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To: Councillor Kevin Stewart MSP, Convener; Councillor Yuill, Vice Convener; and Councillors Cormack, Crockett, Dean, Dunbar, Farquharson, Fletcher, Graham, Kiddie, Laing, Leslie, McCaig and John West.

Town House,
ABERDEEN 9 June, 2011

FINANCE AND RESOURCES COMMITTEE

Members of the **FINANCE AND RESOURCES COMMITTEE** are requested to meet in Committee Room 2 - Town House on **FRIDAY, 17 JUNE 2011 at 10.30 am.**

JANE G. MACEACHRAN
HEAD OF LEGAL AND DEMOCRATIC SERVICES

BUSINESS

1 DETERMINATION OF EXEMPT ITEMS OF BUSINESS

2 MINUTES, COMMITTEE BUSINESS STATEMENT AND MOTIONS LIST

- 2.1 Minute of Previous Meeting of 21 April, 2011 - for approval (Pages 1 - 30)
- 2.2 Minute of Meeting of the Lord Provost Sub Committee of 16 December, 2011 - for noting (Pages 31 - 34)
- 2.3 Minute of Meeting of the Lord Provost Sub Committee of 3 February, 2011 - for noting (Pages 35 - 38)
- 2.4 Minute of Meeting of the Corporate Health and Safety Committee of 1 December, 2011 - for noting (Pages 39 - 46)

2.5 Committee Business Statement (Pages 47 - 68)

2.6 Motions List (Pages 69 - 72)

3 **MOTIONS**

3.1 Motion by Councillor Reynolds - referred from the meeting of Council of 27 April, 2011

‘With the ever increasing number of Aberdeen citizens who use a mobile telephone as against a land line, officers be instructed to bring forward a report as a matter of urgency, to the next appropriate committee, identifying ways in which 0845 numbers used by our services can be replaced with a local number, which will reduce the cost to our citizens’.

3.2 Community Fund (Pages 73 - 76)

Members: Please note that this report relates to item 3 of the motions list (Motion by Councillor McCaig – ‘Council recognises the benefits that can be gained from small scale investment in local areas and agrees to investigate the establishment of a city wide ‘community fund’ from which community groups, including community councils, can bid for money from to fund specific projects in their local area; and requests that officers report back on potential funding levels and streams with consideration given to this proposal as an alternative to ward budgets’).

4 **REFERRALS**

4.1 Housing Revenue Account Budget Savings - referred from the meeting of the Housing and Environment Committee of 10 May, 2011 (Pages 77 - 86)

4.2 Community Toilet Scheme - referred from the meeting of the Housing and Environment Committee of 10 May, 2011 (Pages 87 - 92)

4.3 Additional Charges for Street Occupations - referred from the meeting of the Enterprise, Planning and infrastructure Committee of 24 May, 2011 (Pages 93 - 100)

Members: Please note that the recommendations within the report were approved by the Enterprise, Planning and Infrastructure Committee.

- 4.4 School Catering Services - Meal Price Increase - referred from the meeting of the Enterprise, Planning and Infrastructure Committee of 24 May, 2011 (Pages 101 - 104)

Members: Please note that the recommendations within the report were approved by the Enterprise, Planning and Infrastructure Committee.

- 4.5 26 Netherhills Avenue - Future Use - referred from the meeting of the Social Care and Wellbeing Committee of 17 May, 2011 (Pages 105 - 110)

- 4.6 Update on Implementation of Budget Decision - Reduce Communities Team - referred from the meeting of the Education, Culture and Sport Committee of 2 June, 2011 (Pages 111 - 132)

5 PERFORMANCE MANAGEMENT AND CORPORATE GOVERNANCE SERVICE ISSUES

- 5.1 Performance Report - Corporate Governance Service (Pages 133 - 138)

Members: Please note that appendix A to this report can be located at item 5.2 (Business Plan Update).

- 5.2 Business Plan Update - Corporate Governance Service (Pages 139 - 186)

Members: Please note that appendix A to this report is also the appendix for item 5.1 (Performance Report).

- 5.3 Update on Priority Based Budgeting Options - Corporate Governance Service (Pages 187 - 190)

- 5.4 Capital Budget Progress Report - Corporate Governance Service (Pages 191 - 196)

- 5.5 Revenue Budget - Corporate Governance Service - Monitoring Report (Pages 197 - 200)

6 FINANCE

- 6.1 Revenue Budget - Monitoring Report - Year End (Pages 201 - 208)

- 6.2 Non Housing Capital Programme - Monitoring Report (Pages 209 - 214)

- 6.3 Non Housing Capital Programme - Monitoring Report (Monitoring Reporting Process) (Pages 215 - 224)

6.4 Common Good Budget - Monitoring Report (Pages 225 - 228)

6.5 Treasury Management Policy and Strategy (Pages 229 - 234)

6.6 Youth Activities Small Grants Fund (Pages 235 - 242)

6.7 City Composting Project Funding (Pages 243 - 260)

6.8 Marriage and Civil Partnership Fees (Pages 261 - 266)

7 HUMAN RESOURCES

7.1 Policies Update (Retirement Policy and Procedure and Paternity Leave Scheme) (Pages 267 - 292)

8 GENERAL

8.1 Whitemyres Centre (Pages 293 - 296)

8.2 Kaimhill Community Facilities (Pages 297 - 306)

ITEMS WHICH THE COMMITTEE MAY WISH TO CONSIDER IN PRIVATE

9 FINANCE

9.1 Satrosphere Limited (Pages 307 - 382)

9.2 3Rs Project - Hedging Arrangements (Pages 383 - 404)

10 GENERAL

10.1 Procurement of Consultancy Service Relating to the Development of a New Delivery Model for Social Care (Pages 405 - 410)

11 PROPERTY

11.1 Area Offices at Bucksburn and Peterculter - Future Use (Pages 411 - 414)

11.2 Seaview Road, Bridge of Don - Outcome of Marketing (Pages 415 - 420)

11.3 Surplus School Lodges - Outcome of Marketing (Pages 421 - 432)

- 11.4 Grove Lodge, Mugiemooss - Outcome of Marketing (Pages 433 - 438)
- 11.5 Glamis Cottage, Merkland Road - Outcome of Marketing (Pages 439 - 444)
- 11.6 3 Dominies Road - Outcome of Marketing (Pages 445 - 450)
- 11.7 Mains of Dyce Steading - Outcome of Marketing (Pages 451 - 458)
- 11.8 Mains of Dyce - Sale of Grazing Ground (Pages 459 - 464)
- 11.9 Hilton Centre - Early Surrender of NHS Grampian Lease (Pages 465 - 470)
- 11.10 Approach to Purchase - Springfield Road (Pages 471 - 476)
- 11.11 Castle Street Bus Priority Measures Construction Contract (Pages 477 - 482)
- 11.12 Commercial Property - Review of Farmland and Grazing (Pages 483 - 490)
- 11.13 Aberdeen Local Development Plan - Common Good Sites (Pages 491 - 500)
- 11.14 Corporate Office Accommodation - Update (Pages 501 - 504)
- 11.15 Park House (Pages 505 - 508)
- 11.16 Funding Opportunities for Delivering Projects - to follow
- 11.17 Pinewood/ Hazledene (Pages 509 - 552)

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FINANCE AND RESOURCES COMMITTEE

ABERDEEN, 21 April, 2011 – minute of meeting of the FINANCE AND RESOURCES COMMITTEE. Present: Councillor Kevin Stewart, Convener; Councillor Yuill, Vice Convener; and Councillors Boulton (as substitute for Councillor Farquharson), Cormack, Cormie (as substitute for Councillor McCaig), Crockett (for articles 1 – 14 and 18 – 24), Dean, Dunbar, Fletcher, Graham, Kiddie, Laing, Leslie, John West and Young (as substitute for Councillor Cassie until article 44).

Also in attendance: Councillor Jennifer Stewart, for article 7 only.

The agenda and reports associated with this minute can be found at:

<http://committees.aberdeencity.gov.uk/ieListDocuments.aspx?CId=146&MId=1926&Ver=4>

DETERMINATION OF EXEMPT ITEMS OF BUSINESS

1. The Convener proposed that the Committee consider those reports identified on the agenda as being for determination in private, with the press and public excluded.

The Committee resolved:-

in terms of Section 50(A)(4) of the Local Government (Scotland) Act 1973, to exclude the press and public from the meeting from item 11.1 of the agenda (article 32 of this minute) onwards so as to avoid disclosure of information of the class described in the following paragraphs of Schedule 7(A) to the Act: article 32 (paragraph 8), article 33 (paragraph 8), article 34 (paragraph 9), article 35 (paragraph 1), article 36 (paragraphs 6 and 10), article 37 (paragraphs 6 and 10), article 38 (paragraph 6), article 39 (paragraphs 6 and 9), article 40 (paragraphs 6 and 9), article 41 (paragraphs 6 and 9), article 42 (paragraph 6), article 43 (paragraphs 6 and 9); article 44 (paragraph 9), article 45 (paragraphs 6 and 9), article 46 (paragraphs 6 and 9), article 47 (paragraph 8), article 48 (paragraph 6), article 49 (paragraph 6), article 50 (paragraphs 6 and 9), and article 51 (paragraphs 6 and 9).

REQUEST FOR DEPUTATION

2. The Committee were advised (1) that a request for deputation had been received in relation to item 6.7 of the agenda (Kaimhill Community Centre) (article 23 of this minute refers) from Mr Paul O'Connor of Inchgarth Community Centre; and (2) that this request had not been received in terms of Standing Order 10(1).

At this juncture the Convener intimated that the request had been withdrawn immediately prior to the commencement of the meeting.

The Committee resolved:-

to note that the request for deputation had been withdrawn.

MINUTE OF PREVIOUS MEETING

3. The Committee had before it the minute of its previous meeting of 1 February, 2011.

The Committee resolved:-

to approve the minute as a correct record.

MINUTE OF THE FINAL MEETING OF THE 3RS PROJECT WORKING GROUP

4. The Committee had before it the minute of the final meeting of the 3Rs Project Working Group of 11 March, 2011.

At this meeting, members had agreed to disband the Working Group (subject to the approval of this Committee), as it had fulfilled its remit (ie to monitor progress in relation to the 3Rs Project).

The Convener took this opportunity to pay tribute to all officers past and present involved in the delivery of the 3Rs Project, the two previous Chairpersons of the Working Group (former Councillor Harris, and the Lord Provost), all elected members involved in the Working Group, trades union representatives, teacher representatives, the teachers and pupils at each school involved in the project and members of the community organisations, all of whom had shown a tremendous amount of commitment and enthusiasm to the project.

The Convener thanked Colin Hunter (former 3Rs Project and Programme Director), who had recently retired from the Council, and paid tribute to the dedication to the project that Mr Hunter had shown over a number of years. The Convener concluded that the 3Rs Project had been a huge achievement for the Council and the city, with ten new schools being delivered in less than four years, the benefits of which would be seen for generations to come.

All members echoed the sentiments of the Convener.

The Committee resolved:-

- (i) to approve the minute as a correct record;
- (ii) to disestablish the 3Rs Project Working Group;
- (iii) to instruct that progress reports on the 3Rs Project be brought back to appropriate meetings of this Committee.

COMMITTEE BUSINESS STATEMENT

5. The Committee had before it a statement of pending and outstanding committee business, as prepared by the Head of Legal and Democratic Services.

In relation to item 2 of the Business Statement (Leaking of Report on St Nicholas House Site), the Head of Legal and Democratic Services advised that this issue was ongoing.

The Committee resolved:-

- (i) to remove items 3 (Physiotherapy Pilot), 13 (Leaside Hall), 18 (Queens Links Outdoor Centre) and 27 (London 2012) from the Business Statement;
- (ii) to instruct that an update be provide in relation to item 6 (Altens Community Centre) at the next meeting of 16 June, 2011;
- (iii) to request that the Head of Finance provide an update by way of email to members of the Committee on item 20 (TIF – Union Terrace Gardens) in relation to the organisation from which the funds had been secured;
- (iv) to note that reports would be presented at the next meeting of 16 June, 2011 in relation to items 9 (Common Good Budget) and 10 (Applications for Financial Assistance); and
- (v) to otherwise note the updates as contained within the Business Statement.

MOTIONS LIST

6. The Committee had before it the outstanding motions list, as prepared by the Head of Legal and Democratic Services.

The Committee resolved:-

- (i) to note that a report was on the agenda in relation to item 4 (Motion by Councillor Young – Royal Wedding) (article 8 of this minute refers), and to therefore remove this item from the list; and
- (ii) to otherwise note the updates as contained within the list.

HAZLEHEAD HOUSING ESTATE – MOTION BY COUNCILLOR JENNIFER STEWART (H&E/11/045)

7. With reference to article 29 of the minute of meeting of this Committee of 11 March, 2010, the Committee had before it a report by the Director of Housing and Environment which updated members on progress made in relation to a motion submitted by Councillor Jennifer Stewart ('That this Council consults with occupiers in the terraced dwellings in Hazlehead Road, Hazlehead Gardens, Hazlehead Terrace, Hazlehead Crescent, Hazlehead Place, and Provost Graham Place, to find out if they can acquire or lease appropriate portions of the adjacent Council owned land as individual defensible garden areas, and that officers then report back on their findings').

The report advised members that a questionnaire had been issued to sixty nine households in the area, with thirty eight being returned; eleven of these intimating a positive response. The report outlined the challenges that officers faced in terms of this proposal, and concluded by stating that the Housing and Environment Service was undertaking a piece of work which would ascertain the extent to which the Housing Revenue Account was providing services and meeting costs for communal activities within local authority estates. It was noted that future reports on this

matter would be presented to meetings of the Housing and Environment Committee.

The Committee resolved:-

- (i) to note the information provided; and
- (ii) to instruct that a further report on progress made in relation to Councillor Jennifer Stewart's motion be presented to the meeting of this Committee of 27 September, 2011.

ROYAL WEDDING – MOTION BY COUNCILLOR YOUNG (OCE/11/002)

8. With reference to article 10 of the minute of its previous meeting of 1 February, 2011, the Committee had before it a report by the Chief Executive which provided an update on the decision taken at the aforementioned meeting, to instruct officers to look into the possibility of setting up or contributing to a Trust for musically gifted children in the city as a wedding present for Prince William and Kate Middleton.

The report advised that following investigations by officers, it was clear that gaining approval for a fund to be named in honour of the couple would be a lengthy procedure, which would have to involve both the Cabinet Office and the Lord Chamberlain.

The report highlighted that the Royal Wedding Charitable Gift Fund had been launched on 16 March, 2011, for those who might wish to donate to a charity to help the Royal couple celebrate their wedding. A number of charities had been identified, and categorised into themes important to the couple, including (1) changing lives through arts and sport; (2) children fulfilling their potential; (3) help and care at home; (4) support for service personnel and their families; and (5) conservation for future generations. It was suggested that the most appropriate course of action would be to make a donation to the Befriend a Child charity, ringfenced for the purposes of providing activities that would support children in the city with special musical abilities.

The Committee resolved:-

- (i) to suspend Standing Order 22(1) in order to alter the decision taken at the previous meeting of 1 February, 2011 (article 10 of the minute of that meeting refers) in relation to the Council's gift to the Royal couple; and
- (ii) to donate £2,000 to the Befriend a Child charity, ringfenced for the purposes of providing activities which support children in the city with special musical abilities.

ENVIRONMENTAL HEALTH AND TRADING STANDARDS – REVISED CHARGES

9. Reference was made to article 18 of the minute of meeting of the Housing and Environment Committee of 1 March, 2011 whereby proposed charges in relation to the Environmental Health and Trading Standards services for 2011/12 had been agreed, subject to the ratification of this Committee. The Committee had

before it on this day, the report as presented to the Housing and Environment Committee, and the relevant minute extract from the aforementioned meeting. The report had appended to it, the proposed charges for the Environmental Health and Trading Standards services for 2011/12.

The Committee resolved:-

to concur with the recommendations of the Housing and Environment Committee, and to note the financial implications accordingly.

ENVIRONMENTAL SERVICES 2011/12 – CHARGES (H&E/11/023)

10. Reference was made to article 19 of the minute of meeting of the Housing and Environment Committee of 1 March, 2011, at which time members agreed (subject to the ratification of this Committee), the charges for 2011/12 in relation to Pets' Corner and In Bloom sponsorship.

The Committee resolved:-

to concur with the recommendations of the Housing and Environment Committee, and to note the financial implications accordingly.

COMPLEMENTARY USES OF EXISTING AND FUTURE PARK AND RIDE/CHOOSE SITES (EPI/11/024)

11. Reference was made to article 28 of the minute of meeting of the Enterprise, Planning and Infrastructure Committee of 15 March, 2011 at which time members had considered a report by the Service Director in relation to complementary uses of existing and future Park and Ride/Park and Choose services, and in particular a process for considering and approving this. The Enterprise, Planning and Infrastructure Committee had referred the report to this Committee in order for it to consider the charging policy. The Committee had before it on this day, the report as presented to the Enterprise, Planning and Infrastructure Committee, and the relevant minute extract. Appended to the report as appendix three was the proposed charging policy for the Committee to consider.

The Committee resolved:-

to approve the charging policy, a per appendix three of the report.

REVIEW OF CHARGES FOR STREET OCCUPATIONS (EPI/11/103)

12. Reference was made to article 27 of the minute of meeting of the Enterprise, Planning and Infrastructure Committee of 15 March, 2011 at which time members had (1) approved revised charges in relation to street occupations, and instructed that these be applied from 1 May, 2011; (2) approved the charges for driveway applications and traffic signal management requests, and instructed that these be applied from 1 May, 2011; and (3) instructed officers to review these charges annually. It was noted that both (1) and (2) above were subject to the ratification of this Committee. The Committee had before it on this day, the report as presented to

the Enterprise, Planning and Infrastructure Committee, and the relevant minute extract from that meeting.

The Committee resolved:-

to concur with the recommendations of the Enterprise, Planning and Infrastructure Committee, and to note the financial implications accordingly.

REMOVAL OF OVERNIGHT PARKING CHARGES

13. Reference was made to article 4 of the minute of meeting of the Enterprise, Planning and Infrastructure Committee of 15 March, 2011, at which time members had, amongst other things, agreed (subject to the approval of this Committee) that the recently introduced overnight charge of £1.50 in off street car parks be removed, and that this be replaced by extended operational hours in the most straightforward sense (ie 8am until 10pm instead of 8am until 8pm). The Committee had before it on this day, the minute extract from the aforementioned meeting.

The Convener, seconded by the Vice Convener, moved:

that the resolution of the Enterprise, Planning and Infrastructure Committee be ratified (ie that the recently introduced overnight charge of £1.50 in off street car parks be removed, and that it be replaced by extended operational hours in the most straightforward sense - 8am until 10pm instead of 8am until 8pm).

Councillor Graham, seconded by Councillor Young, moved as an amendment:

that the recently introduced overnight charge of £1.50 in off street car parks be removed, but that this Committee does **not** ratify the change in operational hours, and refers this matter back to the Enterprise, Planning and Infrastructure Committee for further consideration; the £60,000 required to cover the change to the operational hours would be funded from Council reserves.

On a division, there voted: for the motion (10) – the Convener; the Vice Convener; and Councillors Cormack, Cormie, Dean, Dunbar, Fletcher, Kiddie, Leslie and John West; for the amendment (4) – Councillors Crockett, Graham, Laing and Young; declined to vote (1) – Councillor Boulton.

The Committee resolved:-

to adopt the successful motion.

BOOKINGS AND LETTINGS REVIEW (ECS/11/017)

14. Reference was made to article 18 of the Education, Culture and Sport Committee of 24 March, 2011 at which time, amongst other things, it was agreed to increase the charges for the lets for educational establishments by an average of 4%, subject to the approval of this Committee. The Committee had before it on this day, the report as presented to the Education, Culture and Sport Committee, and the relevant minute extract.

The Convener, seconded by the Vice Convener, moved:
that the Committee concur with the recommendation of the Education, Culture and Sport Committee, and note the financial implications accordingly.

Councillor Laing, seconded by Councillor Graham, moved as an amendment:
that the Council retains the current pricing structure, and that the additional cost of £15,000 be met from Council reserves.

On a division, there voted: for the motion (10) – the Convener; the Vice Convener; and Councillors Cormack, Cormie, Dean, Dunbar, Fletcher, Kiddie, Leslie and John West; for the amendment (4) – Councillors Crockett, Graham, Laing and Young; declined to vote (1) – Councillor Boulton.

