - Internal scrutiny and self evaluation processes demonstrate that outcomes for looked after children are improving
 - When good practice is identified within future Inspection reports.
- 5.17 The policy will be reviewed annually to ensure we are progressing towards our vision to reach a position where there is no discernible difference between the education, health and employment and other life outcomes of looked after children and young people and care leavers and their peers.
- 5:18 The development of materials and the delivery of training will be delivered in partnership with Who Cares Scotland. The organisation has received Scottish Government funding to assist local authorities in the development and delivery of such training.
- 5:19 In February 2010, all relevant Committees and The Aberdeen City Alliance approved the governance arrangements for the planning and delivery of Integrated Children's Services. To ensure collective ownership to effectively deliver the commitments to be set out in the policy the lead officer will seek to engage with other Council services and key stakeholders of the Integrated Children's Services Partnership in the development of the Corporate Parenting Policy.
- 5:20 Progress on the implementation will be reported to both the Council's Corporate Policy and Performance Committee and the Integrated Children's Services Partnership.
6. IMPACT
- 6.1 The contents of the report link to policies identified within 'Vibrant, Dynamic and Forward Looking' – namely 'the care and support of more vulnerable members of our community'.
- 6.2 The Policy also supports action towards meeting City Challenge 1 – Social Inclusion and sustainable development, City Challenge 2 – Integrated services planning and delivery, Community Challenge 2 – Safety, Community Challenge 4 - Social Care, Organisational Challenge 2 - Evolving to meet Change.

- 6.3 The policy will contribute to the delivery of outcomes 3, 5 and 8 of the Single Outcome Agreement.
- 6.4 A Human Rights Impact Assessment will be undertaken of the policy in advance of being submitted in January 2011.

7. BACKGROUND PAPERS

- Scottish Governments 'Looked After Children: We Can and Must do Better' 2007
- Aberdeen City Corporate Parenting Policy 2007-10
- Scottish Government's Core Tasks for Designated Managers in Education and Residential Establishments in Scotland' 2008
- These are our Bairns: A Guide for Community Planning Partners 2008
- Scottish Governments Draft Guidance Family Firm, November 2010
- Aberdeen City More Choices More Chances Strategy 2010

8. REPORT AUTHOR DETAILS

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ABERDEEN CITY COUNCIL

COMMITTEE	Corporate Policy and Performance
DATE	25 November 2010
LEAD OFFICER	Chief Executive
TITLE OF REPORT	Local Code of Corporate Governance
REPORT NUMBER	OCE/10/021

1. PURPOSE OF REPORT

This report provides the Committee with an update on the development of a revised Local Code of Corporate Governance for the Council.

2. RECOMMENDATION

That the Committee resolves to agree the revised Code and requests that an update report on its implementation is provided at its meeting on 22 September 2011.

3. FINANCIAL IMPLICATIONS

While this report has no direct financial implications, its subject matter relates indirectly to the overall financial position of the Council.

4. OTHER IMPLICATIONS

The subject matter of this report relates to all the Council's activities.

5. BACKGROUND/MAIN ISSUES

The City Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded, properly accounted for and used economically, efficiently and effectively. In discharging this overall responsibility the Council is responsible for putting in place proper arrangements for the governance of its affairs, facilitating the exercise of its functions, and ensuring arrangements are made for the management of risk.

The aim of the Council's Local Code of Corporate Governance is to set out the framework which identifies the systems and processes, the cultures and values by which the Council is directed and controlled and through which it accounts to, engages with and, where appropriate, leads the communities of the City.

SOLACE (the Society of Local Authority Chief Executives) and CIPFA (the Chartered Institute of Public Finance and Accountancy) jointly suggest that any local code of corporate governance should be built around six principles as follows:

- focusing on the purpose of the authority and on outcomes for the community and creating and implementing a vision for the local area
- members and officers working together to achieve a common purpose with clearly defined functions and roles
- promoting values for the authority and demonstrating the values of good governance through upholding high standards of conduct and behaviour
- taking informed and transparent decisions which are subject to effective scrutiny and managing risk
- developing the capacity and capabilities of members and officers to be effective
- engaging with local people and other stakeholders to ensure robust public accountability

Since January 2009, reports have been taken to Council by the Chief Executive on revisions to the Council's decision-making structure, revisions to the Council's management structure at Director and Head of Service level and revisions to the Council's Standing Orders.

In its Best Value progress report on the Council published in July 2009, Audit Scotland notes "the Council has implemented a new management structure to improve clarity and accountability; it has agreed revised political decision-making structures and is implementing new governance arrangements".

In its findings on the progress report the Accounts Commission states it is "encouraged by the prompt and decisive action taken by the Council, and taking in to account the timescale, commends the Council on its progress across a range of activity; we welcome in particular the steps taken to establish new management structures and new senior management team, the early signs of changes in the organisational culture and the progress in implementing a corporate performance management process".

The Local Area Network (the scrutiny bodies with responsibility for undertaking a Shared Risk Assessment for Aberdeen City Council) Assurance and Improvement Plan reported to the Committee at its

meeting on 10 June 2010 noted no area as being of significant risk in its corporate assessment of the Council.

The document states: “Our corporate assessment shows a mix of areas where there is good progress and some areas where further work is needed to provide assurance on the Council’s progress. The Council remains involved in a major programme of change and improvement. Some focused Best Value work will be undertaken in year 3 (2012/2013) in order to allow new arrangements to embed and evidence to become available on their impact on performance and outcomes. These include governance, elected member scrutiny and their leadership of and support for the Council’s improvement agenda, performance management, improvement and people management.”

Attached is the suggested revised framework which articulates the arrangements the Council currently has in place to assure effective governance of its activities.

The framework is subject to annual review with the subsequent report relating to the results of that review being captured in the Council’s Annual Governance Statement published as part of the Annual Accounts in September each year. On this basis, it is recommended that an update report on the implementation of the Council’s Local Code of Corporate Governance is brought to the Corporate Policy and Performance Committee at its meeting on 22 September 2011.

In assessing the effectiveness of the arrangements in place and recommending any improvements to be made when the Code is brought back to Committee in 2011, it is proposed that the guidance contained within the Audit Scotland report *Roles and working relationships: are you getting it right?* (August 2010) will be of assistance. The report, part of a series from Audit Scotland themed on the subject of ‘how councils work: an improvement series for councillors and officers’ has been circulated to all elected members by the Director of Corporate Governance and is available at:

http://www.audit-scotland.gov.uk/docs/best_value/2010/bvrm_100826_councillors_office_rs.pdf

It is recommended that the Committee resolves to agree the revised Code and requests that an update report on its implementation is provided at its meeting on 22 September 2011.

6. IMPACT

The subject matter of the report relates, directly or indirectly, to all the Council policy objectives and principles, to the delivery of the Council’s Business Plan and to all aspects of *Vibrant, Dynamic and Forward Looking* and the Single Outcome Agreement. The Local Code of

Corporate Governance has embedded within it the arrangements the Council has put in place to ensure regular information sharing and engagement with the public the Council serves.

7. BACKGROUND PAPERS

None

8. REPORT AUTHOR DETAILS

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LOCAL CODE OF CORPORATE GOVERNANCE

The City Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded, properly accounted for and used economically, efficiently and effectively. In discharging this overall responsibility the Council is responsible for putting in place proper arrangements for the governance of its affairs, facilitating the exercise of its functions, and ensuring arrangements are made for the management of risk.

The aim of the Council's Local Code of Corporate Governance is to set out the framework which identifies the systems and processes, the cultures and values by which the Council is directed and controlled and through which it accounts to, engages with and, where appropriate, leads the communities of the City.

The framework is structured around the six principles recommended within the SOLACE and CIPFA guidance note for Scottish authorities – *Delivering Good Governance in Local Government*. Against each principle are set the key documents, policies, arrangements and areas of activity within the Council which address the theme.

Principle 1 focusing on the purpose of the authority and on outcomes for the community and creating and implementing a vision for the local area

- exercising strategic leadership by developing and clearly communicating the authority's purpose and vision and its intended outcomes for citizens and service users
- ensuring that users receive a high quality of service whether directly, or in partnership, or by commissioning
- ensuring that the authority makes best use of resources and that tax payers and service users receive excellent value for money

Single Outcome Agreement

Council policy statement – *Vibrant, Dynamic and Forward Looking*

Council Business Plan 2011/2016

Service Plans

Principle 2 members and officers working together to achieve a common purpose with clearly defined functions and roles

- ensuring effective leadership throughout the authority and being clear about the roles and responsibilities of the scrutiny function
- ensuring that a constructive working relationship exists between authority members and officers and that the

responsibilities of authority members and officers are carried out to a high standard

- ensuring relationships between the authority and the public are clear so that each knows what to expect of the other

Decision-making structures

Management structures

Standing Orders

Committee Terms of Reference

Financial Regulations

Scheme of Delegation

Principle 3 promoting values for the authority and demonstrating the values of good governance through upholding high standards of conduct and behaviour

- ensuring authority members and officers exercise leadership by behaving in ways that exemplify high standards of conduct and effective governance
- ensuring that organisational values are put into practice and are effective

Councillors' Code of Conduct¹

Officer policies and procedures

Principle 4 taking informed and transparent decisions which are subject to effective scrutiny and managing risk

- being rigorous and transparent about how decisions are taken and listening and acting on the outcome of constructive scrutiny
- having good-quality information, advice and support to ensure that services are delivered effectively and are what the community wants/needs
- ensuring that an effective risk management system is in place
- using their legal powers to the full benefit of the citizens and communities in their area

Monitoring, management and reporting of performance

Inspections

Risk management strategy and system

¹ In previous discussion on the Local Code of Corporate Governance the Committee has requested that the revised Code takes into account the revised national Code of Conduct for Councillors. Members of the Committee will be aware that the 2003 Code is currently under review. The Scottish Government published in July 2010 a summary of the responses received to the amended Code it had put out for consultation in November 2009. It is not as yet known when the new Code will be launched, but the Council's Code will be further revised once the national code has been agreed.

Principle 5 developing the capacity and capability of members and officers to be effective

- making sure that members and officers have the skills, knowledge, experience and resources they need to perform well in their roles
- developing the capability of people with governance responsibilities and evaluating their performance, as individuals and as a group
- encouraging new talent for membership of the authority so that best use can be made of individuals' skills and resources in balancing continuity and renewal

Continuing professional development for elected members
Training and development for officers

Principle 6 engaging with local people and other stakeholders to ensure robust public accountability

- exercising leadership through a robust scrutiny function which effectively engages local people and all local institutional stakeholders, including partnerships, and develops constructive accountability relationships
- taking an active and planned approach to dialogue with and accountability to the public to ensure effective and appropriate service delivery whether directly by the authority, in partnership or by commissioning
- making best use of human resources by taking an active and planned approach to meet responsibility to staff

National standards for community engagement
Ongoing engagement and feedback opportunities on the Council's Business Plan's development and delivery
Protocols for engagement with Community Councils and Community Planning Partners
User and stakeholder groups
Citizens Panel
Public Performance Reporting
Internal communications and engagement with staff and their trades union representatives

The effectiveness of the implementation of the arrangements set out in the framework is subject to annual review and the results, together with the identification of areas for development and improvements are reported within the Council's Annual Governance Statement.

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ABERDEEN CITY COUNCIL

COMMITTEE	Corporate Policy and Performance
DATE	25 November 2010
LEAD OFFICER	Chief Executive
TITLE OF REPORT	Committee Decision Implementation
REPORT NUMBER:	OCE/10/020

1. PURPOSE OF REPORT

At its meeting on 25 May 2010 the Housing and Environment Committee resolved to request that the Chief Executive report to the Corporate Policy and Performance Committee proposing a policy that would instruct officers to report back to a Committee with an explanation in the circumstance where a committee decision has not been implemented within a set period of time. This report proposes a means of meeting this request.

2. RECOMMENDATION

That the Committee resolves that progress on the implementation of committee decisions be reported as part of the quarterly performance packs received by the Council's Committees.

3. FINANCIAL IMPLICATIONS

There are no direct financial implications to this report. However there may be financial implications in relation to decisions not having been implemented within the set period time indicated when the matter was agreed by Committee.

4. OTHER IMPLICATIONS

There are no other direct implications to this report, but as it relates to the monitoring and management of performance it will impact across the Council's services and their successful delivery.

5. BACKGROUND/MAIN ISSUES

At its meeting on 25 May 2010 the Housing and Environment Committee considered a report by the Director of Housing and Environment on the refurbishment of Kepplehills Garages. One of the recommendations agreed by the Housing and Environment Committee was to request that the Chief Executive report to the Corporate Policy

and Performance Committee proposing a policy that would instruct officers to report back to a Committee with an explanation in the circumstance where a Committee decision has not been implemented within a set period of time.

At its meeting on 29 April 2010, the Corporate Policy and Performance Committee considered a report by the Director of Corporate Governance on financial and performance monitoring and reporting to Committee and agreed that the Council's Committees receive quarterly performance packs showing progress and performance in relation to actions, key performance indicators, risks and budget monitoring.

At its meeting on 23 September 2010, the Corporate Policy and Performance Committee considered a report by the Director of Corporate Governance on reporting performance by exception and agreed that it will be the responsibility of a Service's senior management to identify exceptions in each reporting period.

Given the recommendations already agreed by the Corporate Policy and Performance Committee in relation to quarterly performance reporting, incorporating exception reporting, to the Council's Committees it is suggested that the request from the Housing and Environment Committee can be met by ensuring that progress on the implementation of committee decisions is reported as part of this process. In addressing any exceptions to be reported a Service's senior management would be expected to provide the envisaged explanation in the circumstance where a committee decision has not been implemented within a set period of time.

6. IMPACT

The report concerns the monitoring and management of performance and as such is intended to have a positive impact on the delivery of the Council's commitments as set out in the Single Outcome Agreement and the Council Policy Statement *Vibrant, Dynamic and Forward Looking*.

7. BACKGROUND PAPERS

None

8. REPORT AUTHOR DETAILS

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ABERDEEN CITY COUNCIL

COMMITTEE	Corporate Policy & Performance
DATE	25 th November 2010
DIRECTOR	Stewart Carruth, Director of Corporate Governance
TITLE OF REPORT	Working Better Together – Update
REPORT NUMBER:	CG/10/195

1. PURPOSE OF REPORT

This report provides members with an update and proposals for developing local collaborative planning initiatives aimed at saving money in the future by developing a joined up service approach that will more effectively address and prevent the long term costs associated with failure to solve complex social problems.

The report builds on the proposals outlined in the report to this Committee on the 10th June 2010 (CG/10/112) and proposes Raising Educational Attainment and Achievement in the Northfield, Cummings Park, Middlefield and Heathryfold neighbourhoods as the focal theme for the first initiative and identifies the themes of community safety, older people and care services as the focus for further initiatives.

2. RECOMMENDATION(S)

The Committee is asked to:

1. agree that the initial collaborative project will focus on improving educational attainment and achievement in the Northfield, Cummings Park, Middlefield and Heathryfold neighbourhoods and the themes of community safety, older people and care services as the focus for further initiatives.
2. remit this report to the Education, Culture and Sports Committee for information and note that a further report providing specific detail on how the initiative will be delivered will be provided for that Committee.

3. FINANCIAL IMPLICATIONS

The approach being proposed is intended to build on community and neighbourhood planning to date applying learning from the U.K experience of Total Place projects which were designed to tackle the current major challenge for the public sector of doing “more with less” . This will involve an audit of current spend on proposed themes eg investment and expenditure in raising and improving educational attainment and achievement. An important element involves consideration of relevant trends and therefore predictive growth in costs of continuing with existing models of service delivery and the need for a whole system approach across the public service in the future.

A feature of the Total Place initiatives in England involved a high level audit of all public sector investment across the pilot areas. This involved not only the levels of investment in Councils, Health Boards, Police services etc but also the wider investment through central government in providing welfare benefits and other costs associated with central services. As part of demonstrating the financial impact in terms of savings from the localized initiatives, it would be beneficial to measure this within the context of overall investment to the city e.g. if the proposed initial project leads to more positive outcomes for young people when they leave school we need to demonstrate the benefit in terms of reduction in welfare provision and make the case for reinvestment in preventative work. In the North East of Scotland it is estimated that there is £2 billion of expenditure through the public sector; the Director of Corporate Governance is in discussion with partners on proposals for how we can achieve a better analysis of this expenditure in the future.

4. OTHER IMPLICATIONS

It is proposed that the Officers Steering group (see 5.12) which has been established to oversee and manage the initial project, and subsequent initiatives, should give early consideration to the deployment of resources required to support and deliver initiatives within the current financial constraints and should report where necessary to appropriate Committees of the Council. Officers are discussing, with both the Scottish Government and The Improvement Service, the possibility of national support in the development of a Total Place approach and the initiation of projects.

In relation to the initial theme being proposed a further report for the Education, Culture and Sports Committee is proposed to provide detail on how the project will be progressed and developed at the local level and identifying any resources considerations that may need to be addressed.

5. BACKGROUND/MAIN ISSUES
- 5.1 The Corporate Policy and Performance Committee of 10th June considered a report (CG/10/112) from Stewart Carruth, Director of Corporate Governance which focused on changes needed to save money by developing local collaborative planning for more efficient service delivery and by developing joined up services that more effectively address and prevent complex social problems.
- 5.2 The main benefits being sought from taking forward the Total Place approach are to:
- achieve efficiency savings and redeploying resources to improve service impact and outcomes
 - reshape the most efficient long term investment of the public sector settlement
 - taking a whole system approach, redesign service systems in key thematic areas to effectively stem the predictable demand for public services
 - develop more effective preventative models of service design
 - build local leadership capacity for collaborative working, community action and individual resilience
 - mainstream the learning across the whole service system
- 5.3 The initial report proposed that the geographic focus should be on the priority regeneration areas with a clustering approach to maximize economies of scale. The report also proposed a gradual roll out of initiatives so that the learning from collaborative working can be fully captured and used to inform subsequent initiatives.
- 5.4 As part of developing this approach officers in Corporate Governance developed a “prototype” demonstration presentation based on the cluster of neighbourhoods in the northwest of the City i.e. Northfield, Middlefield, Cummings Park and Heathryfold which examines the specific theme of raising educational attainment and achievement.
- 5.5 Socio-economic and demographic information for this area, along with relevant education performance data and initial outline financial information regarding expenditure on learning factors was gathered in order to demonstrate the approach. The proposed project would examine this expenditure in more detail and analyse current service delivery in relation to achieving outcomes.

- 5.6 Long term costs associated with responding to complex social problems, using comparisons from the Total Place pilot projects in England and other national cost comparison research findings were used to estimate the long term financial costs associated with system failure based on the area and theme identified at 5.4. For example:
- a) The current direct cost of government interventions and provisions around a family in chronic crisis is conservatively estimated at being up to £250,000 per year per family. The number of looked after children and families at risk supported to stay together or in their own communities in Aberdeen, in April 2010, was 383.
 - b) Academic studies have shown a link between an individual's education, labour market prospects and his or her probability of turning to crime. The average cost per youth crime is estimated at £4,585 per crime. In 2009 there were 1,650 offenders under the age of 16 in the City. There are a significant number of youth offences occurring in the Northfield area.
 - c) The cost to the public for young people who have negative destinations, post compulsory education, is significant in terms of direct benefit claimed i.e. Job Seekers Allowance (JSA) at £50.95 per week as against productivity loss to Aberdeen's economy if an average weekly wage of £252 was secured for the 16-19 age group. In September 2010 the total claimants for the City was 3,430 this includes 860 in the 18-24 age group.
 - d) The economic benefits of higher education are significant the average cost to the state per graduate in one study estimated this at £21,000 with the net return in additional taxation and national insurance over a lifetime estimated at £72,000 per graduate.

There is therefore a strong rationale for adopting a whole systems approach as this has the potential to not only benefit individuals and communities as a whole but also reduce the costs to the public by stemming the costs associated with systems failure.

- 5.7 The presentation was used to brief members prior the Corporate Policy & Performance Committee in June and has subsequently been used to brief the Extended Management Team and has provided the basis for further discussion with each Services' Senior Management Teams to identify potential areas/themes where the business case to develop this approach is compelling.
- 5.8 The ""prototype"" identified the following summary of factors that relate to educational attainment and achievement and provide a strong business case for developing this approach in this area of the City further:

- a) There are over 3,500 children aged under 16 in the Northfield ward. This is 22% of the total ward population – the highest percentage in Aberdeen.
- b) A large number of Northfield’s adult population have no recognized qualification.
- c) Benefit claimants account for more than 20% of Northfield’s working age population.
- d) A high proportion of school children at Northfield schools are entitled to free school meals – eg over 60% at Bramble Brae (the highest in Aberdeen).
- e) Primary schools in the Northfield area have relatively high proportions of Looked After Children on their rolls.
- f) Attainment at Northfield Academy is the lowest in Aberdeen. In 208/09 only 4% of S4 pupils achieved 5 plus awards at level 5 or better.
- g) Northfield Academy has the highest number of secondary school exclusions in Aberdeen.
- h) Less than three quarters of Northfield Academy school leavers have a “positive” destination – i.e. leavers who go onto further education, higher education, employment or training.
- i) The absence rate at Northfield Academy in 2008/09 was 14%, the second highest in Aberdeen after St Machar Academy.
- j) There are relatively high levels of youth offending in Northfield.

5.9 The Education, Culture and Sports Senior Management Team have fully considered the information from the “prototype“. The information relating to low educational attainment, comparatively high absence and exclusion rates alongside the range of existing investments on aspects aimed at tackling disadvantage in the area provides a strong case for developing this initial work further.

It is therefore proposed that Raising Educational Attainment and Achievement in the Northfield, Cummings Park, Middlefield and Heathryfold neighbourhoods should be the focus for initial project development.

5.10 The Housing and Environment Senior Management Team in considering the initial report have identified the need for a focus on providing better environments and places for people to live. Aspects

such as community safety also feature within this potential theme. Grampian Police are very supportive of the Total Place concept and see the benefits collaborative working and a stronger partnership approach can bring. Previously, they had initiated similar collaborative approaches including the Total Communities work that was successfully piloted in Torry and Kincorth and more recently, in the Tillydrone neighbourhood, they carried out some analytical work which could provide the basis for building a second initiative. It is therefore proposed that this theme should provide the basis for a further collaborative initiative.

The Social Care and Well Being Senior Management Team recognized that their service tends to be, in general terms, providing services to vulnerable families and individuals as a consequence of societal problems so moving to more preventative models of working would, if successful, be beneficial in the long term; stemming potential problems for the future. Two areas for potential development have been highlighted;

- i. older people – in terms of how we collaboratively plan for the implications of the rise in the elderly population and encourage older people to maintain a healthy and active lifestyle.
- ii. care services - how we can intervene, prevent and support people in the future.

It is therefore proposed that these themes should provide the focus for further collaborative initiatives .

Officers Steering Group

5.12 Given the cross-cutting nature and the interdependency factors that contribute towards tackling complex social problems a Steering Group has been established to oversee and manage this initiative. This comprises a Head of Service representative from each of Senior Management Team's with the following outline remit:

- provide leadership
- engage partners
- identify future themes
- review Business cases for key projects
- monitor implementation of key projects
- evaluate outcomes from key projects
- update stakeholders (including community stakeholders)

- appoint service champions
- ensure robust governance arrangements for decision making , reporting to Committees and informing Council Members.

and it is envisaged that, as the first projects are identified and initiated, the Steering Group could be expanded to include representatives of our main partners. The Officers Steering Group currently comprises Paul Fleming, Head of Customer Service and Performance, Hugh Murdoch, Head of Asset Management and Operations, John Quinn, Head of Regeneration and Housing Investment, Tom Cowan, Head of Adult Services and Charlie Penman, Head of Education Development Policy and Performance.

- 5.13 In taking forward the proposed projects, officers propose exploring the use of Social Return on Investment methodology and modeling to quantify the potential benefits to all stakeholders of different patterns of investment changes to systems and processes.

6. IMPACT

The proposal and approach set out in this report supports Community Planning, the delivery of the Single Outcome Agreement and the objectives of Vibrant, Dynamic and Forward Looking by identifying priorities for joined up service delivery and more effective collaborative working with partners and citizens.

In relation to the 6 priorities set out in the 5 year business plan the initial proposal focused on raising educational attainment and achievement would help towards:

- a) providing for the needs of the most vulnerable people
- b) helping to ensure that all schoolchildren reach their potential and
- c) ensuring efficient and effective delivery of services by the council and with its partners.

The principles that underpin the approach being proposed, dependant on the focus for further initiatives, have the potential to support the delivery of all six priorities over the next 5 years.

7. BACKGROUND PAPERS

Total Place: A Whole Area Approach to Public Services , pub HM Treasury , March 2010

The Cost of Exclusion: Counting the Cost of Youth Disadvantage in the U.K, pub Princes Trust, April 2007

Economic Benefits of Higher Education Qualifications, pub Pricewaterhouse Coopers, Feb 2005

8. REPORT AUTHOR DETAILS

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ABERDEEN CITY COUNCIL

COMMITTEE	CORPORATE POLICY & PERFORMANCE
DATE	25 th November 2010
DIRECTOR	Stewart Carruth
TITLE OF REPORT	Achieving Our Potential – Tackling Poverty and Income Inequality in Aberdeen City
REPORT NUMBER:	CG/10/196

1. PURPOSE OF REPORT

This report sets out for consideration and approval “Achieving Our Potential: Tackling Poverty and Income Inequality in Aberdeen City”.

The report has been produced in response to the motion by Councillor Kiddie agreed at the Council meeting of the 11th February 2009 that, “Aberdeen City Council agrees to produce an Anti-poverty Strategy.”

2. RECOMMENDATION(S)

It is recommended that the Committee:

1. Consider and approve as final Achieving Our Potential: Tackling Poverty and Income Inequality in Aberdeen City (Appendix 1).
2. Agree that a 6 month review of the Anti – Poverty Strategy be carried out and reported back to the Policy & Performance Committee.

3. FINANCIAL IMPLICATIONS

The strategy will require consideration of resources for the delivery of proposals to tackle poverty. The preparation of the strategy has identified areas where there is service fragmentation, gaps and separate commissioning arrangements which would benefit from further cross service work to improve coherence, customer service and deliver more efficient services. It is recognized that the implementation of the anti-poverty strategy needs to ensure value for money from the existing funding invested in anti poverty interventions and action by the Council and our partners.

4. OTHER IMPLICATIONS

Legal – None arising from this report; initiatives such as support for Credit Unions, whilst permitted in terms of support from public funds, needs to be registered for State Aid compliance.

Resources – Consideration will need to be given by the Council in conjunction with The Aberdeen City Alliance through the budget setting process to how funding can be aligned to support our commitments within the Single Outcome Agreement in relation to tackling poverty.

Personnel – none arising directly from this report however as a major employer and contractor in the city the Council can play a key role in the recruitment of people from the regeneration areas and to consider setting an example of best practice for other employers.

Sustainability and Environment – successfully addressing poverty requires a balanced approach to tackling social, economic and environmental aspects that contribute to achieving sustainable communities.

5. BACKGROUND/MAIN ISSUES

5.1 *National Context*

In November 2008 the Scottish Government published “Achieving Our Potential: A Framework to tackle poverty and income inequality in Scotland.” The objective of this national framework is to narrow the gap between rich and poor in Scotland and build stronger communities.

The main focus is to build a Scotland where we can say that “we have tackled the major inequalities in Scottish Society”. A ‘Solidarity’ target has been set: “to increase the overall income and proportion earned by the lowest 30% of people as a group by 2017.”

The Scottish Government’s framework for tackling poverty and income inequality links to other key Government policies in relation to early years and tackling health inequalities recognising that: “the best possible start in life, a good education, good health and enough money can all help make society more equal.”

The approach to tackling poverty being taken nationally is one, which recognises the role of local authorities and the importance of working collaboratively at local and national levels.