The Committee resolved:-
to adopt the successful motion.

CAPITAL BUDGET PROGRESS REPORT 2010/11 – CORPORATE GOVERNANCE SERVICE (CG/11/025)

15. With reference to article 19 of the minute of its previous meeting of 1 February, 2011, the Committee had before it a report by the Head of Finance which provided an update on the progress being made in relation to various projects within the Non Housing Capital Programme, previously approved by Council, which were aligned to the Corporate Governance Service.

The report advised that the Corporate Asset Group had worked with Services to determine the minimum spend requirement for the year, further to a decision taken at the meeting of this Committee of 28 September, 2010 (article 19 of the minute refers), that the funding for the Non Housing Capital Programme should remain at the previously agreed level.

Appendix A to the report outlined the Non Housing Capital Programme projects which related to this Committee; and provided for each (1) the revised budget; (2) the minimum spend required (as determined by the Service); (3) the actual expenditure to February, 2011; (4) the variance between the actual spend and minimum spend required; and (5) the percentage of spend to date. Comments on particular projects, where appropriate, were included within the narrative.

The Committee resolved:-

- (i) to note the content of the report in relation to the projects outlined at appendix A; and
- (ii) to instruct the relevant officers to work closely with the Corporate Asset Group, and in particular the Head of Asset Management and Operations and the Head of Finance, to ensure effective monitoring of the programme.

REVENUE BUDGET 2010/11 – MONITORING REPORT – CORPORATE GOVERNANCE SERVICE (CG/11/024)

16. With reference to article 20 of the minute of its previous meeting of 1 February, 2011, the Committee had before it a report by the Head of Finance which provided information on the current year's revenue budget to date for the Corporate Governance Service, and advised of any areas of risk and management action being taken.

The report advised that it was forecast that the net expenditure would be £1,100,000 (4.1%) below the overall budget of £27,800,000 for the year. Appended to the report was the Service report and associated notes.

The Committee resolved:-

- (i) to note the forecast outturn projection contained within the report for the Corporate Governance Service; and
- (ii) to instruct that budget managers ensure that the closure of the accounts for the Corporate Governance Service is carried out in line with corporate procedures.

NON HOUSING CAPITAL PROGRAMME 2010/11 – MONITORING REPORT

17. With reference to article 22 of the minute of its previous meeting of 1 February, 2011, the Committee had before it a report by the Head of Finance which provided an update on the progress across all Services on projects within the 2010/11 Non Housing Capital Programme, as at 28 February, 2011.

Appendix 1 to the report outlined the Non Housing Capital Programme projects which related to this Committee, and provided for each (1) the total approved budget; (2) adjustments and carry forward from 2009/10; (3) the total budget for 2009/10; (4) the minimum spend required for 2010/11 (as determined by the Service); (5) actual spend as at February, 2011; and (6) the variance between the actual spend and the service determined projected spend.

Appendix 2 to the report detailed projects funded from the capital fund, and provided for each (1) the budget; (2) the total spend to date; (3) the underspend or overspend associated with the project; (4) the funding required for the project; and (5) comments from relevant officers where appropriate.

The Committee resolved:-

- (i) to note the current position of the Non Housing Capital Programme for 2010/11;
- (ii) to instruct the Head of Finance to report in due course on the actual outturn following completion of the 2010/11 financial statements; and
- (iii) to instruct that the Corporate Asset Group consider the actual year end position for 2010/11, and make recommendations to this Committee for carrying forward unspent budgets into 2011/12.

GENERAL FUND REVENUE BUDGET 2010/11 – MONITORING REPORT (CG/11/041)

18. With reference to article 21 of the minute of its previous meeting of 1 February, 2011, the Committee had before it a report by the Head of Finance which advised on the projected outturn and financial position for the Council for the financial year 2010/11 as at February, 2011.

Appendix A to the report provided a financial statement which highlighted that the Council was managing a positive outturn position (a favourable £2,400,000 in relation to the current outturn position varying from budget).

The report outlined the position of each Service as follows:

- The Social Care and Wellbeing Service had a favourable movement of £3,600,000 which moved the Service to a position of an overall forecast underspend of £6,500,000.
- The position of the Housing and Environment Service showed a favourable movement of £1,300,000, which took the overall forecast position for the Service to an overspend of £200,000.
- The Corporate Governance Service had a favourable movement of £200,000 which took the overall forecast position to an underspend of £1,100,000.
- The Education, Culture and Sport Service highlighted an adverse movement of £1,400,000, which took the overall forecast position to a predicted £1,900,000 overspend.

The report concluded that overall corporate budgets were expected to be under spent by £2,600,000, and that Council contingencies were still being held to protect the General Fund position from expenditure that may arise in the final month of the financial year.

The Committee resolved:-

to note the content of the report.

COMMON GOOD BUDGET 2010/11 – MONITORING REPORT (CG/11/026)

19. With reference to article 23 of the minute of its previous meeting of 1 February, 2011, the Committee had before it a report by the Head of Finance which presented information on the income and expenditure of the Common Good budget as at 28 February, 2011, and the estimated outturn for the year.

The report estimated that the outturn for the year to 31 March, 2011 would be a position of expenditure exceeding income by £160,000, which was a favourable movement of £290,000 when compared to the budget. A financial statement in this regard was appended to the report.

The report concluded that this gave projected cash balances of £5,600,000 as at 31 March, 2010, and explained that the Council had previously adopted an underlying principle that the cash balance should be no less than £4,800,000 after adjusting for the Greenfern Development Site, as at 31 March, 2011, utilising the consumer price index as a basis for calculating indicative cash balances.

The Committee resolved:-

- (i) to note the income and expenditure position as at 28 February, 2011 and the estimated outturn for the year; and
- (ii) to note (1) the estimated cash balances as at 31 March, 2011 of £5,600,000, based on current forecasts; and (2) that this was within the recommended levels as indicated by the Head of Finance.

TREASURY MANAGEMENT POLICY AND STRATEGY (CG/11/038)

20. With reference to article 19 of the minute of its meeting of 2 December, 2010, and article 17 of the minute of its meeting of 17 June, 2010, the Committee had before it a report by the Head of Finance which presented the Treasury Management Policy and Strategy for 2011/12 to 2013/14.

Appended to the report were (1) the Treasury Management Policy Statement for 2011/12 to 2013/14; (2) the Borrowing Strategy for 2011/12 to 2013/14; (3) the Investment Strategy for 2011/12 to 2013/14; (4) a list of permitted investments; (5) an explanation of treasury risks and controls; and (6) the revised counterparty list of the Council.

The Committee resolved:-

to recommend to Council –

- (i) that it approves the Council's Treasury Management Policy Statement for 2011/12 to 2013/14;
- (ii) that it approves the Council's Borrowing and Investment Strategy for 2011/12 to 2013/14; and
- (iii) that it approves the revised counterparty list, as appended to the report.

APPLICATIONS FOR FINANCIAL ASSISTANCE 2011/12 (CG/11/039)

21. With reference to article 21 of the minute of its meeting of 17 June, 2010, the Committee had before it a report by the Head of Finance which presented applications for financial assistance from a number of partner organisations; and also membership and affiliation fees and grants for 2011/12.

The report advised that should the requests be approved, there would be a remaining uncommitted budget of £11,000 for 2011/12.

The Committee resolved:-

- (i) to award funding as follows:

Organisation	Funding Awarded
Scottish Civic Trust	£700
Planning Exchange – ISLA Service	£22,103
Commonwealth Local Government Forum	£885
Scottish Local Government Forum	£2,100

Organisation	Funding Awarded
Against Poverty	
The Poverty Alliance	£200
Centre for Scottish Public Policy	£250
The Chamber of Commerce	£2,493
Scottish Churches Industrial Mission	£1,000
Stonewall	£1,500
Scout Groups within Aberdeen	£7,969 to contribute towards 75% of the annual rental payments.
Middlefield Community Flat	£575 to rebate the difference between commercial and non commercial rental levels.
Cummings Park Community Flat	£2,772 towards the rental cost
Alcoholics Anonymous	£800 towards the cost of hiring the Beach Ballroom for the 2011 Annual Bon Accord Gathering.

- (ii) to decline applications from (1) LLA for South Africa; and (2) the Annual Celebration Event – Youth and Philanthropy Initiative.

YOUTH ACTIVITIES SMALL GRANTS FUND 2010/11 – APPLICATIONS FOR ROUND FIVE FUNDING (ECS/11/026)

22. With reference to article 24 of the minute of meeting of its previous meeting of 1 February, 2011 the Committee had before it a report by the Director of Education, Culture and Sport which advised of the recommendations of the Youth Activities Grant Funding Group for the fifth round of funding for the financial year 2010/11, which had a closing date of 1 February, 2011.

The report advised that ten new applications had been received this round; three recommendations for funding had been made by the Youth Activities Grant Funding Group; the total sum recommended for approval was £856.72; and if the recommendations outlined were approved, there would be no uncommitted budget remaining.

Appended to the report were details of the applications received and the recommendations made by the Youth Activities Grant Funding Group.

The Committee resolved:-

- (i) to ratify the recommendations of the Youth Activities Grant Funding Group and to therefore approve funding to the following organisations:

Group Name	Summary of Application	Decision
Rock Climbing Club	To cover the cost of a professional climbing coach so that young people with support needs could take part in rock climbing activities.	to award £104.72
Hazlehead Hip Hop Dance Group	To cover the cost of a specialist dance coach so that young people with support needs could take part in a hip hop dance display.	to award £252

Aberdeen Bridge Club – Junior Members	To allow young people to take part in mini bridge and bridge tournaments in other areas of Scotland.	to award £500
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- (ii) to instruct the Director of Education, Culture and Sport to arrange for the funds to be distributed accordingly.

KAIMHILL COMMUNITY FACILITIES – OPERATION OF PROGRAMME (ECS/11/027)

23. Reference was made to article 8 of the minute of meeting of the Education, Culture and Sport Committee of 21 January, 2011 whereby officers were instructed to negotiate a Management Agreement with Inchgarth Community Centre Management Committee, and for this agreement to then be presented to this Committee, prior to the agreement of terms and conditions. The Committee had before it on this day a report by the Director of Education, Culture and Sport which advised as to the progress made by officers towards developing an agreement for Inchgarth Community Centre, in order for them to manage the programme for the five community rooms at Kaimhill School.

By way of background, the report explained (1) that the 3Rs contract committed the Council to an annual unitary charge over the next thirty years for the ten 3Rs schools and the Beacon Centre (with Kaimhill being one of the ten schools, and one of the seven schools that contained a community centre); and (2) that a decision had been taken at Council on 10 February, 2011 (article 2 of that minute refers) that all of these community centres would be transferred to become leased centres.

The report advised that Inchgarth Management Committee had indicated that it would require £11,374 of annual funding from the Council to manage a programme within the community rooms within Kaimhill School. Officers intimated, by way of the report, that the initial business plan provided by Inchgarth Management Committee projected an annual surplus of between £4,674 and £21,474 (inclusive of the £11,374 they had requested from the Council). Officers had requested that the Management Committee develop a more robust business plan, which would meet the Following the Public Pound requirements, but no such plan had been received to date. The report further advised that the Management Committee had stated that they were unwilling to develop a programme until they received confirmation that they would receive a financial contribution from the Council for managing the programme.

The report stated that Inchgarth Management Committee was currently in breach of its lease in the following terms: (1) the lease stated that the Management Committee should produce audited accounts, and the accounts on file for 2006/07, 2008/09 and 2009/10 were all unaudited; (2) the lease stated that the centre should only be utilised for social, cultural, leisure and recreational activities and no other purposes whatsoever, but as the Management Committee would not cooperate with a Council Internal Audit, officers were unable to verify that this clause was being complied with; (3) also due to the fact that the Management Committee would not cooperate with the Council's Internal Audit, officers could not confirm if employment

law was being adhered to, which had implications on the validity of the Council's insurance policies; and (4) the lease stated that all rates for hire required to be approved by the Council, however officers had no record of hire charges having ever been presented to the Council, in order that such approval could be granted. The report outlined the risks to the Council in regard to the non compliance of the lease as set out above.

The Head of Communities, Culture and Sport advised at this stage that the Management Committee had agreed to meet with the Council's Internal Auditors at the end of this month, but that she had not, to date, received a robust business plan or a programme for the centre, although she believed a programme was currently being developed. The Head of Legal and Democratic Services highlighted that Inchgarth Management Committee's lease had been renewed in 2004, and that this renewed lease had clearly included the requirement for audited accounts to be provided to the Council. Further to a question from members as to the difference between audited and unaudited accounts, the Chief Accountant for Corporate Governance, Steven Whyte confirmed that audited accounts would give the Council greater comfort than unaudited accounts, as this would provide an assurance that any terms and conditions of grant were being adhered to, and would also provide a balance sheet which would also provide greater transparency to the financial statements.

The report continued to explain that the Management Agreement would clearly set out the obligations on Inchgarth Community Centre Management Committee in relation to the running of a community learning and development programme, and would seek to protect the Council's interests in relation to a range of legal issues in addition to the following:

- Roles and responsibilities of the Council and Inchgarth Management Committee
- Transfer of risk and liability
- Transfer/management of the Council's obligations in respect of its contract with NYOP Education Limited (Aberdeen)
- Compliance with external and internal inspections/ reviews
- Monitoring arrangements/ expectations of the Council and compliance with those arrangements by Inchgarth
- Access to Information, and records for the Council or nominated parties including internal and external inspectors
- Non compliance and termination
- Consequences of termination
- Payment (to cover the sharing of income and in the event that a grant was to be made available)
- Warranties
- Insurances and indemnities
- Provisions relating to employees
- Data protection
- Freedom of Information
- Protection of vulnerable groups
- Confidentiality
- Equal opportunities
- Corrupt/ illegal practices.

At this juncture, the Head of Legal and Democratic Services alluded to the fact that throughout the report the list above had been referred to as Heads of Terms, and continued to explain that this was not the case, but that they were essential elements of a Management Agreement, and that this agreement would most likely contain more clauses, as she would deem appropriate to protect the Council's position.

Appended to the report was a copy of the Following the Public Pound procedures of the Council in relation to organisations where the value of the public support was greater than £75,000.

The report recommended:-

that the Committee –

- (a) note the proposed Heads of Terms to be included within the Management Agreement as detailed in paragraph 4.3 of the report; and
- (b) consider whether it wished to provide revenue funding to Inchgarth Management Committee for the programming of this facility, noting the conditions of the Following the Public Pound Code of Practice that no payments could be made until the organisation has submitted all information as required.

The Vice Convener, seconded by Councillor Dunbar, moved:

that the Committee (1) welcomes the update provided by officers; (2) instructs officers, in consultation with the Conveners and Vice Conveners of the Education, Culture and Sport Committee and Finance and Resources Committee, to continue to negotiate as a matter of urgency, a Management Agreement with Inchgarth Community Centre Management; (3) notes that Inchgarth Community Centre's annual accounts are prepared by a firm of chartered accountants, and that these are in a format which has long been accepted by the Council; (4) notes that Inchgarth Community Centre is cooperating with the Council's Internal Audit; (5) notes that the Council has long accepted that leased community centres, including Inchgarth Community Centre, set its own hire fees with no reference to the Council; (6) agrees that once a Management Agreement for the Kaimhill Community Wing is agreed, Inchgarth Community Centre Management Committee will be paid an annual grant equivalent to that paid to a leased centre management committee for managing the programme at Kaimhill Community Wing, and that this is funded from reserves in 2011/12; and (7) instructs officers to progress work on the new model lease, Management Agreement and constitution for leased centres, and that these include (a) recognition of the conditions of the Following the Public Pound Code; and (b) recognition of community centres' management committee obligations to the Council with reference made to the potential termination of a community centre management committee's lease, should it be in breach of obligations.

Councillor Young, seconded by Councillor Laing, moved as an amendment:

that the Committee (1) agrees that the proposed Heads of Terms (as set out in paragraph 4.3 of the report) be included within the Management Agreement; (2) agrees to provide an annual grant to Inchgarth Management Committee for the programming of this facility equivalent to that paid to leased centre management committees, noting the conditions of the Following the Public Pound Code of Practice, and no payments will be made until the organisation has submitted all information as required; (3) instructs

that any new Management Agreement is subject to Inchgarth Community Centre Management Committee complying with all outstanding obligations as identified within the report; and (4) to instruct that any agreement between parties (ie the Council and Inchgarth Management Committee), contains a clause setting out the Management Committee's obligations to the Council, with clear reference made to termination should the Management Committee be in breach of any of the obligations agreed to in the contract.

On a division, there voted: for the motion (10) – the Convener; the Vice Convener; and Councillors Cormack, Cormie, Dean, Dunbar, Fletcher, Kiddie, Leslie and John West; for the amendment (4) – Councillors Boulton, Graham, Laing and Young; absent from the division (1) – Councillor Crockett.

The Committee resolved:-
to adopt the successful motion.

PUBLIC SECTOR PENSIONS

24. The Committee had before it a report by the Head of Finance which set out the proposed changes to public sector pensions.

The report (1) advised as to the current position; (2) provided details of the Hutton review; (3) set out the recommendations (both long and short term) contained within the interim report by Lord Hutton; (4) advised as to the recommendations contained within Lord Hutton's final report; (5) considered the review of the Fair Deal policy; and (6) provided details on the Pathfinder Project.

The Committee resolved:-
to note the content of the report.

EXTERNAL SUPPORT TO DELIVER THE BUSINESS PLAN 2011 – 2016 (CG/11/040)

25. The Committee had before it a report by the Director of Corporate Governance which requested approval for officers to procure external support to assist with the delivery of options agreed at the budget meeting of Council of 10 February, 2011.

The report reminded members that a number of projects had been agreed at the aforementioned meeting, including:

- External delivery of the Corporate Governance Service
- Joint customer contact centre with Grampian Police
- Establishment of an local authority trading arm for older people
- Establishment of a property services LLP
- Redesign of learning disability services
- Tactical disposal of property assets to generate capital investment
- External delivery/equivalent of grounds maintenance and cleansing services

- Partnering arrangement for all arms length management organisation services
- Move to cultural trust
- Realign procurement staff across the five authorities
- Equalities function delivered by cross sector partnership
- Jointly commission service with other organisations
- Externalise mail - print and send (Aberdeenshire)
- Procurement of external expertise.

To support the delivery of these projects, the report intimated that it was necessary to procure external support across a range of services, including:

- VAT and tax
- Company structures
- Communications strategy / planning of major change
- ICT architecture
- Outplacement
- Outsourcing
- Redeployment
- TUPE
- Due diligence
- Recovery and contingency planning.

The report recommended:-

that the Committee agrees that delegated authority be given to the Directors, in consultation with the Conveners and Vice Conveners of their Service Committees, to secure external support, as appropriate, to assist with the delivery of service options relating to external delivery models.

At this juncture, the Convener stated that if any of the services outlined above could be provided internally, they would be.

The Committee resolved:-

to instruct that a report be brought back to this Committee or the Urgent Business Committee to secure any external support that may be required to assist with the delivery of service options relating to external delivery.

HEALTH AND SAFETY POLICIES UPDATE (CORPORATE HEALTH AND SAFETY POLICY AND MENTAL HEALTH AND WELLBEING IN THE WORKPLACE POLICY) (CG/11/044)

26. The Committee had before it a report by the Director of Corporate Governance which presented amended versions of the Corporate Health and Safety Policy, and the Mental Health and Wellbeing in the Workplace Policy.

The report outlined the changes made to these policies in order to bring them up to date with legislation and organisational change. Both amended policies were appended to the report.

The Committee were advised that the Council had yesterday received a gold RoSPA (Royal Society for the Prevention of Accidents) award, for the fourth time.

The Committee commended staff, trades unions and the Corporate Health and Safety Committee, and thanked all involved for their efforts.

The Committee resolved:-

- (i) to approve the revisions and updates that had been made to (1) the Corporate Health and Safety Policy; and (2) the Mental Health and Wellbeing in the Workplace Policy, as appended to the report;
- (ii) to delegate authority to the Head of Human Resources and Organisational Development to finalise the wording of the two documents, following constructive feedback received from the trades unions; and
- (iii) to support the implementation of the two amended policies.

EXTENSION OF PHASED IMPLEMENTATION OF THE VS/ER ENHANCEMENTS FOR STAFF (CG/11/043)

27. With reference to article 2 of the budget meeting of Council of 10 February, 2011, the Committee had before it a report by the Director of Corporate Governance which requested that an extension be granted to the phased implementation provisions of the Voluntary Severance/ Early Retirement (VS/ER) scheme for a period of three months, in order to allow officers adequate time to effect the workforce reduction exercise on a voluntary basis.

By way of background, the report advised that the VS/ER scheme ended the entitlement of staff to pension enhancements and reduced the entitlement to severance/redundancy lump sum payments to those who have their application approved after 1 April, 2011. It was therefore suggested that this date be extended by three months to allow the Council the best opportunity at achieving the workforce reduction required further to decisions made at the aforementioned meeting of Council, avoiding the need for compulsory redundancies.

The Committee resolved:-

to approve the extension, for a period of three months (for clarity, applications approved by Conveners up to 30 June, 2011) to the phased implementation provisions within the Voluntary Severance/Early Retirement (VS/ER) scheme which provides for (a) one added year for pensions pro rated for pension membership for ten years continuous service and over; and (b) VS/ER payments in accordance with the number of weeks shown in the ready reckoner, up to the statutory maximum payment value, plus 40% of the difference between basic pay and statutory maximum payments.

CONDITIONS AND SUITABILITY PROGRAMME 2011 – 2012 (EPI/11/102)

28. The Committee had before it a report by the Director of Enterprise, Planning and Infrastructure which presented the provisional conditions and suitability programme for 2011/12.

The report requested approval for the programme of capital funding spend for conditions and suitability works on the Council's non housing property stock, and a provisional reserve list programme for 2011/12. The Corporate Asset Group had

earlier considered and supported this programme of works. The report explained that in addition to the major works contained in the overall programme, a sum of £250,000 had been identified for minor works, primarily relating to health and safety, asbestos removal and projects which ensured compliance with the Disability Discrimination Act. These required to be flexible as works would have to be carried out at short notice (for example, to address health and safety issues or to remove asbestos if it was identified).

Appended to the report were (a) a list of provisional conditions and suitability works for 2011/12; (b) a list of the proposed reserve conditions and suitability works for 2011/12; and (c) definitions of the gradings.

The Committee resolved:-

- (i) to approve the schemes listed in appendix A, as the detailed proposals for expenditure within budget headings;
- (ii) to instruct appropriate officials to implement the detailed programme;
- (iii) to delegate authority to the Head of Asset Management and Operations, in consultation with the Corporate Asset Group and the Convener and Vice Convener of this Committee, to amend the programme should priorities change during the year;
- (iv) to instruct appropriate officers to award contracts on receipt of a valid tender, subject to necessary funding in the approved capital budget; and
- (v) to instruct that progress reports be submitted to every second meeting of this Committee.

TREATMENT OF DEBTORS (EPI/11/112)

29. Reference was made to article 41 of the minute of meeting of this Committee of 2 December, 2010, at which time officers were instructed to report back when lease conditions had been in breach for a period of one year. The Committee had before it on this day, a report by the Director of Enterprise, Planning and Infrastructure which presented information pertaining to tenants of commercial premises, with a debt of more than one year.

By way of background, the report advised that there were currently eight hundred and sixty six leases in the Council's non operational property portfolio, of which eight had rental invoices outstanding of more than one year. The report suggested that there was little to gain from terminating these leases, but confirmed that if efforts to recover the monies were not successful, this position could be reviewed.

Details of the persons in question and the sums of the debts were included in the exempt section of the agenda (article 38 of this minute refers).

The Committee resolved:-

to note the current position in relation to rental arrears of more than one year in the Council's non operational property portfolio.

REVIEW OF ADVANCE FACTORIES (EPI/11/119)

30. Reference was made to article 25 of the minute of meeting of this Committee of 28 September, 2010, at which time officers were instructed to prepare a schedule of property reviews. The Committee had before it on this day, a report by the Director of Enterprise, Planning and Infrastructure which provided information on the Council's advance factory investment portfolio.

By way of background, the report advised that the Council held eighty three advance factories in its tenanted non residential property portfolio, all of which were located in Dyce, Altens and Torry. The report provided a brief synopsis of the properties (by way of an appendix to the report), and explained that some of the buildings were ageing and reinvestment was urgently required to extend their useful life.

The Committee resolved:-

- (i) to agree that given the portfolio had an attractive overall yield profile of 10.82% rising to 13.06%, that the ownership of the properties detailed in the appendix be retained by the Council; and
- (ii) to instruct that in order to prevent further deterioration, and to optimise rental income, further investigations be undertaken by the Head of Asset Management and Operations (including a costed programme of repairs) and that this be reported back to this Committee in due course.

PHOTO VOLTAICS (EPI/11/129)

31. The Committee had before it a report by the Director of Enterprise, Planning and Infrastructure seeking authority to tender for photo voltaic panels (PVs) to be installed in a minimum of ninety Council owned properties by 2013.

The report advised (1) that the installation of the PVs would reduce the Council's electricity costs at no capital cost; (2) that the project was possible as the Government had introduced a Feed in Tariff (FiT) in April, 2010 which aimed to incentivise small scale, low carbon electricity generation; and (3) that the FiT was guaranteed to remain the same in pence per kilowatt hour produced throughout the twenty five year lifetime of the tariff.

The report recommended that the Council tender to identify an external partner to provide the capital costs, take the risks, and make the profit; the Council would make an annual saving on its fuel and carbon costs. The report outlined the risks associated with PVs, and the ways in which the Council would mitigate these risks.

The Committee resolved:-

- (i) to instruct officers to carry out a tendering process to identify an external company to supply, fit, test, support, and maintain photo voltaic panels (PVs) on a minimum of ninety Council owned buildings by 2013; and that this external company would (1) claim the Feed in Tariff for the PVs once installed, and (2) retain the ownership of the PVs;
- (ii) to instruct officers to ensure that under any contract, the Council receives free or lower cost electricity that it could buy through its bulk purchase contract for use at these sites;

- (iii) to instruct that this initiative be achieved at no capital cost to the Council;
- (iv) to delegate power to the Director of Enterprise, Planning and Infrastructure authority to instruct officers to ensure that a Services Concession Contract, an Installation Agreement, and Wayleave Agreements are inextricably linked and put in place with the successful tenderer in respect of any of the Council owned properties listed within the tender documentation (or any other Council owned properties which may be identified as suitable from time to time) to which PVs are to be fitted; and
- (v) to instruct that exclusivity for this project is not written into the contract, in order that the Council would be in a position to carry out this work itself in future, should finances allow.

In accordance with the decision taken at article 1 of this minute, the following articles were considered with the press and public excluded.

GARDEN MAINTENANCE (H&E/11/003)

32. Reference was made to article 42 of the minute of meeting of the Housing and Environment Committee of 1 March, 2011 at which time members considered a report which outlined options available to the Council for the delivery of the garden maintenance service for Council tenants who were elderly and unable to properly maintain their gardens. Amongst other things, the Housing and Environment Committee agreed (subject to the approval of this Committee) to increase the existing charge for garden maintenance by 20%, from £63 to £75.60, which would cover additional costs and the recent increase in VAT. The Committee had before it on this day, the report as presented to the Housing and Environment Committee at the aforementioned meeting and the relevant minute extract.

The Committee resolved:-

to concur with the recommendations of the Housing and Environment Committee, and to note the financial implications accordingly.

TRADING SERVICES MONITORING (CG/11/033)

33. With reference to article 36 of the minute of its previous meeting of 1 February, 2011, the Committee had before it a report by the Head of Finance which advised on the current position and updated forecast outturns for the financial year 2010/11 for the Council's trading activities.

Appended to the report were figures that advised on the anticipated full year income and expenditure for each of the services identified by the Council as a significant trading activity under the Local Government (Scotland) Act 2003, with similar information also provided for non significant activities.

The Committee resolved:-

- (i) to note that the forecast outturn to 31 March, 2011 showed a projected overall surplus for the significant trading activities in the order of £6,900,000, compared with a budgeted surplus of £6,800,000; and
- (ii) to note that the provisional full year results indicated that the financial objective for each significant trading activity would be achieved, before allowing for the effects of pension adjustments required under the provisions of Financial Reporting Standard number 17 (FRS17), the value of which was unknown at this time.

DUTHIE PARK PROJECT – FUNDING SOURCES (EPI/11/127)

34. With reference to article 2 of the minute of the budget meeting of Council of 10 February, 2011, the Committee had before it a joint report by the Director of Enterprise, Planning and Infrastructure and the Director of Corporate Governance which provided information pertaining to possible sources of funding for the Duthie Park project. The report explored in detail, both the financial and legal issues associated with this proposal.

The Committee resolved:-

- (i) to agree to the use of the Common Good Fund as the source of match funding for the capital element of the Heritage Lottery Fund grant for the Duthie Park project;
- (ii) to note that the Common Good Fund could absorb the capital costs through external borrowing without materially impacting on the level of cash balances held, as recommended by the Head of Finance at the budget meeting of Council of 10 February, 2011;
- (iii) to instruct officers to conclude negotiations with the Heritage Lottery Fund in relation to their offer of grant for the project; and
- (iv) to instruct that a press release on this decision be issued at the earliest opportunity.

TRADE UNION FACILITY TIME (CG/11/042)

35. The Committee had before it a report by the Director of Corporate Governance which requested that the trade union facility time arrangements be reviewed.

The report advised as to the background of the issue in hand, and set out the current allocation of facility time afforded to each of the trade unions.

The Committee resolved:-

- (i) to instruct the Head of Human Resources and Organisational Development to benchmark with other Scottish local authorities and public sector partners on the levels of trade union facility time granted;
- (ii) to instruct the Head of Human Resources and Organisational Development to review thereafter the facility time arrangements contained within the Framework Agreement for Industrial Relations (FAIR);

- (iii) to instruct officers to consult with the trades unions on facility time arrangements to ensure that the employer and the trades unions comply with the ACAS Code of Practice, as outlined in Section 199 of the Trade Union and Labour Relations (Consolidation) Act 1992;
- (iv) to instruct the Head of Human Resources and Organisational Development to report back to this Committee on the review within six months; and
- (v) to instruct that the exempt information contained within this report be extracted, and the remainder of the report made public at the earliest opportunity.

ESTATES MANAGEMENT CONTRACTS – LEGIONELLA PREVENTATIVE MAINTENANCE (EPI/11/137)

36. With reference to article 31 of the minute of meeting of this Committee of 28 September, 2010, the Committee had before it a report by the Director of Enterprise, Planning and Infrastructure which reminded members that a collaborative procurement exercise had been undertaken with Aberdeenshire Council, Grampian Police, and Grampian Fire and Rescue for the provision of Estates Management Services in respect of Legionella preventative maintenance.

The report explained that the Council's current contract for Legionella preventative maintenance would expire on 30 June, 2011; that the original three year contract had already been extended; and that any further extension could be in breach of European Procurement Legislation and the Council's Standing Orders.

The report advised as to the tenders received, and detailed the financial implications to the Council of accepting the preferred tender. The Committee expressed its concern at this, and queried as to whether the other partners involved were content with the recommendations of officers.

The Committee resolved:-

to defer making a decision on this matter until the next meeting of Council of 27 April, 2011, in order to allow time for officers to make contact with the partners involved, to ascertain their views on the matter.

THIRD DON CROSSING – AWARD OF GROUND INVESTIGATION CONTRACT (EPI/11/108)

37. The Committee had before it a report by the Director of Enterprise, Planning and Infrastructure which advised as to the outcome of a tendering exercise that had been undertaken in relation to the ground investigation work that was essential for the progression of the Third Don Crossing scheme. The report provided details as to the background issues, and outlined the tenders received.

The report recommended:-

- (a) that the content of the report be noted; and
- (b) that officers be authorised to award the contract to the lowest tenderer, as identified within the report.

The Convener, seconded by Councillor John West, moved:
that the report's recommendations be approved.

Councillor Young, seconded by Councillor Laing, moved as an amendment:
to defer a decision on this matter until such time as the Council has received
capital funds for the scheme from the Scottish Government.

On a division, there voted: for the motion (10) – the Convener; the Vice Convener;
and Councillors Cormack, Cormie, Dean, Dunbar, Fletcher, Kiddie, Leslie and John
West; for the amendment (3) – Councillors Graham, Laing and Young; declined to
vote (1) – Councillor Boulton; absent from the division (1) – Councillor Crockett.

The Committee resolved:-
to adopt the successful motion.

TREATMENT OF DEBATERS – APPENDIX

38. With reference to article 29 of this minute, the Committee had before it an
appendix pertaining to the matter discussed at an earlier point in the meeting.

The Committee resolved:-
to note the appendix.

LAND AT PITMEDDEN ROAD, DYCE (EPI/11/118)

39. Reference was made to article 34 of the minute of the previous meeting of
this Committee of 1 February, 2011 at which time members had deferred
consideration of the report before them relating to Land at Pitmedden Road, Dyce,
and instructed officers to meet with the Dyce Sports and Leisure Development
Trust's legal representatives. The Committee had before it on this day a report by
the Director of Enterprise, Planning and Infrastructure which provided an update on
the situation, and proposed a way forward in this regard.

The Committee resolved:-
to defer consideration of this report to allow local members, members of this
Committee, and appropriate officers to meet at a date after the
Dyce/Bucksburn/Danestone Ward by-election on 19 May, 2011, to discuss
innovative ways to deliver this project.

COTTON STREET SITE – REQUEST TO PURCHASE (EPI/11/114)

40. The Committee had before it a report by the Director of Enterprise, Planning
and Infrastructure which advised members of a request from SCARF (Save Cash
and Reduce Fuel) to purchase a site on Cotton Street. The report provided details
pertaining to the request, and a synopsis of the background issues in relation to this
particular property.

A discussion took place regarding comments made by a particular Councillor during the consultation process, which had been included within the report. It was intimated that these comments had been made in the Councillor's capacity as a member of the Board of SCARF, not as a local Councillor. The Head of Legal and Democratic Services reminded the Committee that elected members were only consulted on reports as Councillors, and not in any other capacity. It was suggested that it may be appropriate for the Councillor in question to write to the Head of Legal and Democratic Services to clarify matters.

The Committee resolved:-

- (i) to note the excellent work undertaken by SCARF;
- (ii) to agree that in the present economic climate where interest rate returns are low, the return to the Council by selling the site to SCARF does not constitute best value at this time;
- (iii) to agree that the offer of purchase should be reconsidered in one year, at the appropriate meeting of this Committee at a value prevalent at that time; and
- (iv) to request that an email be sent to all elected members setting out clearly the capacity in which they are being consulted on draft reports.

SINCLAIR ROAD – REQUEST TO PURCHASE (EPI/11/113)

41. The Committee had before it a report by the Director of Enterprise, Planning and Infrastructure which presented details pertaining to a request that officers had received to purchase a property at Sinclair Road. The report advised as to the background issues associated with this request, and set out the financial implications to the Council of accepting or declining the offer.

The Committee resolved:-

- (i) to refuse the sub tenant's offer to purchase the Council's interest in the premises; and
- (ii) to approve the extension of the existing sub lease until the end of the Council's ground lease in 2035, if the sub tenant also agrees to this way forward.

FOUR FORMER GROUP HOMES – MARKETING (EPI/11/095)

42. Reference was made to article 41 of the minute of the previous meeting of this Committee whereby members agreed to renounce leases for the properties at 12 Devanha Gardens West, 30 Springfield Avenue, 29 Redmoss Avenue, and 20A Loirston Road, Cove. The properties were subsequently declared surplus to the requirements of the Education, Culture and Sport Service at the meeting of Council of 23 February, 2011 (article 26 of that minute refers). The Committee had before it on this day, a report by the Director of Housing and Environment which advised that the four properties had been circulated to all Council Services and partners, and that no interest had been expressed by the deadline. It was therefore recommended that the properties be marketed at a point when all leases had been renounced.

The Committee resolved:-

- (i) to instruct the Head of Asset Management and Operations to market the four former group homes on the open market after the renunciation of the leases of each of them to Inspire Partnership Housing have been concluded by the Head of Legal and Democratic Services; and
- (ii) to instruct that a further report be submitted this Committee in due course, detailing the outcome of the marketing exercise.

41 – 45 LEADSIDE ROAD – OUTCOME OF MARKETING (EPI/11/096)

43. Reference was made to article 30 of the minute of meeting of this Committee of 11 May, 2010 at which time officers were instructed to arrange for the combined site of 41 – 45 Leadsid Road to be advertised for sale on the open market, and to submit a further report on the outcome of the marketing exercise. The Committee now had before it the report as requested which provided a synopsis of the situation and detailed the offers received.

The Committee resolved:-

- (i) that the highest offer, submitted by Simpson & Marwick, on behalf of Forbes Homes Limited, be accepted;
- (ii) to instruct the Head of Legal and Democratic Services to conclude missives for the sale of the properties, incorporating various qualifications as are necessary to protect the Council's interests; and
- (iii) should this highest offer not achieve the required planning permission for eleven new build flats, that the Head of Asset Management and Operations be authorised firstly to enter into negotiations on any proposed amendment to the sale price, and secondly, if necessary, to readvertise the combined property on the open market, subject to reporting further to this Committee on the actions taken following any readvertising.

BON ACCORD BATHS – SALE (EPI/11/111)

44. The Committee had before it a report by the Director of Enterprise, Planning and Infrastructure which advised as to the outcome of the marketing exercise which had been undertaken in relation to the former Bon Accord Baths. The report presented the offers received, and the various options available to the Council at this stage. An amended version of the report and an appendix which provided further information and clarity on the offers received were circulated at the meeting.

At this juncture the Convener suggested that any receipt received as a result of this sale should be ring fenced for the 50 metre pool project.

The Committee resolved:-

- (i) to accept the highest scoring offer, as identified within the tabled report; and
- (ii) to instruct the Head of Legal and Democratic Services to conclude missives for the sale of the property, incorporating various qualifications as are necessary to protect the Council's interests.

DECLARATION OF INTEREST

Councillor Dean declared an interest in the subject matter of the following article by virtue of her position as a Board member of NHS Grampian, but chose to remain in the meeting as NHS Grampian was a devolved public body (as set out in paragraph 5.18(2)(i)(a) of the Councillors' Code of Conduct).

WOODSIDE – SALE OF GROUND TO THE NHS (EPI/11/045)

45. Reference was made to article 20 of the minute of meeting of the former Area Committee Central of 28 November, 2007, whereby officers had been instructed to enter into more detailed discussions with NHS Grampian and the local community in relation to NHS Grampian's requirement to identify a site for a new doctor's surgery in the Woodside area of the city. The Committee had before it on this day, a report by the Director of Enterprise, Planning and Infrastructure which advised as to the most current discussions that had taken place between the Council and NHS Grampian pertaining to the site on Marquis Road immediately south of the Woodside Community Centre building, and provided a recommendation as to the way forward.

The Committee resolved:-

- (i) to declare the site surplus to the requirements of the Council;
- (ii) to instruct that the Head of Legal and Democratic Services conclude missives for the sale of the ground to NHS Grampian at the price detailed within the report, incorporating various qualifications as are necessary to protect the Council's interests;
- (iii) to instruct that a clawback provision be included in the conditions of sale; and
- (iv) to instruct the Head of Asset Management and Operations to proceed with plans to relocate the 'kick about' pitch, including the making of any planning applications which may be required, with the costs being met from part of the capital receipt.

AIRYHALL SITE – SALE OF GROUND (EPI/11/110)

46. Reference was made to article 9 of the minute of meeting of this Committee of 2 December, 2010, at which time officers were instructed to enter into discussions with the adjoining landowner to promote a potential residential scheme as a whole at the former Airyhall grazing site. The Committee had before it on this day, a report by the Director of Enterprise, Planning and Infrastructure which updated members on those discussions.

The Committee resolved:-

to approve the proposed transaction with Bancon Developments Limited and to sell the site to Bancon Developments Limited at the price detailed within the report, subject to the Head of Legal and Democratic Services concluding missives for the

sale of the property, incorporating various qualifications as are necessary to protect the Council's interests.

WALLACE TOWER – FUTURE USE (EPI/11/115)

47. The Committee had before it a report by the Director of Enterprise, Planning and Infrastructure which presented the options available to the Council in relation to the Wallace Tower on Tillydrone Road.