5.2 *Local Context*

As the energy capital of Europe, Aberdeen is perceived as an affluent city, however this perception masks the growing poverty and disadvantage that exists in our communities. This was evidenced by the relatively large increase in the share of data zones in the 15% most deprived between SIMD 2004 (18 datazones) and SIMD 2006 (27 datazones). The publication of SIMD 2009 reflects no significant change in the overall situation (27 datazones). However, the SIMD 2009 has recently been revised to take account of a factual error within the Income Domain relating to tax credit data. This has affected the overall Index and Aberdeen now has 28 datazones in the worst 15%.

5.3 *Development of the Anti-poverty Strategy*

The Strategic Research and Information Team were asked to prepare a Poverty Profile that would inform the development of, and provide an initial baseline for, the Anti-poverty Strategy. The Profile provides an analysis of the key indicators of poverty in the city. The profile draws extensively on the Scottish Index of Multiple Deprivation 2009, and covers key areas including unemployment rates, earnings levels, number of benefit claimants, school leaver destinations, free school meal entitlements, lone parent households and educational attainment levels.

Given the complex and cross cutting nature of poverty across all policy and service delivery areas, a short life Officers Working Group was established to provide a service orientated perspective on poverty and income inequality issues. The group conducted an initial audit of current and planned Aberdeen City Council activities which impact on the poverty agenda. The Officers Working Group reviewed the audit material, identified gaps in provision and explored opportunities for service action and development to improve the outcomes achieved.

A further research study was conducted over a 4 week period between the 24th of June and the 24th of July 2009. The central aim of this element of the strategy preparation was to provide qualitative information from individuals who had direct and indirect experience of poverty and/or social exclusion. The study called 'Talking About Poverty: Discussing Poverty and Social Exclusion With Aberdeen Residents' was carried out on behalf of the Council by James Simpson, a 3rd year sociology student at Aberdeen University.

The poverty profile, the audit of service activity and the 'Talking about poverty' research study identified key themes that have assisted in developing a framework for the Anti-poverty strategy. These themes reflect the complex and multi-faceted nature of poverty in our

communities, and the necessity to target investment on the root causes of deprivation and inequality.

On 10th September 2009 Corporate Policy and Performance Committee agreed to remit the draft strategy to the other Council committee's for detailed consideration and comment. The final draft strategy incorporates feed back received from those consultations.

6. IMPACT

Corporate - The development of the Single Outcome Agreement between the City Council and the Scottish Government has provided a basis for setting poverty and inequality as a strategic priority. Critical to the delivery of this commitment is the development of an Anti-poverty Strategy that is cross cutting across all policy areas.

Public - Failure to tackle poverty not only has a major implication on the quality of life of the individuals and families concerned but also in relation to the direct costs to public expenditure associated with responding to and tackling poverty related issues.

7. BACKGROUND PAPERS

Achieving Our Potential: A Framework to Tackle Poverty and Income Inequality in Scotland, Scottish Government, 2008

9. REPORT AUTHOR DETAILS

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**Achieving Our Potential:
Tackling Poverty and Income Inequality in Aberdeen City**

2009-12



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7. Recommendations

To be agreed at point of publication following Committee approval for the strategy.

Cllr. Jim Kiddie – Agreed by Corporate Policy and Performance Committee 10/09/09

1. Context

As the energy capital of Europe, Aberdeen is perceived as an affluent city, however this perception masks the growing poverty and disadvantage that exists in our communities. This was evidenced by the relatively large increase in the number of Aberdeen data zones in the most deprived 15% of all Scottish data zones in the Scottish Index of Multiple Deprivation (SIMD). Between SIMD 2004 and SIMD 2006 the number of deprived data zones in Aberdeen rose from 18 to 27. The most recent SIMD was published in October 2009. This initially indicated no overall change in the number of deprived data zones in Aberdeen, which remain concentrated in the priority neighbourhoods – Tillydrone, Middlefield, Torry, Woodside, Seaton, Northfield and Cummings Park. SIMD 2009 has though recently been revised to take account of an error in Income Domain data and Aberdeen now has 28 datazones in the most deprived 15%.

In November 2008 the Scottish Government published 'Achieving Our Potential: A Framework to Tackle Poverty and Income Inequality in Scotland'. This document is a key part of the Government's Economic Strategy and sets an ambitious target to deliver greater solidarity in Scotland by reducing the nation's relatively high level of income inequality. The aim is to reconnect more people to the mainstream economy and provide opportunities, and incentives, for all to contribute to Scotland's economic growth. The framework does not exist in isolation and complements two other key policy drivers, the 'Early Years Framework (Scottish Government/ COSLA 2008)' and 'Equally Well' the report of the ministerial taskforce on health inequalities. The three documents taken together form a coherent approach to addressing disadvantage in Scotland.

Within this context our Single Outcome Agreement with the Scottish Government commits us to the National Outcome: 'To tackle the significant inequalities in Scottish society'. The Scottish Government's National Indicator 14 is to 'decrease the proportion of individuals living in poverty'.

The development of the Single Outcome Agreement between the City Council and the Scottish Government has provided a basis for setting poverty and inequality as a strategic priority. Critical to the delivery of this commitment is the development of an Anti-poverty Strategy that is cross cutting across all policy areas.

Figure 1: Extract from Single Outcome Agreement 2008 - 2011¹

National Outcome	Local Outcome	Relevant Indicators	Frequency/ Type/ Source	Baseline (2006/07)	Local Target & Timescale
We have tackled the significant inequalities in Scottish Society	Improve the quality of life in our most deprived areas	People living in the 0-15% most deprived areas in Scotland	Biennial/ National Data/ Scottish Index of Multiple Deprivation 2006	18,428	Reduction of 10% in 3 years
		Datazones within the 0-15% most deprived in Scotland	Biennial/ National Data/ Scottish Index of Multiple Deprivation 2006	27	25 by 2009/10
		People living in the 0-15% most deprived income domain datazones in Scotland	Biennial/ National Data/ Scottish Index of Multiple Deprivation 2006	14,914	Reduction of 10% in 3 years
		People living in the 0-15% most deprived employment domain datazones in Scotland	Biennial/ National Data/ Scottish Index of Multiple Deprivation 2006	18,584	Reduction of 10% in 3 years
		People living in the 0-15% most deprived education, skills and training domain datazones in Scotland	Biennial/ National Data/ Scottish Index of Multiple Deprivation 2006	20,909	Reduction of 10% in 3 years
		People living in the 0-15 % most deprived health domain datazones in Scotland	Biennial/ National Data/ Scottish Index of Multiple Deprivation 2006	30,940	Reduction of 10% in 3 years

¹ Aberdeen City Single Outcome Agreement 2008-11

2. What is Poverty?

Defining poverty²

Individuals, families and groups in the population can be said to be in poverty when they lack the resources to obtain the types of diet, participate in the activities, and have the living conditions and amenities which are customary, or are at least widely encouraged and approved, in the societies in which they belong.

(P. Townsend, Poverty in the United Kingdom)

Measures of Poverty

The Scottish and UK Governments use two main poverty measures both of which reveal slightly different information about changes in poverty over time. These measures are absolute and relative poverty:

Absolute poverty

Individuals living in households whose income is below 60% of the inflation adjusted UK median income in 1998/99. This is a measure of whether those in the lowest income households are seeing their incomes rise in real terms. In 2007/08 the absolute poverty threshold for a couple with no children was an income of £203 per week.

Relative poverty

Individuals living in households whose income is below 60% of the UK median income in the same year. This is a measure of whether those in the lowest income households are keeping pace with the growth of incomes in the economy as a whole. In 2007/08 the relative poverty threshold for a couple with no children was an income of £236 per week.

Poverty and Income Inequality in Scotland 2007/08³

The Scottish Government publication, *Poverty and income inequality in Scotland, 2007/08* was published in May 2009. It provides estimates of the number of children, working age adults and pensioners living in low income households in Scotland. The key findings are:

- 17% of people in Scotland are in relative poverty,
- a fifth of all children in Scotland are in relative poverty,
- a fifth of all pensioners in Scotland are in relative poverty,
- 15% of working age adults in Scotland are in relative poverty.

In the ten-year period to 2007/08, levels of poverty in Scotland have fallen. The most significant change has been in the level of child poverty, which fell from 30% of all children in 1997/98 to 20% in 2007/08. The proportion of pensioners in relative poverty fell from 24% to 21% over the same period, and there was a slight fall from 16% to 15% for working age adults. Across all age groups, the proportion of Scotland's population in relative poverty fell from 20% of the total population in 1997/98 to 17% in 2007/08.

Scottish Index of Multiple Deprivation

The Scottish Index of Multiple Deprivation (SIMD) is the Scottish Government's official means of identifying the extent of deprivation across Scotland. It is based on the small area geography known as data zones, which enables pockets of multiple deprivation to be identified that could be missed in analyses based on larger areas such as wards or postcode sectors. Aberdeen has 267 data zones. The average population for data zones in the city is 780.

The SIMD is made up of seven 'domains' of deprivation: current income; employment; health; education skills and training; housing; crime; and geographical access to services. Domains are weighted to reflect their relative importance in measuring deprivation.

The most recent Scottish Index of Multiple Deprivation was published in October 2009

² Peter Townsend – Poverty in the United Kingdom: A Survey of Household Resources and Standards of Living (1979)

³ Scottish Government – Poverty and Income Inequality in Scotland 2007/08

3. Indicators of Poverty in Aberdeen

The Research and Information Team have produced a Poverty Profile for Aberdeen, which provides an analysis of the key indicators of poverty in the city. The profile draws extensively on the Scottish Index of Multiple Deprivation 2009 and other key supporting documents. The key indicators are as follows:

- **Income Support Claimants**

In the fourth quarter of 2009, there were 6,120 Income Support (IS) claimants in Aberdeen. These claimants were not evenly distributed across the city's 267 data zones. Twenty three data zones had at least 60 IS claimants, while 123 data zones had fewer than 10 claimants.

- **Incapacity Benefit**

In the fourth quarter of 2009, there were 7,765 Incapacity Benefit (IB) claimants in Aberdeen, accounting for 5.2% of the working age population. These claimants were not evenly distributed across the city. In Middlefield, around one in six working age people were claiming IB. In Cults, Milltimber and Mannofield, less than 1% of working age people were IB claimants.

- **Earnings**

In 2009, the gross average weekly wage of people working in Aberdeen was £544, significantly higher than the Scottish (£456) and UK (£481) averages. However, these relatively high earnings were not evenly distributed. Average female earnings in Aberdeen were significantly less than male earnings, and people in part-time employment were paid below the equivalent Scottish and UK averages. It is also known that many people living in deprived areas of the city have low incomes; in many cases, these are among the lowest income levels in Scotland.

- **Destinations of School Leavers⁴**

In 2008/09, there were just over 1,725 school leavers in Aberdeen. 85% of these leavers went into Higher Education, Further Education, Training or Employment; 15% were unemployed; and the destinations of the remaining 2% were unknown. The proportion of school leavers with 'positive' destinations (i.e. HE, FE, Training or Employment) varied from school to school. Almost all of the Oldmachar Academy leavers had a positive destination, while this was the case for less than three-quarters of St Machar Academy leavers.

- **Free School Meals**

At the time of the 2010 school meal census, 1,846 pupils in education authority primary schools in Aberdeen were entitled to free school meals, i.e. 16% of the total primary roll. In Bramble Brae School, over 60% of the roll was entitled to free school meals and the entitlement rate was over 40% in a further six schools. In contrast, there were seven primary schools where less than 5% of the roll was entitled to free school meals. In secondary schools, 8% of the total roll was entitled to free school meals at the time of the 2010 Census. The entitlement rate at Northfield Academy was 20% and Torry Academy was 25%, compared with fewer than 2% of pupils at Oldmachar Academy and Cults Academy.

- **Adults without Qualification**

At the time of the 2001 Census, over 42,000 people in Aberdeen aged 16-74 had no recognised educational qualifications. This represented more than a quarter of the city's adult population. There were seven neighbourhoods where the proportion of adults without qualifications exceeded 40%. These were Cummings Park, Middlefield, Northfield, Mastrick, Stockethill, Heathryfold and Sheddocksley.

⁴ Skills Development Scotland School Leaver Destination Report 2007/08

- **Homelessness**

There were 2,507 homeless applications in Aberdeen in 2009/10. The number of applications has risen significantly in the five-year period since 2002/03, when there were just over 1,500 applications. In 2007/08, almost 1 in 10 homeless applicants were aged 16-17 years, while over one in three were aged 18-25. The age breakdown of homeless applicants has not changed much over the past five years.

- **Fuel Poverty**

Based on combined data from the 2004/05, 2005/06 and 2007 SHCS, giving a mid-point of June 2006, 21,000 households in Aberdeen were in fuel poverty, i.e. 21% of all occupied households in the city. This compares with 25% of households across Scotland that are in fuel poverty.

4. Experiences of Poverty in Aberdeen

Over a six week period, a qualitative research study was carried out with the aim of engaging with and exploring the experiences of people in Aberdeen who have either direct or indirect experience of poverty. The study *'Talking About Poverty: Discussing Poverty and Social Exclusion With Aberdeen Residents'* was conducted by James Simpson. James is a 3rd year Sociology Student at Aberdeen University.

A summary of the key issues expressed by participants of the study are highlighted below:

- *Children Living in Poverty*

One of the biggest issues for participants was to ensure a better quality of life for children living in their communities. It was highlighted that few families could afford to give their children the standard of living that they would like to on a low income.

"I used to be able to buy new shoes for my kids and now I buy trainers fae Asda, I got the trainers for the eight year old, he had them ten days and the soles were hinging aff and there's holes in the taes. He had to go to school the last two days like that, because I just didnae hae the money to run off to Asda and buy another pair of trainers."

- *Accessing Information*

The study highlighted that a significant number of people were not aware of where to go for help or of their possible entitlement to additional benefit income. In addition participants indicated that many did not know what questions to ask which often meant people received wrong or irrelevant information. The language used by the City Council in correspondence was also said to be complicated and hard to understand.

"I have to get my friend to read my letters from the Council for me now cos I can't bear to look. Sometimes she doesn't have a clue what they mean either!"

- *Public Transport Costs*

Participants felt that the cost of bus travel was very high and given that public transport is, for most people on a low income, the only way of moving around the city, this significantly impacts on their ability to access essential services and recreational and leisure opportunities.

"There are a lot of buses that run, but the problem is that because First Bus run it all, a lot of places are restricted by access to the bus routes.... and the prices are expensive!"

- *Debt*

Many participants expressed concern that young people were more at risk of getting into debt as a consequence of a buy now - pay later culture. This could potentially mean spending the rest of their lives in financial difficulty. It was strongly felt that young people needed to be better educated in relation to life skills so that they could more effectively manage their finances.

"People who end up on benefits can end up on them suddenly. Many have debt already. When you only have £60 income support and £30 for one child, less for a second, per week to live on, if you have existing debt which the minimum payment should be paid monthly – and if you miss this are charged £15-£20 depending on the company – it can become impossible to get by and debt mounts."

- *Negative experiences engaging with statutory services*
Many of the participants reflected that their experiences with front line staff from statutory services had been negative, and had experienced poor standards of customer service. Equally it was reported that information they received had been piecemeal, inaccurate or contradictory. There was a feeling that the likelihood of receiving positive assistance and support was entirely dependent on the personality, attitudes and prejudices of individual staff members.

'They don't have any idea what they are doing. You go to one person then they tell you you've got to see so and so. So you go there and they tell you to go somewhere else, then you haven't got the right form, or you're not eligible, so they tell you to go back to the first person who tells you the person you're supposed to see isn't gonna be there til next week!'

- *The Benefit Trap – barriers to employment and incentives to work*
It was evident from the parents that participated that surviving on a low income or benefits was a trap for the majority of lone parents in particular childcare was a major barrier to improving their financial situation. Many had not or could not go to college or university to gain the necessary qualifications to enter well paid sustainable employment, therefore for these parents it was more practical to reluctantly remain on benefits.

"It's kind of like being in a trap, you know you just canna get out of it because if you manage to find a little bit of income they take it aff yea so you get less benefit. So you're actually no better aff, your worse aff and its soul destroying because it takes away your incentive."

- *Pensioner poverty*
A key concern evident from the research was the variation in experiences and attitudes towards poverty, and people in poverty, between the different generations. There were particular issues raised that were specific to certain ages groups. Most older people interviewed felt that the state pension was only just about enough to live on and no more. They also experienced difficulties in accessing information, and knowing what information to ask for.

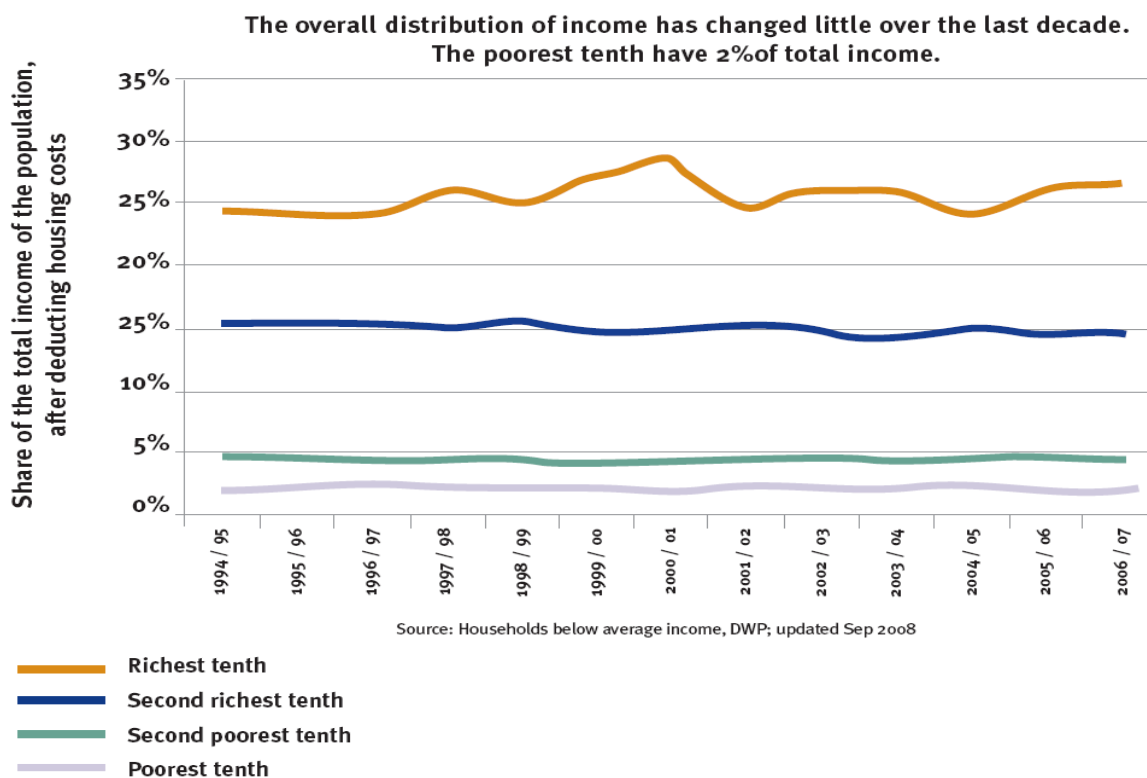
"It's equally hard being a pensioner. I've worked 40 years and I get £87, cos I'm 37 pence over I get nothing.... yeah even if you're a penny over you get nothing. [no pension credit]"

5. Strategic Objectives

5.1 Reducing Income Inequality

The income of the richest 10% of people in Scotland is approximately the same as the total income of the poorest 50%. The overall distribution of income has changed little over the last decade. The poorest tenth have 2% of total income.

Figure 2: Income distribution profile in Scotland 1994 - 2007⁵



5.1.1 Employment

Issue

Getting people into work is a major focus of the Government's national poverty reduction policy. In September 2010, there were 3,214 unemployed claimants in Aberdeen City, equivalent to around 2.2% of the working age population (i.e. 16-64 years of age). That rate was not evenly spread across the city. The Tillydrone and Middlefield neighbourhoods had unemployment rates that were about three times higher than the Aberdeen average.

The City Regeneration Strategy, in relation to the jobs and prosperity theme, recognised the existence of 'considerable and persistent areas of disadvantage and poor economic performance'. However, although the actual numbers and rates of unemployment in the city have fallen over the last two years since the strategy was updated, the relative position of the priority neighbourhoods remains unchanged i.e. the gap between these areas and the rest of the city has not only remained static but has in some instances increased.

In addition it is important to recognise that employment prospects can be particularly challenging for people with disabilities, people affected by substance misuse, mental

⁵ Households below Average Income, DWP, update September 2008

health and those with an offending history. There is a role for the Council's Social Care and Well Being service to work closely with all existing employability services to positively support the employability potential of these groups.

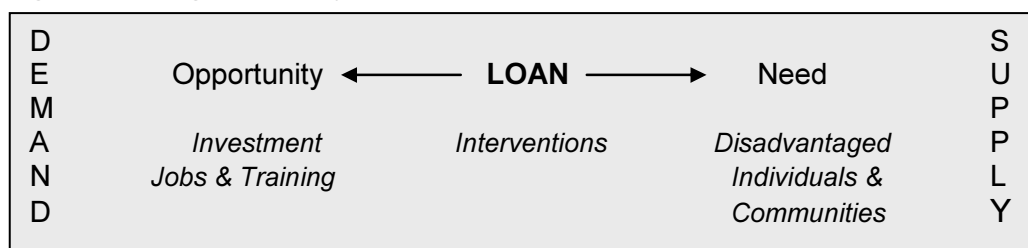
Current Activity

- Aberdeen Works*

In August 2008, The Aberdeen City Alliance established Aberdeen Works – an employability forum focusing on the employability issues, skills gaps and development opportunities within Aberdeen. Partners include Aberdeen City Council, Job Centre Plus, Skills Development Scotland, NHS Grampian, voluntary sector and Higher/Further Education providers. The impetus to pull partners together formally to address the employability issue stems from a report commissioned by Communities Scotland to examine the economic impact of the city's economic success on the poorest areas. The report, titled Connecting Communities, detailed the need to 'Link Opportunity And Need (LOAN)' in the city by establishing a framework for co-ordinated service development and delivery, to make best use of the resources available. Aberdeen Works is responsible for monitoring the employability elements in the Single Outcome Agreement – specifically Outcome 2 and 7 which includes the national target 'To reduce the number of those on unemployment related benefit' (a reduction of one third over 5 years).
- Linking Opportunity and Need (LOAN) Team:*

The establishment of the LOAN Team, funded by the Fairer Scotland Fund, is a major step forward to focusing on the areas with the highest levels of unemployment and those furthest from the labour market. The main task of the LOAN Team is to ensure that the right services are in place to get people back to work. Working with employers and new businesses coming to the city, the Team is addressing the needs of employers now and in the future in terms of their workforce planning and development so that the right training/skills development opportunities are available to potential employees. It is also the Team's intention to support those on low pay to improve their employment opportunities.

Figure 2: Linking Opportunity and Need Concept⁶



The LOAN Team will initially focus on the following sectors:

- Retail
 - Hospitality
 - Care
 - Public sector hard to fill vacancies
- The Employability Pipeline:*

The purpose of the pipeline is to support individuals from their current situation into sustainable employment.

A four stage pipeline has been developed:

- Stage 1 - Initial engagement, assessment and personal development planning
- Stage 2 - Pre-vocational personal development activity

⁶ Linking Opportunity and Need: Maximising the Regeneration Benefits from Physical Investment, Scottish Government 2008

Stage 3 - Vocational skills training and entering employment

Stage 4 - Employment aftercare

Employability access centres have been established in each of the regeneration areas, and act as a recognisable point of engagement for people. A range of service providers have been identified to support individual need within the pipeline stages, and promote progress to work.

Action Required

- Improve co-ordination of Aberdeen City Council employability services by establishing a cross service monitoring group.
- Negotiation of employability clauses with Aberdeen City Council procurement contracts.
- Support the early involvement of the LOAN Team within planning process for major developments to provide effective workforce planning.

5.1.2 Maximising Income

Issue

Income maximisation is about ensuring that an individual's money coming in is maximised, and money going out is controlled, via avenues such as welfare benefits and tax credit claims and budgetary and debt advice. People with inadequate income are likely to experience poorer quality of life. Despite this we know that every year, large numbers of Aberdeen citizens are missing out on their entitlement to means tested and non means tested benefits, or are experiencing problem debt. Without comprehensive advice services and specific activities to encourage people to claim welfare benefits or Tax Credits many people will miss out on their entitlement and a way out of poverty. A number of identified barriers exist which prevent people from accessing benefits including:

- Lack of knowledge and misconception
- Fear of stigma and loss of independence
- Mistrust of government and statutory authorities
- Length and complexity of the application process

Current Activity

- *Housing Benefit and Council Tax Benefit Uptake Campaigns*
The Revenues and Benefits Service is promoting benefit uptake and maximisation of household income, with a view to reducing the level of rent and council tax arrears in the city. It is delivered through existing good practice models, as and includes a poster campaign across key venues, promotional materials which accompany rent cards and face to face contact and support for claimants. The service works closely with other service providers both local and national in encouraging uptake of benefits
- *Cash In Your Pocket Partnership – Community Benefit Uptake Events*
Over the last two years the Cash In Your Pocket Partnership has run a number of benefit uptake events in neighbourhood areas. These include Torry, Woodside, Tillydrone, Mastrick and Kincorth. The events draw together a range of key statutory and voluntary sector agencies that can provide direct support to individuals, and have demonstrated that they are effective in reaching a number of individuals who were previously unaware of an underlying entitlement to benefit. In some instances this has significantly enhanced their household income.

- *Furnished Tenancy Grant Scheme*
This scheme was established in 2006 and provides previously homeless households with basic essential household items to assist them in settling in to their new tenancy. The scheme prevents people from taking on additional debt at a time when they can least afford it. The white goods that are offered are all 'A' rated which contributes to a reduction in fuel costs.
- *Shifting the Balance of Care Activity in Social Care and Wellbeing*
Work in this area is already underway and aims to reduce the proportion of people in residential care. In practice this sees the income of individuals rise from a personal allowance in residential care of £21.90 per week, to a disposable income that is much higher. In addition once out of residential care other forms of government allowance such as Independent Living Fund (ILF) becomes available.
- *Self Directed Support*
SDS is a new system promoted by the Scottish Government aimed at people who are eligible for social care services being more in control of the services they receive. As with Shifting the Balance of Care, people may be able to access other sources of financial support in addition to having the opportunity to creatively arrange their own support. The Department of Health, along with others have shown that increasing income has facilitated individuals to achieve greater community participation including accessing unpaid support.

Action Required

- Continue to support and promote further Cash In Your Pocket as the mechanism for co-ordinated delivery of income maximisation activities and benefit entitlement uptake campaigns.
- The Revenues and Benefits Service continue to promote the uptake of Council Tax and Housing Benefit
- A programme of Poverty Awareness training sessions delivered to front line City Council employees particularly focusing on the needs of the customer.
- Continue to develop Shifting the Balance of Care Activity and Self Directed Support as part of maximising disposal income initiatives through Social Care and Wellbeing Services

5.1.3 Making Work Pay - A Living Wage for Aberdeen

Issue

A minimum standard of living in Aberdeen is about having what you need in order to have the opportunities and choices necessary to participate in society. The significant polarisation of household incomes and high cost of living in Aberdeen, relative to other areas, demonstrates the social and economic need to identify a living wage appropriate to cost of living factors.

The City Council is leading on tackling the levels of worklessness in the city through Aberdeen Works, the forum that brings together community planning partners for employability matters.

However, gaining employment is often not sufficient to lift individuals and families out of poverty. Improving the rates of pay for low paid workers can have a significant impact in tackling poverty, and the City Council can take a lead role.

Research by the Joseph Rowntree Foundation has calculated the living wage for a single working age adult in Britain to be £6.88 per hour. This is higher than the current minimum wage which is currently. The experience of cities who have implemented a living wage for their employees has been as following:

- easier recruitment and retention
- reduction in recruitment costs
- improved attendance, productivity, motivation and morale
- improved quality of service

Aberdeen City Council in recognition of the low pay issue have introduced a minimum wage of £6.72 per hour for Council employee's

Action Required

- Monitor, and if required review, the agreed minimum wage appropriate to cost of living factors, for Aberdeen City Council employees.