The report reminded members that the Wallace Tower was a category B listed building which had been mothballed for several years. The report advised as to the background of the issue in hand, presented two options on possible ways to proceed, and detailed (1) the financial implications to the Council of these; and (2) a recommendation in this regard.

The Committee discussed in detail the options before it, and suggested that in the case of a lease being granted, it would be necessary for an end use to be identified by the Council. The Head of Legal and Democratic Services emphasised that the Courts could not be petitioned to remove ground from the Common Good until the area required was adequately defined.

The Committee resolved:-

- (i) to instruct the Head of Legal and Democratic Services to petition the courts under section 75(2) of the Local Government (Scotland) Act 1973 for authority to dispose of the site on which the Wallace Tower is erected, on the grounds that this would allow a historic local building to be brought back into active use, together with sufficient ground around that site to allow for the creation of adequate defensive space, pedestrian and vehicular access etc;
- (ii) in the event that the petition is successful, to instruct the Head of Asset Management and Operations to advertise the Wallace Tower and the surrounding site (as per (i) above) for long term lease (not residential use), for any use considered appropriate by the Council; and
- (iii) to instruct that officers report back on (i) and (ii) above to a future meeting of this Committee.

FORMER VICTORIA ROAD PRIMARY SCHOOL – FUTURE USE (EPI/11/106)

48. Reference was made to article 26 of the minute of meeting of this Committee of 28 January, 2010, at which time members had been advised that another Council Service was interested in acquiring the site of the former Victoria Road primary school. The Committee had before it on this day a report by the Director of Enterprise, Planning and Infrastructure which updated members as to the current situation, and advised that the Head of Regeneration and Housing Investment had recently confirmed that the site was no longer of interest to the Housing and Environment Service.

The report explained that an adjoining workshop and store located off Abbey Road at Abbey Lane were also held on the Education, Culture and Sport account, and

proposed that these sites be combined and marketed to ensure that the Council had no future property responsibilities at this location.

The report recommended:-

that the Committee –

- (a) refer the report to the next meeting of the Education, Culture and Sport Committee of 2 June, 2011 to enable the workshop and store at Abbey Lane to be declared surplus to the requirements of that Committee to facilitate the disposal of the adjoining surplus school site by including these properties within the overall site;
- (b) instruct the Head of Asset Management and Operations to then market the overall site for sale on the open market as either one combined site or two separate lots; and
- (c) instruct that a further report be submitted on the outcome of the marketing.

The Committee again highlighted that the current Orders of Reference of the committees of Council were, in instances such as this, impeding the efficient operation of the Corporate Asset Group, and therefore requested that Council declare the property surplus to the requirements of the Education, Culture and Sport Service at its meeting of 27 April, 2011, rather than require officers to wait to the next meeting of the Service Committee (2 June, 2011) for a decision to be taken.

The Committee resolved:-

- (i) to refer this report to Council in order that the workshop and store at Abbey Lane be declared surplus to the requirements of the Education, Culture and Sport Service; and
- (ii) to approve recommendations (b) and (c) as detailed above.

REVIEW OF ADVERTISING SITES (EPI/11/116)

49. With reference to article 28 of the minute of its meeting of 28 September, 2010, the Committee had before it a report by the Director of Enterprise, Planning and Infrastructure which presented information pertaining to the advertising hoarding sites currently held by the Council.

The report advised as to where the sites were situated, and explained that they had been retained by the Council because (1) the site was required for transport improvements that had already been approved in principle and were awaiting funding; (2) the site, although not required at present, had strategic benefits for future possible transport improvements; (3) the site was part of a larger development area; or (4) the site generated revenue income for the Council.

The Committee resolved:-

that the Council retain the advertising sites detailed in the report as a way of maintaining revenue income from them until a time when they are required for development/infrastructure purposes.

DECLARATION OF INTEREST

Councillor Dean declared an interest in the subject matter of the following article by virtue of her position as a Board member of NHS Grampian, but chose to remain in the meeting as NHS Grampian was a devolved public body (as set out in paragraph 5.18(2)(i)(a) of the Councillors' Code of Conduct).

FREDERICK STREET DEVELOPMENT SITE (EPI/11/085)

50. With reference to article 28 of the minute of its meeting of 12 November, 2009, the Committee had before it a report by the Director of Enterprise, Planning and Infrastructure which brought members up to date with the proposed sale of the Frederick Street Development Site to NHS Grampian, the relocation of Council staff from Frederick Street, and the legal issues associated with the missives, and the car park.

The Committee resolved:-

- (i) to note the current progress in relation to the development;
- (ii) to approve the receipt of a capital grant from NHG Grampian to allow the Council to construct a multi storey car park, subject to the full cost of the grant being determined; and
- (iii) to instruct the Head of Legal and Democratic Services to include a clawback provision in the conditions of sale.

DECLARATION OF INTEREST

Councillor Dean declared an interest in the subject matter of the following article by virtue of her position as a Board member of NHS Grampian, but chose to remain in the meeting as NHS Grampian was a devolved public body (as set out in paragraph 5.18(2)(i)(a) of the Councillors' Code of Conduct).

FUNDING OPPORTUNITIES FOR DELIVERING PROJECTS (EPI/11/144)

51. Reference was made to article 10 of the minute of meeting of the Education, Culture and Sport Committee of 24 March, 2011 at which time members had instructed officers to report to this Committee on funding options available to the Council in relation to the development of a new specialist school and campus for children and young people with additional support needs. The Committee now had before it a report by the Director of Enterprise, Planning and Infrastructure which advised that further to investigations, the Corporate Asset Group had approached Hub Co to determine whether it would be a suitable vehicle to deliver (a) a specialist school and campus on the site of Raeden Centre; (b) replacement schools for Bucksburn primary school and Newhills primary school; (c) Marchburn Children's Home; and (4) Victoria House (non HRA element), primarily as a revenue model.

The Committee resolved:-

- (i) to instruct the Head of Asset Management and Operations to continue discussions with Hub Co along with the completion of detailed business cases by all appropriate Services, to determine the financial viability of this proposal;
- (ii) to instruct the Director of Education, Culture and Sport (1) to evaluate the specific impact of not progressing the Raeden and Bucksburn and Newhills projects within the current timescales; and (2) to report to the next meeting of the Education, Culture and Sport Committee of 2 June, 2011 in this regard;
- (iii) to instruct officers to continue to consider other funding arrangements;
- (iv) to instruct that a full report be submitted to the next meeting of this Committee of 16 June, 2011 on the outcome of the above instructions; and
- (v) to instruct that all interested parties be advised immediately after the meeting that a decant in the summer recess is unlikely.

- COUNCILLOR KEVIN STEWART, Convener

LORD PROVOST SUB-COMMITTEE

ABERDEEN, 16th December 2010 – Minute of Meeting of the LORD PROVOST SUB-COMMITTEE. Present:- Lord Provost Peter Stephen, Chairperson; Depute Provost Dunbar; and Councillors Cooney, Malone and Wisely.

Also in attendance:- Beverley Graham, Office of Chief Executive; Catriona Gilmour, Accountant, Corporate Governance; Paula Fullerton, Enterprise, Planning and Infrastructure; David Gow and Alasdair Ross, Office of Chief Executive; and Rebecka Steven and Lynsey McBain, Corporate Governance.

MINUTE OF PREVIOUS MEETING

1. The Sub-Committee had before it the minute of its previous meeting of 14th October, 2010.

The Sub-Committee resolved:-

to approve the minute as a correct record.

MATTERS ARISING

2. (A) European Curling Championship

With reference to article 3(A) of the minute of the previous meeting, the Lord Provost sought clarification as to whether the trophy presented to George Esson had been paid for. Alasdair Ross advised that he would ensure this had been actioned and report back to the next meeting.

(B) Replacement Boarding and Foam in Furniture

With reference to article 3 (B) the Lord Provost advised that this had now been completed.

(C) Date of HMS Civic Event

With reference to article 3(C), Councillor Wisely queried what the confirmed date was for the HMS Diamond Civic Event. Alasdair Ross confirmed that it would take place on Saturday 12 February 2011.

(D) HMS Diamond

With reference to article 3(C), Councillor Malone questioned whether the seats offered to HMS Diamond could be returned, should they no longer want or use them. The Lord Provost suggested that they be loaned out to HMS Diamond on a permanent basis.

The Sub-Committee resolved:-

to concur with the suggestion of the Lord Provost.

(E) Scotland V Samoa International Rugby Test Match

With reference to article 4(B) of the previous meeting, the Sub Committee heard from Councillor Wisely who raised her concern in relation to an invitation to the Scotland v Samoa International Rugby Test Match Civic Event. Councillor Wisely advised that she had contacted the Lord Provost's Office to establish if Mrs Cussiter, who is the mother of Chris Cussiter (Scotland captain), had been invited to attend the Civic Event on 26 November 2010, and was assured that she had been. However Mrs Cussiter had never received an invitation. Alasdair Ross provided some information to the Sub-Committee, whereby he explained that the guest list had been split between the Council and the Scottish Rugby Association, and he had been assured that Mrs Cussiter had been invited through The Scottish Rugby Association.

The Lord Provost advised that there had also been a number of issues regarding protocol that had arisen on the day of the event. The Sub-Committee requested that officers keep this experience in mind in future when similar problems arise. It was further noted that the Council invitations had been managed by the Education, Culture and Sport Service, and not civic administration.

(F) In Bloom Garden Competition

With reference to article 3(iv), Alasdair Ross advised that less than 100 people had attended the In Bloom Garden Competition Civic Event when it was held in November 2010. Members questioned whether invitations stated that a no reply would be classed as a non attendance. Alasdair Ross highlighted that invites did not include this, but purely asked for a reply by a certain date. However, he suggested that he put together a few different versions of an updated invitation and would circulate to members for comments.

BATTLE OF HARLAW MINUTE OF 15 NOVEMBER 2010

3. The Sub-Committee had before it the minute of the Battle of Harlaw Working Group of 15th November for information.

The Sub Committee resolved:-

to note the minute.

DECLARATION OF INTEREST

Depute Provost Dunbar declared an interest in the following item, by virtue of her appointment on the Grampian Joint Police Board. She did not feel it necessary to withdraw from the meeting during consideration of the item.

CIVIC HOSPITALITY REQUESTS

4. (A) Financial Reports

The Sub-Committee were circulated an updated version of the financial information for the Civic Hospitality budget for 2010/11 and 2011/12 and the Lord Provost Common Gift Fund for 2010/11.

The Sub-Committee resolved:

to note the information provided.

(B) Civic Hospitality Requests 2010/11

The Sub-Committee had before it various applications for the provision of civic hospitality for the financial year 2010/11.

The Sub-Committee resolved:-

(i) to approve the following application for civic hospitality:-

Occasion	Date of Event	Venue	Hospitality to be Granted
Subsea 2011	7 February 2011	St Nicholas Room	Wine/Juice and Finger Buffet for 100

(C) Civic Hospitality Requests 2011/12

The Sub-Committee had before it various applications for the provision of civic hospitality requests for 2011/12.

With reference to the Blood Donor Awards, it was noted that the organisation had suggested that they contact external organisations to see if they could get commercial sponsorship. The Sub-Committee intimated that they would like to continue to support this event, and so approved the request, but instructed Alasdair Ross to continue dialogue with the organisation in this regard.

The Sub-Committee resolved:-

- (i) to request that Alasdair Ross liaise with Aberdeen Civic Society Awards to allow them the option of receiving either a drink on arrival or tea/coffee and biscuits; and
- (ii) to otherwise approve the applications for civic hospitality as follows:-

Occasion	Date of Event	Venue	Hospitality to be Granted
Boys Brigade Queen's Men Presentations	10 May 2011	Town and County Hall	Sandwiches, tea/coffee and biscuits for 80.
All Energy 2011	18 May 2011	Aberdeen Exhibition and	Wine/Beer/Juice reception for 1100.

		Conference Centre	
International Water Association Symposium on Off-Flavours in the Aquatic Environment	17 August 2011	St Nicholas Room	Welcome drinks for 150.
Aberdeen Citizen's Advice Bureau Annual General Meeting	12 September 2011	Town and County Hall	Tea/Coffee and Biscuits for 50.
Aberdeen Civic Society Awards	26 October 2011	Town and County Hall	Arrival Drink OR Tea/Coffee and Biscuits for 100.
Blood Donor Awards	25 October 2011	Beach Ballroom	Drink on Arrival and Finger Buffet for 320.
Kirkhill Primary School – British Council's Comenius Project	11 May 2011	Town and County Hall	Soft Drinks and Finger Buffet for 100.
Grampian Police Long Service Award 2010	TBC	Beach Ballroom	Room Hire Costs for Two Evenings

DATE OF NEXT MEETING

5. The Sub-Committee noted that the next meeting was scheduled for Thursday 3 February at 10.30am.

-LORD PROVOST STEPHEN - Chairperson

Agenda Item 2.3

LORD PROVOST SUB-COMMITTEE

ABERDEEN, 3rd February 2011 – Minute of Meeting of the LORD PROVOST SUB-COMMITTEE. Present:- Lord Provost Peter Stephen, Chairperson; Depute Provost Dunbar; and Councillor Cooney.

Officers in attendance:- Beverley Graham and Alasdair Ross, Office of Chief Executive; Hugh Coleman, Finance Manager, Corporate Governance; Paula Fullerton, Enterprise, Planning and Infrastructure; and Rebecka Steven and Lynsey McBain, Corporate Governance.

APOLOGIES

1. Apologies were intimated on behalf of Councillors Malone and Wisely, and John Johnstone, Ballroom Manager, Education, Culture and Sport.

MINUTE OF PREVIOUS MEETING

2. The Sub-Committee had before it the minute of its previous meeting of 16th December, 2010.

The Sub-Committee resolved:-

to approve the minute as a correct record.

MATTERS ARISING

3. (A) In Bloom Garden Competition

With reference to article 3 (E) of the minute of the previous meeting, Alasdair Ross advised that less than 100 people were in attendance at the recent In Bloom Civic Reception, held at the Beach Ballroom. Alasdair explained that due to the low numbers of attendees, he would suggest to the individuals involved with the In Bloom Garden Competition that the event next year be held at the Town House.

MINUTE OF THE BATTLE OF HARLAW OF 17 JANUARY 2011

4. The Sub-Committee had before it the minute of the Battle of Harlaw Working Group of 17 January 2011 for information.

The Sub-Committee resolved:-

to note the minute.

CIVIC HOSPITALITY REQUESTS

5. (A) Financial Reports

The Sub-Committee had before it, financial statements pertaining to the Civic Hospitality budget for 2010/11 and 2011/12 and the Lord Provost Common Gift Fund for 2010/11.

The Lord Provost expressed his concern in relation to the financial information provided for the Lord Provost Gift Fund budget for 2010/11 and advised that (a) the information provided regarding the remaining funds in the budget was not accurate, (b) that an order for over £4000 had been placed with a local business, based on the figures provided; and (c) only £50 remained in the fund as a result of purchases made, but not recorded.

Hugh Coleman explained that currently officers in the finance team managed this fund, but were often not in receipt of the most up to date information. As a way forward, he suggested that in future it may be more appropriate for the fund to be managed by officers in the Office of Chief Executive as they would be best placed to provide the most up to date and accurate information. If this suggestion was taken forward, Hugh confirmed that the finance team would continue to provide support as necessary. Members agreed that a general review was required into how the monitoring information was provided to the Sub Committee.

The Sub-Committee resolved:-

- (i) to request that Hugh Coleman liaise with the Head of Office of Chief Executive, with a view to the management of the Lord Provost Common Gift Fund being transferred to the Office of Chief Executive;
- (ii) to request that monthly monitoring statements be provided to the Lord Provost in relation to the Lord Provost Common Gift Fund; and
- (iii) to otherwise note the information provided.

(B) Civic Hospitality Requests 2011/12

The Sub-Committee had before it various applications for the provision of civic hospitality for the financial year 2011/12.

The Sub-Committee resolved:-

- (i) to approve the following applications as follows:-

Occasion	Date of Event	Venue	Hospitality to be Granted
VisitScotlandExpo	13 April 2011	AECC	Wine/Beer/Juice Reception for 800
City of Aberdeen Highland Championships	24 April 2011	Music Hall	Tea, Coffee, Biscuits and Sandwiches for 25
Crown Services Volleyball Championships 2011	20 May 2011	Town and County Hall	Wine/Juice and Finger Buffet for 150
Grampian Pre-Retirement Council AGM	2 June 2011	Bon Accord Room	Tea, Coffee, Biscuits and Sandwiches for 25

IUPAC Symposium for Trace Elements in Food	20 June 2011	Cowdray Hall	Wine/Juice and Finger Buffet for 110
City of Aberdeen Highland Games	19 June 2011	Hazlehead Park	Wine/Juice and Finger Buffet for 100
Aberdeen Art Gallery 125 th Anniversary Midsummer Ball	10 June 2011	Beach Ballroom	Wine/Juice on Arrival for 250
The Merchant Mariners	to be confirmed	Town and County Hall	Tea, Coffee, Sandwiches, Scones and a dram for 100
Tartan Day	30 July 2011	St Nicholas Room	Wine/Juice and Finger Buffet for 30
Offshore Europe	6 September 2011	AECC	Wine/Beer Reception and Finger Buffet for 350
Rotary International District 1010 Annual Conference	16 September 2011	AECC	Wine/Beer/Juice Reception for 500
Victim Support Scotland AGM	20 September 2011	Town and County Hall	Hot Fork Buffet and Tea/Coffee and Biscuits for 150.
VSA AGM	13 October 2011	Town and County Hall	Tea/Coffee and Biscuits for 50.
Funolympics	23 October 2011	Beach Ballroom	Soft Drinks, Finger Buffet and Disco for 120.

- (ii) in relation to the City of Aberdeen Highland Games application, to request that Alasdair Ross liaise with the organisers to agree a suitable timeslot for the food to be served over a two hour period;
- (iii) in relation to the Funolympics event, to request that that the start time of the event be identified on the invitation sent to elected members, and not just the start time of the ceremony; and
- (iv) in relation to the IUPAC Symposium for Trace Elements in Food event, to note that the venue hire cost had still to be confirmed to officers.

DATE OF NEXT MEETING

6. The Sub-Committee noted that the next meeting would be held on 28 April 2011 at 10.30am.

- LORD PROVOST STEPHEN - Chairperson

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Agenda Item 2.4

CORPORATE HEALTH AND SAFETY COMMITTEE

ABERDEEN, 1st December, 2010. - Minute of Meeting of the CORPORATE HEALTH AND SAFETY COMMITTEE. Present:- Councillor Leslie, Chairperson; and Mike Middleton (GMB), Vice-Chairperson. City Council Representative:- Councillor McDonald.

Trade Union Representatives:- Carole Thorpe (EIS); Neil Watson (GMB); Sid Sandison (SSTA); and John Noble (UCATT).

Officers in attendance:- Ciaran Monaghan, Head of Service, Office of Chief Executive; Ewan Sutherland, Head of Human Resources and Organisational Development; Charlie Penman, Head of Education Development Policy and Performance; Mary Agnew, Health, Safety and Wellbeing Manager; Graham Hossack, Operational Support Manager, Social Care and Wellbeing; Mike Hearn, Directorate Support Manager, Enterprise, Planning and Infrastructure; David Leslie, Directorate Support Manager, Housing and Environment Graham Elman, Health and Safety Adviser; and Karen Riddoch, Committee Services Officer (Clerk)

Also in attendance:- Bavaneesha Naidoo from Workplace Options (for items 2 and 5 on the agenda).

ORDER OF AGENDA

1. The Clerk proposed a change to the order of items before the Committee, those being:- to take item 5 (Employee Assistance Programme Report) after item 2 (Workplace Options Presentation); and to take item 16 (Health and Safety Annual Report, April 2009 to March 2010) after item 9 (Revitalising Health and Safety Targets).

The Committee resolved:-

to accept the changes to the order of the agenda.

APOLOGIES

2. Apologies for absence were intimated on behalf of Councillors Kevin Stewart, Wendy Stuart and Young; Joe Craig and Steve Robb (Unite) and Leslie Kirk, Directorate Support Manager, Education, Culture and Sport.

WORKPLACE OPTIONS PRESENTATION

3. The Committee received a presentation from Bavaneesha Naidoo from Workplace Options which provided members with details on the Employee Assistance Programme (EAP).