5.2 Supporting Those Experiencing or at Risk of Poverty

5.2.1 Fuel Poverty

Issue

The Scottish Fuel Poverty Statement defines a household as being in fuel poverty if, in order to maintain a satisfactory heating level, it would be required to spend more than 10% of income (including Housing Benefit and Income Support for Mortgage Interest on household fuel use.

Levels of fuel poverty are determined by a combination of factors. The most significant of these are low household income and the high cost of fuel. Poor energy efficiency in the home also contributes significantly.

Based on combined data from the 2004/05, 2005/06 and 2007 Scottish Homes Condition Survey, giving a mid-point of June 2006, 18,000 households in Aberdeen were in fuel poverty, i.e. 18% of all occupied households in the city. This compares with 22% of households across Scotland that are in fuel poverty.

Current Activity

- *Combined Heat and Power Scheme*
Since 2003, fourteen local authority multi storey blocks have been linked in to Combined Heat and Power (CHP) district heating networks. Previously all of these blocks had electric storage or warm air heating systems which were expensive to run. As a consequence 70% of the occupants were identified as being in fuel poverty in 2002.
CHP is a very efficient method of producing heat and power simultaneously and so keeping the cost to the end user at a low and affordable level. All the multi storey blocks linked in so far to the CHP district heating networks have been 'fuel poverty

proofed' meaning even someone on the lowest level of income is able to comfortably heat their home without being in fuel poverty. Through monitoring the first 4 multi storey blocks linked into a CHP district heating network in 2003/04, additional benefits were identified, including a reduction in outstanding debt on the rent account for these flats, lower turnover and an increased demand for these flats.

- *Warm Zones*

This initiative targets households in specific geographical areas of the city, taking an income maximisation led approach to tackling fuel poverty. Energy saving measures are also made available to reduce energy costs. This combined approach of increasing household income and reducing fuel costs was successfully piloted in the George Street area in 2008/09, and is due to be rolled out to cover the George Street/Harbour Ward in 2009/10 and 2010/11. The Warm Zone staff are employed by host organisation Grampian Housing Association, as part of the Cash In Your Pocket Partnership's Financial Inclusion Team.

- *Affordable Warmth Scheme*

This scheme has been delivered via a Service Level Agreement with Castlehill Housing Association as the managing agent for Aberdeen Care and Repair since 1999. It aims to ensure that home owners who are in fuel poverty are assisted to have improved, efficient heating systems and insulation measures installed, as appropriate to their home, in order to reduce their fuel bills. The provider assesses what measures are required to achieve affordable warmth, accesses all available grants for the home owner and provides low-interest loan to cover the balance of the costs. Each loan is repaid out of savings made on the home owner's fuel bills and set at a level that does not put the person back into fuel poverty when account is taken of their reduced fuel costs, plus their loan repayment. Approximately 200 home owners are assisted through this scheme each year.

- *Save Cash and Reduce Fuel (SCARF)*

SCARF was established in 1985 as an Urban Aid funded project in Aberdeen. The service is delivered through a Service Level Agreement. The Energy Advisers funded by the Council provide a free, confidential and impartial energy advice and information service aimed at reducing energy costs, increasing income, and making homes warmer and more comfortable, while protecting the environment by reducing carbon emissions.

The increase in fuel poverty in Aberdeen has been reflected in the significant increase in the number of complex fuel poverty related cases SCARF has been involved in providing face to face advice, information, advocacy and support to households in Aberdeen

- From 1st November 2006 to 31st October 2007 SCARF dealt with 9,057 cases
- From 1st November 2007 to 31st October 2008 SCARF dealt with 14,958 cases
- From 1st November 2008 to 31st October 2009 SCARF dealt with 22,739 cases

Action Required

- Increase the number of multi storey blocks converted to a Combined Heat and Power Scheme.
- Implement phase 2 of Warm Zone over 2010/11.
- Ensure continuation of the Service Level Agreements for Aberdeen Affordable Warmth Scheme and Save Cash and Reduce Fuel (SCARF).

5.2.2 Financial Inclusion

Issue

Financial inclusion means access for individuals to appropriate financial products and services. This includes people having the skills, knowledge and understanding to make informed choices. The necessity for prioritising this area of work is increasingly evident as the economic downturn takes effect. The number of people experiencing financial hardship is estimated to increase rapidly, and therefore measures need to be put in place to mitigate the impact on those already experiencing economic disadvantage in our communities. A significant minority cannot access even the most basic financial services, meaning that they pay more to manage their money, find it harder to cope with financial pressures and are more vulnerable to financial stress and over indebtedness. Within this context there are two interlinking strands of activity:

- Improved access to affordable financial services and products
- Improved financial awareness and capability

Improved access to affordable financial products and services

This involves increasing the coverage and capacity of third sector lenders, so that people across the city have access to affordable credit, particularly individuals and families living in the priority areas. There are three Credit Unions in Aberdeen City, providing a range of savings options and methods. St Machar Credit Union and North East Scotland Credit Union are community focused organisations with strong local support. These two organisations work effectively in partnership and have established clear operational boundaries within the city with volunteers operating collection points for savers. Grampian Credit Union is the largest Credit Union, and is mostly public sector employee focused, with the majority of their savers opting for payroll deduction.

Improved financial awareness and capability

Financial learning is about supporting people to develop the skills, knowledge and understanding they need to be able to manage their money more effectively and make informed financial choices. This underpins the work undertaken to increase people's access to appropriate financial products and services, and to effective advice and guidance. Improving financial capability should be based on an explicit understanding of how financial needs and circumstances change at different life stages.

Current Activity

- *Cash In Your Pocket Partnership (CIYPP)*
The Cash In Your Pocket Partnership is the lead forum for tackling financial exclusion in the city and is comprised of key statutory and voluntary sector agencies. The CIYPP Financial Inclusion team funded by the Fairer Scotland Fund are employed by Grampian Housing Association with a remit to establish an effective network of resources, and build the capacity of frontline services. CIYPP have extensive experience of engaging with communities and promoting the uptake of benefit entitlement. CIYPP has also developed a web based single referral system which is used by a number of key organisations who identify individuals who require advice and support. The expertise and experience of the Cash In Your Pocket Partnership is extensive and should be maximised fully.
- *Investment in Credit Union Development*
Additional investment from the Fairer Scotland Fund aims to increase the coverage and capacity of three third sector lenders so that individuals and families across the city have access to affordable credit and savings options, as an alternative to mainstream banking services. Key areas for development are increasing the number and location of volunteer led collection points, developing stronger links with advice services, extending the range of financial services available and encouraging low paid workers to save and borrow with a Credit Union through payroll deduction.

- *Grand Central Savings*

Grand Central Savings was established in Glasgow in 2001, as part of the Big Issue Foundation and provides a basic transactional banking service to financially excluded and vulnerable individuals, particularly the homeless. A feasibility study has recently been undertaken to identify the need for a branch to be established in Aberdeen City. The study has highlighted significant gaps in financial services provision for those most marginalised in the city and recommends establishing a branch in the city.

Action Required

- Support Credit Unions to extend the range of affordable financial products and services provided.
- Work with Credit Unions to raise the profile of their services.
- Support the development of a Grand Central Savings branch in Aberdeen to provide access to basic banking services to marginalised individuals.
- Support the development of a financial education programme as a component of Curriculum for Excellence.
- Deliver financial education through goal orientation programmes at key transition points.

5.2.3 Advice and Information Services

Issue

Citizens of all ages and backgrounds need to be able to access quality advice and information to help them address the often complex issues they may face. To date provision has been inadequate to meet the significant demands that exist, particularly in relation to money advice and welfare rights advice. Additionally evidence from the 'Talking About Poverty'⁷ research study indicates that a large number of people remain unaware of the support services that exist in the city.

The need to improve the accessibility and capacity of the Aberdeen City Council advice and information services has been identified as a high priority in ensuring that individuals and families are supported to maximise their income and deal effectively with financial and other difficulties.

The planned amalgamation of the Aberdeen City Council's money advice and welfare rights services will improve efficiency and the capacity to respond to client demand. Both services have experienced significant pressure to meet the increasing demand for advice and representation. Additional resources should be allocated to support the delivery of the combined service. These services are being reviewed by the Social Care and Wellbeing Services along with other external FIS providers with a view to developing future potential models that meet statutory requirements and are consistent with the Single Outcome Agreement and the Council's strategic objectives.

For Social Care and Wellbeing staff it is recognised that whatever emerges from the FIS review in relation to the more specialist FIS provision, it is essential that this specialist support is wholly backed by placing upon front line staff clear and specific responsibilities to Income Maximise and promote financial wellbeing – including some elements of debt

⁷ Talking About Poverty: Discussing Poverty and Social Exclusion With Aberdeen Residents, James Simpson, 2009

advice and money management – as part of core duties. This will require some development work to be undertaken with staff to improve knowledge of the Welfare benefit system, particularly as it is evolving. This development work will be integrated into the new Assessment & Planning development work for front-line staff.

Current Activity

- *Aberdeen City Council Money Advice Service*
This service is currently based within Trading Standards and provides advice to individuals experiencing financial difficulties. The range of service extends for basic information and signposting to advocacy and court representation. The service is free, confidential and impartial. Demand for the service is high with 760 requests for advice and 170 clients being assisted in 2008/09. The total debt handled by the service in 2008/09 was £4,136,369. The service is the only provider in Aberdeen with Debt Arrangement Scheme (DAS) accredited money advisers.
- *Aberdeen City Council Welfare Rights Service*
This free, confidential and independent service is based within Social Care and Wellbeing. The service provides information, advice and representation in relation to complex benefit and tax credit entitlements. This includes claiming benefits, benefit checks and challenging decisions up to the Social Entitlement Chamber Upper Tribunal. The demand for Welfare Rights assistance is high. The service assisted 2152 clients in 2008/09 and achieved financial gains of £2,576,525.
- *Community Money Advice and Income Maximisation advice*
This initiative is funded by the Fairer Scotland Fund, and is co-ordinated by the Cash In Your Pocket Partnership. The aim is to improve access and enhance the capacity of advice services, to ensure that individuals and families are supported to maximise their income and deal effectively with financial difficulties. Two Money Advice Officers and two Income Maximisation Officers employed by Citizens Advice Bureau are delivering advice and support, primarily in the regeneration neighbourhoods through a combination of home visit, community appointment and surgery sessions.
- *Housing Information and Advice*
This project delivered by Citizens Advice Bureau provides high level information, advice and advocacy on wide range of housing issues including rent arrears, benefit entitlement, mortgage problems and private sector issues. The work undertaken is linked to the City Council prevention of homelessness agenda. The Project is funded through the Homelessness Strategy budget.

Action Required

- Complete Social Care and Wellbeing Review of Financial Inclusion Services
- Implement the planned amalgamation of Aberdeen City Council's Money Advice and Welfare Rights Services to improve service efficiency and capacity.
- Establish internal protocols between key services to deliver earlier intervention for clients, and improve financial efficiency of the Council.
- Provision of outcome focused Service Level Agreements with voluntary sector advice and information delivery partners, e.g. Citizens Advice Bureau linked to the Single Outcome Agreement.
- Establish the Cash In Your Pocket referral and tracking database as the primary tool for monitoring performance of external advice and information providers.

5.3 Tackling the Drivers of Poverty and Low Income

5.3.1 Inequality and Discrimination

Issue

Poverty is not just about money. It is also about not having access to the resources necessary to participate fully in society. Many people in our communities still experience disadvantage and limited opportunities because of their gender, gender identity, race, disability, sexual orientation, religion or belief, age or social background. These equality target groups are disproportionately represented within low income households. This is social exclusion.

Whilst progress has been made in making society fairer, discrimination still exists and institutions, public bodies, private enterprises and voluntary organisations can sometimes conduct their business in a way that may unwittingly disadvantage particular groups of people. The barriers and limited opportunities that arise as a result can lead to poverty and disadvantage.

A significant barrier to progress in tackling poverty is the lack of understanding and awareness of the issue and the needs of the council's customers who are affected by poverty. This frequently leads to stigmatisation of, and negative stereotyping of individuals and families who live on or below the poverty line. Aberdeen City Council has a key role to play in building support and action locally to challenge the misconceptions and cultural biases that exist in our communities.

Poverty Impact Assessment

From a local authority perspective, social exclusion can result as much from decisions taken in regard to roads and transportation policy as from those in regard to housing and social care. In some cases, such policies will have little or no effect on people living in poverty, but in other cases the effect will be significant.

Poverty proofing is a mechanism for assessing policies and programmes for their impact on poverty. The primary aim of the process is to identify the effect of policy proposals on the poor so that this can be given proper consideration in designing and implementing the policy.

Action Required

- Incorporate poverty proofing into Aberdeen City Council planning and performance management, as part of the Equality and Human Rights Impact Assessment.
- A public statement from the City Council outlining our commitment to the eradication of poverty in Aberdeen should be produced and incorporated into the foreword of the strategy.
- Service standards should be set across key services to monitor and evaluate the customers' service experience.

5.3.2 Regenerating Disadvantaged Communities

Issue

The primary purpose is to tackle the social, economic, physical and environmental issues that effect priority regeneration and at risk areas in line with the City Regeneration Strategy.

Neighbourhood Networks have been established in each of the 37 neighbourhoods to plan and deliver interventions which improve the quality of life for residents. Within this context the community working together with statutory services and operational staff have developed Neighbourhood Community Action Plans (NCAP). The NCAP establishes the agreed priorities that will drive service delivery and development for each area. These are regularly monitored and are revised each year. Identified priorities, particularly in the Regeneration areas, include increased employment opportunities and tackling financial exclusion. These community engagement arrangements are currently under review with the resource requirements for provision across all 37 neighbourhoods currently being assessed. However, the importance of maintaining this level of community engagement within priority and at risk areas will be essential.

Current Activity

- *Fairer Scotland Fund Programme*

The Fairer Scotland Fund came into effect on the 1st April 2008, ring-fenced fund from the Scottish Government, and distributed through Community Planning Partnerships. Its purpose is to tackle poverty and deprivation. The Fund enables Community Planning Partnerships to 'tackle area based and individual poverty and to help more people access and sustain employment opportunities'.

The fund replaced seven previous funding streams (Community Regeneration Fund; Community Voices Fund; Working for Families Fund; Changing Children's Services Fund (Social Inclusion element); Financial Inclusion Fund; Workforce Plus; More Choices, More Chances), thereby reducing bureaucracy and administration and allowing Community Planning Partnerships to focus on tackling poverty and deprivation.

In 2010/11 the Fairer Scotland Fund was un-ringfenced and allocated to the local authority through Grant Aided Expenditure. The Council agreed to continue current management arrangements, through the Fairer Scotland Fund Board, with additional reporting to the Corporate Policy and Performance Committee.

The Fairer Scotland Fund Management Board have agreed to allocate funding in 2010/11 to the following themes in line with identified National and local priorities.

- *Employment and Training*

27% of the fund (£680,000) is allocated to this theme, in line with Scottish Government priorities. The programme has been developed by Aberdeen Works, The Aberdeen City Alliance Employability Forum which focuses on the employability issues, skills gaps and development opportunities within Aberdeen.

Funding supports the LOAN (Linking Opportunity and Need) Team to coordinate activities and services supporting those furthest from the job market to take up employment opportunities. A range of organisations are funded to ensure people have access to the support and skills they need to return to work. This involves initial engagement, personal development activity, vocational training, and post employment after care.

- *Income and Financial Inclusion*
15% of the fund (£370,000) is allocated to this theme, and the programme has been developed by the Cash in Your Pocket Partnership, supported by the FSF Support Team.

There are three main strands of activity:

- Improving access to affordable financial services and products
- Delivery of financial education initiatives
- Provision of quality advice and information services

- *Health*
14% of the fund (£350,000) is allocated to this theme, and the programme has been developed by the Community Health Partnership.

The Health theme focuses on three key areas:

- Reducing health inequalities
- Mental health and wellbeing
- Substance misuse

- *Community Safety*
7% of the fund (£180,000) is allocated to Community Safety, supporting anti social behaviour work across the City, as well as addressing the fear of crime for older people, youth diversionary activities, drug related crime, and Grampian Police Body Worn Video Cameras pilot scheme.

- *Literacy*
4% of the fund (£100,000) supports a programme of literacy work. This includes joint working between the Healthwise project and NHS Grampian, providing literacies and ICT work in the Blair Unit, Royal Cornhill Hospital, supporting the Reading Bus, a Family Learning PEER Group Project, work with single fathers and young people, and adding value to current literacies provision to support FSF initiatives.

- *Neighbourhood programme*
28% of the fund (£700,000) is allocated to neighbourhoods, according to the population living within the 0-15% most deprived data zones. This funding supports local projects and initiatives to address the priority areas of Strengthening Communities, Neighbourhood Planning and Quality of Life.

Community Flats/Projects are supported in Cummings Park, Printfield, Seaton and Tillydrone, as well as the Youth Flat in Middlefield. These provide accessible venues for activities, advice and information, and allow a range of agencies to deliver services within the local area. They are also instrumental in delivering the thematic aspects of the programme.

Many of these initiatives provide volunteering opportunities and provide accessible services and support to the most vulnerable people in Regeneration areas.

- *Community Support Fund*
This funding (£70,000) is managed by Regeneration Matters on behalf of the Fairer Scotland Fund Board, and supports community involvement in regeneration issues, training, support to attend meetings, events and conferences, communications and capacity building.

Action Required

- Consider how the Fairer Scotland fund can be aligned to support our commitments within the Single Outcome Agreement in relation to tackling poverty.
- Deliver and invest in the City Regeneration Strategy and associated programmes.
- Undertake an audit of mainstream council funding which is invested currently in addressing poverty and commission further research into the reinvested value of low income households back into the council through rents as a total proportion of income.

5.3.2 Early Years and Early Intervention

Issue

Poverty begins to have an effect on a child's future very early on in their lives.

"Child poverty reduces the quality of childhoods and damages children's ability to fulfil their potential..... While growing up in poverty does not mean a bad outcome for all children, the cards are heavily stacked against them"⁸ (Child Poverty Action Group)

Good early years intervention can help to combat some of these disadvantages. Early years provision which addresses the developmental and educational needs of children alongside the economic, social and emotional needs of families and communities, has been shown in particular to give children from disadvantaged backgrounds, in particular, a better start in life and in school.

Current Activity

- *Aberdeen Early Years and Childcare Partnership*
An Early Years and Early Intervention framework is currently being developed by Aberdeen City Council, in close consultation with partner organisation. The framework which defines early years as pre-birth to 8 years old recognises the right of all young children to high quality relationships, environments and services. These needs have been interpreted broadly and encompass play, learning, social relationships and emotional and physical wellbeing.
- *Free School Meals*
The purpose of free school entitlement is to improve children's health, their readiness to learn and to contribute to eradicating child poverty. Increasing the number of children receiving a free school meal will have a positive impact on all children and families but particularly on those who are economically disadvantaged. Currently parents or carers are eligible to claim for free school meals if they are in receipt of a range of benefits including Income Support Benefit, Income Based Job Seekers Allowance, Child Tax Credit and have an income below £16,040 (10). From August 2009 families in receipt of the maximum Working Tax Credit will also become eligible for free school meals.
- *Out of School Care*
Aberdeen supports the provision of out of school care for working parents including those living in living in disadvantaged circumstances and regeneration areas, and for children with additional support needs. All provision is supported to become sustainable but subsidies are available to all out of school care services that support families on low incomes or for families actively seeking work.
- *Family Centres*
Family centres support and empower the most vulnerable and disadvantaged children and families to improve their circumstances and move towards sustainable engagement with their communities. A range of statutory and voluntary support services working in partnership, contribute to improve family cohesion through the promotion of confidence building and emotional independence. Family Centres also provide support on an outreach basis at times of particular stress to children and families including programmes of activities during the summer.

⁸ Ending Child Poverty – A Manifesto for Success CPAG 2009 p.10

- *Crèche Provision*

Crèche provision in Aberdeen City is a key component in promoting the achievement of the aims of “Vibrant, Dynamic and Forward Looking”, most notably under the headings of Education and Economic Development. In order to enable Aberdeen City Council to continue to work to raise the achievement of vulnerable children and close the attainment gap across the City, high quality childcare provision is vital. It provides significant inputs within the context of a child’s developmental needs and opportunities to learn through play. This is particularly true for those children whose needs are greatest or whose parents/ carers cannot easily access other forms of childcare.

To enable Aberdeen City Council to continue to drive regeneration forward, the participation of individuals in community development, lifelong learning and local democratic activities needs to be underpinned by the provision of high quality crèche provision. Similarly the promotion of training, volunteering and employability initiatives requires the support of such childcare.

- *Family Information Service*

The Family Information Service (FIS) provides comprehensive up-to date information and guidance on services for children and families in Aberdeen, including childcare, education and family support. The holistic support provided by FIS enables parents, carers and families to provide children with a positive start in life.

Action Required

- Implement Aberdeen Early Years and Early Intervention Framework to promote the right of children and young people to high quality relationships, environments and services
- Provide free school meals in line with national policy and local need with the aim of improving child health, their readiness to learn and to contribute to the eradication of child poverty.
- Continue to support employability by providing high quality Out of School Care for those families on low incomes, for parents/ carers actively seeking work and for children with additional support needs.
- Develop the range of services designed to support and empower the most vulnerable and disadvantaged children and families with a focus on the prevention of family break-ups and at periods of particular stress.
- Promote the availability of information on supports and services available to children and families via the Family Information Service.

5.3.3 Education and Life-long Learning

Issue

Children and Young People

A family’s lack of income has a significant impact on the education of their children. Even a good school and committed teachers cannot fully compensate for the stress that living in poverty places on a family or for the social exclusion, poor housing, or a lack of books or a computer at home. This lack of resources means poor children face an uphill struggle just to have the same type of learning environment as their peers. Furthermore, a great deal of informal education takes place outside the school – at home and in the wider community, something disadvantaged children often miss out on. A fundamental element of this

approach is to develop a culture of aspiration and positive expectation in our citizens through high quality education and learning experiences, investment in skills development, expansion of modern apprenticeships and a continued commitment to the More Choices, More Chances agenda, making sure that our young people leave school with positive destinations.

Significantly, the main change between SIMD 2006 and SIMD 2009 is the increased number of data zones in the Education, Skills and Training domain, up from 28 to 40. This is mainly due to the indicator which measures pupil performance on SQA at stage 2. The deprived data zones in the education, Skills and Training domain are mainly located in the St Machar Academy and Northfield Academy catchment areas, each of which has 16 datazones among the most deprived 15% of datazones in Scotland for that domain. The remaining eight datazones are located in the Torry Academy, Kincorth Academy and Aberdeen Grammar School zones.

Adults

In Aberdeen City there are approximately 42,000 adults⁹ who are disadvantaged in their everyday life by limited levels of literacy and numeracy skills. Many people with literacies learning needs face complex difficulties where poverty is compounded by unemployment, lack of qualifications, health issues, housing difficulties and lack of self confidence. Many individuals may never have been employed or have not been in employment for a considerable period. Breaking down the structural barriers that prevent individuals from maximising their potential is at the core Aberdeen City Council's drive to eradicate poverty.

Current Activity

- *Curriculum for Excellence*
Curriculum for Excellence is the new national framework for our schools to ensure that our young people are successful learners, confident individuals, effective contributors and responsible citizens. Wide-ranging action is needed across the education and wider children's services to improve the educational experience of all children, especially those most at risk of disaffection and underachievement and of leaving school with few or no qualifications. Learning experiences have to be transformed to ensure they are tailored to individual needs and are designed to enable every child to develop their potential regardless of their personal circumstances.
- *16+ Learning Choices*
To ensure we support all young people to have more choices and more chances in life it is essential that we encourage all young people approaching statutory school leaving age to stay in learning choices post 16 to support them to achieve long term and sustainable employability where they can reach their full potential and contribute positively to their communities. The Partnership is working with Secondary and Special Schools to ensure that every young person has an appropriate, relevant and attractive offer of learning made to them, well in advance of their school leaving date.
- *3R's Project*
The 3Rs Project is a key step in the regeneration of Aberdeen City Council's schools estate. The initial phase will see 2 secondary schools replaced, 7 new primary schools built and one refurbished, and the incorporation of two special schools within the new developments. The 3Rs Project is being implemented through a Public Private Partnership (PPP) using a Non-Profit Distributing Organisation, with support from the Scottish Government.
All schools will be seen as community schools, and community facilities and other Council and public services will be delivered from the buildings.

⁹ Aberdeen City Adult Literacy and Numeracy Strategic Plan 2006-08

Action Required

- Development and provision of the City Learning Strategy
- Continued joint working between Education Culture and Sport and Social Care and Wellbeing to support the most vulnerable families

5.3.4 Health Inequalities

Issue

Health inequalities are measurable differences in standards of health (e.g. mortality rates) associated with low income and deprivation with the extent of health inequalities across Scotland being well evidenced in the Scottish Index of Multiple Deprivation and community profiles produced by the Scottish Public Health Observatory.

The SIMD 2009 indicated that there are 44 data zones in Aberdeen in the 0-15% most health deprived in Scotland. This is further evidenced by the NHS Grampian Traffic Lights Profile 2009¹⁰. The rates of illness in the most disadvantaged communities in many instances are two to three times greater than the city average. These inequalities are not just due to biological or genetic factors. They are the combined effect of people's lifestyle and life circumstance, such as housing, education, work, income and local environment, all of which can impact on the mental health and wellbeing of individuals, families and communities.

In June 2008 the Scottish Government published Equally Well, the report of the Joint Ministerial Taskforce on Health Inequalities. Equally well sets an ambitious framework for change across the key priority areas of children's very early years, the big killers of cardiovascular disease and cancer; drug and alcohol problems; and mental health and wellbeing. Several key principles underpin the drive for progress in reducing health inequalities:

- Reduce peoples exposure to factors in the physical and social environment that cause stress, are damaging to health and wellbeing
- Address the intergenerational factors that perpetuate health inequalities, particularly focusing on supporting the best possible start in life for all children
- Engaging individuals, families and communities most at risk of poor health in services and decisions relevant to their health.

Current Activity

- *Community Health Partnership (CHP)*
The Community Health Partnership plays a key strategic role in addressing both the causes and consequences of health inequalities. As an integral part of the community planning structure the CHP is well-placed to engage directly with the local community on the design and delivery of health and other services to meet local needs.

- *Fairer Scotland Fund Health Thematic*

The Health theme focuses on 2 key areas:

Closing the Gap

The objective is to not only improve the health of those in the most deprived communities but also to focus on vulnerable groups of individuals. The Fund supports and adds value to activities which tackle the root causes of inequalities, by emphasising the need to support interventions at an early stage. Key areas:

¹⁰ Traffic Lights Aberdeen City CHP Intermediate Zones, NHS Grampian (2009)

- Child health
- Reducing food poverty
- Supporting the further development of food skills, healthy eating and physical activity.

Mental Health and Wellbeing

Although identified as an issue for all communities, particular groups have been identified as requiring specific interventions. They include children, people in poverty and low income families, homeless people, those experiencing domestic abuse and people with addictions. Key areas:

- Delivery of effective early years support for children and young people, taking a preventative approach and allowing problems to be identified earlier and more effectively
- Support the development of skills that increase resilience and promote self esteem so that people are enabled to avoid risk and maintain positive mental health
- Support access to appropriate treatment and rehabilitation

Action Required

- Actively participate in the implementation of the Community Health Partnership Delivery Plan

6. Infrastructure and Resources

The eradication of poverty in the city will require significant co-ordination therefore an appropriate support infrastructure should be developed that is fit for purpose. It is proposed that Aberdeen City Council explore where the opportunities for joint working exist within the restructure of services to more closely align related activities and achieve efficiencies.

Action Required

- Prepare a report for consideration by Finance and Resources Committee outlining the resource implications for establishing an Anti Poverty Unit within Aberdeen City Council.

Summary of Recommendations

Objective	Action	Recommendation	Lead Service
Reduce income inequality	Employment	1. Improve internal co-ordination of ACC employability services by establishing a cross service monitoring group	Enterprise, Planning and Infrastructure Economic Business Development
		2. Support the negotiation of employability benefit clauses within ACC procurement contracts	Corporate Governance Procurement
	Maximising Income	3. Continue to support and promote further Cash In Your Pocket as the mechanism for co-ordinated delivery of income maximisation activities and benefit entitlement uptake campaigns.	Corporate Governance Customer Service and Performance
		4. The Revenues and Benefits service continue to promote the uptake of Council Tax and Housing Benefit	Corporate Governance Finance
		5. Programme of Poverty Awareness training sessions delivered to front-line City Council employees.	Corporate Governance Human Resources
		6. Continue to develop Shifting the Balance of Care Activity and Self Directed Support as part of maximising disposal income initiatives through Social Care and Wellbeing Services	Social Care and Wellbeing Service Adult Services
	Making Work Pay – A living wage for Aberdeen	7. Provide a further report to council giving consideration to a minimum living wage appropriate to cost of living factors, for Aberdeen City Council employees	Corporate Governance Human Resources
Support those experiencing or at risk of poverty	Fuel Poverty	8. Increase the number of multi-storey blocks converted to a Combined Heat and Power scheme	Housing and Environment Environment
		9. Implement Phase 2 of Warm Zone over 2009/10 & 2010/11	Housing and Environment Environment
	Financial Inclusion	10. Support Credit Unions to extend the range of affordable financial products and services provided	Corporate Governance Customer Service and Performance

		11. Work with Credit Unions to raise the profile of their services	Corporate Governance Customer Service and Performance
		12. Support the development of a Grand Central Savings branch in Aberdeen to provide basic banking services to marginalised individuals	Housing and Environment Housing and Community Safety
		13. Integrate financial education into Curriculum for excellence	Education Culture and Sport Schools and Education Establishments
		14. Deliver financial education through goal orientation programmes e.g. at key life transition points	Education Culture and Sport Communities, Culture and Sport
	Advice and Information Provision	15. Complete Social Care and Wellbeing Review of Financial Inclusion Services	Social Care and Wellbeing Service Adult Services
		16. Implement the planned amalgamation of Aberdeen City Council Welfare Rights and money Advice provision, to improve service efficiency and capacity.	Social Care and Wellbeing Adult Services
		17. Establish internal protocols between key services to deliver early intervention for individuals, and efficiencies for the local authority	Corporate Governance – Customer Service and Performance
		18. Provision of outcome focused Service Level Agreement's with voluntary sector advice and information delivery partners e.g. Citizens Advice Bureau, linked to the Single Outcome Agreement	Social Care and Wellbeing Adult Services
		19. Establish the Cash In Your Pocket referral and tracking database as the primary tool for monitoring performance of external advice and information providers.	Corporate Governance Customer Service and Performance
Tackling the drivers of poverty and low income	Inequality and Discrimination	20. Incorporate poverty proofing into Aberdeen City Council planning and performance management, as part of the Equality and Human Rights Impact Assessment	Corporate Governance Customer Service and Performance
		21. A public statement from the City Council outlining commitment to eradicating poverty in the city	Chief Executive External Communications

Regenerating Disadvantaged Communities	22. Consider how the Fairer Scotland fund can be optimised to support our commitments within the Single Outcome Agreement in relation to tackling poverty	Corporate Governance Customer Service and Performance
	23. Deliver the City Regeneration Strategy and associated programmes	Housing and Environment Regeneration and Housing Investment
Early Years & Early Intervention	24. Implement Aberdeen Early Years and Early Intervention Framework to promote the right of children and young people to high quality relationships, environments and services.	Education Culture and Sport Schools and Education Establishments
	25. Provide free school meals in line with national policy and local need with the aim of improving child health, their readiness to learn and to contribute to the eradication of child poverty.	Education Culture and Sport Schools and Education Establishments
	26. Continue to support employability by providing high quality Out of School Care for those families on low incomes, for parents/ carers actively seeking work and for children with additional support needs.	Education Culture and Sport Schools and Education Establishments
	27. Develop the range of services designed to support and empower the most vulnerable and disadvantaged children and families with a focus on the prevention of family break-up and at periods of particular stress.	Social Care and Wellbeing Children's Services
	28. Promote the availability of information on support and services available to children and families via the Family Information Service	Education Culture and Sport Schools and Education Establishments
Education and Learning	29. Development and provision of the City Learning Strategy	Education Culture and Sport Schools and Education Establishments
	30. Continued joint working between Education Culture and Sport and Social Care and wellbeing to support the most vulnerable families	Education Culture and Sport & Social Care and Wellbeing
Health Inequalities	31. Actively Participate in the implementation of the Community Health Partnership Delivery Plan	Social Care and Wellbeing

Infrastructure	32. Prepare a report for consideration by Finance and Resources Committee outlining the resource implications for establishing an Anti Poverty Unit within Aberdeen City Council.	Corporate Governance Customer Service and Performance
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ABERDEEN CITY COUNCIL

COMMITTEE	Policy and Performance
DATE	25 th November 2010
DIRECTOR	Stewart Carruth
TITLE OF REPORT	Fairer Scotland Fund - Progress Report (1 st April – 30 th Sept 2010)
REPORT NUMBER	

1. PURPOSE OF REPORT

To provide Members with a 6 month report on progress with Fairer Scotland Fund programmes and projects currently being funded in this financial year.

2. RECOMMENDATION(S)

The Committee is asked to:

- a) Consider and advise the Fairer Scotland Fund Board of the Committee's comments on progress.
- b) Note the information at Appendix 1 outlining Fairer Scotland Fund Project activity between April 1st and Sept 30th 2010.

3. FINANCIAL IMPLICATIONS

The Fairer Scotland Fund is a relatively new fund created by the Scottish Government, in December 2008, aimed at tackling poverty and deprivation. The first two years of the fund were ringfenced within the Council's budget for the Community Planning partnership in order to support partners to work together to tackle area- based and individual poverty; and to help more people access and sustain employment opportunities.

The Council in 2010/ 11 agreed a sum of £2.375 m to support the Aberdeen City Alliance's Fairer Scotland Fund Board which allocates the Fund following an application process to support appropriate programmes and projects. The Fairer Scotland Fund Board comprises the Chair of The Aberdeen City Alliance , three Aberdeen City Councillors (Councillors Jennifer Stewart , Gordon Graham and Jim Noble) , one representative from Aberdeen Council for Voluntary Organisations, one representative from NHS Grampian , one

representative from Grampian Police , seven representatives from priority regeneration areas (appointed through the Regeneration Matters Group) , and three representatives from the Aberdeen Civic Forum.

Projects funded by the Fairer Scotland Fund Board are required to meet specific terms and conditions and comply with State Aid regulations, where required, and with guidance to local authorities on "Following the Public Pound " policy. Application for grant is through an open process to the Board.

4. OTHER IMPLICATIONS

Personnel

Through the thematic and neighbourhood programmes, currently being funded to support frontline services that are provided by the Council, Community, Voluntary and other public services sector partners, a combined total of 60 FTE staff are paid from the fund towards 120 projects.

The Fairer Scotland Fund provides funding for a Support Team currently comprising 1 FTE Programme Coordinator and 1 FTE Development Worker. This small team is responsible for fund allocation, reporting, evaluation of Fairer Scotland Fund programmes, projects and initiatives, partnership building, advising applicants, supporting the Regeneration Matters community representatives group, administering and managing the Fairer Scotland Fund on behalf of the Fairer Scotland Fund Board.

Sustainability and Environment

The Fairer Scotland Fund plays an important part in providing services that tackle poverty and contribute to improving sustainability by improving the environment and well being for the cities most disadvantaged communities and vulnerable individuals. The thematic programmes are addressing unemployment, providing financial inclusion services, improving health and literacies and enabling more sustainable and safer communities. Neighbourhood programmes are responding to locally identified issues.

Risk Management

Failure to continue to address the needs of Aberdeen's most disadvantaged communities would have a detrimental effect for the individuals and communities involved and potentially increased costs in the long term for public services. Supporting people into employment, maximizing people's income, providing early intervention in relation to education and health is not only a better outcome for individuals but

reduces the costs involved in responding to the effects of poverty in the long run.

5. BACKGROUND/MAIN ISSUES

5.1 The Finance and Resources Committee of the 12th November 2009 agreed that half yearly updates should be provided for the Corporate Performance and Policy Committee on the outcomes achieved through the investment in Fairer Scotland Fund .

5.2 The Policy and Performance Committee of the 10th June 2010 considered the Fairer Scotland Fund Annual Report for 2009/2010 and resolved to commend the Fairer Scotland Fund Board and the staff for their work . The Committee also agreed to consider a further update report on progress for 2010/11 at its meeting on the 25 November 2010. Appendix 1 provides detail on programmes and projects funded through Fairer Scotland Fund for members consideration.

5.3 Overall the programme is going well and is on schedule towards meeting annual targets. Key points to note are:

Employment & Training - 163 people have been supported back into work. 241 young people who are not in employment, education or training, are involved in More Choices More Chances activities.

Income & Financial Inclusion - total client financial gain of £1,147,599. 2794 adult credit union savers. 586 people receiving income maximisation and money advice.

Health - sales of £46,467 at Community Food Outlets, and 34 tonnes of produce distributed through FareShare.
205 adults are using mental health counselling provision.

Community Safety - additional resources are supporting Grampian Police to address antisocial behaviour, drug misuse and drug related crime, including the recently initiated Operation Maple, youth disorder and street prostitution.

Literacy - a programme of literacy work is being delivered across the City, targeting communities and vulnerable groups, with 362 participants.

Neighbourhoods -a range of neighbourhood work is continuing, including Middlefield Youth Flat, Tillydrone Community Flat, Station House Media Unit newsletters and radio. Approximately 500 people are involved in volunteering in funded initiatives.

6. IMPACT

The Fairer Scotland Fund outcomes are reflected in the Single Outcome Agreement. Funding is being applied to support the following specific national outcomes:

- We realize our full economic potential with more and better employment opportunities for our people
- Our Children have the best start in life and are ready to succeed
- We live longer, healthier lives
- We are better educated, more skilled and more successful, renowned for our research and innovation
- Our young people are successful learners, confident individuals, effective contributors and responsible citizens
- We live our lives safe from crime, disorder and danger
- We have strong, resilient and supportive communities where people take responsibility for their own actions and how they affect others
- We have tackled the significant inequalities in Scottish society

The Fairer Scotland Fund also contributes to a wide range of objectives contained within the Councils policy statement in relation to tackling disadvantage, regeneration and closing the gap between Aberdeen's most disadvantaged communities and the rest of the City.

Fairer Scotland Fund initiatives also contribute to the delivery of the Councils Anti – Poverty Strategy which is subject of a separate report to this Committee.

7. BACKGROUND PAPERS

The information contained at Appendix 1 is based on the monitoring reports that funded projects are required to produce as part of the terms and conditions for Fairer Scotland Fund grant.

8. REPORT AUTHOR DETAILS

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Fairer Scotland Fund 2010-2011 Progress Report (1st April – 30th Sept 2010)

The Fairer Scotland Fund came into effect on the 1st April 2008, ring-fenced funding from the Scottish Government, and distributed through Community Planning Partnerships. Its purpose is to tackle poverty and deprivation. The Fund enables Community Planning Partnerships to **'tackle area based and individual poverty and to help more people access and sustain employment opportunities'**.

In 2010/11 the Fairer Scotland Fund was un-ringfenced and allocated to the local authority through Grant Aided Expenditure. The Council agreed to continue current management arrangements, through the Fairer Scotland Fund Board, with additional reporting to the Corporate Policy and Performance Committee.

Fairer Scotland Fund Programme 2010-11

The allocation of Fairer Scotland Fund for 2010-11 is **£2,375,000**.

From April to September the Fairer Scotland Fund (FSF) Board has allocated funding to the following themes in line with National and local priorities.

Priority theme	£	% of fund
Neighbourhoods	700,000	28%
Employment & Training	680,000	27%
Income & Financial Inclusion	370,000	15%
Health	350,000	14%
Community Safety	180,000	7%
Literacy	100,000	4%
Community Support Fund	70,000	3%
Support Team & Running Costs	80,000	3%

From 1st April to 30th September a total of £2,172,271 has been awarded to 111 initiatives, supporting Projects in Regeneration Areas and work across the City with vulnerable groups and individuals. Grants range from £500 to £205,000 in value.

Employment and Training

27% of the fund (£680,000) is allocated to this theme, in line with Scottish Government priorities. The programme was developed in consultation with Aberdeen Works, the Aberdeen City Alliance Employability Forum which focuses on the employability issues, skills gaps and development opportunities within Aberdeen.

A range of organisations are funded to ensure people have access to the support and skills they need to return to work. This is based on a 'pipeline' approach, to map out a route or journey from an individual's current circumstances to sustainable paid employment. This involves initial engagement, personal development activity, vocational training, and post employment after care.

Funding is allocated to Pathways, Community Training Unit, Grampian Racial Equality Council, Grampian Society for the Blind, Cyrenians, Station House Media Unit and Workers Educational Association (WEA).

Pathways have supported 121 people into work, over the 6 month reporting period, 98 into full time and 23 into part-time employment. They have supported 2 people to maintain their current employment and 5 people have started training to improve their employability. 287 people have been caseloaded, receiving one to one support from a keyworker. This is well ahead of the annual target of 360, showing the need for this service and support within regeneration areas. Pathways continue to provide weekly drop in sessions in all regeneration areas, and are targeting areas with the highest unemployment rates to provide additional resources. They are linking closely with the Community Animators, staff employed by ACVO and funded by Job Centre Plus, who are targeting regeneration areas to identify residents in need of support. The Fairer Scotland Funding received has been used as match funding to secure additional funding from the Deprived Area Fund and Wider Role Fund. This funding has been used to employ an Employment Keyworker who specifically works to support people aged over 50 to return to employment. Without the Fairer Scotland Fund this funding would not have been secured.

Grampian Society for the Blind supports people with a sight impairment through the employability pipeline as well as helping people retain employment. Over the reporting period they have worked with 32 clients and as at the end of September are currently actively working with 21 of these clients on a regular basis. Targets have been exceeded with 8 clients supported into employment and 4 clients into further education. They have supported 16 clients who are/were in employment and who had either issues with eyesight deterioration and need support to retain their employment or who are looking to change careers. A series of workshops has been developed for young people still at school, to help them explore the post school transition and to engage with GSB services prior to leaving school.

Grampian Racial Equality Council has successfully recruited a new employability worker who took up post in July. Over the reporting period 3 clients have been supported to take up employment. 194 hours of individual 1 to 1 tutorial sessions have taken place, and GREC continues to liaise with other Employability partners and have an active involvement in activities and developments.

The Aberdeen City Council Community Training Unit provides tailored work placements and helps to develop skills and confidence to move people towards employment, education or training. Over the reporting period 32 clients have moved in to new jobs and 8 into work experience.

Shmu WORKS is a new initiative offering direct employability and skills development services for over 19 year olds, using radio as a key tool for engagement. An Employability Support Worker is now in post and the programme has been developed, planned and implemented. Partnership links have been made, and additional funding secured through the Big Lottery Recession Fund to employ a Radio Support worker. Progress is being made with local businesses and industry to identify workplace visits and work experience placements.

WEA has modified the Reaching Forward programme to cater for a wider range of learners and provide a smoother progression route. 28 people have taken part in activities designed to build

confidence, motivation and core skills. These include CV and job skills sessions, confidence building workshops, literacy, team work, communications, computer skills, and the Retail Password training. Partnership working with Grampian Society for the Blind and Grampian Racial Equality Council has led to an increase in the number of visually impaired and ethnic minority learners.

Cyrenians Employability has now become an active part of the Employability pipeline, providing specialist support and to increase employability options for clients.

The **LOAN (Linking Opportunity and Need) Team** continues to support Aberdeen Works and ensure employability work is coordinated to provide a pipeline of services with no duplication. In order to prepare for Work Programme welfare benefits reforms, they have been organising providers from the public, private and voluntary/third sector into a supply chain to bid for Work Programme contracts. They have also been preparing for the Incapacity Benefit Migration Trial, which is being piloted in Aberdeen, and will mean increased activity for service providers.

Funding is also allocated to **More Choices More Chances** (MCMC) initiatives, to support young people into employment or training. From this allocation funding goes to Aberdeen Foyer, the Princes Trust, WEA, the Community Training Unit, Transition Sports and Station House Media Unit.

The **Aberdeen Foyer Team Programme** encourages and supports young people aged 16-25 to take part in their own learning, and provides opportunities for work experience placements. 2 programmes have taken place involving 13 young people. They have made good progress in increased self esteem and confidence, with 100% of those completing the course progressing on to employment, training, education or volunteering.

Toolkit for Progress is delivered by the ACC Community Training Unit, to provide tailored work experience placements for young people. During the reporting period 93 work placements have been provided.

The Princes Trust xl Club is delivered through Northfield and Torry Academies. To date 41 participants aged 14-16 have been involved in the programme which focuses on developing key employability skills, communication, team working and problem solving. They also promote respect and citizenship, improve literacy and numeracy skills, and support young people at risk of truanting and school exclusion.

Dynamic Youth is delivered by WEA, and to date 9 people have taken part in the 12 week programme which covers communication skills, CV writing, independent living skills, job skills, citizenship and team working.

shmuTRAIN is delivered by Station House Media Unit, and supports 14-19 year olds who are in, or likely to fall into, the More Choices More Chances category. It is a skills development programme, using community and digital media (radio, video, sound engineering and digital design) as a meaningful and stimulating medium to increase the chances of young people moving into employment, education or training

40 young people have taken part in the **Early Interventions** Programme, aimed at 14:16 year-olds showing early indications of not having a positive post-school destination, run at Torry Academy, and St Machar Academy, and due to start in Northfield Academy.

8 young people have taken part in the **Positive Transitions** programme offering a range of 'hands-on' training opportunities for those in the 16-19 MCMC category, offering outcomes from core skills to fully accredited training. 5 of the participants moved on to positive destinations, 1 secured a training place, 2 secured employment and 3 secured places at college. All 8 participants successfully gained a Bronze Youth Achievement Award and Millennium Volunteer Awards.

The **Alternative Academy** is delivered by Transition Extreme, 12 participants are enrolled in the 12 week programme which develops their competence and expertise in one main street or adventure sport and some secondary sports as well as working on life, health and enterprise skills. 75% of the group are actively engaged in the programme and making excellent progress in terms of the skills they are learning and the sports. The other 25% are engaged at certain points but are lacking in motivation and are not as interested in certain modules. As the Project works with young people who have disengaged from formal education, they are prepared to spend more time and mentoring to work with these young people

Employment and Training performance summary

Performance indicator	Baseline 09-10	Target 10-11	Achieved April- Sept	Progress
Number of people into work	n/a	365	163	↔
Access centres in Regeneration areas offering weekly drop ins	9	9	14	↑
Number of clients registered with Pathways	263	360	287	↑
Number of clients registered with Pathways achieving positive outcomes	141	250	121	↔
People supported into work by Pathways	98	250	121	↔
Number of young people involved in MCMC activities	337	309	241	↑

Income and Financial Inclusion

15% of the fund (£370,000) is allocated to this theme, and the programme was developed by the Cash In Your Pocket Partnership, supported by the FSF Support Team.

There are three main strands of activity:

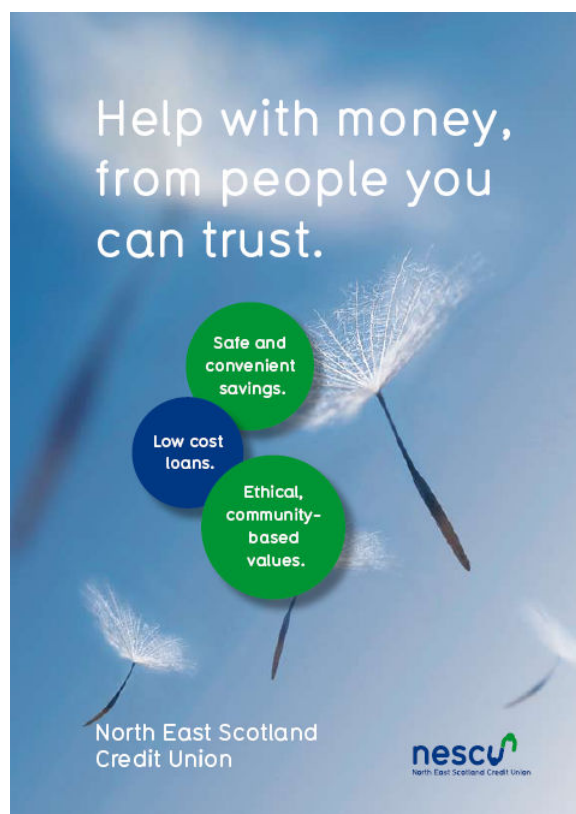
- Improving access to affordable financial services and products
- Delivery of financial education initiatives
- Co-ordinated provision of quality advice and information services

Access to affordable financial services and products

St Machar Credit Union and **North East Scotland Credit Union**, ensure access to saving schemes and affordable loans across all the regeneration areas, and for low paid workers. Over the reporting period the Credit Unions have exceeded targets and have significantly increased membership and the levels of savings. Significant effort has been made to engage with communities at a local level, with leafleting and door knocking helping to increase membership, and attendance at community events and Cash In Your Pocket days increase awareness within neighbourhoods.

Financial education

WEA continue to embed financial learning in their Reach Out, Reaching Forward, Dynamics and Break Out programmes. Additional IT classes are being run, due to demand, and on the employability side of the project, learners are supported to work out the financial implications of undertaking further education or taking up employment. They are currently working on raising awareness of the Incapacity Benefit migration and benefit changes, so that learners will be prepared for the information they receive, and will be able to access individual support. Staff are undertaking training to ensure they will be able to deal with anticipated problems.



Co-ordinated advice and information services

Cash In Your Pocket acts as a central hub for the operation of its financial inclusion partners, taking referrals from people working in the community on behalf of the excluded, and passing them onto the organisations that can most assist them. During the reporting period there have been 854 referrals, which is above the target figure. It also co-ordinates meetings and provision regarding financial inclusion throughout Aberdeen City, acting as a forum for debate of common activity, and ensuring duplication and gaps in provision are kept to a minimum.

Over the reporting period 2 successful community events have been held, attended by around 350 people. Awareness raising has taken place at NHS sites, and the service is being further promoted by improving the web site, attending community events across the City, and distributing 400 copies of the revamped 'Skint' DVD. Total financial gain to date is £301,625, which equates to £3 for every £1 FSF invested.

Training is becoming a key activity, with a variety of training provided, including Financial Awareness for community workers. Training is also being delivered to front line workers on the Incapacity Benefit migration pilot, and information and advice provided.

The increased profile of the Cash in Your Pocket Partnership has increased their workload, and they are currently reviewing operations and working methods, as well as involving the wider Partnership in a strategic exercise aimed at reviewing current arrangements, and at preparing for the wider changes in the financial landscape that are currently underway.

Aberdeen Citizens Advice Bureau delivers a community outreach money advice service, through a combination of home visits and community appointments with outreach surgeries. In the reporting period CAB have money advice to 257 people and income maximisation advice to 239 people, and have recorded a total client financial gain of £845,974, which equates to £7 for every FSF £1 invested.

Grampian Housing Association Income Advice is used by all the main Registered Social Landlords, and is continuing to receive referrals through the Welfare Rights Team, mainly to provide a home visiting service to complete Disability Living Allowance applications. In the reporting period they have given 90 people benefit entitlement advice and information, carried out 133 home visits and generated £156,133 in financial gains for clients.

Aberdeen Care and Repair receives funding for a Funding Assistant to provide advice and assistance to older people, people with disabilities and long-term health problems, within Aberdeen City. Assistance is given with property repairs, improvements, adaptations and obtaining affordable warmth. Over the reporting period they have exceeded targets, with 33 people receiving assistance on maximising income or charitable funding, and 59 people assisted with repairs, improvements and adaptations to their home. £25,845 of charitable funding has been secured for 28 households in regeneration areas.

Clients are referred from other Cash in Your Pocket partners, as well as Social Work and Health services, where there is no other assistance available for this type of need. The complexity of cases and needs have been more intense than originally anticipated.

Financial inclusion performance summary

Performance indicator	Baseline 09-10	Target 10-11	Achieved April- Sept	Progress
Number of adult credit union savers	2086	3156	2794	↑
Number of junior credit union savers	1022	1536	1228	↔
Total savings deposited	£936,600	£1,456,600	£1,123,889	↑
Number of credit union collection points	11	15	15	↑
Number of new clients receiving money advice from Citizens Advice Bureau	n/a	450	257	↑
Number of new clients receiving income maximisation advice from CAB	n/a	450	239	↑
Number of people receiving income maximisation advice from GHA	140	150	90	↑
Total client financial gain	£2,118,815	£2,400,000	£1,147,599	↔
Number of home visits/community appointments	2154	2240	1073	↔

Health

14% of the fund (£352,000) was allocated to this theme, and the programme was developed by the Community Health Partnership.

The Health theme focuses on three key areas:

- Reducing health inequalities
- Mental health and wellbeing
- Substance misuse

Reducing health inequalities

Give Kids A Chance gives opportunities for vulnerable young people to develop and sustain interests or hobbies that will encourage healthy lifestyle choices.

They provide a varied programme of activities in Aberdeen City for up to 100 young people, and funding helps support work in the priority areas of Aberdeen. Activities that the Fairer Scotland fund is directly supporting include: Sooyang Do, Multi Sport Club, Music, Cooking, Football, Trampoline and Swimming, and 112 young people have taken part in activities so far this year.



Community Food Initiatives NE receives funding to improve access to healthy food. Over the reporting period the number of Community Food Outlets in Aberdeen has increased from 61 to 67, and Fast Fruit outlets to 125. They have 77 volunteers, 18 at the warehouse and 59 assisting with projects in the community. They have exceeded targets for sales and distribution of produce.

Over the reporting period the Fareshare initiative, which distributes excess food donated by supermarkets and manufacturers, has given 34 tonnes of produce to 69

recipient organisations in the city. Current focus is on developing and supporting existing Community Food Outlets, as well as new ones, to ensure the increased uptake of fruit and veg, and participation in local community events ensures continuous engagement with target areas.

Mental health and wellbeing

A range of mental health and wellbeing initiatives significantly enhance the capacity to meet the needs of those experiencing mental health issues, across all communities and client groups.

Counselling services for adults are provided through Pathways to Wellbeing and Mental Health Aberdeen, covering all the regeneration areas. Mental Health Aberdeen is funded to provide a Children and Young People's counselling service, and also provide a service in Primary schools in Torry.

Aberdeen Counselling and Information Service (ACIS) **Youth Counselling & Information Service** Continues to offer a counselling and information service for young people aged between 12 and 18. Over the reporting period 49 clients have accessed the service. In order to attract more volunteer counsellors they are currently devising a tailor made counselling training programme.

The **Calsayseat Surgery Counselling Project** now has two part-time counsellors and has managed to reduce the previously static waiting list to a more manageable waiting time of between 2-4 weeks. Over the reporting period 70 clients have received 543 counselling sessions.

The **Torry Counselling Project**, also run by Mental Health Aberdeen, has continued to provide counselling for adults at the Torry Neighbourhood Centre, and counselling for children through the schools. Over the reporting period 237 sessions have been delivered to primary school and Academy pupils, and adult clients have received 397 sessions.

Pathways to Wellbeing provides 1-2-1 counselling, based in community settings in regeneration areas. Over the reporting period 101 clients have accessed the service, and links have been strengthened with local GP surgeries, resulting in increased referrals.

Additional funding secured through the HIF fund has enabled the employment of a Counselling Development Officer. The postholder has been able to raise awareness of the service with external agencies which would not otherwise have been possible. Links have been made with the Arrest Referral Officers, which has resulted in a large number of referrals to the service for people who require support, are at risk of offending, but have not previously had access to support needed. An Options Appraisal of the service is being developed, which will provide information on the potential for future development of the service and potential external funding to reduce reliance on the Fairer Scotland Fund.