In summation, the presentation provided an overview of the EAP service, how the EAP supports Human Resources, Occupational Health and Management. Conceptually, EAP aims to cover as many of the main issues and factors which may impact on the emotional and physical wellbeing of an employee. In her presentation, Bavaneesha Nidoo identified such factors as work and personal relationships, work-life balance, family, changes in the workplace and life changes as being paramount to the emotional wellbeing of an employee. Providing a confidential, independent and impartial service, free of charge and always available, EAP aims to save time by helping to address issues early on.

EAP provides various information packs, one to one counselling, and a comprehensive website. It also provides additional support for managers/supervisors who may be working with someone experiencing personal difficulties.

The Committee resolved:-

- (i) to thank Ms Naidoo for her presentation; and
- (ii) to note the content of the presentation.

EMPLOYEE ASSISTANCE PROGRAMME REPORT, JULY TO SEPTEMBER 2010

4. With reference to Article 5 of the minute of its meeting of 27th August, 2010, the Committee had before it a report prepared by Workplace Options on behalf of the Council which provided information relating to the usage of the Employee Assistance Programme by employees for the period 1st July to 31st October, 2010.

The report advised that over the period in question, Workplace Options had dealt with 44 cases and 91 web logins had been received. The report provided statistical information broken down into sub categories and categorised as either personal or work related issues. The support provided to employees was in the form of face to face (50%), telephone support (43.2%), telephone by counsellor (4.5%) and debt specialist (2.3%). Information on the types of website categories that had been accessed were contained in the report.

In response to a question from Councillor McDonald on the methods used to try to increase the usage of the service from male members of staff, Mary Agnew advised that she would be discussing options with Bavaneesha to see how the service could be promoted throughout the Council and in particular to male members of staff.

Some members from the Trade Unions advised that they hadn't seen any publicity materials in their workplaces and requested that they receive them to promote the service.

The Committee resolved:-

- (i) to note that Mary Agnew would progress ways in which to promote the Employee Assistance Programme;
- (ii) to request Mary Agnew to liaise with each operational/directorate support manager on the issuing of the promotional material for the Employee Assistance Programme and for her to arrange for additional materials where appropriate; and

(iii) to otherwise note the information contained in the report.

MINUTE OF PREVIOUS MEETING

5. The Committee had before it the minute of its previous meeting of 27th August, 2010.

The Committee resolved:-

to approve the minute.

MATTERS ARISING

6. With reference to Article 4, resolution (i) Mary Agnew advised that (a) the revised Mental Health and Wellbeing Policy was currently with the Corporate Management team which included the Workload Statement previously discussed at this Committee; and (b) the policy would be issued in due course as part of the formal consultation process.

The Committee resolved:-

to note the information.

CORPORATE HEALTH AND SAFETY REPORT, JULY TO SEPTEMBER, 2010

7. With reference to Article 6 of the minute of its meeting of 27th August, 2010, the Committee had before it a report by the Director for Corporate Governance, which provided details on the number and type of accidents, incidents and occurrences during the period July to October, 2010.

The report also highlighted the health and safety activities such as health and safety compliance monitoring, training, initiatives, campaigns and any Health and Safety Executive (HSE) interventions.

The report provided information broken down into the following categories:-

Accident/Incidents, Reportable Accidents/Incidents and Accident Rates

- 69 employee accidents were reported of which 23 were reportable to the enforcing authority;
- 31 accidents to third parties were reported of which 8 were reportable to the enforcing authority. Of all the third party accidents 19 involved school pupils;
- 114 incidents were reported by employees;
- manual handling accidents accounted for 30% of the total employee reportable accidents and slips and trips accounted for 26% of all reportable accidents by employees;
- 3 people were injured in falls from height, accidents which identified remedial actions from accident investigations being undertaken where appropriate to prevent reoccurrence; and
- the accident rate for the period was 2.59 accidents per 1,000 employees.

Workplace Health and Safety Management Performance Overview

- a total of 29 visits were undertaken during July to October, 2010;
- the main areas of weakness identified were -
 - lack of documentation and availability of risk assessments;
 - failure to follow up actions identified in workplace inspections; and
 - lack of first aid methods, needs assessments and co-ordination of first aid during the restructure.

Fire Risk Assessment

- the Health and Safety Adviser (Fire) post had been vacant since September 2010. The post had been advertised as a fixed term contract and the interviews would be held the week commencing 6th December, 2010. Due to resource issues for the Team, health and safety inspections (including fire observations) had been undertaken by the Team of opening buildings.

Health and Safety Training

- 291 delegates attended health and safety training over the period in question; and
- Grampian Police had delivered training on how to deal with threats of terrorism to employees, trade unions and Elected Members which comprised of Project Griffin and Project Argus. Both courses would be run again in the future to give employees, trade unions and Elected Members an opportunity to attend.

Gas Safety

- the Housing and Environment and Enterprise, Planning and Infrastructure Services had produced a Corporate Gas Safety policy for housing and non-housing, which had been approved at the Corporate Policy and Performance Committee on 25th November, 2010.

Health and Safety Executive (HSE Intervention)

- the HSE had issued a letter to the Council relating to compliance of the statutory duties in relation to LPG tank installations at the Crematorium. Action had been taken to address the issues raised to ensure compliance on this site and another identified site.

The report recommended:-

that the Committee refer the report to the Corporate Management Team -

- (a) to discuss and encourage review of statistics by Heads of Service;
- (b) to support actions to reduce accidents and work related ill-health in line with the health and safety targets; and
- (c) to disseminate and take action on the health and safety information in the report.

In response to questions raised by trade union members, relating to the level of first aid training and the recipients of training, Mary Agnew advised that not all Pupil Support Assistants were designated First Aiders but were used for emergency situations. Mary also explained that the HSE had issued revised guidance on the level of training that was required for first aid and that the time for training had reduced (number of days) however they would be held more frequently.

Information on first aid training provision was available on The Zone and Health and Safety Adviser that were allocated to each Service were available to advise Directors and Heads of Service on the new provisions.

The Committee resolved:-

to approve the recommendations contained in the report.

OCCUPATIONAL HEALTH REPORT – JULY TO SEPTEMBER, 2010

8. With reference to Article 7 of the minute of its meeting of 27th August, 2010, the Committee had before it a report by Serco, Occupational Health providers, which provided an update on the occupational health referrals and actions for the period July to September, 2010.

The report provided information on the number of appointments and cancelled appointments, those being:-

- 180 appointments were delivered by Serco on behalf of the Council;
- 7 of these were medicals, 11 were paper screens and 162 were referrals;
- 36 people did not attend, with a further 2 cancelling within 24 hours
- 3 tier – 3 HAVS assessments were carried out;
- 56 physiotherapy sessions had been carried out; and
- 93 Hep B vaccinations and 19 Hep B titres blood tests, had been carried out.

The report contained various graphs which presented the volume of referrals by Service, the reason for referrals, an overview of the diagnosis categories, an overview of the outcome of referrals and further action recommended for all referrals.

The Committee discussed the issue of people not attending appointments and the cost associated with each missed appointment. At present the service/directorate have to pay for those employees who fail to attend their appointment or cancel under 24 hours. The appointments were a management instruction to the employee to attend and all non-attendance was investigated. Mary Agnew advised that she received data on a monthly basis from Serco on non-attendance levels which she discussed with the relevant managers.

The Committee resolved:-

- (i) that for future agendas the report be issued in colour, specifically the pie charts and graphs as they were hard to read in black and white; and
- (ii) to otherwise note the report.

HEALTH AND SAFETY ACTION PLAN

9. With reference to Article 8 of the minute of its meeting of 27th August, 2010, the Committee had before it for information, the latest position statement of the Corporate Health and Safety Action Plan, prepared by the Health, Safety and Wellbeing Manager.

Mary Agnew advised that she had reviewed the Plan and updated it accordingly and that in relation to:-

- item 1 (Leadership of Health and Safety) - that there was a need to have strong direction from the management of the Council in relation to Health and Safety;
- item 2 (Review of Policies and Procedures) – that the Corporate Asbestos Policy had been approved by the Corporate Policy and Performance Committee on 25th November, 2010 and the Management of Stress Procedure would be amended but not the policy following discussions at the Corporate Management Team;
- item 3 (Reduce the Number of Accidents and Work Related Ill-Health) – there was a need to set new targets as the Council were at the end of the target period (Article 10 of this minute refers);
- item 8 (Health and Safety Input into Major Projects) – the Health and Safety Team were required to be involved at the project planning stage of all major projects; and
- item 9 (Recognised Awards) – the aim for the Council was to achieve the Health Working Lives Silver award and the Mental Health Commendation award.

In response to a question relating to the Employee Good Health Group, Mary Agnew advised that due to reduced resources she had been unable to lead the Group and that she didn't think it would be possible until after the appointment of the Principle Health and Safety Adviser had been made.

The Committee resolved:-
to note the information.

REVITALISING HEALTH AND SAFETY TARGETS AND HEALTH AND SAFETY ANNUAL REPORT – APRIL, 2009 TO MARCH, 2010

10. The Committee had before it a report by the Director of Corporate Governance which presented the Health and Safety annual report for April 2009 – March 2010. The purpose of the report was to summarise health and safety activities in Aberdeen City Council for the period April 2009 – March 2010. The commitment to produce an annual health and safety report is part of the Council's health and safety policy and is also reflective of best practice. As one of RoSPA's Scottish high achiever organisations, Aberdeen City Council are also committed to going public on their health and safety performance.

The report provided information broken down into various categories including:-

- Reportable accidents/injuries
- Hand Arm Vibration Syndrome (HAVS)
- Noise Awareness
- Dangerous occurrence/Dangerous gas fittings
- Revitalising health and safety initiative: targets for 2010
- Health and Safety Executive Involvement
- Health and safety matrix
- Occupational health
- Employee Assistance Programme

- Employee Good Health Group (EGhG)
- Health and Safety Training
- Managing attendance
- Key projects for 2010/11

In June 2000 the Health and Safety Executive launched its Revitalising Health and Safety strategy statement which set three national targets for improving health and safety performance by 2010. The Annual Report set out Aberdeen City Council's current progress towards these targets. Mary Agnew advised that there was a requirement to set new Revitalising Health and Safety Targets for the next 5-10 years.

The Committee discussed this in detail. Mary proposed setting the targets for the next 5 years in line with the 5 year business plan at a higher level than previous while keeping these targets under review on an annual basis. They should be achievable but need to be realistic.

The Committee resolved:-

- (i) to approve the report;
- (ii) to approve the publication of the report on the Council website; and
- (iii) to agree Health and Safety initiative Targets for the next five years as:
 - Target 1 – 20% reduction in the incidence rate of all reportable employee accidents;
 - Target 2 – 40% reduction of days lost from work related injury and ill health;
 - Target 3 – 20% reduction of the reported cases of work related ill health

EDUCATION, CULTURE AND SPORT SERVICE REPORT

11. The Committee had before it a report on behalf of Education Culture and Sport covering health and safety from 1 October 2009 to 30 September 2010.

The report provided information on the number and type of accidents and incidents, and the number of employees who had attended Health and Safety training courses.

Questions were raised as to the unavailability of an annual comparison with last years figures and the committee were advised that the statistics for Education, Culture and Sport were collated as a Directorate only from April 2009. Prior to this point the data was collated on a Neighbourhood basis and, thus, a 'like for like' comparison would be difficult.

Concern was raised regarding the occurrences of assaults and threatening verbal behaviour and the committee were advised that there was now a more robust type of reporting in place and stronger reporting mechanisms may be a main contributor to higher figures.

The Committee were advised that there was potentially issues not being reported in the correct way and that this would require to be looked at.

The Committee resolved:-

- (i) to note that concerns over the potential non-reporting of incidents be discussed at the next Education, Culture and Sport Union Management Committee and that the findings be reported to the next meeting of this Committee; and
- (ii) to otherwise note the report.

OFFICE OF CHIEF EXECUTIVE SERVICE REPORT

12. The Committee had before it a report on behalf of the Office of Chief Executive summarising the health and safety activities undertaken within.

The report provided information on the number and type of accidents and incidents, and the number of employees who had attended Health and Safety training courses.

The committee were advised that all OCE staff were now located in the Town House and they are currently updating policies and performance overviews appropriately.

The Committee resolved:-

to note the information given.

COMMITTEE DATES 2011 AND SERVICE REPORTING TIMETABLE

13. The Committee had before it proposed meeting dates and the Service reporting timetable for the Committee for 2011.

The Committee resolved:-

- (i) to agree the meeting dates as follows:-
 - Friday, 25th February,
 - Friday, 27th May,
 - Friday, 26th August, and
 - Friday, 2nd December;
 - (ii) to agree the Service reporting timetable.
- **GORDON LESLIE, Chairperson.**

FINANCE AND RESOURCES COMMITTEE

COMMITTEE BUSINESS

JUNE, 2011

<u>No.</u>	<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>
1.	Area Central 23/09/08 article 14; and 01/04/09 article 12. Finance and Resources Committee 24/04/11 article 50	<u>Frederick Street Development Site</u> At its meeting of 21/04/11, the Committee resolved: (i) to note the current progress in relation to the development; (ii) to approve the receipt of a capital grant from NHG Grampian to allow the Council to construct a multi storey car park, subject to the full cost of the grant being determined; and (iii) to instruct the Head of Legal and Democratic Services to include a clawback provision in the conditions of sale.	A report will be submitted next cycle on all outstanding issues.	Head of Asset Management and Operations	07/01/09	27/09/11
2.	Finance and Resources Committee 12/11/09 article 35, 11/03/10 article 34, 11/05/10 article 48, 17/06/10 article 41, 28/08/10 article 4; 01/02/11 article 8	<u>Leaking of Report - St Nicholas House Site</u> At its meeting of 01/02/11 the Committee resolved: to note the update provided by the Head of Legal and Democratic Services, and to therefore refer the relevant Councillors to the Standards Commission on the grounds of disrespect by members towards the Monitoring Officer.	A verbal update will be provided at the meeting by the Head of Legal and Democratic Services.	Head of Legal and Democratic Services	16/06/11	

Agenda Item 2.5

<u>No.</u>	<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>
3.	Finance and Resources Committee 10/12/09 article 42	<u>8 Alford Place</u> The Committee resolved: to instruct the Head of Resources Development and Delivery to advertise the property at 8 Alford Place for sub-lease from 1 April, 2010 until the termination date under the Council's head lease, and report further.	Ryden advise that property market for offices is currently flat with no interest currently expressed in leasing this property. Without prejudice discussions have taken place with the Council's landlord on possible alternative courses of action, but no agreement was reached. The marketing strategy is urgently being reviewed.	Head of Asset Management and Operations	06/05/10	27/09/11
4.	Finance and Resources Committee 28/01/10 article 2 & 11/03/10 article 31 & 11/05/10 article 34	<u>CAB – Debt Advice Service</u> At its meeting of 11/03/10 the Committee resolved: to request a report back at each meeting of this Committee on all matters detailed within the report and in particular until a Service Level Agreement is in place between the Council and the CAB.	Update: A report will be considered at the next Social Care and Wellbeing Committee. Where recommendations involve other corporate services, these will be reported to the Service Committees and Corporate Committees as required.	Head of Adult Services	27/09/11	
5.	Finance and Resources Committee 28/01/10 article 13	<u>Altens Community Centre and Dyce (Carnegie Hall) Community Centre – Remedial Works</u> The Committee resolved: that appropriate officers be requested to undertake consultation with the community groups concerned in order to ascertain whether the funding identified is actually required and to report back to the Committee thereon in due	Update: <u>Altens Leased Community Centre</u> The condition survey undertaken in late autumn 2009 detailed problems with windows and the state of the roof and gutters and down pipes which had resulted in significant leaks causing damage to ceilings and plaster work. The centre management committee was consulted following the January, 2010 meeting of the	Director of Education, Culture and Sport	17/06/10	01/02/11

<u>No.</u>	<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>course.</p>	<p>Finance and Resources Committee and expressed the view that repairs were urgent and, according to the terms of their existing lease with the Council, were the landlord's responsibility.</p> <p><u>Dyce (Carnegie Hall) Community Centre</u></p> <p>In a response received from Dyce Development and Amenities Committee which manage Dyce, Carnegie Hall, officers have been advised that the repairs do not appear to be of an urgent nature and that, "Our committee will as and when required carry out these items at our expense when they become necessary."</p> <p>In the light of this feedback:</p> <ul style="list-style-type: none"> - the work at Altens Community Centre to re roof part of the building, and replace the worst of the windows has been incorporated into the 2011/12 Condition and Suitability Programme, which was approved at the Finance and Resources Committee on 21 April, 2011, and will be carried over coming months. - it is proposed that the work at 			

<u>No.</u>	<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>
			Dyce (Carnegie Hall), which is not considered to be of an urgent nature, will be carried out on an as and when basis by the Dyce Development and Amenities Committee at their expense. Recommended for removal.			
6.	Finance and Resources Committee 28/01/10 article 25	<u>Capital Planning</u> The Committee resolved: to approve the amended Capital Prioritisation Process and instruct the Director of Enterprise, Planning and Infrastructure to commence its implementation for 2011/12, and to instruct that regular reports be submitted back to this Committee. <u>Status of Surplus Education and Other Properties</u> The Committee resolved: to authorise the Head of Resources Development and Delivery to enter into negotiations with the landlord of the site of the former Woodlands Special School, with a view to agreeing an appropriate exit strategy for the Council and to report back to this in due course on the outcome.	A report on the Capital Programme 2011/12 is on the agenda at item 6.2.	Head of Asset Management and Operations	16/06/11	
7.	Finance and Resources Committee 28/01/10 article 26		Detailed discussions are underway with other interested parties in relation to a lease surrender.	Head of Asset Management and Operations	17/06/10	27/09/11

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8.	Finance and Resources Committee 11/03/10 article 11	<u>Common Good Budget</u> The Committee resolved:- to seek a review of Council funding for all trusts in order to assess Best Value.	Update: Internal Audit have prepared terms of reference for a review of the Common Good Fund which will be the subject of a report back to this committee after reporting to the Audit and Risk Committee following the recess.	Head of Finance	28/09/10	06/12/11
9.	Finance and Resources Committee 11/03/10 article 20	<u>Applications for Financial Assistance 2009/10</u> The Committee resolved:- to instruct officers to bring forward a report detailing ways in which the grant application system can be streamlined especially with regard to reporting to Committee.	Update: A report on Financial Assistance applications is on the agenda however the specific remit described in this item has not been completed due to resource restrictions and higher priorities within the Finance function.	Head of Finance	28/09/10	21/04/11
10.	Finance and Resources Committee 11/03/10 article 26	<u>Corporate Asset Management System – Progress</u> The Committee resolved:- that the Director of Corporate Governance be requested to report back on progress at every cycle, and for the reports to be presented in a format that is easily read and understood.	An update is included in the information bulletin. However as this aspect of the project has been completed it is recommended that the item be removed with bulletin reports being submitted when appropriate.	Head of Asset Management and Operations	Every cycle	

<u>No.</u>	<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>
11.	Finance and Resources Committee 11/03/10 article 28	<u>Grove Lodge</u> The Committee resolved:- that a further report be prepared in due course advising the Committee of the outcome of the marketing exercise.	A report is on the agenda at item 11.4.	Head of Asset Management and Operations	28/09/10	16/06/11
12.	Finance and Resources Committee 11/05/10 article 42	<u>Station House Media Unit</u> The Committee resolved: that appropriate officers be instructed to report again to the Committee on the future management, maintenance and operation of the adjacent car parking area which is not to be included within the subjects leased.	This is currently under review, and a report will be submitted to a future Committee meeting.	Head of Asset Management and Operations	02/12/10	27/09/11
13.	Finance and Resources Committee 11/05/10 article 45	<u>Granitehill Site</u> The Committee resolved: to instruct the Head of Asset Management and Operations to (i) progress preliminary design and costing of the redevelopment of the site at Granitehill for Council purpose in anticipation of submitting a bid to the Non Housing Capital Plan appraisal process for 2011/12, and (ii) maintain a watching brief on market conditions and report back as and when exposure of the site to the market might yield a favourable outcome.	In terms of (i) the Heads of Environment Services and Housing Regeneration and Housing Investment are working to progress on this remit. In terms of (ii) there is no present evidence that market conditions have improved so as to justify exposing the site on the open market.	Head of Asset Management and Operations	02/12/10	27/09/11