Strengths in Families is run by the Aberlour Childcare Trust and is a pilot project offering targeted intensive intervention to two families to empower parents with learning difficulties and their children to develop to their full potential, be safe and have the opportunities to reach educational and health goals. The service for each family involves an initial assessment using the “Parent Assessment Manual”, which helps to identify which areas of family life the parents need the most help in and informs a care plan to be agreed with the worker, the family and any other professionals involved. This process is underway with one family, and work has just started with a new family.

Substance misuse

Drugs Action Community Outreach project is operation in Tillydrone, Woodside and Torry, and continues to provide advice and information, one to one support and counselling for drug users and family members, education and training to schools, professionals, local agencies and community groups as required, and joint work with local professionals, agencies and community groups as appropriate. Over the reporting period a total of 96 people have received awareness, knowledge and understanding training around drug issues, training has been provided for 93 professional workers, and 27 people are receiving one to one counselling.

Two **Lifeshaper** 12 week programmes have taken place with 22 clients referred and 9 completing. Of the 9 completing the course, all have gone on to positive destinations, of further training or education. The first course had a higher than expected proportion of early leavers, this has been addressed with more emphasis on the assessment of readiness of applicants to engage in the programme. Some clients have previously done little academic work or have been out of education for a significant period, so they are introducing “Outside In” Learning Power Award modules (City & Guilds Accredited) as these will be more achievable for some clients and will also provide a deeper understanding of the whole programme.

Health performance summary

Performance indicator	Baseline 09-10	Target 10-11	Achieved April- Sept	Progress
Total number of young people registered with Give Kids a Chance	136	164	112	↑
Number of new referrals to Give Kids a Chance	52	50	24	↔
Sales at Community Food Outlets	£67,507	£80,000	£46,467	↑
Tonnes of Fareshare produce distributed by CFINE	65	70	34	↔
Number of organisations benefiting from Fareshare	76	80	69	↔
Number of adult clients using mental health counselling provision	224	285	205	↑
Number of clients under 16 using mental health counselling provision	115	145	83	↑
Number of people receiving drug awareness training	110	150	96	↑
Number of people completing Lifeshaper programme	23	25	9	↓

Community Safety

7% of the fund (£180,000) is allocated to this theme, and the programme agreed in consultation with the Community Safety Partnership. Funding supports anti social behaviour work across the City, as well as addressing the fear of crime for older people, youth diversionary activities, drug related crime, and Grampian Police Body Worn Video Cameras pilot scheme.

Grampian Police's **Operation Begonia** provides extra Police patrols to assist in the process of engaging with street prostitutes on a regular basis with a more holistic plan aimed at balancing enforcement with a victim based approach. This project started in July and so far 24 women have been encountered with almost all agreeing to fill out a detailed questionnaire and for their personal details to be forward to the Criminal Justice Social Work Department for subsequent follow up assistance. 200 hours of dedicated patrols carried out to date.

Grampian Police's **Operation Berlin** is tackling two of the Force priorities: Controlled Drugs and Violence, in particular Robberies. The objective of the programme is to systematically disrupt the supply of controlled drugs and prevent, investigate and detect incidents of Robberies. Initially funding was awarded to cover the City Centre and Torry, additional funding has just been allocated to cover all the regeneration areas. Over the reporting period an additional 46.5 staff hours have been provided.

Grampian Police's **Operation Bohlin** provides extra patrols in the areas surrounding Bon Accord Street, Crown Street and Dee Street. So far 96 hours of additional high visibility foot patrols have been carried out by Police and Special Constables.

Body Worn Video Cameras have been purchased and put into use by Grampian Police. A pilot was funded by FSF last year, and additional funding has just been allocated for an additional 10 cameras to tackle youth disorder in Torry.

Although early into the introduction of BWV and prior to the full evaluation that is to be conducted, there have already been a number of positive outcomes and comments:

- There has been formal feed back from Officers who have stated that they genuinely believe that had they not been wearing the BWV, aggressive individuals they had cause to deal with would have physically assaulted them. It was only due to the presence of the BWV, the aggression displayed did not extend to violence;
- During several hundred BWV deployments, there has only been three formal police complaints made in relation to police action at incidents, were BWV have been worn by some Officers. There have been no formal police complaints made about any specific Officers, who have been wearing BWV. The BWV footage captured from the incidents where the three complaints have been made has provided evidence of no substance, to these specific aspects and brought early resolution. One specific complaint would have involved substantial police enquiry and time, had the BWV footage not been present and shown there was no substance to any aspect of the complaint;
- Although very early in the Criminal Justice Process System timescales, to be able to effectively evaluate increased convictions, there have already been cases that have been reported to COPFS, where the footage from the BWV has assisted in early guilty pleas from accused. These instances have already saved Officers time in having to prepare police statements and later in any Court attendance. This has and will allow them more time to work within their Local Policing Teams;
- Officers have used the BWV during various Operations, in an attempt to address Anti Social Behaviour issue within local communities. The BWV have had a positive impact and also brought positive comment from various members of the public;

- BWV footage captured has provided visual evidence, that would have been difficult to cascade in a written report, which has greatly assisted in a closure order under ASB legislation;

Street Alternatives is run by The Cyrenians, and is a complimentary project run in line with other volunteer services for homeless people in the city and operated through the use of volunteers. They provide sessions which take place 4 days per week with an average of 15 - 20 participants and are working with 28 clients currently. The sessions consist of teaching basic literacy and numeracy skills. To date there have been 3 referrals to employability services.

Free to Succeed is a trial project led by Torry Trust who has obtained agreement from the prison management team to develop work with female offenders in the Community integration Unit (CIU). This gives offenders the opportunity to undertake meaningful voluntary work both in the CIU and at their premises in the community. The project links with other agencies who provide services to offenders in the development and implementation of a fully integrated resettlement service for prisoners held at HMP Craiginchies.

Older & Wiser is an educational event to teach older people about health and safety in a fun and entertaining way. Each show illustrates everyday situations where older people are put at risk and contains a careful balance of the possible consequences and the right way of dealing with the risks portrayed. After the event each attendee received a pack which contains practical safety items for the home + safety information leaflets. To date there has been 2 events and 119 people have attended. 95% of attendee felt safer after the event.

Community Communications followed on from a pilot which linked with Community Service Order Task Team. Participants engage in creative design and print initiatives to produce learning materials for Literacy Work.

The **Street Sport** project provides a youth diversionary project, using portable pitches for football, basketball and rugby, taking sport to young people in their own communities with the aim of reducing antisocial behaviour, youth crime and annoyance calls to the police. Over the reporting period 520 young people have attended.

SACRO receives funding to work in Tillydrone, aiming to have a positive impact on community safety and provide a model for engaging with a group of young, persistent offenders. A one to one key worker has made progress in engaging with the target group and supporting them to engage with community services to meet their support needs. There are 5 individuals actively involved with the service, 3 remanded in custody but engaging with the service, and 4 service users families receiving support.

Community Safety performance summary

Performance indicator	Baseline 09-10	Target 10-11	Achieved April- Sept	Progress
People feeling safe or fairly safe during the day in the area covered by Operation Bohlin	89%	100%	To be measured at end of Operation	
People feeling safe or fairly safe during night time in the area covered by Operation Bohlin	61%	100%		
Number of female offenders receiving support	n/a	12	7	↔
Number of older people attending Older and Wiser events	200	200	119	↑
Number of patrols engaging with on street sex workers	n/a	416	200	↔
Number of on street sex workers referred to other agencies with a view to exiting the lifestyle	n/a	50	24	↔
Number of people being charged for possession of controlled drugs	12	16	11	↑
Number of people being reported for being concerned in the supply of controlled drugs	12	16	12	↑

Literacy

4% of the fund (£100,000) supports a programme of literacy work. This includes joint working between the Healthwise project and NHS Grampian, providing literacies and ICT work in the Blair Unit, Royal Cornhill Hospital, supporting the Reading Bus, a Family Learning PEER Group Project, work with single fathers and young people, and adding value to current literacies provision to support FSF initiatives.

The Family Learning PEER Group supports the delivery of an extension to family learning provision in the City through volunteering. The project is known as the Parental Engagement towards Education and Recruitment (PEER). 11 volunteers are presently involved, and they are on line to meet both targets of engaging volunteers and getting volunteers into training or employment.

Healthwise aims to deliver learning on health matters in conjunction with improving literacies skills and to offer previously disengaged adults the opportunity to improve their literacy and health skills by better understanding of the written health information they receive as part of their health provision. This enables individuals to make more informed decisions about their health and lifestyle in order to improve their own health and that of their families. Over the reporting period 50 people have accessed courses, and 2 literacies awareness sessions for NHS staff have been delivered.

The Healthy Minds Project takes place in the Blair Unit, a secure facility in Cornhill Hospital. Over the reporting period 27 participants have been involved in a range of learning opportunities including literacy, numeracy, photography and cooking. The Healthy Minds Team were nominated and won a Scottish Adult Learning Partnership Good Practice Award in September, for their work including the activities undertaken with funding from FSF.

Dad's Work supports fathers to take a more active role in parenting and educating their children, and 8-12 men regularly attend sessions which include group work, cooking skills, and educational and healthy activities which they would not otherwise have access to.

The Reading Bus has delivered 4 family literacy events, involving 79 families.

WEA - Alternative Literacies provide courses over the year with an emphasis on outdoor and environmental learning designed to attract and engage students who may not be keen to take up other educational opportunities, particularly males in the 25-60 age group. Over the reporting period 39 people have taken part in courses, several have moved on to employability focused courses or voluntary work, and 2 have moved into employment.

Funding is also allocated to provide additional literacy and numeracy provision across the City. Over the reporting period a total of 196 people have taken part in groups and courses in Tillydrone, Woodside, Seaton, Rosemount, Cornhill, Cummings Park, Northfield, Mastrick, Bucksburn and Torry.

Literacy performance summary

Performance indicator	Baseline 09-10	Target 10-11	Achieved April- Sept	Progress
Family Learning PEER Group volunteers	25	25	11	↔
Healthwise participants	87	65	50	↑
Healthy Minds Project participants	25	41	27	↑
WEA Alternative Literacies participants	n/a	60	39	↑
Additional literacy and numeracy learners	200	277	196	↑
WEA Alternative Literacies	n/a	60	39	↑

Neighbourhood programme

28% of the fund (£700,000) is allocated to neighbourhoods, according to the population living within the 0-15% most deprived data zones. This funding supports local projects and initiatives to address the priority areas of Strengthening Communities, Neighbourhood Planning and Quality of Life. Many of these initiatives provide volunteering opportunities and provide accessible services and support to the most vulnerable people in Regeneration areas.

Community Flats and Projects are supported in Cummings Park, Printfield, Seaton and Tillydrone. These provide accessible venues for activities, advice and information, and allow a range of agencies to deliver services within the local area. They are also instrumental in delivering the thematic aspects of the programme, being used by, for example, Pathways, to deliver elements of the employability programme.

Funding also supported **Arts Development** to deliver additional projects, including **'Our Story'**, which provides an innovative year long multi-arts project culminating in a high profile exhibition in a central exhibition space. The final 'Our Story Exhibition' will showcase the wealth of skills, talent and enthusiasm from the participants in each regeneration neighbourhood.

'Our Story' will unite communities from across the city and fertilise new collaborative projects, and will highlight people's personal progress through their involvement in arts and regeneration projects, to include past, present and future aspirations. Over the reporting period, phase 1 of the project has taken place, culminating in participation in the International Youth Festival Parade. 622 people have been involved in Arts activities and 857 additional tutor hours delivered.

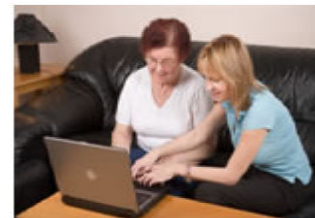


Station House Media Unit supports community radio, the publication of community newsletters, and a variety of media training and resources. Newsletters have been produced in regeneration areas, and weekly community radio shows continue. Over the reporting period 413 people have been involved and 7,400 volunteer hours undertaken.

A variety of **Youth Work and activities for young people** are being supported, under 12s work and the Youth Flat in Middlefield, youth work in Fersands, Tillydrone, Stockethill and Torry, Feeling Great events, a youth drumming band, community sports and activities, Music 4U, teenage pregnancy peer support, alcohol early intervention, and a Family Liaison Officer in Torry, which has reduced unexplained absences by 61%. Aberdeen International Youth Festival provided 18 performances across the 6 funded areas, delivered by groups taking part in the AIYF, including Hip Hop, traditional music, classical music, dance, drama and physical theatre, featuring artists from Scotland, South Africa, Canada, France, Belarus and Senegal. They also distributed free tickets to regeneration areas and supported the involvement of the Arts Development 'Our Story' visual arts project in the festival parade on Tartan Day. 231 young people were involved with the workshops and 531 people attended their performances in local areas.

Family support and activities were provided through Aberlour Childcare Trust, Fersands Family Support, Homestart, Early Years Family Learning and Stockethill Family Fun.

Silver City Surfers provide outreach sessions in Torry, Seaton, and the city centre, where volunteers delivered 41 sessions for older people to learn IT skills, including using email and internet. Over the reporting period 129 people have attended sessions.



M26 The Road to Recovery is a new Project that was initiated by local people in Tillydrone to support men aged over 26 who wanted a drop in facility in the area and additional support for rehabilitating drug and alcohol users. The group has grown to 15 members and are involved in life skills activities to improve their Health and Wellbeing. 4 of the group are now attending classes outwith the project, with a further 2 about to access Adult Learning classes. As the group has grown in size they have needed to secure larger premises to meet in, and have secured the lease of a local shop to use. Funding has also been used to introduce complimentary therapies providing sessions of reflexology, Reiki and Indian Head Massage.

Neighbourhood performance summary

Performance indicator	Baseline 09-10	Target 10-11	Achieved April- Sept	Progress
Additional tutor hours delivered through Arts Development	2053	1625	857	↔
Number of people active in Arts activities	3500	1086	622	↑
Number of young people involved in Media Activities at SHMU	115	152	196	↑
Number of hours undertaken by volunteers at SHMU	11,000	12,000	7,400	↑
Number of individuals supported through SHMU	500	600	413	↑
Number of families supported by Homestart	15	20	18	↑
Number of sessions delivered by Silver City Surfers	100	200	91	↔
Number of participants attending activities at Cummings Park Flat	90	150	196	↑
Number of adults taking part in learning activities in Tillydrone Community Flat	475	660	337	↔
Number of young people attending Middlefield Youth Flat	160	160	90	↑
Number of referrals to Outreach Counselling Service delivered through Alcohol Support	47	25	47	↑
Number of visits by children to Manor Park which is maintained by the Healthy Roots Project	15,400	16,000	12,200	↑
Number of young people involved in Active Sports in Seaton, Tillydrone, Torry and Stockethill	548	645	494	↑

Regeneration Matters

Regeneration Matters is a forum of representatives from all the regeneration areas, and are active in addressing issues around poverty and deprivation. The group elected 7 members to act as community representatives on the Fairer Scotland Fund Board, along with 3 representatives selected from the Civic Forum. The Group have been meeting monthly since November 2006 and have a membership of approximately 30. In June of this year the group visited the Merkinch Centre in Inverness to have a information sharing day with community members based there.

Community Support Fund (CSF)

This funding (£70,000) is managed by Regeneration Matters on behalf of the FSF Board, and supports community involvement in regeneration issues, training, support to attend meetings, events and conferences, communications and capacity building.

Some of the activities funded from April – September 2010 were:

- Printing and distribution costs for community newsletters in Cummings Park/Northfield, Middlefield, Seaton, Tillydrone, Torry and Woodside. Mastrick is presently negotiating starting up their newsletter in the near future. (3 copies of the newsletter is produced for each area annually)
- Continued investment in Station House Media Unit's "News Desk" which gathers up-to-date information to enhance community radio show broadcasts
- Grandparents as Parents (GAP) received funding to promote their service and inform the public about their change of location
- Grampian Racial Equality Council held "Aggravation by Prejudice Workshops which were funded through the CSF
- Tillydrone Vision – funding towards an open day at Tillydrone to promote what goes on in the area and as a fund raiser for local peoples forth coming trip to Uganda
- Members from Printfield Project's Management Committee will attend a "Physical Regeneration in Hard Times" Conference
- Multi Neighbourhood Focus Day hosted by St Machar Parent Support to look at future funding prospects
- Anti Social Behaviour Unit purchased resources which can be used in each of the regeneration areas for training purposes
- Funding was awarded to a group of 20 people in Torry who will undertake a training weekend and the establishment of an "Arts Programme" for the development of a Torry Arts Forum
- Members from the Middlefield Project Management Committee were funded to undertake 3 days of training covering business for management for Management Committees
- Tullos Playscheme volunteers have taken part in training and are programme planning for future holiday playschemes.

Funded initiatives 2010-2011

Project	Organisation	Annual budget
Employment and Training		
Aberdeen Working Together	ACC, Community Training Unit	25,000
GREC Employability Project	Grampian Racial Equality Council	22,500
GSB Employment Service	Grampian Society for the Blind	26,085
Pathways	Pathways	206,500
ShmuFM Works Programme	Station House Media Unit	30,000
WEA - Reaching Forward	WEA	45,000
Cyrenians Resettlement Worker	Cyrenians	8,000
Dynamic Youth	WEA	7,815
Toolkit for Progress	ACC, Community Training Unit	26,600
Princes Trust Team Programme	Aberdeen Foyer	20,000
Alternative Academy	Transition Extreme	37,500
SHMU Train Initiative	Station House Media Unit	40,000
XL Programme	Princes Trust	10,000
LOAN Team	ACC	165,500
Income and Financial Inclusion		
CAB Money Advice Outreach Project	Citizens Advice Bureau	120,000
Cash In Your Pocket Partnership (CIYPP) Team	Grampian Housing	100,000
GHA Money Adviser	Grampian Housing	30,000
NESCU Credit Union Access Project	North East of Scotland Credit Union	51,000
St Machar Credit Union	St Machar Credit Union	34,000
WEA Count Us In	WEA	10,000
Care and Repair Funding Officer	Castlehill Housing Association	22,934
Health		
ACIS Youth Counselling	Mental Health Aberdeen	45,915
Calsayseat Counselling	Mental Health Aberdeen	35,690
FARE (Food Access Regeneration)	CFINE	25,000
Give Kids A Chance	Give Kids A Chance - Aberdeen	10,000
Lifeshaper	Aberdeen Foyer	30,000
Outreach Drugs Worker Tillydrone	Drugs Action	18,360
Outreach Drugs Worker Torry	Drugs Action	18,360
Outreach Drugs Worker Woodside	Drugs Action	18,360
Pathways to Wellbeing	Pathways	60,696
Strengths in Family Project	Aberlour Childcare Trust	11,987
Torry Adult Counselling & Torry Talk	Mental Health Aberdeen	40,800
Literacy		
Active & Healthy Minds Project	ACC, Mental Health	4,120
Additionality for Adult Literacies Tutoring	ACC, Torry Learning House	12,298
Central Team Literacy Project	ACC, CLD	20,672
Dad's Work	ACC, Social Work	6,050
Healthwise Aberdeen	ACC, CLD	12,026
PEER group	ACC, Family Learning	14,023
Reading Bus	ACC, Education	4,000
WEA - Alternative Literacies	WEA	10,000
Powis Literacy and Numeracy	Powis Gateway Community Centre	8,120
Step Up To Learning	ACC, CLD	15,000

Community Safety		
Anti-Social Behaviour: Grampian Police	Grampian Police	52,000
Community Communications	ACC, Adult Learning & Social Work	5,400
Free To Succeed – Closing the Gaps	Torry Trust	15,000
Older & Wiser	Aberdeen Safer Community Trust	10,210
Street Alternatives	The Cyrenians	15,819
Street Sport	Street Sport	10,000
Engaging with Street Prostitutes	Grampian Police	23,296
Operation Berlin	Grampian Police	35,000
Body Worn Video Cameras	Grampian Police	9,260
Conflict Resolution Workshops	SACRO	4,380
Persistent Offenders	SACRO	19,575
Anti Social Behaviour Crown Street area	Grampian Police	8,736
Neighbourhood		
Arts and Participation for Regeneration	ACC	47,773
Community Media	Station House Media Unit	82,498
Feeling Great Initiative	Aberdeen Lads Club	2,000
Home-Start	Homestart Aberdeen	16,298
Silver City Surfers	Silver City Surfers	8,798
Youth Festival Workshops	Aberdeen International Youth Festival	5,118
Cummings Park Community Flat	ACC	30,000
If All The World's A Stage?	MUSIC 4 U	10,330
Northfield Community Boxing	ACC	4,110
Pottery classes	ACC	2,827
Sense Art Project	ACC CL&D	6,050
Healthy Roots	Healthy Roots	4,000
Middlefield Youth Flat	Middlefield Community Project	51,034
Supporting Volunteers and Under 12's work	Middlefield Community Project	22,343
Seaton Community Sports	ACC Active Schools	3,000
Seaton Support for Rehab/Recovery	Seaton Community Project	19,274
Seaton Yoga Group	Seaton Community Project	919
STAR Community Flat	Langstane Housing	19,788
Big Bang Drumming Group	Aberdeen Lads Club	3,485
Health & Well Being Project	Tillydrone Community Council	7,860
M26 Male Drop In/Activities	Tillydrone Community Council	3,100
Tillydrone Children's Drama Club	Tillydrone Children Drama Club	2,000
Tillydrone Community Flat	ACC, CLD	41,000
Tillydrone Community Sports	ACC, Active Sports	4,038
Family Support Worker	Fersands Family Centre	4,212
Feel Good Project	Printfield Community Project	2,400
Printfield Community Project	Printfield Community Project	27,893
Twos Group	Fersands Family Centre	7,188
Youth Work Support	Fersands Community Project	7,000
Adult Evening Activities	ACC, CLD	1,700
Alcohol (Brief Intervention)	Alcohol Support	2,800
Alcohol Support Outreach Counselling	Alcohol Support	10,961
Early Years Family Learning	ACC, CLD	6,466
Family Liaison Officer	ACC, Education	27,500

St Fittocks Park Floodlighting	ACC, Community Safety	3,563
Teen Mums	ACC, Torry Youth Project	9,955
Torry Community Sports	ACC, Active Schools	7,328
Torry Complimentary Therapies	Torry Health Action Team THAT	8,500
Torry Young People's Healthy Eating	ACC, Tullos Community Centre	500
Torry Youth Karate Club	Torry Youth Karate Club	6,398
Community Taster Sessions	Cairncry Community Centre	1,050
Stockethill Community Sports	ACC, Active Schools	4,560
Stockethill Family Fun Activities	ACC CL&D	6,400
Stockethill Step Up	ACC CL&D	7,710
Volunteering in the City	Aberdeen Forward	7,000
Transition Extreme Northfield	Transition Extreme	4,259
Making the Most of Children at Heathryburn	WEA	1,440
Westerton Park Go Play!	ACC, Education, Culture and Sport	9,200
Tillydrone Vision	Tillydrone Vision	5,000
Reclaiming St Clements park	ACC, Education, Culture and Sport	3,000
Muirfield Outdoor Classroom	ACC, Education, Culture and Sport	10,000
Mastrick Memories	ACC CL&D	2,100

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ABERDEEN CITY COUNCIL

COMMITTEE Corporate Policy and Performance

DATE 25 November 2010

DIRECTOR Stewart Carruth

TITLE OF REPORT Aberdeen City Council Single Equality Scheme Annual Report

REPORT NUMBER: CG/10/190

1. PURPOSE OF REPORT

This report seeks approval for the first annual report of the Council Single Equality Scheme for 2009 - 2012.

The annual report, incorporating the Race Equality Scheme and the Disability Equality Scheme, must be published by 30 November 2010.

2. RECOMMENDATION(S)

It is recommended that the Committee:

1. Notes the progress made during the first year of the Single Equality Scheme.
2. Approves the Single Equality Scheme Annual Report 2010, and its publication by 30 November 2010.
3. Instructs Directors and Heads of Services to continue to implement and monitor the actions within the Action Plan.

3. FINANCIAL IMPLICATIONS

Directors and Heads of Services have been involved in setting actions and so should therefore have identified resources to deliver on their actions within the Action Plans. Following completion of individual Equality and Human Rights Impact Assessments there may be actions which will require resources to address any negative impact on equalities groups.

Resources are currently held within the Equalities Team, Customer Service and Performance, Corporate Governance, to deliver aspects of the action plan, and to support development work and training. Funding is also invested in the voluntary sector partner agencies to enable them to contribute to the Council's Single Equality Scheme and delivery on the Single Outcome Agreement. It is expected that we can support and deliver the actions detailed in the Action Plans within the current budget provision.

The Translation, Interpreting and Communication Support Service meets the demand for translation and interpreting to assist citizens access Council services. Joint working with public sector partners continues and we are exploring the opportunity to generate income from the service we provide to partners and others.

As it is currently framed the legislation would not allow a public authority to claim that it does not have enough resources to meet its statutory duties. The allocation and prioritization of existing resources will need to take this duty into account.

4. OTHER IMPLICATIONS

The Chief Executive and Leader of the Council are ultimately responsible for ensuring that equalities legislation is implemented by the Council. Failing to comply with the legislation could lead to legal challenge and civil claims against the Council could be substantial. There is also the detrimental reputational impact on the organisation of adverse publicity.

The Equalities and Development Officers in Customer Service and Performance lead and support the policy for the Single Equality Scheme. Directors and Heads of Services execute delivery of the Action Plans. In addition, Directors have assigned Heads of Service to participate in the Equalities Action Network and to lead on equalities within their teams. Employees who experience discrimination, harassment or victimisation may under-perform, may be more prone to be involved in accidents at work and may require support.

It is crucial in the interests of public safety and community cohesion that equality is mainstreamed and addressed coherently and corporately across the public sector.

There are issues in relation to Gypsies/Travellers that are addressed through the Review of Policy on the Management of Unauthorised Gypsy/Traveller Encampments, in the Craigforth Research and included in the Action Plan.

5. BACKGROUND/MAIN ISSUES

Introduction

The Equalities legislation places a statutory duty on Aberdeen City Council to produce Disability, Gender and Race Equality Schemes. We must produce and publish an annual report on the Race Equality Scheme by 30 November 2010 and on the Disability Equality Scheme by 4 December 2010. We also have a duty to publish an annual report on the Gender Equality Scheme by 29 June 2011.

In preparation for the Single Equality Act we developed a Single Equality Scheme, which covers the existing statutory schemes for Disability, Gender and Race, and includes detail and action plans for Age, Faith/Religion/Belief and Sexual Orientation. This was launched in November 2009.

This Single Equality Scheme sets out how the Council will meet both the general and specific duties for these individual schemes under the respective acts. Progress reports on these actions are provided to the Corporate Policy and Performance Committee annually. This is the first annual report on the Scheme which has to be published no later than 30 November 2010.

We have consulted as widely as possible with officers, members, partners, and including representatives of disability organisations, and people with disabilities, as well as communities of interest groups and others on our progress on equalities. We set up a Progress and Achievement Group (PAG) to monitor and challenge progress made on the Council's Single Equality Scheme. This group is made up of stakeholders from the equality groups representing the different strands – age, disability, faith/religion/belief, gender including transgender, race including Gypsies/ Travellers and sexual orientation.

6. IMPACT

Aberdeen is a vibrant city with increasing expectation and needs by people with disabilities, among ethnic minority groups, by women and men, people with different sexual orientation, those of different faiths or religions and those with none, as well as our young and older people.

Aberdeen aspires to be a city that leads the way in tackling all forms of disadvantage and unfair discrimination and whose citizens will support and celebrate cultural diversity and have a commitment to social justice.

These aims and ambitions are key to developing a culture where equalities are mainstreamed and woven into the fabric of our organisation. The Council's Single Outcome Agreement with the Scottish Government recognises this concept and the outcomes articulated in the action plans will only be achieved where we promote equality and eliminate discrimination in all our functions.

The Single Equality Scheme underpins the Council's work towards delivering the Single Outcome Agreement. It forms part of the strategy to promote equal opportunities for equality groups, and will help to develop inclusive employment practices, access to services and encourage fuller participation in the community while securing best value for all.

The proposals within this report align with the Council's Corporate Equality Framework and contribute to promoting equal opportunities and to promoting good relations between all our citizens.

An Equality and Human Rights Impact Assessment was conducted on the Council's Single Equality Scheme. No negative impacts were identified.

7. BACKGROUND PAPERS

Single Outcome Agreement - to identify priority outcomes for the people of Aberdeen and set out targets to maintain and improve those outcomes through specific

commitments made by the Scottish Government and Aberdeen's Community
Planning Partners.
Single Equality Scheme 2009-2012

Appendix. List of Equalities Acts.

8. REPORT AUTHOR DETAILS

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Appendix

List of Equalities Acts

The Equality Act 2010

Age

Employment Equality (Age) Regulations 2006

Disability

Disability Discrimination Act 1995

Disability Discrimination Act 2005

Education (Additional Support for Learning) (Scotland) Act 2004

Faith/Religion/Belief

Employment Equality (Religion or Belief) Regulations 2003

The Equality Act 2006

Gender

Equal Pay Acts 1970 and 1984

Sex Discrimination Act 1975

Sex Discrimination (Gender Reassignment) Regulations 1999

The Equality Act 2006

Race

Race Relations Act 1976

Race Relations (Amendment) Act 2000

Sexual Orientation

Employment Equality (Sexual Orientation) Regulations 2003

Equality Act (Sexual Orientation) Regulations 2007

Human Rights

The Human Rights Act 1998

Article 14

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Single Equality Scheme Report November 2010

Introduction

Equalities and Human Rights legislation place a statutory duty on Aberdeen City Council to produce Disability, Gender and Race Equality Schemes. We must produce and publish an annual report on the Race Equality Scheme by 30 November 2010 and on the Disability Equality Scheme by 4 December 2010. We also have a duty to publish an annual report on the Gender Equality Scheme by 29 June 2011.

In preparation for the Equality Act 2010 we developed a Single Equality Scheme, which covers the existing statutory schemes for Disability, Gender and Race, and includes detail and action plans for Age, Faith/Religion/Belief and Sexual Orientation. This was launched in November 2009.

This Single Equality Scheme sets out how the Council will meet both the general and specific duties for these individual schemes under the respective acts (listed in the Appendix 1 of the Single Equality Scheme Document). The scheme links with strategic plans and with National Outcomes 7 and 10 of the Single Outcome Agreement framework.

By publishing the Scheme, the Council is accountable for its proposals to meet the duties. The Scheme sets out actions for all council service areas to meet the general and specific duties. Progress reports on these actions are provided to the Corporate Policy and Performance Committee annually. This is the first annual report on the Scheme which has to be published no later than 30 November 2010.

We have consulted as widely as possible with officers, members, partners, and involving representatives from all the communities of interest groups and others on our progress on equalities. Within this report, we have also incorporated new issues which have risen over the year which may not have been in the first publication of the Single Equality Scheme.

Despite the challenges confronting the Council we have made a good start on delivering on our Action Plan. We are pleased with the progress we have made and look forward to continuing building on this initial success.

Achievements

General

- The Progress and Achievement Group (PAG) set up to monitor and challenge progress made on the Council's Single Equality Scheme, has taken presentations from the Council's Education Culture and Sport, and Housing and Environment Services. This group is made up of stakeholders from the equality groups representing the different strands – age, disability, faith/religion/belief, gender including transgender, race including Gypsies/Travellers and sexual orientation. These presentations gave the group the opportunity to question barriers on the Council's progress.

- We have been actively engaging with the members of the Communities of Interest Forums to provide positive articles for the Equalities Newsletter and have successfully included their articles in the August and November 2010 Editions.
- Changes to the Aberdeen City Council Equality and Diversity web pages have been completed to reflect a more customer friendly experience. The pages have been revised and reorganised to ensure all equalities groups are represented and that information is easily accessible and understandable. Along side this we have made our Equality and Human Rights Impact Assessments (EHRIAs) available on the website and developed an online training package on how to conduct an EHRIA.
- The Equalities Action Network (EAN) Consultation Event demonstrated our commitment to involving communities of interest and equality groups in developing and monitoring the Single Equality Scheme. The EAN is a Community Planning Challenge Forum tasked with leading on equalities in the city.
- The event was a good example of driving forward the shared services agenda. Aberdeen City Council, Grampian Police, Grampian Fire and Rescue and University of Aberdeen and The Robert Gordon University worked together to create the opportunity for the public to give their views on the progress we are making on the equalities agenda within the city.
- Launch of the Single Equality Scheme, November 2009:

Our outcomes from the launch of the Aberdeen City Council's Single Equality Scheme and, Community Planning Diversity and Equality Fortnight 2009 included:

- Bringing together the different partner agencies and communities of interest;
- Raised awareness of the Single Equality Scheme;
- Demonstration of community involvement in developing the scheme through
- production of a DVD.
- The Scottish Human Rights Commission reported on their observations on the Equality and Human Rights Impact Assessments (EHRIAs) as in practice at Aberdeen City Council. The report was based on interviews held in January and February 2010 with staff who had used the EHRIA tool and/or received awareness training on how to carry out an EHRIA.
- The Next Five Years and EHRIAs:
We have engaged and involved the community in our budget process (The Next Five Years), which will result in more informed decision making by elected members. Training workshops on preparing EHRIAs have been delivered to officers so that they can ensure EHRIAs are carried out on all budget savings/service options and published on the website.
- Increased Awareness and Improved Community Cohesion:

Organised events and/or supported drives to organise events to promote awareness around national and international events such as Holocaust Memorial Day, LGBT History Month, International Day for the Elimination of Violence Against Women, International Women's Day, and the International Day Against Racial Discrimination.

- The Council raised the profile of its equality work nationwide when our submission "Rising to the challenge of creating a successful Diversity and Equality Policy" was shortlisted within the category of Best Employee and Equality Initiative for the Association of Public Service Excellence Awards in Derry, in September 2010.

Disability

- From a Disability Advisory Group event involving all its members on Saturday 11th September 2010, feedback was received about the Single Equality Scheme, the Council's Priority Based Budget work (The Next Five Years) to feed into the review.
- Secured revenue funding to both ShopMobility and Aberdeen Action on Disability for the immediate future. Further support is being given to help relocate ShopMobility to the bon Accord Shopping Centre, which will help raise their profile and secure their future. A recent Social Return on Investment Report into ShopMobility states that for every £1 that has been invested in ShopMobility Aberdeen, a social return on investment of £3.27 has been realised. The report presents a powerful argument for further investment in the charity's support and development, and demonstrates that Aberdeen City Council has made a worthwhile investment by supporting ShopMobility Aberdeen.
- Reviewed the Disability Advisory Group membership to ensure a better and more constructive role to help the Council understand the needs of people with disabilities in the city.

Race (including Gypsies/Travellers)

- We have worked on the Single Equality Scheme Actions to ensure that they are in line with actions produced by the European Coalition of Cities Against Racism.
- We have supported the Ethnic Minority Forum to run information events on important and highlighted issues:
 - The Seminar event in November 2009 was very successful and aimed to help newcomers to the country understand Scotland's Criminal Justice System. Ethnic minority communities had identified that often one of the biggest differences between countries is their legal systems - being aware of these differences is extremely important as it is not uncommon for someone new to Scotland to break the law without realising it.
 - On the 20th September 2010 a representative from The International Organization for Migration (IOM) was invited to speak about their work. The IOM is an international organisation and helps voluntary return for people who have overstayed their visa, those staying illegally in the UK and asylum seekers.

Detailed information on activities by GREC, MeAL and International Centre are available in their respective annual reports. Each continues to provide welcome support in achieving outcomes for our Single Equality Scheme.

For example, MeAL has been running two projects with schoolchildren. Cultural Xtra is a series of workshop performances of different cultures delivered to 850 primary school children annually. Respect for All is a partnership project with other equality groups. Over 8 weeks the project explores all the equality groups to promote Fairness, Respect and Understanding, and concludes with a 'celebration of difference' in poetry, rap, hip hop and art. The project is currently being delivered to 260 S1 pupils and has proven successful in Aberdeenshire. One of the largest barriers at the moment is funding, and MeAL is currently working to implement Respect for All and Cultural Xtra in the City as they have proven successful in the Shire.

Part of the strategy within the schools projects is that they start in the primary schools and then move on to the secondary so that they are reaching children twice, also enabling them to gain feedback on what did and didn't work.

GREC has provided training and awareness sessions by the Police Seconded within schools, informing teachers and more than 3000 pupils on identifying discrimination, and a series of Know Your Rights sessions, which were jointly organised by GREC and Grampian Police. The sessions were targeted towards students and parents, to raise awareness of equalities and discrimination.

- Progress on meeting the needs of Gypsies/Travellers:
Proposals for the development of the short-term halting sites for Gypsies/Travellers have been included in the Draft Local Development Plan, which was approved by committee in August 2010 and is due to be adopted in April 2012. This is part of our progress in implementing the recommendations from the report by Craigforth Consultation and Research into the housing needs of Gypsies/Travellers in the Grampian area. A report submitted to the Housing and Environment Committee on 26 October 2010 recommended that work be done to identify temporary halting sites. Officers are to organise a summit to take place as soon as possible to bring together representatives from Aberdeen, Moray and Aberdeenshire Councils, Grampian Police, the settled community, travelling community and another other relevant agencies and organisations. A report is then due to be presented to Committee 12 January 2011.
- The Gypsies/Travellers Event held on 1 October 2010 brought together people from the community and the public sector to hear about Scottish Gypsy/Traveller culture. The event was primarily run by Scottish Travellers with the assistance of the Elphinstone Institute. This was an attempt to build bridges between the Traveller and settled community to show that not all Travellers are the same. The event also raised awareness of what Grampian Police and Aberdeen City Council can and can't do when issues arise. Finally, it was also an opportunity for Travellers to network with the settled community.
- We are also working towards a Service Level Agreement with the voluntary sector to bridge the gap left by the loss of the Gypsy/Traveller Education and Information Project (GTEIP).

Gender (including transgender)

- We have developed a relationship with North East Scotland Trans Support (NEST Support) to increase awareness of the issues members of the Trans community face
- Our outreach work with the Aberdeen Women's Alliance has encouraged a more localised approach to the work that they do, as opposed to a City-wide approach.

Sexual Orientation

- LGBT training is being administered by City Council services for staff, with the help of Terrence Higgins Trust and Grampian Police
- The Council has been active in setting up the Grampian Employees Network, which has been created to support public sector LGB & T staff.

Faith/Religion/Belief

- The event for Holocaust Memorial Day (HMD) 2009 is an example of partnership working to increase awareness around equalities. It commemorates the victims and tragic loss of life at the hands of the Nazis in the genocides of World War II – including Jews, Gypsies/Travellers and people persecuted because of their sexual orientation – and those who suffered and died in other acts of genocide in Cambodia, Bosnia, Rwanda and Darfur. HMD is held on or around 27th January, the anniversary of the liberation of the concentration camp at Auschwitz-Birkenau.
- Each year a multifaith calendar is distributed to schools and libraries as a form of education and awareness raising.

Age

- Intergenerational Funding Bid:
A bid has been submitted to a European funding stream on Age Sustainable Communities to support intergenerational work, which is being developed in Torry. The outcomes from the project will be:
 - older and younger people coming together to show more positive change in the community
 - Residents choosing to remain in the area
 - Increased community cohesion with Torry becoming a more age friendly community, and
 - Services reflecting local community need.

This bid offers a positive opportunity to show our Best Practice model across the city, Scotland and Europe and share our findings with global networks and European partners and is a huge opportunity for Aberdeen as a leading council to counteract previous negative publicity with good news stories.

- The Older People's Consultation & Monitoring Group (OPCMG), an informal engagement group for the older people of Aberdeen, provides an opportunity for them to have their say about, and influence, health and social care services in Aberdeen. Over its lifespan, the OPCMG has contributed to the development of, and reviewed, a number of social care information, such as the Eligibility Criteria leaflet and Adult Protection Guidelines. The OPCMG were also involved in the development of the local Adult Protection Committee, which is a key means of

tackling abuse in our local community. The Group continues to offer Social Care and Health services an ongoing means of engaging with older people in Aberdeen.

Outputs

- Almost 600 people attended the Community Planning Diversity and Equality Fortnight events which covered all the equality strands and also offered the opportunity to meet the new Directors.
- There was a presentation by Nicola James of NEST Support at the Community Planning event on 18 September 2010. Following this Nicola has been invited to participate in a meeting of the Council's Extended Corporate Management Team to raise awareness of the issues and needs of the Transgender community and to ensure that Council services are meeting these needs.
- Aberdeen City Council in partnership with the Elphinstone Institute, University of Aberdeen held a successful event at the Aberdeen Arts Centre on the 1 October 2010. The 'Travellers in Scotland: Celebration of Our Culture and Heritage Today' showcased Scottish Gypsies/Travellers culture. There were 42 people in attendance and we received positive feedback on the event.
- 5000 Gypsy/Traveller Myth buster A3 size posters for notice boards were distributed to all the major public sector employers within the Grampian area via Aberdeen City, Shire and Moray Councils, NHS Grampian, Grampian Police and Grampian Fire and Rescue Service. The poster was designed to get people talking and seeing a different perspective, and to show that not all Gypsies/Travellers are the same. Four posters were distributed to each school within the city and it was left to the discretion of the head teacher whether to display them on notice boards. The Association of Chief Police Officers Scotland (ACPOS), Amnesty International and the Scottish Traveller Education Programme found the poster impressive and ACPOS is interested in adapting the poster for its own use. The poster was designed in collaboration with Grampian Racial Equality Council and was based on a similar earlier myth buster poster for migrant workers, which proved very successful.
- Approximately 1000 copies of the Single Equality Scheme were distributed to partners, community groups, community councils and across the Council.
- A customer survey conducted through the City Voice in June 2010 received a response from 668 panellists. The responses showed that only 12% of the panellists are aware of the Single Equality Scheme, and 11% are aware of the Communities of Interest Forums. Our task is to now engage with the main body of citizens in Aberdeen and work with our Communications team to publicise our initiatives more widely.

Scheme improvement and progress

Equally, however, we also need to hear what work we still need to do and what areas require improvement.

General

- Following restructuring of the Education, Culture & Sport Service, the senior management team has reviewed the actions in the current Action Plans for the Service. The Service believes that good progress has been made in addressing the range of issues covered by the Action Plans. The very nature of the outcomes that the Service is trying to achieve means that much of the work is on-going, covers more than one strand and builds year upon year. Particular areas of work and associated actions that demonstrate progress include:
 - Updated Race Equality Policy for schools
 - Development of a new multi-agency incident recording and reporting form
 - Refreshed anti-bullying policy
 - On-going awareness raising and discussion of equality issues via the school curriculum
 - Continued and increasing involvement in Holocaust Memorial Day
 - On-going support for children and young people with English as a second language
 - Ensuring that equality and diversity issues were raised during the debate to establish the new Aberdeen City Parent Forum
 - On-going work to support young people with disabilities as they move from school to adult services
 - Establishing the Aberdeen City Student Forum to enhance “voice” for children and young people, including those with additional support needs
 - Supporting schools to audit and address equality and diversity issues via school self-evaluation and school improvement process

- The Education, Culture and Sport senior management team has reviewed progress and wishes now to build upon the experience of operating a Single Equality Scheme for a year. The key piece of work that will take place is to align more fully the Service’s Improvement Plan and the Single Equality Scheme and to ensure a more robust mechanism for assessing and evaluating progress on achieving outcomes. Officers from the Service have liaised with corporate officers and discussed the intention to adopt the Equality Framework for Local Government that is currently used by councils in other parts of the UK. The Equality Framework focuses on the mainstreaming of equality into service delivery and employment and helps a local authority to manage the development of equalities work via three developmental levels.

- The points below are in relation to services provided by Housing and Environment:
 - Housing and Environment has worked to ensure that all new build properties have to be built to Housing for Varying Needs Standards. In addition, wheelchair accessible housing is being provided within the new build programme.
 - Housing and Environment is continuing to promote the assisted uplift scheme and at the moment are uplifting through the scheme: 1183 Domestic Waste Bins, 684 Garden/Food Waste Bins, and 726

Recycling Boxes/Bags. With the advent of alternate weekly collections a policy to provide an additional bin to families of 5 or more, and people with a disability that generates excess waste was approved by Council.

- The Grampian Domestic Abuse Training Consortium with support from the Social Work Training Unit have run a number of training days this year (available to Council staff) in order to raise awareness of the issues attached to domestic abuse both for services users and staff that may experience domestic abuse.
 - The Community Safety Partnership is finalising their three year strategic assessment which outlines their strategy and actions in order to improve the services of people experiencing domestic abuse. There are also now three accommodation units.
 - Efforts to pursue opportunities for community engagement with Gypsies/Travellers are being addressed through the Grampian Inter-agency Group.
 - The Council has recently secured funding from the Scottish Government to improve facilities at Clinterty Travellers Site and the renovation process is nearly complete.
- The following are some of the points raised by participants at the consultation event on 18 September 2010:
 - The communities of interest representatives can play a role in campaigning for adequate spend on all equalities strands at a time of reducing public sector budgets.
 - There can be misunderstanding with some of our communications and the use of jargon, so we need to use simple and clear language in our communications.
 - We need to allow enough time for meaningful consultation and involvement before decisions are made, using the right questions in a simple way, so that impact assessments reflect the consultation process and that officers act on the results.
 - From the City Voice questionnaire 7% of respondents said they had experienced discrimination in Aberdeen. Because we are always working to encourage anyone who experiences discrimination to come forward, we are introducing a revised prejudice incident reporting package to ensure the process of reporting is easier, more efficient, and so that all Council staff are aware of the correct procedures to follow.
 - We recognise the need for better staff training and understanding for the needs of people with disabilities and we will investigate equalities training for all staff, not just frontline.
 - With the introduction of the new Equality Act 2010, we will be making adjustments to the Council's Single Equality Scheme to reflect the new act, but will have to wait until April 2011 when the Public Sector duties are finalised before introducing further modifications.
 - We must work harder to demonstrate the changes and improvements at grass roots level in communities with tangible measurements and engage further with the community at the neighbourhood level so we will research ways to inform the community about their human rights and equalities, and why it is important that they know.

Disability

- We recognised the need to get better data about people with disabilities and over the summer we had our first response from an entry in City Voice, which we intend to repeat on a regular basis, and we have obtained some useful information from national statistics

Race (including Gypsies/Travellers)

- We will seek to provide increased support to teachers for reporting on prejudice incidents
- We are working with other agencies to decrease the negative press towards Gypsies/Travellers and consider creating an educational awareness raising campaign to tackle stigmatisation

Gender (including Transgender)

- Discussion groups at the 18 September Consultation Event welcomed the progress in promoting Transgender issues and in carrying out training on LGBT issues for staff
- It has come to our attention that there are concerns about comfort and confidence using Council services for the local community of Transgender individuals and we are working to find ways to address these issues

Sexual Orientation

- We will making more effective use of the Grampian Employees Network for consultation

Faith/Religion/Belief

- There is a need for spaces for reflection in schools and Council owned buildings

Age

- We are implementing intergenerational practice into work with the communities

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ABERDEEN CITY COUNCIL

COMMITTEE	Corporate Policy and Performance
DATE	25 th November 2010
DIRECTOR	Pete Leonard
TITLE OF REPORT	Revised Policies for Gas Safety, Asbestos and Legionella
REPORT NUMBER:	H&E/10/172

1. PURPOSE OF REPORT

The purpose of the report is to present to elected members the revised corporate policies for Gas Safety, Asbestos Safety and Safety from Legionella Bacteria.

2. RECOMMENDATION(S)

It is recommended that the Committee:

- a) Note and approve the revised policies.

3. FINANCIAL IMPLICATIONS

There are no direct financial implications arising from the report.

4. OTHER IMPLICATIONS

These policies refer to the aims and objectives outlined in the Council's general statement of Health & Safety policy and further develops the provisions the Council will make to ensure we fully comply with our statutory obligations.

The aim of the Gas, Asbestos and Legionella policies for Aberdeen City Council is to protect the health and safety of its citizens, its staff and any third parties, whilst retaining its responsibilities it has within these areas of work.

The Objectives support the Council's aim to ensure that services are completed in accordance with current law and best practice.

5. BACKGROUND/MAIN ISSUES

In light of the new structures established in the Council there was a need to develop corporate policies on Gas Safety, Asbestos Safety and Safety from Legionella Bacteria. This was to ensure there was a clear understanding of responsibilities within each Directorate and across the Council.

These policies have been revised through the Housing and Environment and the Enterprise, Planning and Infrastructure Directorate.

The revised policies for Gas Safety, Asbestos Safety and Safety from Legionella Bacteria are attached as appendices to this report.

6. IMPACT

Aberdeen's City Vision is to be "a city which is vibrant, dynamic, forward looking, an even better place to live and work, where people can expect high quality services that meet their needs", and the City Council's Vision that "we will be recognized within the city and more widely as being a leading Council Northern Europe by 2010".

This report links to the Community Plan, the Single Outcome Agreement and Vibrant, Dynamic & Forward Looking by ensuring that our properties are safe to live in and the our tenants and their neighbours are living in a safer environment.

These policies relate to the Single Outcome Agreement:

- We live longer, healthier lives;
- We live in well designed sustainable places;
- Our public services are of high quality, continually improving, efficient and responsive to local people's needs.

7. BACKGROUND PAPERS

N/A

8. REPORT AUTHOR DETAILS

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Policy on Asbestos Safety

November 2010

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- 3.0 Asbestos Safety Policy Statement
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- 7.0 Staff Asbestos Training
- 8.0 Sampling of Asbestos Products
- 9.0 Management of Installed Asbestos Products
- 10.0 Emergency procedures
- 11.0 Maintenance and Building Works

Appendices

- 1. Asbestos Survey Form
- 2. Emergency Procedures Flowchart
- 3. Suspected Exposure to Airborne Asbestos Form
- 4. Suspect Asbestos Form Used By Building Services Inspector of Works

1. Aims and objectives

Aim

The aim of Aberdeen City Council Asbestos Policy is to protect the health and safety of its citizens, its staff and any third parties, whilst retaining its responsibilities for managing Asbestos safety within its estate.

Scope

This policy and its associated procedures apply, without exception, to all properties owned and maintained by Aberdeen City Council. It also applies to any property where Aberdeen City Council has maintenance responsibilities whether owned, rented or leased.

Objectives

The Objectives supporting the Council's Aim are to

Ensure that asbestos inspections and services are completed in accordance with current legislative requirement and best practice.

Monitor and evaluate the service, take action to remedy any problems and use the results to continually improve the Council's policies and procedures on asbestos safety management

Ensure the proper records and certification is maintained to meet asbestos safe regulatory requirements.

This policy applies to all buildings owned or occupied by Aberdeen City Council, including residential and commercial lettings.

2. Policy Reference

2.1 This policy document refers to the following aims and objectives outlined in the Council's general statement of Health & Safety policy as agreed on 9 February 2010

The standard will be achieved by:

- a) Gaining, and maintaining, the commitment and participation of all employees in creating and maintaining a positive health and safety culture;
- b) Meeting its responsibilities to employees, and others in a way which recognises that legal requirements are the minimum standard – Aberdeen City Council will always strive to go further than minimum standards;
- c) Adopting a planned and systematic approach to the implementation of the Council's Health and Safety Policy to ensure, so far as is reasonably possible

- i) the provision and maintenance of plant and systems of work that are safe and without risks to health;
 - ii) arrangements are in place for the safety (and absence of risks to health) in connection with the use, handling, storage and transport of articles and substances;
 - iii) the provision of such information, instruction, training and supervision as is necessary to secure the health and safety at work of its employees and other persons;
 - iv) that any place of work under the Council's control provides safe access and egress, without risks to health;
 - v) the provision and maintenance of a working environment for employees that is safe, without risks to health , and adequate as regards facilities and arrangements for their welfare at work.
- d) Identifying and assessing the risks associated with all activities of the Council with the aim of eliminating or controlling the risks, so far as is reasonably practicable.
 - e) Allocating sufficient resources to meet the requirements of this policy;
 - f) Planning for health and safety including the setting of realistic short and long term objectives, deciding priorities and establishing meaningful performance standards;
 - g) Monitoring and reviewing performance on a regular basis to ensure that high standards are maintained and improved;
 - h) Maintaining an effective system of joint consultation with trade union appointed safety representatives and , where elected, non trade union representatives of employee safety, as appropriate resources, including time off to enable them to carry out their functions;
 - i) Maintaining arrangements for co-ordination and co-operation with other employers where Council employees of clients share premises, facilities or activities with persons working in other organisations; and
 - j) Ensuring that the demands of activities do not exceed the capabilities of staff and clients to carry out work without risk to themselves or others.

3. Asbestos Safety Policy Statement

- 3.1 In recognition of its duties under the Health and Safety at Work etc. Act 1974 and other relevant legislation towards its tenants, employees, contractors, visitors, customers, and members of the public, Aberdeen City Council undertakes to manage all installed asbestos products responsibly.
- 3.2 The Council will not differentiate between the health risks presented by the three most commonly used types, Crocidolite (blue), Amosite (brown) and Chrysotile (white) asbestos.

- 3.3 The Council acknowledges its management responsibility for asbestos products, and will equate all asbestos-related works to its current Asbestos Register which forms part of this Policy document.
- 3.4 The Council will continue to survey until they have surveyed 10% of each property type for Housing Properties.
- 3.5 The Council will thereby develop and maintain a register/database of all identified asbestos products within the buildings it owns or occupies. The register/database will be kept by the Asset Policy (Housing) Team for Housing and Facilities Management for Non-Housing, information will be networked throughout all Council Directorates.
- 3.6 The Council will provide information to occupiers of its premises, giving the known and likely locations of asbestos and its condition, based on the identified places within a sample survey, by meetings and such other means as it considers appropriate.
- 3.7 Removal of asbestos products will only be undertaken when indicated by the Asbestos Register, as part of a planned refurbishment or demolition project, or in response to emergency circumstances.
- 3.8 The Council will provide guidance and awareness training for all staff likely to come into contact with asbestos during the course of their employment, and all staff likely to be involved in the management of asbestos. All contractors undertaking construction work for the Council will be required to show evidence of competency and training of their staff who may be exposed to asbestos, this will form part of the vetting procedure for the Selective Tendering List.
- 3.9 The Council will, so far as is reasonably practicable, prevent the exposure of employees to asbestos. Where this is not reasonably practicable, the Council will reduce to the lowest level reasonably practicable the exposure of employees to asbestos by measures other than the use of respiratory protective equipment.
- 3.10 The Council will, so far as is reasonably practicable, prevent the exposure of its buildings' users and the general public to asbestos.
- 3.11 The Council will not carry out any work which exposes or is liable to expose any person to asbestos.
- 3.12 The Council will not undertake or contract out any work to any building without adequate information on the nature, condition and extent of any installed asbestos product which is likely to be disturbed, this information shall be shared with contractors. The Asbestos Register will be consulted in all cases.
- 3.13 The Council undertakes not to knowingly purchase or install any asbestos containing product, and will require all suppliers to declare that any product does not contain asbestos. Where no practical alternative product is available, the presence of asbestos must be declared by the supplier, and a

record kept by the appropriate Directorate. All personnel likely to come into contact with all installed asbestos products will be made aware via the asbestos register of its nature, location and potential hazard.

- 3.14 The Council will make available, at a cost, information from the Survey to owners of former Council-owned premises, on request.
- 3.15 This policy will be reviewed annually, or as it is overtaken by significant changes in legislation or best practice.

4. Responsibilities

4.1 The Chief Executive shall be responsible for carrying out his/her obligations as contained within Aberdeen City Council's Health and Safety Policy as it relates to Asbestos Safety Management.

4.2 Directors shall be responsible for ensuring that:

Adequate resources are made available to enable the objectives of the policy to be met by ensuring arrangements are made to operate the management structures within the housing and non housing services.