<u>No.</u>	<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.	Finance and Resources Committee 17/06/10 article 19	<u>Annual Housing and Council Tax Benefit Report</u> The Committee resolved: to instruct that an annual report be submitted to this Committee in June each year, which should detail the previous financial year's Housing and Council Tax Benefit Service.	It is recommended that these reports be presented to Committee in September each year (rather than June). This will allow the report to have bench marking data against other authorities incorporated into the report.	Head of Finance	16/06/11	27/09/11
15.	Finance and Resources Committee 17/06/10 article 24	<u>Kinship Care Service – Business Case</u> The Committee resolved: (i) to approve the posts as outlined above on a one year fixed term basis; (ii) to instruct that officers report back, reviewing the situation when required.		Head of Children's Services	16/06/11	
16.	Council 18/08/10 article 17 Finance and Resources 02/12/10 article 32 Council 15/12/10 article 30 (referred from Finance and	<u>Future Funding and Development of AECC</u> At its meeting of 18/08/10, Council resolved: to instruct that reports be submitted to the Enterprise, Planning and Infrastructure and/or Finance and Resources Committees each cycle . At its meeting of 02/12/10, the Committee resolved: (d) instruct officers to prepare and submit a report to both the	Our Democratic and Legal Services Team have commissioned Brodies to assist with the transfer of leases and assets. Work on this task is ongoing. A draft pre-qualification questionnaire (PQQ) for issue to potential development partners was provided to our procurement team in December 2010. Following discussions in January, they are now liaising with	Director of Enterprise, Planning and Infrastructure/ Head of Finance	Every cycle	

<u>No.</u>	<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>
	Resources) – same decision.	<p>Enterprise, Planning and Infrastructure Committee and this Committee outlining the options and terms for reverting all existing leases relating to land currently leased to AECC, and transferring ownership of all currently owned buildings and assets, from AECC Ltd to the Council; and</p> <p>(g) instruct officers to prepare and submit a report to both the Enterprise, Planning and Infrastructure Committee and this Committee outlining the proposed:</p> <p>(a) terms for creating the proposed joint venture development company;</p> <p>(b) terms for creating a LABV;</p> <p>(c) assets to be included in the LABV and the terms relating to their inclusion;</p> <p>(d) long term development plan for Council owned land and buildings in and around AECC; and</p> <p>(e) relationship, if any, between the joint venture development company and the City Development Company.</p>	<p>Democratic and Legal Services to use this PQQ as the basis for initiating a formal tendering process. Work on this task is ongoing.</p> <p>Update: Officers from EP&I are currently liaising with officers from the Finance and Legal teams to find a way practical way forward to enable implementation of the various resolutions under the meeting of 02/12/10. As soon as a way forward is agreed, appropriate papers will be presented to Finance and Resources and/or EP&I Committee.</p> <p>To date regular reports have been considered by the EPI Committee who have now instructed they receive such updates by way of the information bulletin.</p> <p>This item is therefore recommended for removal.</p>			
17.	Finance and Resources 28/09/10	<u>Tax Increment Financing for the City Garden Project</u>	Update: Aberdeen City Gardens Trust have agreed a contract with PWC	Economic and Business Development	02/12/10	

<u>No.</u>	<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>
	article 20	The Committee resolved: to instruct that a report be submitted to the next meeting with an update on the consultancy costs.	to produce the proposed TIF Business Case, in accordance with revised scope of work. This will be produced at no cost to the Council, although some officer time input will be required to provide PWC with base data concerning the additional development projects included in the business case at the behest of the Council. The final business case will be presented to Council in December 2011, once "in principal" support for the TIF business case has been obtained from Scottish Futures Trust. This item is therefore recommended for removal.	Project Director		
18.	Finance and Resources 28/09/10 article 24	<u>Access from the North Proposals (Third River Don Crossing) - Compulsory Purchase Order</u> The Committee resolved: to note that officers would provide regular updates to Committee in relation to progress with land acquisition against budget.		Head of Asset Management and Operations	As and when required.	
19.	Finance and Resources 28/09/10	<u>Property Asset Management Plan</u> The Committee resolved:	Update: Reports on farms, advertising hoarding sites and advance	Head of Asset Management and Operations	Spring 2012	

<u>No.</u>	<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>
	article 25	(d) that also in respect of the TNRP review, the Head of Asset Management and Operations be instructed, in conjunction with the Head of Finance, to prepare a schedule of property reviews with a view to completing within eighteen months and to report on those reviews, to appropriate meetings of this Committee.	factories were the subject of reports at the previous meeting. All the other groups of properties are programmed to be the subject of reports before the spring of 2012.			
20.	Finance and Resources 28/09/10 article 51 & Finance and Resources 01/02/11 article 33	<u>Pinewood/Hazledene</u> At its meeting of 01/02/11, the Committee resolved: to instruct officers to maintain all current channels of communication with all parties having an interest in this land and report back to Committee at a later date all significant developments.	A report is on the agenda at item 11.17. Recommended for removal.	Head of Asset Management and Operations		
21.	Finance and Resources 02/12/10 article 7	<u>Lease Request</u> The Committee resolved: to instruct the Head of Asset Management and Operations (1) to carry out further investigations in relation to the transfer of assets to community groups, and the use of powers under 'The Disposal of Land by Local Authorities (Scotland) Regulations 2010'; and (2) to include		Head of Asset Management and Operations	27/09/11	

<u>No.</u>	<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>
		his findings in the 2011 Property Asset Management Plan Update.				
22.	Finance and Resources 02/12/10 article 26	<u>Aberdeen Local Development Plan</u> The Committee resolved: to note that a further report will be presented at the next meeting to identify future actions required to further promote and advance Council sites, including initial budget requirements.	A report is on the agenda at item 11.13. Recommended for removal.	Head of Asset Management and Operations	01/02/11	21/04/11
23.	Finance and Resources 02/12/10 article 27	<u>Forestry Consultancy Services</u> The Committee resolved: to instruct officers to report back at the meeting of this Committee of 21 April, 2011 with progress made.	Update: There has been a reduction in the anticipated workload for any prospective consultants with the delays to the Tree for Every Citizen project. This changed the nature of the contract. On the advice of Legal and CPU an Invitation to Quote (ITQ) was the preferred route to seek prices. Particulars have been issued and returned ITQs are scheduled to be opened on 25 May, 2011. An update will be included in the information bulletin.	Head of Environment Services	21/04/11	16/06/11
24.	Finance and Resources 02/12/10 article 39	<u>Review of Shops</u> The Committee resolved: that the shops and shop ground leases contained within appendix B be held for further investigation, with a report on the proposed future of	Update: More detailed analysis is currently being undertaken.	Head of Asset Management and Operations	16/06/11	06/12/11

<u>No.</u>	<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>
		these property leases to be submitted for the consideration of this Committee in due course.				
25.	Finance and Resources 02/12/10 article 43	<u>Review of Business Centres</u> The Committee resolved: to instruct officers to investigate local demand for a business centre, and identify an alternative site in the event of Granitethill closing.		Head of Asset Management and Operations	06/12/11	
26.	Council 15/12/10 article 28	<u>Bon Accord Indoor Bowling Centre</u> Council resolved: to authorise the Head of Asset Management and Operations to investigate appropriate alternative uses for the property and report back to the Finance and Resources Committee at the earliest opportunity.	Discussions are ongoing with the Council's landlord on possible redevelopment options. The technical feasibility of these is currently being investigated.	Head of Asset Management and Operations	27/09/11	
27.	Council 15/12/10 article 19	<u>Business Plan 2011/12 to 2015/16</u> Council resolved: to reaffirm the decision of the Finance and Resources Committee, and to instruct officers to report on a possible scheme for staff to voluntarily reduce their working hours and for the Council to have the facility to sell additional annual leave to staff.	Officers are actively working to investigate opportunities for voluntary reduction in contracted working hours from groups of staff where the 2011/12 budget has workforce reduction implications. On the facility to sell annual leave this proposal is being developed within revised terms and conditions of employment for staff that will be discussed with staff and trade unions in due course.	Head of HR and OD	06/12/11	

<u>No.</u>	<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>
			The outcome of those discussions will be reported back to Committee prior to implementation.			
28.	Housing and Environment Committee 12/01/11 article 13	<u>Former Cairnfield Community Centre – Future Use</u> The Committee resolved: to instruct that a report be submitted to the appropriate meeting of the Finance and Resources Committee detailing any offers received, and for this report to be referred to the Housing and Environment Committee for its information.	An application has been made to the Scottish Government, asking for approval to sell an HRA asset. Marketing unable to commence until this authority received.	Head of Asset Management and Operations	27/09/11	
29.	Enterprise, Planning and Infrastructure 19/01/11 article 12	<u>2010/2011 Revenue Budget Monitoring</u> The Committee resolved: to instruct officers to submit a report advising of areas where the Council remained the client and the contractor and the recharge method was still utilised, to the Finance and Resources Committee.	Update: A report on the subject was received by the Committee in May 2010 and work is currently in progress to refresh the position, with a report expected after the recess.	Head of Finance	21/04/11	27/09/11
30.	Finance and Resources 01/02/11 article 28	<u>105 – 107 Urquhart Road</u> The Committee resolved: (i) to instruct the Head of Asset Management and Operations to market the property for sale on the open market; and (ii) to instruct that a report be	This property is being actively marketed.	Head of Asset Management and Operations	27/09/11	

<u>No.</u>	<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>
31.	Finance and Resources 01/02/11 article 29	<p>submitted to this Committee in due course, detailing the outcome of the marketing exercise.</p> <p><u>Causewayend School and Lodge</u></p> <p>The Committee resolved:</p> <p>(i) to instruct the Head of Asset Management and Operations to market the whole site for sale on the open market after the future approval of the Planning Brief by the Development Management Sub Committee has been obtained; and</p> <p>(ii) to instruct that a report be submitted to this Committee in due course, detailing the outcome of the marketing exercise.</p>	This property is being actively marketed.	Head of Asset Management and Operations	27/09/11	
32.	Finance and Resources 01/02/11 article 30	<p><u>Extension of Contracts (Tenants' Content Insurance) – Staff Training</u></p> <p>The Committee resolved:</p> <p>(iii) to request that all staff who are expected to deal with tenders and write specifications are trained, in order that they are clear as to what is expected of them; and</p> <p>(iv) to instruct that a report be submitted at the meeting of 16 June, 2011, detailing the action that has been taken in relation to</p>	<p>A report is included in the information bulletin.</p> <p>Recommended for removal.</p>	Head of Procurement	16/06/11	

<u>No.</u>	<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>
		(iii) above.				
33.	Finance and Resources 01/02/11 article 41	<u>Four Group Homes - Disposing of Council Properties</u> The Committee resolved: to instruct officers to investigate ways of improving the process for declaring properties surplus to Service requirements and disposing of them, and to report back on this in due course.	Update: This issue will be addressed in the Property Asset Management Plan Update in September.	Head of Asset Management and Operations		27/09/11
34.	Finance and Resources 01/02/11 article 32 & Budget Meeting of Council 10/02/11 article 2.	<u>Accord Card – Citizen Roll Out</u> The Committee resolved: to instruct that a progress report be submitted to this Committee every second cycle. At the budget meeting of Council of 10/02/11, members resolved: to support the roll out of the Accord card as a citizen pass and to instruct that the Finance and Resources Committee receive reports on implementation of discounted pricing for Accord card holders for Council services, and in consultation with partners who deliver services on behalf of the Council to offer a similar benefit, where appropriate.	Au update is included in the information bulletin.	Head of Customer Service and Performance	16/06/11	
35.	Finance and Resources 01/02/11	<u>Land at Pitmedden Road, Dyce</u> The Committee resolved:		Head of Asset Management and Operations	27/09/11	

<u>No.</u>	<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>
	article 34; 21/04/11 article 39	to defer consideration of this report to allow local members, members of this Committee, and appropriate officers to meet at a date after the Dyce/Bucksburn/Danestone ward by-election on 19 May, 2011, to discuss innovative ways to deliver this project.				
36.	Finance and Resources 01/02/11 article 39	<u>Joint Customer Contract Centre</u> The Committee resolved: to instruct that the joint project team report back to this Committee on 16 June, 2011 with a recommendation as to whether to proceed with the development of the Joint Customer Contact Centre.	A report is included in the information bulletin.	Head Customer Service and Performance	16/06/11	
37.	Budget Meeting of Council 10/02/11 article 2	<u>General Fund Budget</u> Council resolved: to instruct all Directors to report to the relevant Committee on progress with their transformation options prior to the summer recess; this includes all Service options relating to external delivery models.	A report is on the agenda at item 5.3. Recommended for removal.	Director Corporate Governance	16/06/11	
38.	Budget Meeting of Council 10/02/11 article 2	<u>General Fund Budget</u> Council resolved: to instruct the Director of Enterprise, Planning and Infrastructure, through CMT and the Corporate Asset Group, to provide details on a capital modernisation plan.		Director Enterprise, Planning and Infrastructure	16/06/11	

<u>No.</u>	<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>
39.	Budget Meeting of Council 10/02/11 article 5	<p><u>Corporate Governance Business Case</u></p> <p>Council resolved:</p> <p>(i) to approve the commencement of a competitive dialogue procurement process, including issuing an Official Journal of the European Union (OJEU) contract notice and Pre-qualification Questionnaire (PQQ) for externalisation of services currently provided by Corporate Governance; and</p> <p>(ii) (a) to approve the commencement of a tendering process for the procurement of external consultancy to assist with the competitive dialogue procurement process; and (b) to instruct officers to report to the Finance and Resources Committee seeking approval to award a contract to the preferred tenderer for the external consultancy, subject to a preferred tenderer being identified.</p>	<p>A verbal update will be provided at the meeting by the Director of Corporate Governance.</p>	Director of Corporate Governance	(i) 16/06/11 (ii) 2012	
40.	Audit and Risk 29/03/11 article 12	<p><u>Internal Audit - Summary of Audit Findings - Report by Pricewaterhouse Coopers</u></p> <p>The Committee resolved: to instruct officers to report on the following bodies to their relative</p>	<p>Update: The Head of Finance will engage with other services who provide funding to CAB and will undertake to bring a report to the September Committee.</p>	Head of Finance	27/09/11	

<u>No.</u>	<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>Service Committee explaining why no Service Level Agreement was currently in place and to instruct the Service to establish a Service Level Agreement within a strict timeframe:</p> <ul style="list-style-type: none"> • Citizens' Advice Bureau. 				
41.	Finance and Resources 21/04/11 article 4	<p><u>3Rs Project Working Group</u></p> <p>The Committee resolved: to instruct that progress reports on the 3Rs Project be brought back to appropriate meetings of this Committee.</p>	<p>A report is on the agenda at item 9.2.</p>	Head of Asset Management and Operations		
42.	Finance and Resources 21/04/11 article 25	<p><u>External Support to Deliver the Business Plan</u></p> <p>The Committee resolved: to instruct that a report be brought back to this Committee (or the Urgent Business Committee if during recess) to deal with any securing of external support that may be required to assist with the delivery of service options relating to external delivery.</p>		Director of Corporate Governance		
43.	Finance and Resources 21/04/11 article 28	<p><u>Conditions and Suitability Programme</u></p> <p>The Committee resolved: to instruct that progress reports be submitted at every second meeting of this Committee.</p>		Head of Asset Management and Operations	27/09/11	

<u>No.</u>	<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>
44.	Finance and Resources 21/04/11 article 30	<u>Review of Advance Factories</u> The Committee resolved: to instruct that in order to prevent further deterioration, and to optimise rental income, that further investigations be undertaken by the Head of Asset Management and Operations (including a costed programme of repairs) and that this be reported back to this Committee in due course.		Head of Asset Management and Operations	06/12/11	
45.	Finance and Resources 21/04/11 article 35	<u>Trade Union Facility Time</u> The Committee resolved: to instruct the Head of Human Resources and Organisational Development to report back to this Committee on the review within six months.		Head of Human Resources and OD	27/09/11	
46.	Finance and Resources 21/04/11 article 35	<u>Cotton Street Site – SCARF</u> The Committee resolved: to agree that the offer of purchase should be reconsidered in one year, at the appropriate meeting of this Committee at a value prevalent at that time.		Head of Asset Management and Operations	April, 2012	
47.	Finance and Resources 21/04/11 article 42	<u>Four Former Group Homes – Marketing</u> The Committee resolved: to instruct that a further report be submitted to the appropriate meeting of this Committee in due course,	Update: It should be noted that to date, the tenant has not surrendered the lease.	Head of Asset Management and Operations		

<u>No.</u>	<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>
		detailing the outcome of the marketing exercise.				
48.	Finance and Resources 21/04/11 article 47	<u>Wallace Tower</u> The Committee resolved: to instruct that officers report back on the outcome of the advertising exercise to a future meeting.		Head of Asset Management and Operations	February, 2012	
49.	Finance and Resources 21/04/11 article 48	<u>Former Victoria Road Primary School</u> The Committee resolved: instruct that a further report be submitted to the appropriate meeting of this Committee, in due course, detailing the outcome of the marketing.	Update: The site is shortly to be marketed.	Head of Asset Management and Operations	06/12/11	
50.	Finance and Resources 21/04/11 article 51	<u>Funding Opportunities for Delivering Projects</u> The Committee resolved: (i) to instruct the Head of Asset Management and Operations to continue discussions with Hub Co along with the completion of detailed business cases by all appropriate Services, to determine the financial viability of this proposal; (iii) to instruct officers to continue to consider other funding arrangements; (iv) to instruct that a full report be submitted to the next meeting of		Head of Asset Management and Operations	16/06/11	

<u>No.</u>	<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>
		this Committee on the outcome of the above instructions.				
51.	Council 27/04/11 article 17	<u>Estate Management Contracts Legionella Preventative Maintenance</u> Council resolved: to not proceed with the recommendation contained within the report, and instruct officers to report back to the Finance and Resources Committee on other available options, whilst putting in place the necessary short term measures.		Head of Asset Management and Operations	27/09/11	
52.	Education, Culture and Sport 24/03/11 article 5	<u>2010/11 Budget Monitoring</u> The Education, Culture and Sport Committee resolved: in relation to the issue of property rates, (a) to request that a letter be sent to the Scottish Government highlighting the anomaly in the public sector taxing another part of the public sector; calling for a review of the situation; and asking for a continuation of the tapering relief; and (b) to request that a report be submitted to a future meeting of the Finance and Resources Committee on the matter.	Update: Actions to be complete and a report to be on the agenda for the September meeting.	Head of Finance	27/09/11	
53.	Social Care and Wellbeing 17/05/11 article	<u>Social Care and Wellbeing Performance</u>		Head of Human Resources	27/09/11	

<u>No.</u>	<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>
	8	The Social Care and Wellbeing Committee resolved: to request officers to submit a report to the Finance and Resources Committee in terms of the operational recording problems encountered by staff using the PSE system.				
54.	Social Care and Wellbeing 17/05/11 article 23	<u>25 Westfield Terrace</u> The Social Care and Wellbeing Committee resolved: to instruct officers to report to Finance and Resource Committee to agree renunciation of the lease, if the building is vacated before 28 January 2014.		Head of Asset Management and Operations		

**FINANCE AND RESOURCES COMMITTEE
MOTIONS LIST
APRIL, 2011**

<u>No.</u>	<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 Jennifer Stewart</u> "That this Council consults with occupiers in the terraced dwellings in Hazlehead Road, Hazlehead Gardens, Hazlehead Terrace, Hazlehead Crescent, Hazlehead Place and Provost Graham Avenue to find out if they can acquire or lease appropriate proportions of the adjacent Council-owned land as individual defensible garden areas and that officers then report back on their findings".</p>	09/04/08	<p>At its meeting of 11 March, 2010, the Committee resolved to agree to an initial survey being conducted by the Housing and Environmental Service with the local residents by means of an explanatory letter and questionnaire in order to gauge the level of interest in the scheme and that a further report be submitted to the this Committee in due course containing the results of the survey and any other detail on the financing of such a scheme.</p> <p>At its meeting of 21/04/11 the Committee resolved: to instruct that a further report on progress made in relation to Councillor Jennifer Stewart's motion be presented to the meeting of this Committee of 27 September, 2011.</p>	<p>At its meeting of 2 December, 2010, the Finance and Resources Committee resolved: to instruct officers to contact Councillor Jennifer Stewart in order to ascertain as to whether she would agree to this motion being removed from the list</p> <p>At the meeting of 1 February, 2011, the Head of Asset Management and Operations advised that his team has collated all relevant information and has passed this on to colleagues in the Housing and Environment Service who are now progressing the issue.</p>	Head of Housing and Community Safety	27/09/11	No

<u>No.</u>	<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>
2.	<u>Motion by Councillor Donnelly</u> "This Council welcomes the Government's move to honour and celebrate The Queen's Diamond Jubilee in 2012 with a public holiday and weekend event, and calls on this Council to follow suit with a celebration in Aberdeen in recognition of The Queen's service to the people of the United Kingdom and Commonwealth and her 60 year leadership role within the international community of the free world".	10/02/10	The Committee resolved to request that a report on this motion be submitted to the Lord Provost Sub Committee, and for a further report detailing any financial implications to be brought back to this Committee or the relevant Service Committee thereafter.	At its meeting of 29 April, 2010, the Lord Provost Sub Committee resolved to request that officers provide further reports on proposed activities and events for Aberdeen once the details of the Government's proposed arrangements for the Diamond Jubilee celebrations are known. Update: A report was presented to the Lord Provost Sub Committee of 28/04/10, and it was agreed: to note the content of the report and to request officers to provide a further report to its meeting on 13 October, 2011 on the Council's proposed programme of events to mark the Queen's Diamond Jubilee in 2012.	Head of Office of Chief Executive	28/09/10	No
3.	<u>Motion by Councillor McCaig</u> "Council recognises the benefits that can be gained from small scale investment in local areas	30/06/10	At its meeting of 28/09/10, the Committee instructed a report back addressing the terms of the motion.	A report is on the agenda at item 3.2. Recommended for removal.	Head of Finance/ Head of Customer Service and Performance (Community	01/02/11	Yes

<u>No.</u>	<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>
	and investigate to the establishment of a city wide 'community fund' from which community groups, including community councils, can bid for money from to fund specific projects in their local area; and requests that officers report back on potential funding levels and streams with consideration given to this proposal as an alternative to ward budgets".				Planning)		

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ABERDEEN CITY COUNCIL

COMMITTEE Finance and Resources

DATE 16th June 2011

DIRECTOR Stewart Carruth

TITLE OF REPORT Community Fund

REPORT NUMBER: CG/11/071

1. PURPOSE OF REPORT

This report provides a response to Councillor McCaig's motion that was referred to the Finance and Resources Committee of the 28th September 2010 that:

“Council recognizes the benefits that can be gained from small scale investment in local areas and agrees to investigate the establishment of a city wide ‘community fund’ from which community groups, including community councils, can bid for money from to fund specific projects in their local area. Requests that officers report back on potential funding levels and streams with consideration given to this proposal as an alternative to ward budgets.”