- a) They have undertaken suitable and sufficient Risk Assessments within the properties where they have employees and tenants or where they are responsible for performing a delegated Council function where asbestos is present in property/dwellings under their control.
- b) They have established a process for evaluating, prioritising and financing any works that require to be undertaken in regard to the elimination, reduction or management of identified risks from asbestos, in consultation with colleagues in the corporate Health and Safety Team.
- c) They have established procedures to implement the Asbestos Register it impacts on their Service to ensure adequate management of residual or existing risks resulting from asbestos present in properties under their control.
- d) All of delegated responsibilities can be met in an evidenced and structured manner.
- e) That all incidents concerning asbestos are properly reported and investigated with suitable preventative measures implemented.

4.3 The Director of Corporate Governance shall be responsible for ensuring that:

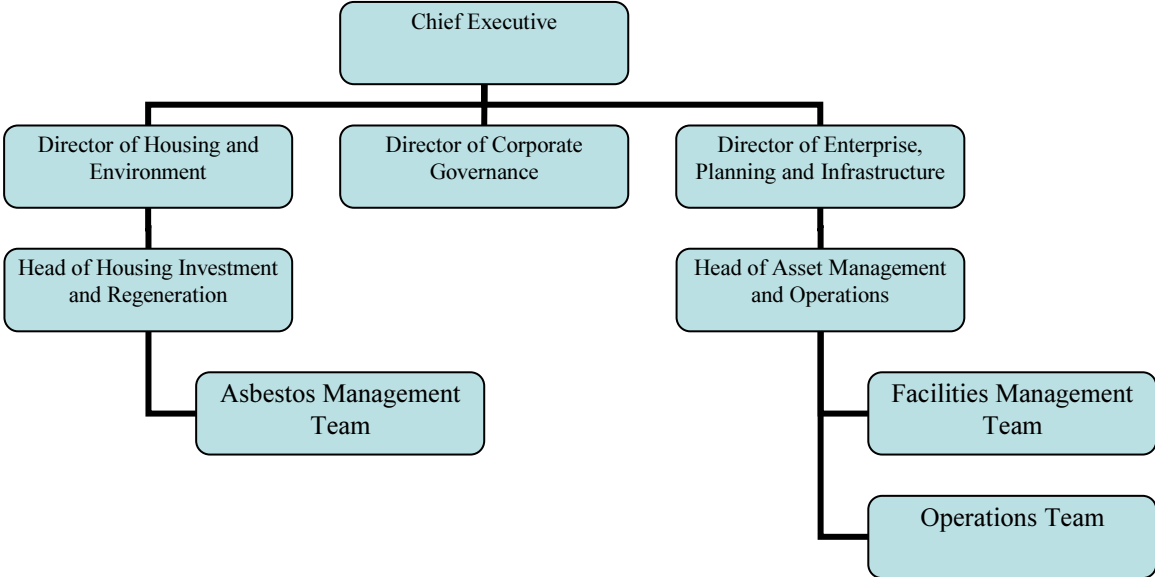
- a) The corporate Health and Safety Team consult with Service representatives on a regular basis to provide advice and facilitate in the carrying out of risk assessments for Aberdeen City Council.
- b) The corporate Health and Safety Team monitor on a regular basis on the to ensure that the agreed management systems and procedures are adequate and are being implemented.
- c) The corporate Health and Safety Team provide periodic reports to Directorates on the findings and recommendations of their inspections.
- d) As Monitoring Officer under the Local Government and Housing Act 1989 - Section 5, arrangements are established to provide the Director of Corporate Services with any reports on cases of contravention of legal requirements and statutory codes.

4.4 The Head of Service Housing Investment and Regeneration (Housing Properties) and Head of Service Asset Management and Operations (Non Housing Properties) shall be responsible for ensuring that:

- a) This corporate policy, and any relevant Service policies, for the management of risks from asbestos present in properties within their area are monitored and implemented.

- b) An Asbestos Register is established and maintained, and that:
 - i) All contract and engineering works shall be undertaken in accordance with best practice and in a manner that eliminates, reduces or controls identified risks from asbestos present in properties owned, operated by or under the control of, Aberdeen City Council.
 - ii) Staff will meet with client representatives on a regular basis as part of the contract monitoring arrangements to assist in the provision of property advice or related matters regarding implementation of the Corporate Asbestos Safety Management System where asbestos is present in property under their control.
 - iii) Property and Architectural staff carries out regular recorded monitoring of the Corporate Asbestos Safety Management System to ensure that it operates satisfactorily.
 - iv) Property and Architectural staff arranges to compile and manage an “outstanding” works list of any identified properties with asbestos and ensure that client representatives are made fully aware of the issues and the manner by which residual or existing risks from such outstanding works can be managed.
 - v) Clear lines of communications are maintained between all stakeholders. All employees involved in management of asbestos have received the necessary information, instruction and training in undertaking their duties.
 - vi) Regular meetings will take place to ensure consistency in communication, monitoring and quality between housing and non housing sections.

Responsibility Flowchart



5. ASBESTOS REGISTER

- 5.1 The Asbestos Management Team (Housing) and Facilities Management (Non Housing) will establish and maintain the Council's Asbestos Register/Database, to be accessible throughout all Directorate of the Council.
- 5.2 All Suspect Asbestos Forms, and reports of all incidents involving asbestos products are to be passed to the Asbestos Management Team (Housing) and Facilities Management (Non Housing) for recording, and updating of the Register.
- 5.3 All works involving work with asbestos products are to be notified to the Asbestos Management Team (Housing) and Facilities Management (Non Housing), as well as details of the analyses, outcome and relevant dates.
- 5.4 The Asbestos Register aims to provide a consistent approach to the management of all identified asbestos materials. It relies on visual examination and sampling by competent persons.
- 5.5 The System is based on Priority and Management scoring; the total score (together with the comments of the surveyor) will determine a Risk Classification. Each location must be scored separately.
- 5.6 The results of the survey will also include the identification and testing of materials which do not contain asbestos. These will be recorded as part of the survey results, for information purposes as the scoring will be undertaken as per HSG 227.
- 5.7 Registration of asbestos will be through the use of a 'Suspect Asbestos Form' (See **Appendix 4**) which considers the following
- (i) **POSITION**
This is divided into three levels with ratings to express the relative risk of asbestos fibres being released into the immediate environment and available for inhalation. Fibres liberated into the open air attract a score of zero to account for the dilution factor; those in internal non-occupied areas are scored as one.
Internal non-occupied areas include lift motor rooms, tank rooms, corridors, landings and common stairways.
All internal occupied areas are scored as two.
 - (ii) **CONDITION**
Condition is a measure of the physical condition at the time of the survey *e.g. cracked or broken pipe insulation*. Where fibre release is unlikely then the condition should be scored as good.
 - (iii) **DAMAGE POTENTIAL**
This is intended to reflect the likelihood of accidental damage or vandalism, as well as the requirement for maintenance work involving disturbance, *e.g. frequent removal of a service duct panel*. The system allows a score of five for high damage potential, two for medium, but if

no damage is considered likely, *e.g. the product is out of normal reach*, it should be scored as zero.

(iv) FRIABILITY

This relates to the ability of the material (ignoring its current condition) to release fibres to the surrounding atmosphere. This is a crucial health issue; therefore the score ranges from zero to five.

(v) SURFACE TREATMENT

This relates to the effectiveness of the seal over the product. Gloss painted asbestos is effectively sealed. If the seal is damaged, it should be scored as incomplete. If it is unsealed or badly damaged it should be considered as having no effective seal. Asbestos papered panels should be considered as an incomplete seal to reflect the possible fibre release during removal of the wallpaper in the future.

(vi) PRODUCT

The score relating to the product takes into account the asbestos content and the composition of the binding material. Textured coatings *e.g. Artex*, thermoplastic flooring and vinyl tiles, contain only traces of asbestos fibre and the binder effectively prevents their release.

- 5.8 It is intended that every asbestos product within each room or office will be individually scored and recorded with a sketch plan on the Suspect Asbestos Form, **Appendix 4**. A negative result is also important and must be recorded.
- 5.9 The Asbestos Register provides a risk classification only. There is no score which will automatically result in some remedial works, but a score exceeding 15 will normally demands remedial works. Conversely, there is no 'safe' score that will confer absolute freedom from risks to health.
- 5.10 Risk assessment score per asbestos containing material is established through a recognised scoring system taken from HSG 277.

6. ASBESTOS SURVEYS

6.1 The Asbestos Management Team (Housing) and Facilities Management (Non Housing) will administrate the Management Survey and Refurbishment & Demolition Survey on

- (i) all Council-owned, leased and re-inspected non-housing properties, in consultation with Directorates, premises occupiers, and users, as appropriate;
- (ii) a 10% sample of Council-owned and leased housing properties at any one time, in priority order

The results of the Survey are to be passed on to the Asbestos Management Team (Housing) and Facilities Management (Non Housing) for recording in the Asbestos Register.

6.2 Regardless of the Asbestos Survey itself, all future works of alteration, extension, modernisation, maintenance, and repair are to be pre-surveyed specifically for asbestos products and recorded. The results of all assessments and analyses are to be passed on to the Asbestos Management Team (Housing) and Facilities Management (Non Housing) for inclusion in the Asbestos Register.

7. STAFF ASBESTOS TRAINING

7.1 Guidance and awareness training is to be provided to all Council staff who are liable to come into contact with asbestos during the course of their employment, and all staff likely to be involved with management programmes of installed asbestos products.

7.2 All Building Services operatives undertaking refurbishment and maintenance work (notably joiners, electricians and plumbers) will also receive training in the use of hand tools, power tools, protective clothing, and respiratory protective equipment for works involving asbestos products.

7.3 Staff involved in surveying premises and/or supervising works which are liable to encounter asbestos will require detailed training and guidance on the relevant legislation and best procedures, as well as an understanding of the treatment and removal methods expected of contractors.

7.4 All surveys will be carried out by a competent qualified person.

8. SAMPLING OF ASBESTOS PRODUCTS

8.1 Sampling of asbestos products will only be undertaken by competent persons or companies with recognised accreditation.

8.2 Air monitoring for asbestos and fibre counting must only be undertaken by UKAS. accredited laboratories.

* **Note:** Laboratories may not supervise or undertake monitoring any works for which they completed the survey and risk assessment.

- 8.3 Prior to sampling a strategy must be formed to determine where and how many samples are to be taken. The strategy must take account of past alterations to the building, repairs to any suspect material and previous asbestos removal projects.
- 8.4 All sampling must be conducted without releasing dust to the surrounding atmosphere, and where necessary after wetting the surrounding area. Samples must be directly from the material, fallen debris must not be collected. All persons carrying out sampling must have carried out a risk assessment of their technique to ensure their personal and others' health and safety. The appropriate equipment must be used, and the appropriate personal protective equipment must be worn.
- 8.5 All sampling points must be labelled with the sample number, date and the name of the sampler. Sprayed coatings and pipe lagging sites must be filled and covered with adhesive tape, and insulating board must be repaired with filler, so that they do not present an additional risk of fibre release. All sampling points must be marked on the sketch plan associated with the risk assessment.
- 8.6 The number of samples taken must be representative of the suspected material. Guidance, taken from HSG264 states that
- (i) Sprayed coatings will be sampled once every 10-15 sq. metres, if the area exceeds 100 sq. metres, one per 25 sq. metres. At least one sample should be taken wherever the material is patched or repaired. Sampling should be no less than 100 sq. mm. throughout the entire depth of the coating.
 - (ii) Pipe lagging will be sampled every 3 metres or more frequently if the insulation obviously changes. For long pipe runs 1 sample every 6 metres will be sufficient. Attention must be given to elbows and valves where the insulation may be different from the main run of the pipe. Samples must be taken as a core of no less than 100 sq. mm. to the depth of the insulation. Boilers and calorifiers must be sampled at least twice - once at the top and once at the side. Any patched or repaired areas must also be sampled.
 - (iii) Insulating boards must be sampled wherever the suspect material appears to change or every 25 sq. metres in the case of suspended ceilings. Individual panels will be sampled if obviously different or if there is evidence of repair. Where possible samples must be taken from near the edge of the sheet to allow repair with filler.
 - (iv) Asbestos cement should be sampled only once (e.g. per roof or run of guttering) unless it obviously changes in appearance and is not a uniform material.
 - (v) Textured coatings must be sampled twice per room, or in larger areas twice per 25 sq. metres.

- (vi) One sample of each colour of thermoplastic floor tile must be taken per room or location in which they are laid.

8.7 Where the sampling officer considers that sampling at the above rates will damage the integrity of the material and it is unnecessary, fewer samples may be taken and this must be indicated in the survey report.

8.8 All analysis must be in accordance with current legislation and best practice.

9. MANAGEMENT OF INSTALLED ASBESTOS PRODUCTS

9.1 It is deemed unnecessary to seal, enclose or remove materials containing asbestos which are undamaged and unlikely to release dust. These are assessed under the Asbestos Register, and are subject to the following;

- (i) the occupiers of the building must be made aware of its location and of the appropriate precautions to be taken;
- (ii) where asbestos material has been identified on a sample survey, the occupiers of all similar buildings/dwellings in the block are notified in writing of the likely locations of asbestos, based on the results of the sample survey, as appropriate;
- (iii) the presence of a material containing asbestos is noted on Asbestos Survey forms for inclusion in the asbestos register/database and must be updated by the Asbestos Management Team (Housing) and Facilities Management (Non Housing) as soon as removal has been completed. Periodic re-inspection must be undertaken by the Asbestos Management Team (Housing) and Facilities Management (Non Housing) or any other premises management team responsible, to ensure the condition of the material has not changed. As with the original Survey inspection, the re-inspection will be visual only to avoid unnecessary disturbance or fibre release, and will not normally involve removal of finishes *e.g. duct panels, ceiling tiles*.

The frequency of re-inspection is determined as follows

Sprayed asbestos coatings	Once per three months or on reported damage
Pipe lagging (include rope)	Once per three months or on reported damage
Insulating board	Once per ten years or on reported damage
Cement sheet	On reported damage only
Textured coatings	On maintenance works only
Vinyl flooring	On maintenance works only
Reinforced plastics	On maintenance works only

- (iv) Unit Managers with responsibilities for premises management, either directly or through contracting or agency arrangements, will ensure the management of asbestos in accordance with the requirements of this Policy.

- (v) Any vandalism or damage caused to asbestos materials is to be reported to either the Asbestos Management Team (Housing) or Facilities Management (Non Housing) by the occupiers of the premises concerned as soon as possible.

9.2 If, on re-inspection, any material containing asbestos is found to be damaged or has deteriorated, it will be reassessed for the register by the Asbestos Management Team or Facilities Management Team.

10. EMERGENCY PROCEDURES

10.1 If suspected asbestos is discovered by any contractor once work has commenced and the material is undamaged, no further work is to be undertaken that could cause deterioration of the asbestos or the release of asbestos fibres into the air. The Asbestos Management Team (Housing) Facilities Management (Non-Housing) must be contacted immediately.

10.2 Upon notification of the discovery of suspected asbestos material, the Supervising Officer will:

- (i) Immediately advise his/her Line Manager;
- (ii) Asbestos Management Team (Housing) Facilities Management (Non-Housing) arrange for the material to be sampled;
- (iii) Liaise with the Client/Client Directorate as appropriate.

10.3 If the material is confirmed as containing asbestos the Supervising Officer will arrange for air sampling to be undertaken and for an assessment to be made to determine whether any of the works will result in people being exposed to asbestos.

10.4 If the assessment indicates no exposure is likely, the works may continue. An Asbestos Survey form is to be completed by the a Supervising Officer for submission to the Asbestos Management Team (Housing) or Facilities Management (Non-Housing) for the asbestos register to be updated. If the assessment indicates that exposure is likely, the Supervising Officer and Line Manager will decide on the action to be taken, and will issue an appropriate variation order to the Contract. The Client/Client Directorate will be so advised.

10.5 In the event of any member of Council staff or any contractor inadvertently damaging a product thought to contain asbestos, or discovering damaged suspected asbestos, the following procedure is to apply:

- (i) leave the room or, if not in a defined room, the immediate area, closing all doors and switching off any ventilation equipment;
- (ii) report the incident to the Asbestos Management Team (Housing) or Facilities Management (Non-Housing) and the premises manager or representative at once;
- (iii) the Supervising Officer will notify his Line Manager as soon as possible;

- (iv) the Supervising Officer will consult the Asbestos Register to determine if the product is known to contain asbestos;
 - (v) if not, the Supervising Officer or Line Manager will arrange for the material to be sampled;
 - (vi) if asbestos content is confirmed, the Supervising Officer or Line Manager will so advise the Client/Client Directorate/premises manager, and will arrange for air monitoring to be undertaken;
 - (vii) if emergency work is required to make the area safe, the Supervising Officer or Line Manager will arrange for the urgent treatment of the material by licensed contractor;
 - (viii) provide information to the employee with actual health risk of exposure.
- 10.6 The procedure at 11.5 is represented in the Flowchart attached as **Appendix 2**.
- 10.7 If there has been an uncontrolled release at a concentration in excess of the appropriate control limits, a record is to be made for the employee's personal record, using the form attached as **Appendix 3**.
A copy of this form should be given to the employee with advice that it should be retained indefinitely.
- 10.8 Refresher training and Awareness training will be on an annual basis.

11. MAINTENANCE & BUILDING WORKS

- 11.1 When preparing tender documents for any maintenance and building works, the Duty Holder will take all reasonable steps to determine if asbestos is present, including reference to the premises records and the Asbestos Register/Database. Any information regarding the presence of asbestos will be made available to Contractors, together with a warning that not all asbestos material may have been identified.
- 11.2 All work to asbestos insulating board in occupied areas will be considered 'Major Work' as defined in ACoP (Approved Code of Practice) L28, and will therefore require the appropriate controls.
- 11.3 All contractors carrying out construction work will be required, as part of the vetting procedure for the Council's Corporate Procurement Policy, to provide evidence of asbestos awareness training given to their staff who may come into contact with asbestos.
- 11.4 All contractors, whether Building Services or private sector, who are to carry out any work involving materials which contain asbestos must be in possession of a licence issued by HSE. under the Asbestos Licensing Regulations 1983, and must also be authorised for the appropriate category on the Council's Selective Tendering List:
- i. Sprayed coatings
 - ii. Thermal insulation
 - iii. Insulating board
 - iv. Textured coatings
- 11.5 Prior to the commencement of any maintenance or building work for Aberdeen City Council the contractor shall ensure that a suitable and satisfactory risk assessment is completed. This shall include the assessment of any potential asbestos exposure.
- 11.6 Prior to the commencement of any building or maintenance work, the contractor shall complete a plan of work.
- 11.7 The assessment and plan of work must be in writing and submitted to the Supervising Officer. Written approval of the assessment and plan of work must be obtained before commencement of any work with asbestos. Generic assessments and plans of work are acceptable for repetitive tasks carried out in the same manner in similar locations. N.B. *This is in addition to any statutory notification to HSE required of the contractor.*
- 11.8 Where the work method has to be varied due to a change in specification or an instruction to carry out additional works, an amended assessment and plan of work must be prepared and approved by a competent qualified person before commencement of any work with asbestos.
- 11.9 The Council and every contractor shall prevent the exposure of employees to asbestos; where this is not reasonably practicable, the contractor shall reduce

the exposure to the lowest reasonably practicable level by measures other than the use of respiratory protective equipment.

- 11.10 Exposure to asbestos should be reduced so far as is reasonably practicable by
- (i) the removal of materials containing asbestos before any other major work begins;
 - (ii) segregation by not carrying out asbestos work and other work in the same place at the same time;
 - (iii) operational methods which minimise breakage, abrasion, cutting or machining of asbestos materials;
 - (iv) dust suppression by wetting where appropriate.
- 11.11 Where, despite the measures described in the above paragraph, exposure cannot be reduced to below the appropriate control limit, suitable respiratory protective equipment must be used.
- 11.12 An assessment should be made as to the requirement for protective clothing. If this determines that protective clothing is required, must be used
- 11.13 Any contractor engaged as a domestic sub-contractor who is carrying out any work with asbestos based material in any building to which this policy applies, must be included within the appropriate financial range of the current Corporate Procurement Policy.
- 11.14 All contractors carrying out work with any asbestos product in any building to which this policy applies must have the following documents available for inspection on site:
- 1 Copy of the plan of work
 - 2 Copy of licence for work with asbestos where appropriate
 - 3 Copy of the ASB5 notification form where appropriate
 - 4 A copy of the waiver where appropriate
 - 5 A copy of the work programme
 - 6 A copy of the current Employers' and Public Liability insurance scheme
 - 7 Copies of all relevant medical certificates where appropriate
 - 8 Copies of all relevant training certificates
 - 9 Copies of all relevant plant test certificates
 - 10 A copy of the waste carrier's registration where appropriate
 - 11 Copies of all consignment notes where appropriate
 - 12 COSHH assessments for all products in use
 - 13 Risk assessments for the proposed work
 - 14 Copies of air monitoring certificates and bulk sample analysis where appropriate.
- 11.15 All contractors carrying out work with an asbestos product in any building to which this policy applies must keep and maintain a safety file of the activity on the site.

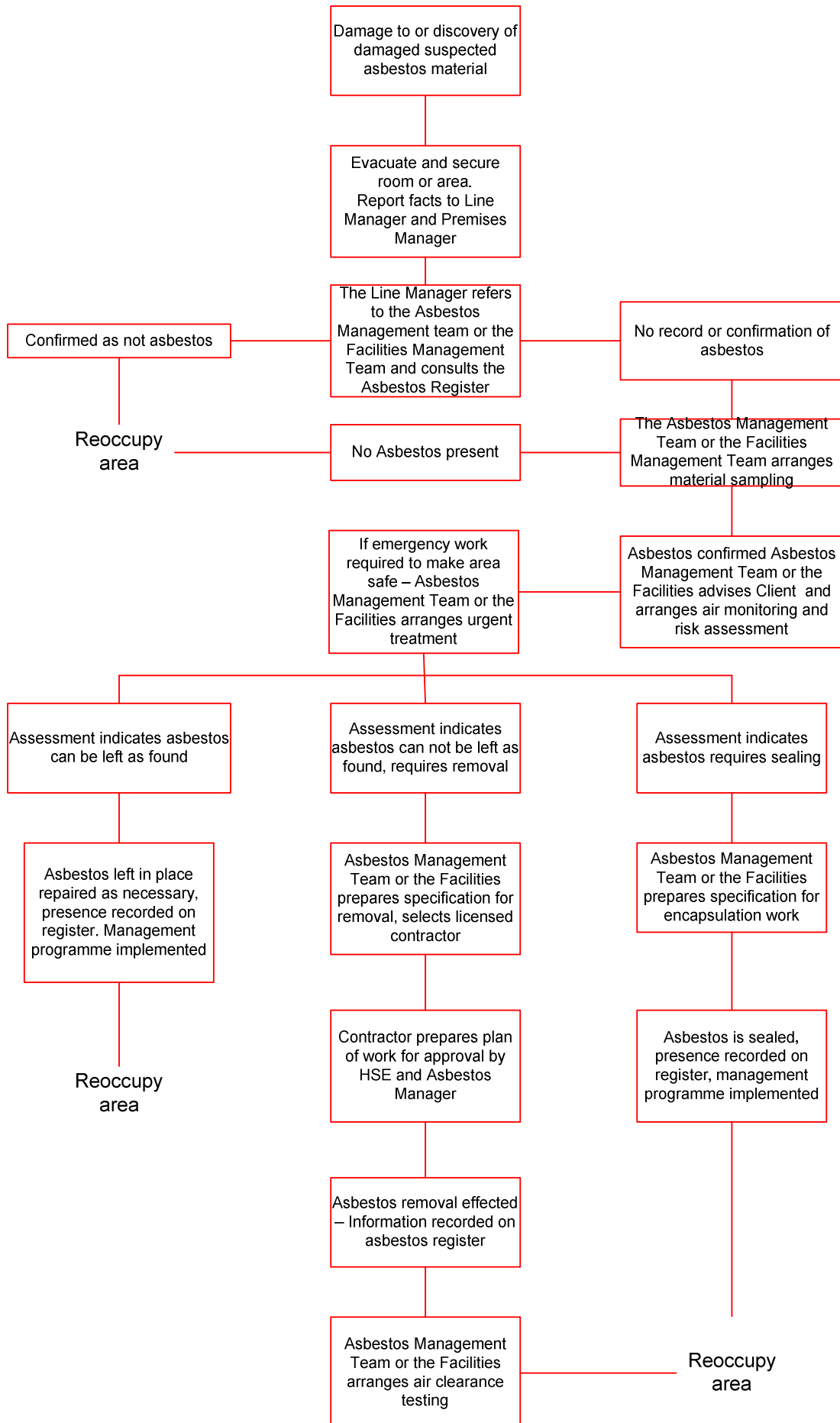
Material Assessment Algorithm Score Guide

Sample Variables	Score	Examples of scores
Product type (or debris from product)	1	Asbestos-reinforced composites (plastics, resins, mastics, roofing felts, vinyl floor tiles, semi-rigid paints or decorative finishes, asbestos cement etc)
	2	Asbestos insulating board, mill boards, other low density insulation boards, asbestos textiles, gaskets, ropes and woven textiles, asbestos paper and felt.
	3	Thermal insulation (eg pipe and boiler lagging), sprayed asbestos, loose asbestos, asbestos mattresses and packing.
Extent of damage/deterioration	0	Good condition: no visible damage.
	1	Low damage: a few scratches or surface marks; broken edges or boards, tiles etc.
	2	Medium damage: Significant breakage of materials or several small areas where material has been damaged revealing loose asbestos fibres.
	3	High damage or delamination of materials, sprays and thermal insulation. Visible asbestos debris.
Surface treatment	0	Composite materials containing asbestos: reinforced plastics, resins, vinyl tiles.
	1	Enclosed sprays and lagging, AIB (with exposed face painted or encapsulated), asbestos cement sheets etc.
	2	Unsealed AIB, or encapsulated lagging and sprays.
	3	Unsealed lagging and sprays.
Asbestos type	1	Chrysotile.
	2	Amphibole asbestos excluding crocidolite.
	3	Crocidolite.

Priority Assessment Algorithm Score Guide

Assessment factor	Score	Examples of score variables
Normal occupant activity Main type of activity in area	0 1 2 3	Rare disturbance activity (eg little used store room) Low disturbance activities Periodic disturbance (eg industrial or vehicular activity which may contact ACMs) High levels of disturbance (eg fire door with asbestos insulating board sheet in constant use)
Secondary activities for area	As above	
Likelihood of disturbance Location Accessibility Extent/amount	0 1 2 3 0 1 2 3 0 1 2 3	Outdoors Large rooms or well-ventilated areas Room up to 100 m ² Confined spaces Usually inaccessible or unlikely to be disturbed Occasionally likely to be disturbed Easily Disturbed Routinely disturbed Small amounts or items (eg strings, gaskets) <10 ^{m²} or <10 ^m pipe run >10 ^{m²} to <50 ^{m²} or 10 ^m to 50 ^m pipe run >50 ^{m²} or 50 ^m pipe run
Human exposure potential Number of occupants Frequency of use of area Average time area is in use	0 1 2 3 0 1 2 3 0 1 2 3	None 1–3 4 to 10 >10 Infrequent Monthly Weekly Daily < 1 hour >1 to <3 hours >3 to <6 hours >6 hours
Maintenance activity Type of maintenance activity Frequency of Maintenance	0 1 2 3 0 1 2 3	Minor disturbance (eg possibility of contact when gaining access) Low disturbance (eg changing light bulbs in asbestos insulating board ceiling) Medium disturbance (eg lifting one or two asbestos insulating board ceiling tiles to access a valve) High levels of disturbance (eg removing a number of asbestos insulating board ceiling tiles to replace a valve or for recabling) ACM unlikely to be disturbed for maintenance < 1 per year >1 per year > 1 per month

EMERGENCY PROCEDURE FLOWCHART



SUSPECTED EXPOSURE TO AIRBORNE ASBESTOS FORM.

PERSONAL DETAILS

SURNAME	FORENAME(S)
SERVICE	DATE OF BIRTH
SECTION	PAY NO.
JOB TITLE	

NAME AND ADDRESS OF INCIDENT PREMISES

DATE OF INCIDENT

DETAILS OF INCIDENT

Project ref. no. and Title

Location of premises

Work being carried out

Detail of operation being undertaken

Duration of exposure

After analysis, air monitoring

Class of asbestos : * Insulation or coating, Insulating board, Asbestos Cement

Asbestos Type : * Blue, Brown, White

** delete as appropriate*

Air monitoring results

Signed
(Manager)

Signed
(employee)

Name

Position

Date

Original to employee file/copy to employee

SUSPECT ASBESTOS FORM

Completed By:

(print)

Date:

Prop. ID. (UPRN)
Address:
Room / Space
Location
Product Type Length : Area : Volume :
Sketch(es)

ASBESTOS REGISTER						SCORE
POSITION	External	0	Internal	1	Internal Occupied	2
CONDITION	Good	0	Fair	2	Poor	4
DAMAGE POTENTIAL	Low	0	Medium	1	High	2
FRIABILITY	Low	0	Medium	2	High	5
SURFACE TREATMENT	Intact seal	0	Incomplete seal	1	Damaged or no effective seal	4
PRODUCT	Textured coatings	0	Asbestos Cement	1	Sprayed Coatings Lagging, or fibrous gasket	6 4
	Thermoplastic					

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ABERDEEN
CITY COUNCIL

Policy on Gas Safety

November 2010

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- 2.0 Policy Reference
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1. Aims and Objectives

Aim

The Aim of Aberdeen City Council's Gas Policy is to protect the health and safety of its citizens, its staff and any third parties, whilst retaining its responsibilities for gas and gas related appliances.

Objectives

The Objectives supporting the Council's Aim are to

Ensure that gas inspections and services are completed in accordance with current law and best practice.

Ensure that installations in Council owned or maintained properties are carried out to the highest registered standards whilst preserving best value for the Council

Survey customers' views on the service they receive; take action to remedy any problems and use the results to continually improve its policies and procedures

Ensure the proper records and certification is maintained to meet gas safe regulatory requirements

2. Policy Reference

2.1 This policy document refers to the following aims and objectives outlined in the Council's general statement of Health & Safety policy as agreed on 9 February 2010

The standard will be achieved by:

- a) Gaining, and maintaining, the commitment and participation of all employees in creating and maintaining a positive health and safety culture;
- b) Meeting it's responsibilities to employees, and others in a way which recognises that legal requirements are the minimum standard – Aberdeen City Council will always strive to go further than minimum standards;
- c) Adopting a planned and systematic approach to the implementation of the Council's Health and Safety Policy to ensure, so far as is reasonably possible

- i) the provision and maintenance of plant and systems of work that are safe and without risks to health;
 - ii) arrangements are in place for the safety (and absence of risks to health) in connection with the use, handling, storage and transport of articles and substances;
 - iii) the provision of such information, instruction, training and supervision as is necessary to secure the health and safety at work of its employees and other persons;
 - iv) that any place of work under the Council's control provides safe access and egress, without risks to health;
 - v) the provision and maintenance of a working environment for employees that is safe, without risks to health , and adequate as regards facilities and arrangements for their welfare at work.
- d) Identifying and assessing the risks associated with all activities of the Council with the aim of eliminating or controlling the risks, so far as is reasonably practicable.
- e) Allocating sufficient resources to meet the requirements of this policy;
- f) Planning for health and safety including the setting of realistic short and long term objectives, deciding priorities and establishing meaningful performance standards;
- g) Monitoring and reviewing performance on a regular basis to ensure that high standards are maintained and improved;
- h) Maintaining an effective system of joint consultation with trade union appointed safety representatives and , where elected, non trade union representatives of employee safety, as appropriate resources, including time off to enable them to carry out their functions;
- i) Maintaining arrangements for co-ordination and co-operation with other employers where Council employees of clients share premises, facilities or activities with persons working in other organisations; and
- j) Ensuring that the demands of activities do not exceed the capabilities of staff and clients to carry out work without risk to themselves or others.

3. Gas Safety Statement

- 3.1** All reasonable steps will be taken to secure the health and safety of employees, tenants, and others who use or operate gas appliances supplied by mains, tanked or bottled gas.
- 3.2** In order to reduce the risks associated with the use of appliances and installations using gas, the Council will ensure:
- a) That gas installations and appliances are designed and installed by qualified and competent persons in accordance with the Gas Safety (Installation and Use) Regulations 1998.
 - b) That gas installations are maintained in a safe condition by carrying out annual safety checks, regular maintenance and Landlords certification safety check undertaken every year.
 - c) That gas appliances are inspected and tested to an agreed schedule to meet current legislation.
 - d) Safe systems of work for maintenance, inspection or testing are promoted and implemented.
 - e) Monitoring of gas inspection, design and installation work, and the gas safety management system is carried out by competent persons.
 - f) That contractors and persons who carry out work on gas installations and appliances are competent to do so.
 - g) Suitable personal protective equipment is provided if required to include special tools, protective clothing and gas detection devices and such equipment is maintained in good condition.
 - h) Safety information is exchanged with contractors ensuring that they are fully aware of (and prepared to abide by) the Council's health and safety arrangements.
 - i) Develop effective communication of relevant gas related information between key stakeholders.
 - j) Detailed records required by the regulations and in relation to the above are maintained.
 - k) Corporate procurement policies and procedures will be followed in tendering gas related work. Robust framework for the management of contractors will be undertaken.

- l) Those involved in gas related work will be competent and have received the identified information, instruction training and supervision.

4. Responsibilities

4.1 The Chief Executive shall be responsible for carrying out his/her obligations as contained within Aberdeen City Council's Health and Safety Policy as it relates to Gas Safety Management.

4.2 Directors shall be responsible for ensuring that:

Adequate resources are made available to enable the objectives of the policy to be met by ensuring arrangements are made to operate the management structures within the housing and non housing services.

- a) They have undertaken suitable and sufficient Risk Assessments within the properties where they have employees and tenants or where they are responsible for performing a delegated Council function where gas or gas installations are present in property/dwellings under their control.
- b) They have established a process for evaluating, prioritising and financing any works that require to be undertaken in regard to the elimination, reduction or management of identified risks from gas or gas installations, in consultation with colleagues in the corporate Health and Safety Team.
- c) They have established procedures to implement the Corporate Gas Safety Management System as it impacts on their Service to ensure adequate management of residual or existing risks resulting from gas or gas installations present in properties under their control.
- d) All of delegated responsibilities can be met in an evidenced and structured manner.
- e) That all incidents or accidents concerning gas or gas installations are properly reported and investigated with suitable preventative measures implemented.

4.3 The Director of Corporate Governance shall be responsible for ensuring that:

- a) The corporate Health and Safety Team consult with client representatives on a regular basis to review and provide advice in the carrying out of risk assessments.
- b) The corporate Health and Safety Team carry out regular inspections on the premises to ensure that the agreed management systems and procedures are adequate and are being implemented.
- c) The corporate Health and Safety Team provide periodic reports to client services and others on the findings and recommendations of their inspections.
- d) As Monitoring Officer under the Local Government and Housing Act 1989 - Section 5, arrangements are established to provide the Director of Corporate Services with any reports on cases of contravention of legal requirements and statutory codes.

4.4 The Head of Service Housing Investment and Regeneration (Housing Properties) and Head of Service Asset Management and Operations (Non Housing Properties) shall be responsible for ensuring that:

- a) This corporate policy, and any relevant Service policies, for the management of risks from gas or gas installations present in properties within their area are monitored and implemented.

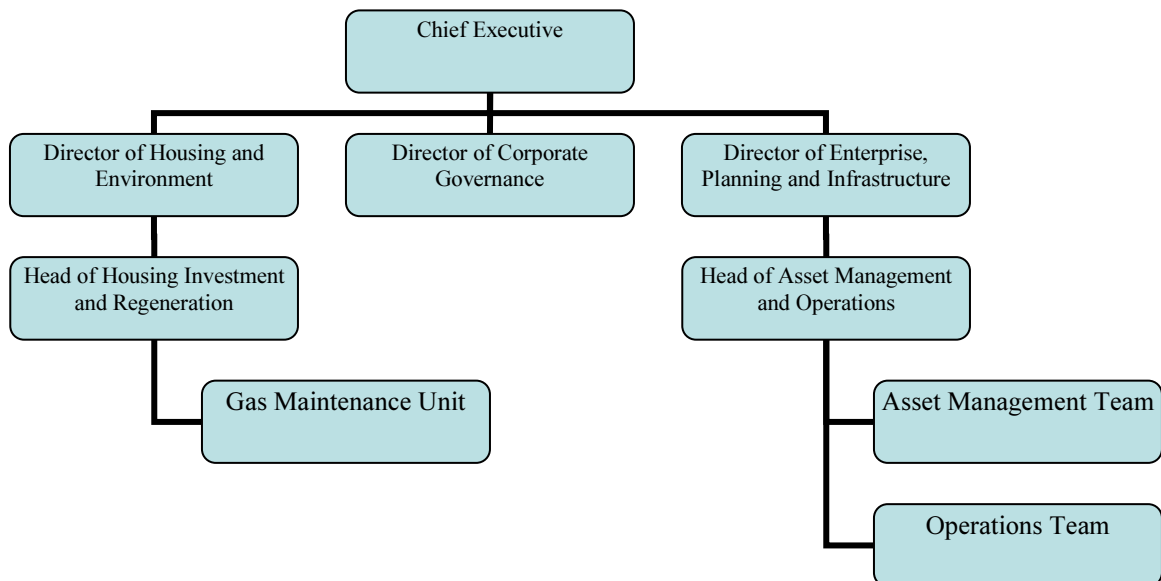
4.5 These Heads of Service shall be responsible for ensuring that a Corporate Gas Safety Management System is established and maintained, and that:

- a) All contract and engineering works shall be undertaken in accordance with best practice and in a manner that eliminates, reduces or controls identified risks from gas or gas installations present in properties owned, operated by or under the control of, Aberdeen City Council.
- b) Property and Architectural staff will meet with client representatives on a regular basis as part of the contract monitoring arrangements to assist in the provision of property advice or related matters regarding implementation of the Corporate Gas Safety Management System where gas or gas installations are present in property under their control.
- c) Property and Architectural staff carries out regular recorded monitoring of the Corporate Gas Safety Management System to ensure that it operates

satisfactorily and that properties with gas installations are performing to legislative standards.

- d) Property and Architectural staff arranges to compile and manage an “outstanding” works list of any identified gas defect items and ensure that client representatives are made fully aware of the issues and the manner by which residual or existing risks from such outstanding works can be managed.
- e) Clear lines of communications are maintained between all stakeholders. All employees involved in management of gas have received the necessary information, instruction and training in undertaking their duties.
- f) Regular meetings will take place to ensure consistency in communication, monitoring and quality between housing and non housing sections.

Responsibility Flowchart



5. Safe System of Work

- 5.1** Accidents involving gas can have very serious consequences arising from either burns or explosion and carbon monoxide poisoning from waste products.
- 5.2** Any gas related incident shall be thoroughly investigated (either as the result of an HSE request after a RIDDOR (Reporting of Injuries Diseases and Dangerous Occurrences Regulations) of or resulting from day to day monitoring). All responsible persons shall be made aware of such incidents and have the relevant input into the investigation, reporting and reviewing process.
- 5.3** A Corporate Gas Safety Management System will:
- a) Identify key senior managers with overall responsibility for ensuring that the gas safety policy implementation, and ongoing policy development is carried out.
 - b) Establish responsibilities of individual managers in relation to employer and landlord duties where gas installations are present in premises under their control.
 - c) Commits senior managers to the provision of appropriate financial resources to ensure that annual gas safety checks and maintenance are carried out.
 - d) Expresses commitment to maintaining effective systems of communication on gas related health and safety matters.
 - e) Express commitment to planning regular review and development of the gas safety policy.
 - f) Includes written statements of organisation and arrangements for planning, monitoring, and auditing of the management system to ensure its effectiveness.
 - g) Include procedures, flowcharts and management structure
 - h) Arrangements in dealing with an F2508G flammable substances and gas incident.

6. Implementation and Guidance

- 6.1** Guidance will be issued to provide more detailed information on and assist in the implementation of the following aspects of this policy. More detailed information on implementation and guidance is available in the Gas Safety Management Procedure

7. Legal Reference

- 7.1** This policy further develops the provisions the Council will make in relation to the following statutory requirements:
- a) The Health & Safety at Work etc Act 1974
 - b) The Gas Safety (Installation and Use) Regulations 1998
 - c) The Management of Health and Safety at Work Regulations 1999.

8. Review of Policy

Review of policy to be undertaken on a regular basis in line with legislative and guidance changes.



ABERDEEN
CITY COUNCIL

Policy on the Management
of Legionella Bacteria

November 2010

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1. Aims and Objectives

Aim

The aim of Aberdeen City Council Legionella Policy is to protect the health and safety of its citizens, its staff and any third parties, whilst retaining its responsibilities for managing safety against the Legionella bacteria within its estate.

The aim of Aberdeen City Council's policy and procedures for the Management of Legionella is to ensure that the Council fully complies with its statutory obligations, as defined within the Health & Safety at Work etc Act 1974 (HSWA), the Control of Substances Hazardous to Health Regulations 1999 (COSHH) and the Management of Health and Safety at Work Regulations 1999 (MHSWR) concerning the risk from exposure to Legionella bacteria.

Objectives

The Objectives supporting the Council's Aim are to

Ensure that the Council fully complies with its statutory obligations as defined within the Health & Safety at Work etc Act 1974 (HSWA), the Control of Substances Hazardous to Health Regulations 1999 (COSHH) and the Management of Health and Safety at Work Regulations 1999 (MHSWR) concerning the risk from exposure to Legionella bacteria.

Ensure that the Council complies with the guidance contained within the HSE Approved Code of Practice - Legionnaires' Disease; The Control of Legionella Bacteria in Water Systems (ACOP L8)

Ensure that employees, contractors and the public are not exposed to any risk from Legionella bacteria

Underline the Council's commitment to health and safety.

2. Policy Reference

2.1 This policy document refers to the following aims and objectives outlined in the Council's general statement of Health & Safety policy as agreed on 9 February 2010

The standard will be achieved by:

- a) Gaining, and maintaining, the commitment and participation of all employees in creating and maintaining a positive health and safety culture;
- b) Meeting its responsibilities to employees, and others in a way which recognises that legal requirements are the minimum standard – Aberdeen City Council will always strive to go further than minimum standards;

- c) Adopting a planned and systematic approach to the implementation of the Council's Health and Safety Policy to ensure, so far as is reasonably possible
 - i) the provision and maintenance of plant and systems of work that are safe and without risks to health;
 - ii) arrangements are in place for the safety (and absence of risks to health) in connection with the use, handling, storage and transport of articles and substances;
 - iii) the provision of such information, instruction, training and supervision as is necessary to secure the health and safety at work of its employees and other persons;
 - iv) that any place of work under the Council's control provides safe access and egress, without risks to health;
 - v) the provision and maintenance of a working environment for employees that is safe, without risks to health , and adequate as regards facilities and arrangements for their welfare at work.
- d) Identifying and assessing the risks associated with all activities of the Council with the aim of eliminating or controlling the risks, so far as is reasonably practicable.
- e) Allocating sufficient resources to meet the requirements of this policy;
- f) Planning for health and safety including the setting of realistic short and long term objectives, deciding priorities and establishing meaningful performance standards;
- g) Monitoring and reviewing performance on a regular basis to ensure that high standards are maintained and improved;
- h) Maintaining an effective system of joint consultation with trade union appointed safety representatives and , where elected, non trade union representatives of employee safety, as appropriate resources, including time off to enable them to carry out their functions;
- i) Maintaining arrangements for co-ordination and co-operation with other employers where Council employees of clients share premises, facilities or activities with persons working in other organisations; and
- j) Ensuring that the demands of activities do not exceed the capabilities of staff and clients to carry out work without risk to themselves or others.

3. Responsibilities

3.1 The Chief Executive shall be responsible for carrying out his/her obligations as contained within Aberdeen City Council's Health and Safety Policy as it relates to Legionella Bacteria Management.

3.2 Directors shall be responsible for ensuring that:

Adequate resources are made available to enable the objectives of the policy to be met by ensuring arrangements are made to operate the management structures within the housing and non housing services.

- a) They have undertaken suitable and sufficient Risk Assessments within the properties where they have employees and tenants or where they are responsible for performing a delegated Council function where the Legionella bacteria is or may be present in property/dwellings under their control.
- b) They have established a process for evaluating, prioritising and financing any works that require to be undertaken in regard to the elimination, reduction or management of identified risks from Legionella Bacteria, in consultation with colleagues in the corporate Health and Safety Team.
- c) They have established procedures to implement the Corporate Management System for the Identification, Control and Removal of Legionella Bacteria as it impacts on their Service to ensure adequate management of residual or existing risks resulting from Legionella being present in properties under their control.
- d) All of delegated responsibilities can be met in an evidenced and structured manner.
- e) That all incidents or accidents concerning Legionella are properly reported and investigated with suitable preventative measures implemented.

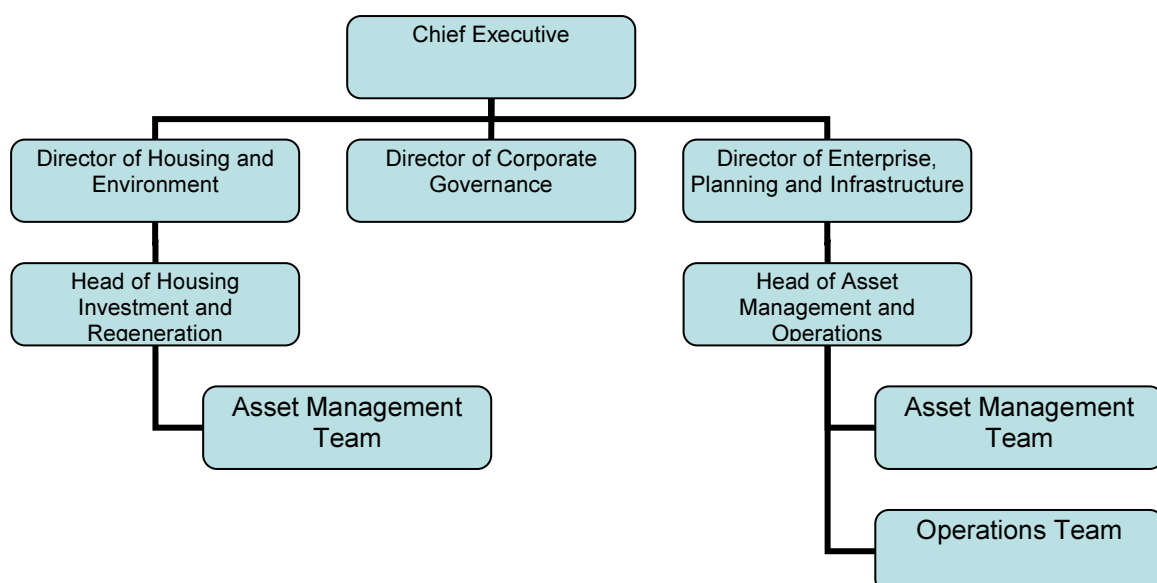
3.3 The Director of Corporate Governance shall be responsible for ensuring that:

- a) The corporate Health and Safety Team consult with client representatives on a regular basis to review and provide advice in the carrying out of risk assessments.
- b) The corporate Health and Safety Team carry out regular inspections on the premises to ensure that the agreed management systems and procedures are adequate and are being implemented.
- c) The corporate Health and Safety Team provide periodic reports to client services and others on the findings and recommendations of their inspections.
- d) As Monitoring Officer under the Local Government and Housing Act 1989 - Section 5, arrangements are established to provide the Director of Corporate Services with any reports on cases of contravention of legal requirements and statutory codes.

3.4 The Head of Service Housing Investment and Regeneration (Housing Properties) and Head of Service Asset Management and Operations (Non Housing Properties) shall be responsible for ensuring that:

- a) This corporate policy, and any relevant Service policies, for the management of risks from Legionella Bacteria present in properties within their area are monitored and implemented.
- 3.5** These Heads of Service shall be responsible for ensuring that a Corporate Management System for the Identification, Control and Removal of Legionella Bacteria is established and maintained, and that:
- a) All contract and engineering works shall be undertaken in accordance with best practice and in a manner that eliminates, reduces or controls identified risks from Legionella present in properties owned, operated by or under the control of, Aberdeen City Council.
- b) Property and Architectural staff will meet with client representatives on a regular basis as part of the contract monitoring arrangements to assist in the provision of property advice or related matters regarding implementation of the Corporate Management System for the Identification, Control and Removal of Legionella Bacteria present in property under their control.
- c) Property and Architectural staff carries out regular recorded monitoring of the Corporate Management System for the Identification, Control and Removal of Legionella Bacteria to ensure that it operates satisfactorily.
- d) Property and Architectural staff arranges to compile and manage an “outstanding” works list of any identified defect items which may lead to Legionella and ensure that client representatives are made fully aware of the issues and the manner by which residual or existing risks from such outstanding works can be managed.
- e) Clear lines of communications are maintained between all stakeholders. All employees involved in management of the Legionella Bacteria have received the necessary information, instruction and training in undertaking their duties.
- f) Regular meetings will take place to ensure consistency in communication, monitoring and quality between housing and non housing sections.

Responsibility Flowchart



4. Background to Legionnaires' Disease

Legionnaires' disease is a potentially fatal form of pneumonia which can affect anybody, but which principally affects those who are susceptible because of age, illness, smoking etc. It is caused by the bacterium *Legionella Pneumophila* which can also cause less serious illnesses which are not fatal or permanently debilitating.

On average there are approximately 200 - 250 reported cases of Legionnaires' Disease each year in the UK. It is thought however, that the total number of cases of the disease may be generally underestimated. Infections which originate in the UK are often sporadic, for which no source of infection is traced. However clusters of cases also occur and outbreaks have been associated with cooling tower systems and hot and cold water systems in factories, hotels, hospitals and other public buildings.

Legionella bacteria are common and can generally be found in environmental water sources such as rivers, lakes and reservoirs, usually low in numbers. The bacteria can survive under a variety of conditions and have been found in water at temperatures between 6°C and 60°C but temperatures in the range 20°C and 45°C seem to favour growth.

To reduce the possibility of creating conditions in which the risk from exposure to legionella bacteria is increased, it is important to control the risk by introducing measures which:

- (a) do not allow proliferation of the organisms in the water system; and
- (b) reduce, so far as is reasonably practical, exposure to water droplets and aerosol.

It is this potential risk that drives the Council's Management of Legionella Policy and Procedures.

5. Managing Legionella Bacteria - Legislative Requirements

Duties under the HSWA extend to risks from legionella bacteria which may arise from work activities. The MHSWR provide a broad framework for controlling health and safety at work, requiring risk assessments and employers to have established procedures to be followed by staff if situations presenting serious or imminent danger were to arise.

More specifically the COSHH Regulations provide a framework of actions designed to control the risk from a range of hazardous substances including biological agents. The essential elements of COSHH are:

- (a) risk assessment;
- (b) prevention of exposure or substitution with a less hazardous substance if this is possible or substitution of a process or method with a less hazardous one;
- (c) control of exposure where prevention or substitution is not reasonably practicable;
- (d) maintenance, examination and testing of control measures, eg automatic dosing equipment for delivery of biocides and other treatment chemicals;
- (e) provision of information, instruction and training for employees; and
- (f) health surveillance of employees (where appropriate, and if there are any valid techniques for detecting indications of disease) where exposure may result in an identifiable disease or adverse health effect.

Those who have, to any extent, control of premises, have a duty under the Notification of Cooling Towers and Evaporative Condensers Regulations 1992 to notify the Local Authority (the HSE) in writing with details of 'notifiable devices'. Aberdeen City Council has no such devices.

The above list is indicative of the scope of the regulations but is not exhaustive.

6. Property Subject to Legislative Requirements

Currently the Approved Code of Practice applies to the control of legionella bacteria in any undertaking involving a work activity and to premises controlled in connection with a trade, business or other undertaking where water is used or stored and where there is a means of creating and transmitting water droplets which may be inhaled, thereby causing a reasonably foreseeable risk of exposure to legionella bacteria.

A reasonably foreseeable risk of exposure to legionella bacteria exists in:

- (a) water systems incorporating a cooling tower (as previously stated Aberdeen City Council has no such systems);

- (b) water systems incorporating an evaporative condenser;
- (c) hot and cold water systems; and
- (d) other plant and systems containing water which is likely to exceed 20°C and which may release a spray or aerosol (ie a cloud of droplets) during operation or when being maintained.

A simple risk assessment will show that risks are low in small domestic type water systems where temperatures and water turnover are high, or where instantaneous water heaters are used. Therefore this policy and procedure need not be applied to general Council housing and be limited to the Council's public buildings (schools, community centres, offices, libraries and the like), sheltered housing stock and multi-story housing blocks

Good practice would be to implement the same working practices referred to hereafter for all these properties wherever possible.

7. Managing Legionella - Core Functions

Management of legionella places a statutory responsibility on Aberdeen City Council and compliance with this obligation necessitates that the Council must undertake the following core functions:

- (a) carry out a suitable and sufficient assessment of the risk of exposure to legionella bacteria;
- (b) manage any identified risk;
- (c) prevent or control the risk from exposure to legionella bacteria; and
- (d) keep appropriate records including details of the persons responsible for managing the scheme and the results of any monitoring, inspection, test or check carried out.

8. Dutyholders under the Regulations

Under the regulations the dutyholder is defined as the employer or person who is in control of premises or systems in connection with work where the risk is present from systems in the building. The duty holder must appoint a person to take day-to-day responsibility for controlling any identified risk from legionella bacteria. The appointed 'responsible person' should be a director, manager or have similar status or authority.

In terms of the Council the dutyholder will be the Director of Enterprise, Planning and Infrastructure for Non-Housing properties and the Director of Housing and Environment for Housing properties.

The 'responsible person' will be the Head of Asset Management and Operations for Non-Housing properties and the Head of Regeneration and Housing Investment for Housing properties.

9. Standard Procedures

In compliance with the Core Functions indicated previously, Aberdeen City Council will operate the following standard procedures:

- (a) Carry out a suitable and sufficient assessment of the risk of exposure to legionella bacteria.

As a basic procedure applicable to every property the Council (by employing suitably qualified consultants and/or contractors) will undertake on an annual basis a full risk assessment and inspection of the complete water services system record the condition, findings, and recommendations in accordance with the requirements of the legislation.

It is understood and agreed that it may not be possible to carry out a full inspection of all parts of the water systems due to material damage caused in gaining access or, in the case of multi-stories, non access to individual living cells.

Reports and records must indicate any parts of systems which have not been inspected.

- (b) Manage any identified risk

The 'responsible persons' will ensure that appropriate staff are suitably informed, instructed and trained to a standard which allows them to implement the Council policy and the control measures required. Regular refresher training should be given and records of all initial and refresher training will be maintained.

The implementation of the control measures will be regularly and frequently monitored. Staff responsibilities and lines of communication will be properly defined and clearly documented.

Arrangements will be made to ensure that the 'responsible persons' or an authorised deputy can be contacted at all times.

- (c) Prevent or control the risk from exposure to legionella bacteria

As a basic procedure applicable to every property the Council (by employing suitably qualified contractors) will undertake on an annual basis checking, cleaning and disinfection of the hot and cold water systems in accordance with the requirements of the legislation. At the same time a sample of water will be taken from the system, submitted to a NAMAS laboratory for legionella and chemical testing. Chemical testing will comprise lead, copper, iron, and nitrate content tests.

The Council will also (by employing suitably qualified contractors) undertake on a quarterly basis routine dismantling, cleaning and descaling of shower heads, hoses (and other similar items) as far as is reasonably practicable.

In addition the Council (by employing suitably qualified contractors) will undertake on a monthly basis routine monitoring of the temperature of water stored within the systems and take appropriate action if temperatures are within those that encourage bacteria growth.

10. Design and Construction

The Council will ensure that those staff responsible for design of water systems that may create a risk of exposure to legionella bacteria will, so far as is reasonably practicable:

- (a) ensure that the water system is designed and constructed so that it will be safe and without risks to health when used; and
- (b) provide adequate information to the user about the risk and any necessary measures to ensure that the water system will be safe and without risks to health.

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