2. RECOMMENDATION(S)

It is recommended that the Committee:

- a) agree that consideration is given as part of the budget setting process for 2012/13 to establishing a ‘city wide community fund’ from which community groups, including community councils, can apply for funding for specific projects for their area.

3. FINANCIAL IMPLICATIONS

The existing 5 year Business Plan has made no allocation for establishing a ‘city wide community fund’. Currently, the Council provides a wide range of separate miscellaneous grants and support to the voluntary and community sectors and an internal audit report reviewing existing management and monitoring arrangements for these various schemes is being undertaken and will report to the Council's Audit and Risk Committee in due course. It is proposed that any new scheme will need to take cognizance of recommendations and improvement proposals in relation better to management of grant streams once these are considered and agreed.

Prior to this financial year Councillors were each provided with ward budgets which allowed them to support projects and initiatives in their wards that could respond to locally identified issues. In 2010/11 members ward budgets were set at £1000k per member and have ceased in this financial year.

Depending on the additional workload created by a future community fund scheme there may be additional staffing costs required.

4. OTHER IMPLICATIONS

Personnel

The introduction of a new 'community fund' would likely have staffing implications in relation to promoting, managing and administering the fund, supporting application, assessment and decision making processes and subsequent reporting and monitoring of delivery. It may though be able to minimize staffing requirement through integrating these functions with an existing Council grant scheme.

5. BACKGROUND/MAIN ISSUES

5.1 Aberdeen City Council currently provides a wide range of funding support and grant opportunities for the voluntary and community sector in order to help the Council deliver its objectives. This includes Youth Activities Small grants, Cultural grants, Sports grants and grants to support and promote Equal Opportunities activity.

5.2 At a ward and neighbourhood level the Council also provides annual support to Community Councils and, where Community Centres are operating. Based on the "leased centre" model most centres receive an annual development grant of £10,500.

5.3 The Council also provides annual funding of £1,625M, through the Fairer Scotland Fund. Some of this funding has been targeted directly to support locally identified priority issues within Aberdeen's most disadvantaged communities. Experience from the Fairer Scotland Fund has demonstrated that often small levels of funding to support areas and residents to address locally identified issues and problems can deliver significant benefits and social return on investment. Progress reports on the Fairer Scotland Fund have been well received and commended by the Council's Policy and Performance Committee.

5.4 Various local authorities elsewhere in the UK operate 'community fund' or 'community grant schemes'. For example Falkirk Council's Community Grant Scheme aims to support community groups and voluntary organizations to deliver projects that make a positive difference to communities across the Falkirk area. Supported projects are required to demonstrate how they can contribute to one or more of the goals of the Council as set out in its Corporate Plan. Falkirk's scheme offers support, up to a maximum of £5,000, towards

community based projects that can usually be completed within a 12 month period.

5.5 If Aberdeen City Council decides it wants to establish a Community Fund, as set out in Councillor McCaig's Motion, and if the Council agrees to establish a budget for this in 2012/2013, a further report proposing how the scheme would operate in practice could quickly be brought forward for consideration by members so that this could be established early in the next financial year.

6. IMPACT

Depending on the ultimate scope for the "Community Fund", if this is agreed it would have the potential to contribute to the delivery of the Council's vision i.e making Aberdeen "an even better place to live and work where people can expect high quality services that meet their need."

Within the existing Single Outcome Agreement we have commitments in relation to Outcome 11: "We have strong, resilient and supportive communities where people take responsibility for their own actions and how they affect others." Also, in relation to Outcome 15: "Our public services are high quality, continually improving, efficient and responsive to local people's needs."

Also, in the draft 5 year Business Plan we are looking to work closely with our partners, including local communities to deliver a single set of outcomes for all the citizens of Aberdeen.

7. BACKGROUND PAPERS

Falkirk City Council, Community Grant Scheme, as published on their website <http://www.falkirk.gov.uk>

8. REPORT AUTHOR DETAILS

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DRAFT

HOUSING AND ENVIRONMENT COMMITTEE

10 May, 2011

HOUSING REVENUE ACCOUNT BUDGET SAVINGS (H&E/11/053)

Reference was made to article 3 of the minute of the Budget meeting of Council of 10 February, 2011 at which time officers were instructed to identify £600,000 of efficiency savings within the management and administration budget. The Committee had before it on this day, a report by the Director of Housing and Environment which (1) advised as to the implications on service delivery of implementing the £600,000 saving; (2) presented information on the modernisation of the housing service that was being undertaken; (3) detailed the back office staff in employment within the Housing and Community Safety team; (4) provided information on the establishment of a Limited Liability Partnership; (5) reminded members that officers were developing a thirty year business plan for the Housing Revenue Account; and (6) presented £413,000 of savings that could be achieved to mitigate the requirement for the £600,000 saving within the management and administration budget.

The Committee resolved:-

- (i) to note that meeting the £600,000 budget saving solely from the management administration budget would require a staff reduction in the region of 25%, and that this would have a major impact on service delivery;
- (ii) to agree to the following savings (a total of £413,000), which could be delivered without compromising service delivery:

• Closure of Logie and Cornhill Offices	£ 50k
• Reducing cleaning payments to internal contractors	£ 13k
• Reducing legal expenses	£ 100k
• Reducing Tenant Participation costs	£ 50k
• Integrated Housing System	£ 50k
• Void Rent Loss (Houses and Garages)	£ 100k
• ASBIT (anti social behaviour investigation team)	£ 50k
- (iii) to agree to await the outcome of the work on the Housing Revenue Account thirty year business plan, which is to be reported to this Committee at its next meeting of 25 August, 2011, and which would indicate a number of options where significant savings could be made; and
- (iv) to refer this report to the Finance and Resources Committee, as the budget monitoring committee of Council.

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ABERDEEN CITY COUNCIL

COMMITTEE	Housing & Environment
DATE	10 th May 2011
DIRECTOR	Pete Leonard
TITLE OF REPORT	Housing Revenue Account Budget Savings
REPORT NUMBER:	H&E/11/053

1. PURPOSE OF REPORT

This report is in response to a decision made at the Council meeting on 10 February 2011 for the Director to identify 1% efficiency savings within the management and administration budget for the housing revenue account 2011/2012. The Director is also required to identify the implications for making these savings.

2. RECOMMENDATION(S)

- i) Note that meeting the £600k budget saving solely from the management and administration budget would require a staff reduction in the region of 25% and that this would have a major impact on service delivery.
- ii) Agree to the savings identified in the paper which can be delivered without compromising service delivery
- iii) Agree to await the outcome of the work on the HRA 30 year business plan which is being reported to H&E committee on 25th August and which will indicate a number of options where significant savings can be made.
- iv) Refer this paper to Finance and Resources Committee as the budget monitoring committee of Council.

3. FINANCIAL IMPLICATIONS

There are no direct costs arising from this report, however it has an impact on the costs of delivery of the Housing Service

4. OTHER IMPLICATIONS

There are no other implications

5. BACKGROUND/MAIN ISSUES

At the Council Budget Setting Meeting on 10 February 2011 the administration proposed an HRA budget based on a rent increase of

4.7% for 2011/2012. This rent increase is 1% less than would have been applied had the City Council followed its rent setting policy agreed previously with tenant representatives. In acknowledging that tenants are operating in a difficult economic climate the Convener proposed this reduction in the rent increase with the proviso that the Director indicates how this 1% reduction could be identified through efficiency savings within the management and administration budget and the implications for doing so.

This 1% of the rental income equates to approximately £650k per annum.

Prior to the budget proposals being presented to the Council at its meeting the Director of Housing & Environment has already identified significant savings that could be achieved as follows.

Closure of Logie and Cornhill Offices	£ 50k
Reducing cleaning payments to internal contractors	£ 13k
Reducing legal expenses	£ 100k
Reducing Tenant Participation costs	£ 50k
Integrated Housing System	£ 50k
Void Rent Loss (Houses and Garages)	£ 100k
ASBIT (anti-social behaviour investigation team)	£ 50k

Total **£ 413k**

Within this £413k the sums totaling £200k for legal expenses and void rent loss are efficiencies that will be delivered as a direct consequence of modernising the housing service programme currently under way.

In the case of reduction proposed in legal expense costs this will require an increased emphasis and resource being directed towards rent management and tenancy sustainment, and similarly the improvement in voids performance will be as a result of greater involvement by local staff in void processes and change to operating procedures. It is important to understand that the availability of front line staff and improvements in their performance is critical to improving income generation for the City Council Housing Revenue Account and care requires to be taken to ensure that any reduction in supervision and management costs does not prejudice any improvement in the delivery of housing management services and improved income generation.

Benchmarking Service Costs

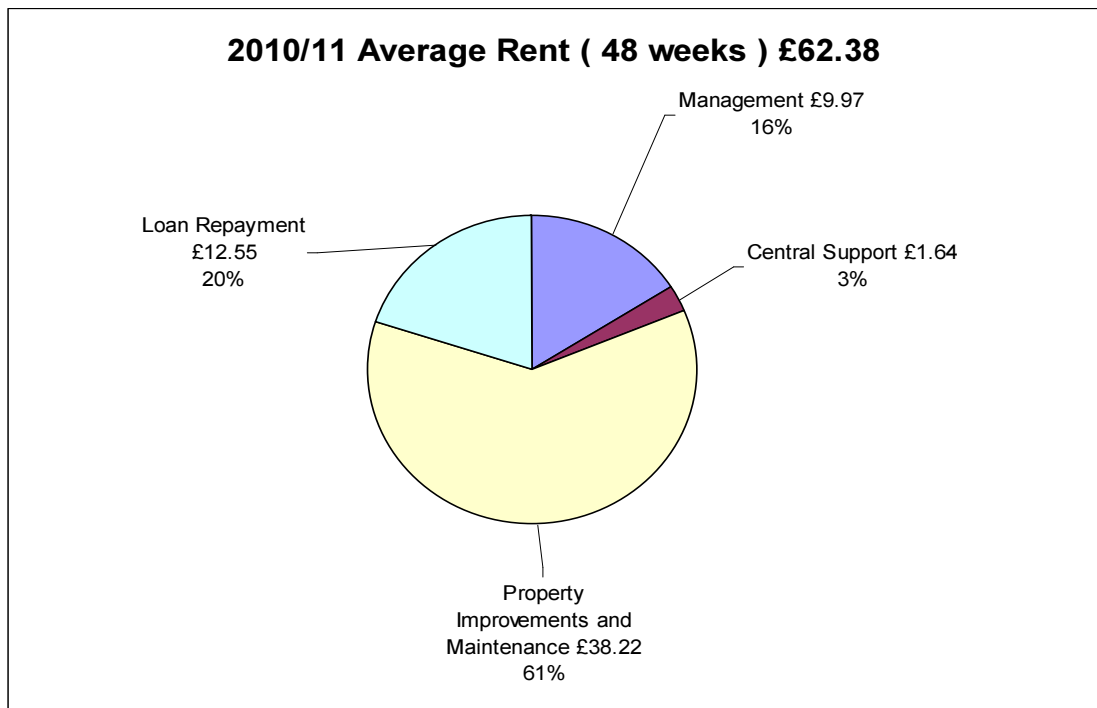
The City Council Housing Service regularly benchmarks both the costs and quality of its services against other local authorities in Scotland. The national statistics published by Scottish Government for 2009/2010 (2010/2011 figures yet to be published) show that for supervision and management expenditure per house per year, Aberdeen is the 8th

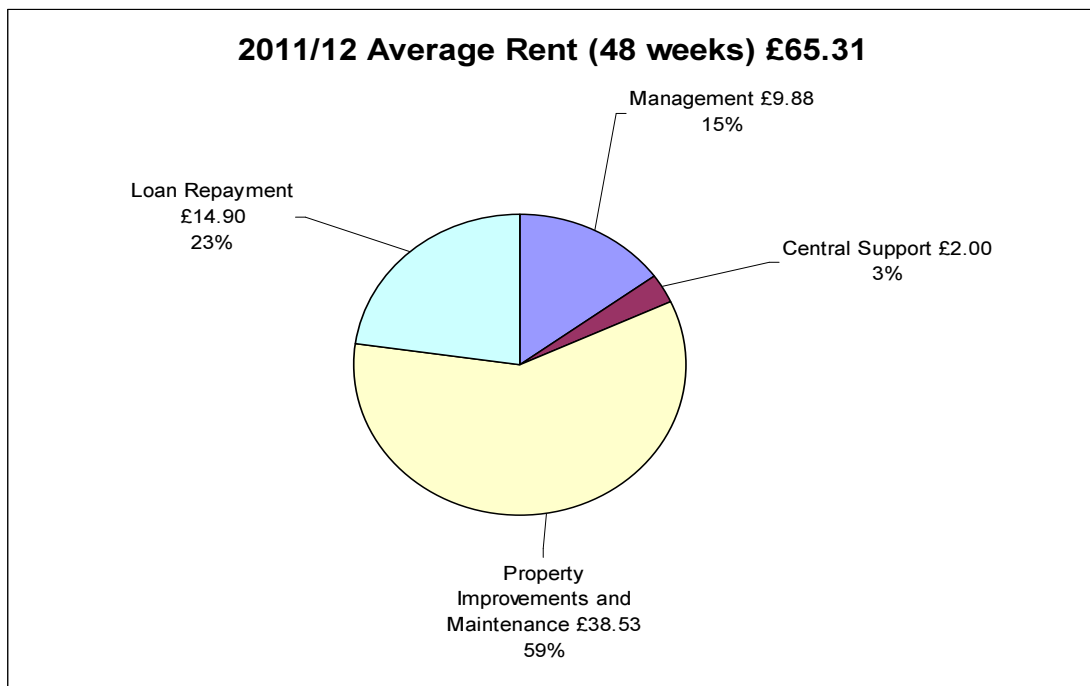
lowest cost authority out of 26 local authorities who retain housing stock and this function. In addition over the past 12 years or so the city council has been consistently lower than the other three major cities (when Glasgow retained this function) in the country.

Figure 1 below shows the breakdown for 2010/2011 compared to the planned expenditure profile for 2011/12. These pie charts indicate the relative percentages for loan repayments, management expenditure, central support and property improvements and maintenance.

In the proposed budget for 2011/12 the percentage of the budget being spent on management and supervision (management and central support costs) has reduced from 19% of the budget to 18%. The most significant change is reflected in projected loan repayments for 2011/12 which indicate the change from £12.50 average per house to £14.90 average per house. The percentage changes from 20% to 23%. This change in loan repayments is significant and reflects the Housing Capital Programme changes over the years. These issues will be essential to discussions around the housing revenue account 30 year business plan to be presented to Committee in August 2011.

FIGURE 1





Modernising the Housing Service

As members are aware a significant programme is currently underway reflecting the need to modernise the housing service. The objectives of this exercise are three fold. Firstly we require to bring about significant improvements to both our service delivery and the perception of the quality of our service. Secondly we require to target significant improvements in income generation through better performance including write-offs, loss of rents through voids etc and thirdly respond to external pressures including regulatory requirements as well as internal changes elsewhere within the City Council.

Any reduction in supervision and management costs will require to take cognisance of the risk of failing to deliver these objectives and recognise that the numbers, and quality of staff employed is not mutually exclusive from the delivery of high quality services.

In recent years the profile of our tenants has changed significantly with single tenants replacing families or couples applying for council housing. This is not surprising given the growth in new tenants who were homeless, unemployed or with very low incomes. Within that profile, single tenants include pensioners as well as growth in single adult households under retirement age and lone parents. This shift in tenant profile has resulted in an increase in the number of client groups that can be classed as “potentially at risk” or of being unable to sustain a tenancy without support. The care and support of the more vulnerable members of our community is a key responsibility of Aberdeen City Council and a growing challenge as the need for services grows at a time where available finances are under severe pressure. Recognising this increasing challenge has been at the heart

of the considerations by the modernising housing programme with the intention of increasing targeted support at tenants who require it in order to support a tenancy, prevent homelessness etc. As such the primary objective of the project is to maximise the number of staff dealing directly with tenants and minimise the amount of “back room” activity which takes place in either the area offices or centrally.

At its meeting of 11th January 2010 the Housing & Environment Committee considered a paper from the Director of the Housing and Environment that examined the potential for the creation of a generic housing officer whilst at the same time seeking to reduce the number of tenancies within the housing officers “patch”. No additional resources were identified to achieve this objective. The current modernising the housing service programme is seeking to address this in a number of ways as follows.

One significant project where an improvement in our professional approach, seeking an increase in our income, together with a reduction of costs overall is the current rent management project which is scheduled to report to full council in June 2011.

Work is now at an advanced stage with this project and should not only produce a net reduction of staff but will bring about an increased management performance. The key to this will be increasing the degree of face to face contact with individual tenants through increasing the number of housing assistants, substantially increasing the time they spend on the housing estates through a “hot-desking” approach and through improving their access to information as well as training.

Currently within the rent management team in Corporate Finance, there are presently nine vacancies being held some of which we intend to use to increase the number of Housing Assistants, improve technology for remote working whilst producing a net saving and reduction on overall of staff levels. At the same time workforce planning will address rebalancing staff allocation to take account of the size of areas and type and complexity of housing stock and tenant profile. Similarly the involvement in front line staff in other key procedures such as voids, lettings, etc will result in improved voids performances and increased income. An arbitrary cut to front line staff at this stage would place these planned proposals in jeopardy. It is necessary therefore to target any required reductions in staff at “back office” functions and staff groups unless they are critical to increasing the efficiency of front line staff.

Back Office Staff

There are now relatively few back office staff under the direct control of the Head of Housing & Community Safety. The table below gives an indication of the number of staff charged to the Housing Revenue Account in each location as well as an indication of the vacancies presently being held.

Office/ Function	No of staff	No of SHA/HA	No of Houses	House/H.A	Back Office/ Clerical	Vacancies
Tillydrone Area Office	41.28	3/15.98	10326	646	5	4.3
Mastrick Area Office	23.94	2/11	6950	632	2	0.69
St. Nicholas Hs Area Office	18.5	3/8.5	5441	640	5.0	0
Lettings Team	26				26	5
HRA Policy	2.5				2.5	0
Performance and iWorld	9 3				9 3	4

Within the Mastrick area office in addition there are presently 4 Customer Service Advisers and 1 Team Leader, who staff the Customer Access Point, which forms part of the Mastrick area building. These members of staff are currently charged to the Housing Revenue Account. In other Customer Access Points staff costs are not met out of the Housing Revenue Account but the general fund, although a recharge is applied where the CAP has delivered services for the Housing revenue Account such as rent collection. In the case of Mastrick CAP it would be reasonable for the Housing Revenue Account to meet 50% of their costs when dealing with rent queries, repairs requests, lettings enquiries, etc. The balance of the cost should be met out of the general fund, however this may be difficult given the current budgetary positions. This allocation of staff time to the Housing Revenue Account would bring the Mastrick office in-line with the workload/staff numbers in-line with Tillydrone and St. Nicholas House.

Of the vacancies within the Lettings Team 4 of these will not be replaced on a like for like basis but will form the planned housing assessment team which will have a direct impact on housing allocations and void reductions. Also agreement has been reached with regard to the reduction of one post within the performance and iWorld Team.

Future Significant Issues

Over the coming months significant changes are likely to impact on the operations of the housing team within Housing and Environment. During 2011 it is intended that a Limited Liability Partnership will be established that will perform many of the functions currently carried out by the Head of Regeneration and Asset Management. One significant area that requires clarity will be how the “client function” will be delivered within the Housing Service. In the event that the client function remains within the direct control of the City Council a resource transfer will require to take place between asset management and the Housing Service. The establishment of the limited liability partnership will provide clarity in the cost base of staff that requires to be met within the Housing Revenue Account, currently dealt with as a recharge to the account. Any reduction in this head count will be a matter for the Limited Liability Partnership and will reflect the requirements of the City and will have a direct implication for costs to the Housing Revenue Account. Similarly there is a significant amount of work underway as part of the 5 Year Business Plan exercise to move away from the system of recharges which will facilitate better budgetary control by Heads of Service.

Changes to the welfare benefits system will have a profound impact on how we deliver our housing service. Of greatest concern is the intention to move away from a system of housing benefits to a universal benefit credit system with funds being paid directly to the benefit recipient. In the event that this comes to pass there are considerable risks for Aberdeen City Council and other housing agencies with their rent management policies and rent arrears controls.

The critical importance of maximising the performance of our front line area office staff in supporting our tenants to sustain a tenancy including rent arrears management will be essential if a major problem is not to be created. Even so this will be particularly challenging.

Housing Revenue Account 30 Year Business Plan

We are presently working to develop a new 30 year housing revenue account business plan.

The outputs from this exercise will be presented to the Housing & Environment Committee at its meeting in August 2011. Once this exercise has been completed and its findings accepted by Housing & Environment Committee the forward position for the Housing Revenue Account will become clearer and the necessity for any major operational changes to be made will also become apparent.

In view of the uncertainties with the 30 Year Housing Revenue Account Business Plan, the external political and social changes taking place including the welfare benefits system, together with the work presently underway with the modernising the Housing Service programme the

Committee may wish to consider the wisdom of making cuts in staffing and supervision costs at this stage.

Owner Occupiers

A major piece of work within the Modernising the Housing Service Programme is presently being scoped regarding how we interact with owner occupiers and private sector. Of particular relevance to the Housing Revenue Account concerns our relationships with owner occupiers, particular those occupying former council houses. In excess of 50% of Aberdeen City Council's council house stock has now been sold. Whilst the property may no longer be under the management of the City Council's Housing Department, our staff, in particular area housing staff, have an ongoing relationship with these owners, particularly around common repairs, modernisation works, open space maintenance, cleaning in multi storey flats etc. Whilst the Housing Revenue Account does not receive any management fee from owners unless related to a particular issue such as common repairs etc. we retain an obligation to consult and communicate with owners regarding a number of operational matters. In addition there are a number of areas where the Housing Revenue Account is currently meeting 100% of the costs of carrying out work such as open space maintenance where a re-charge system either has not been established or may not be possible. It is a truism that in many cases where our area office staff has previously little reason to have direct involvement with some of our tenants they now require to communicate with them as owner occupiers and deal with enquiries etc. The issue regarding how and what manner we deal with owner occupiers will be addressed as part of this work, however it needs to be acknowledged that area office and other housing revenue funded staff and services are involved at present.

6. IMPACT

This paper is linked to Vibrant Dynamic and Forward Looking and the Councils 30 Year Business Plan. It will also be of interest to members of the public in particular owner occupiers.

7. BACKGROUND PAPERS None

8. REPORT AUTHOR DETAILS

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DRAFT

HOUSING AND ENVIRONMENT COMMITTEE

10 May, 2011

COMMUNITY TOILET SCHEME (H&E/11/63)

With reference to article 2 of the budget meeting of Council of 10 February, 2011, the Committee had before it a report by the Director of Housing and Environment which proposed that a community toilet scheme be established in the city.

The report suggested that the Council engage with local businesses to ask them to open up their toilets to the public, for a payment of around £500, and highlighted that it was important to ensure that all of the toilets selected to be a part of this scheme would comply with the Disability Discrimination Act. The potential costs associated with this project were (1) £12,000 revenue spend to the businesses (with an estimated twenty five businesses to get £500 each); and (2) £17,500 in additional staffing and administration costs, and on signage.

The Committee resolved:-

- (i) to instruct that an additional £30,000 be added to the revenue budget to cover funding of the community toilet scheme, subject to the approval of the Finance and Resources Committee of 16 June, 2011; and
- (ii) further to this approval, to instruct that the Director of Housing and Environment report back with progress to this Committee prior to December, 2011, and for this report to determine the benefits, risks and impact of introducing a Community Toilet Scheme as part of the long term strategy for public toilets in Aberdeen.

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ABERDEEN CITY COUNCIL

COMMITTEE Housing and Environment

DATE 10 May 2011

DIRECTOR Pete Leonard

TITLE OF REPORT Community Toilet Scheme

REPORT NUMBER: H&E/11/63

1. PURPOSE OF REPORT

At the City Council Budget Management meeting of 10 February 2011 a request was made to investigate the provision of a community toilet scheme in Aberdeen City.

This report is to advise Committee of the proposal to introduce such a scheme across Aberdeen. This proposal would form part of the long term public toilet strategy for Aberdeen and both complements and improves upon existing public toilet facilities already in place both publicly and privately.

Introduction of this scheme would be at a cost to the Council and would potentially negate the budget savings already proposed (£30,000), against the public toilet revenue budget, as part of the Council's 5 Year Business Plan.

2. RECOMMENDATION(S)

That the Committee:

- (i) instruct that an additional £30,000 be added to the revenue budget to cover funding of the community toilet scheme, subject to the approval of the Finance and Resources Committee of 16 June, 2011;
- (ii) further to the approval of recommendation (i) by the Finance and Resources Committee, to instruct the Director of Housing & Environment to report back to Council before December 2011 via a future meeting of the Housing and Environment Committee on progress of the proposal. This report to determine the benefits, risk and impact of introducing a Community Toilet Scheme as part of the long term strategy for public toilets in Aberdeen.

3. FINANCIAL IMPLICATIONS

Once a decision has been made and an option agreed to take forward, further budgetary implications will be outlined to Committee for consideration in future years' budgets.

4. OTHER IMPLICATIONS

Bright, clean and well maintained toilet facilities enhance the local environment and improve facilities available to residents, visitors and tourists to the city.

Failure to provide and improve these services places risk on our ability to implement our vision in future Clean City Challenges.

5. BACKGROUND/MAIN ISSUES

Public Toilet Review

Providing public toilets is not a statutory function of local authorities. However, public toilets are an important service for visitors and residents alike. Aberdeen City Council has to look at different options to allow for adequate public toilet provision across Aberdeen.

The Council's traditional stand-alone public toilets are no longer the sole toilets available for public use. Shopping centres, supermarkets and others increasingly provide toilets for the public. There are a number of civic buildings which provide toilet facilities but these are not promoted for general public use. Public expectations of what should be provided have also altered; for example, people now expect baby-changing facilities and the law requires disabled provision where practical.

Aberdeen City Council currently has 13 public toilets open and available to the public for use.

Aberdeen's current toilets are very well managed and maintained. The toilets receive good feedback from the public and in 2010 four toilets, Upperkirkgate, Footdee, Chapel Street and Beach Central were awarded 'Loo of the Year' awards in recognition of their standard of maintenance and cleanliness.

Aberdeen has many other sites that have in the past been used as public toilet facilities but many of these properties are old, in poor condition and no longer meet accepted standards. Over the years these site have gradually been closed down and accordingly, in 2009 a Council decision was made to further reduce the number of toilets open

to the public and close a number of facilities across the city. This represented a budget saving of £81,000 in year 2009/10.

Revenue budget for public toilets is on budget for the financial year 2010 / 11.

Community Toilet Scheme

Introduction of a Community Toilet Scheme across Aberdeen could include:

- a) conveniences to which the public have access but are not in the ownership of the Council, and
- b) conveniences which are in the ownership of the Council but are not open for general public use, such as the Museum, Library, Art Gallery, etc.

The Community Toilet Scheme involves the Council engaging with local businesses to ask them to open up their toilets to the Public.

Typical businesses might be larger retail stores, cafes, hotels or pubs. In return the business receives a small annual payment from the Council, and a heavier footfall of potential customers. An estimated payment of £500 would be made per business and this would equate to £12,500 revenue spend with 25 partners.

Careful selection of the community scheme members is important as this will ensure that the toilets are open for the majority of the day and comply with Disability Discrimination Act (DDA) requirements.

The Community Toilet scheme would incur additional staffing and administration costs. There would also be a need to provide signage directing public to the community toilets. The cost of this would be in the region of £17,500.

Currently £30,000 of a budget saving has been put forward for the closure of Upperkirkgate public toilet. Should Council wish to pursue the option of a Community Toilet Scheme then this saving would not be made as an estimated £30,000 revenue budget would be required to run and manage the Community Toilet scheme.

6. IMPACT

This report supports the Community Plan's vision for land use and the environment, namely, for Aberdeen to be a City that protects, enhances and values its environment. It also links generally to the Council's policy statement, Vibrant, Dynamic and Forward Looking, in terms of its declared intention to be an efficient Council.

Public toilet provision also links generally to the “health” and “clean city and environment” aspects of the Community Plan and Single Outcome Agreement.

7. BACKGROUND PAPERS

None

8. REPORT AUTHOR DETAILS

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ABERDEEN CITY COUNCIL

COMMITTEE:	Enterprise Planning and Infrastructure
DATE:	24 May 2011
DIRECTOR:	Gordon McIntosh
TITLE OF REPORT:	Additional charges for Street Occupations
REPORT NUMBER:	EPI/11/105

1. PURPOSE OF REPORT

The purpose of this report is to consider the application of charges for street occupations associated with the occupation of road space for use as a site storage area for offices, containers and the like to carry out building works, making buildings safe and commercial operations.

2. RECOMMENDATION(S)

That the Committee:

1. Approve the charges and that these be applied from 1 July 2011 and that this report be referred to the Finance and Resources Committee for ratification.
2. Instruct officers to review the charges annually as part of the budget process.

3. FINANCIAL IMPLICATIONS

The revised charges will generate revenue income that will meet staff costs and assist in sustaining service provision.

4. OTHER IMPLICATIONS

There is a risk that costs associated with staff and service provision would impact on current revenue budgets should the revised charges not be introduced.

5. BACKGROUND / MAIN ISSUES

In accordance with statutory obligations Aberdeen City Council as the Local Roads Authority has a responsibility to regulate and manage street activities/ occupations to ensure that essential works have a minimal impact on the road network and that the infrastructure is protected.

Development / Construction – Occupation of Road Space

For the execution of major building projects, particularly within the city centre, it is occasionally necessary for contractors to occupy the road and or footway to accommodate site operations, material stores and site offices. This has most recently been seen during construction operations on Justice Mill Lane, St Andrews Street and Shiprow where extended road occupations did have a significant impact on traffic movements, businesses and residents in the area.

These were occupations of a lengthy nature and involved partial road closures under temporary traffic orders, requiring traffic diversions and more importantly created additional road congestion and associated delays.

In certain instances the owner/ developer will occupy a footway or road in order to carry out safety operations; this will either involve occupation of the carriageway to allow pedestrians to safely pass the fenced area or closure of the footway forcing the pedestrians to walk on or cross the road. These should also be considered as a road occupation and charged accordingly.

Whilst occupation of the road can be necessary to allow new development to proceed, particularly in areas of high density, it is felt that developers/ contractors are in some cases utilising the road as a means of an easy 'long term' extension to their building site to the detriment of the pedestrian and road user and at a cost to the Authority.

At present it is considered that developers in the planning stage of the construction programme may defer to the easier and economically more viable option of road occupation during the construction programme. In many instances during construction works, particularly for city centre sites or where major utility service work is to be carried out, road occupation is unavoidable if development is to proceed. However the road occupation should be minimised to limit the impact on the local road network and environment.

As a means of encouraging developers and contractors to consider alternative solutions and to minimise the use of road occupations in the construction process it is suggested that a time based charging regime be introduced, this would encourage applicants to consider alternative options and keep the period of occupation to an absolute minimum.

It should be noted that a time based charging regime would not apply to Utility activities (i.e. BT, Scottish Water) covered by the New Roads and Street Works Act 1991.

In the assessment of a proposed time based charge a number of options have been considered including the possibility of charges based on market rental rates for Industrial and Office premises. Given that the proposed charge is for the occupation of road space it is thought that it would be appropriate to align the charges to an income that could be accrued from current parking charges applied to the on street pay & display zones. A two tier charge structure is proposed with city centre locations and strategic routes charged at a higher rate. The proposed charges are shown in Appendix A (Items 1 & 2).

In addition to our existing charging structure for scaffold permits there is a need to issue permits for mobile tower scaffolds where there is currently no charge. As our charges are monthly based the scaffold erector/user invariably does not make contact with the Council for short duration works.

This type of scaffold is lightweight and is usually erected and removed same day but can cause problems for the public due to the scaffold being poorly erected and /or unsuitable/inappropriate for the site location. To attend to these aspects there are costs involved for the Council.

It is proposed that a daily rate is promoted to encourage contact, this would allow the Council to be aware of the works and also monitor the safety standards applied.

The recommended charges are given Appendix A (Item 3).

Commercial Occupation of Road Space

Applications are occasionally submitted by commercial companies for the use of the road, in particular the pedestrianised areas of the Castlegate, St. Nicholas Street and Loch Street, to promote and sell products and to date permissions have been granted where appropriate without the application of a charge.

However it is of note that during the festive period the pedestrianised areas are used by businesses selling seasonal items and this is generally done without the necessary formal permissions. Similarly there are established commercial operations that are selling wares to the public on a daily basis without the necessary consent of the Roads Authority, nor indeed without incurring the costs of a lease/rental for use of the space.

As stated previously it is the responsibility of Aberdeen City Council as Roads Authority to manage and control obstructions on the road and to provide written approval where appropriate. As such the commercial

occupation of road space should be controlled and enforced in a similar manner to that of developer occupations.

It is proposed that a scale of charges be applied for promotional events for commercial operations in respect to the occupation of road space where Roads Consent is required. The proposed charges include one-off rates for product promotion, these will be charged at a daily rate based on a square metre area calculation, events occupying a road for more than two consecutive days from Monday to Friday will also be charged on a daily rate based on a square metre area calculation. The proposed charges are shown in Appendix A (Item 4).

A significant number of mobile hot / cold food vender units are in permanent operation throughout the city and it is felt that they should also be subject to the same controls as those applied for the long term commercial occupation of road space. A recommended charge for mobile hot/cold food vender units is given Appendix A (Item 5).

Applications from non commercial / charitable organisations are very occasionally lodged and it is felt that it would not be appropriate to apply charges in such circumstances and that these permissions would be given free of charge for a maximum of two visits per year with a length of occupation no more than a week on each occasion. Longer visits would be charged as per Appendix A. (Item 6)

Income:

Where applicable, invoices will be sent out on a monthly basis with the first being charged as soon as site occupation takes place. Non payment of invoices will result in the approval to occupy being removed and the contractor being instructed to remove all equipment from the adopted road network.

6. IMPACT

This subject of this report provides support to the economic and environmental well being of the city. It promotes safety and management of the local road infrastructure, with the intension of minimising disruption to the network, whilst maintaining delivery of essential transport services for the travelling public. The report supports service delivery and maintains positive operational outcomes to meet statutory obligations.


7. BACKGROUND PAPERS

N/A

8. REPORT AUTHOR DETAILS

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APPENDIX A – Charges from 1st July 2011

1. **The area enclosed by the outer edges of the following roads, Holburn Street, Willowbank Road, Springbank Terrace, Wellington Place, South College Street, Guild Street, Regent Quay Virginia Street, Commerce Street, East North Street, West North Street, Mounthooly Roundabout, Gallowgate, Spring Garden, Maberly Street, Rosemount Place, Esslemont Avenue, Rose Street, Union Street and all traffic sensitive roads listed on the Scottish Street Works Register (data retained on the Street Works Gazetteer).**

£2 per sq. metre per day

This is based on the area of a parking bay of 15sq.metres for parallel parking where an average charge would be £30 for all day parking.

2. **All other roads** not included above

This is based on the area of a parking bay of 15sq.metres for parallel parking where an average charge would be £15 for all day parking.

£1 per sq. metre per day

3. **Mobile tower scaffolds** (erected and dismantled daily) would be charged at a rate of £20 /day and £35 /week.
4. **Promotional events for commercial purposes** in St. Nicholas Street, Castlegate, the Green, and other pedestrian priority areas are charged as follows;
£10 per sq. m area of occupation/day or part of day with a minimum invoice charge of £50 to cover administration costs.
5. **Licensed hot / cold food units** across the City would be charge at a rate of £250 per annum for lease of the space.
(Note this exceeds the fees for pavement cafes which are now £100 per annum).
6. **Day rates for the use of the road space** for commercial purposes, for profit, **£0.67 per sq. metre per day charge with a minimum charge of £10 per day to cover administration costs.**

Consultees comments

Council Leader – **Councillor John Stewart** - has been consulted and made no comment

Enterprise, Planning and Infrastructure Committee

Convener: Councillor Kate Dean - has been consulted and has asked that the report be reviewed annually as part of the budget process.

Vice Convener: Councillor John West - has been consulted and made no comment;

Local Members

Councillor George Adam	Has been consulted and has no comment
Councillor Yvonne Allan	Has been consulted and has no comment
Councillor Marie Boulton	Has been consulted and has no comment
Councillor John Corall	Has been consulted and has no comment
Councillor Bill Cormie	Has been consulted and has no comment
Councillor Barney Crocket	Has been consulted and has no comment
Councillor Martin Greig	Has been consulted and has no comment
Councillor Muriel Jaffrey	Has been consulted and has no comment
Councillor Alan Milne	Has been consulted and has no comment
Councillor George Penny	Has been consulted and has no comment
Councillor Richard Robertson	Has been consulted and has no comment
Councillor Kevin Stewart	Has been consulted and has no comment
Councillor Scott Cassie	Has been consulted and has no comment
Councillor Jillian Wisely	Has been consulted and has no comment
Councillor Ian Yuill	Has been consulted and has no comment
Councillor Irene Cormack	Has been consulted and has no comment
Councillor Alan Donnelly	Has been consulted and has no comment
Councillor James Kiddie	Has been consulted and has no comment
Councillor Neil Cooney	Has been consulted and has no comment
Councillor Mark McDonald	Has been consulted and has no comment
Councillor Jennifer Laing	Has been consulted and has no comment
Councillor Len Ironside	Has been consulted and has no comment
Lord Provost Peter Stephen	Has been consulted and has no comment
Councillor Wendy Stuart	Has been consulted and has no comment
Councillor Neil Fletcher	Has been consulted and has no comment
Councillor Kirsty West	Has been consulted and has no comment
Councillor Aileen Malone	Has been consulted and has no comment
Councillor Callum McCaig	Has been consulted and has no comment
Councillor Jackie Dunbar	Has been consulted and has no comment
Councillor Gordon Graham	Has been consulted and has no comment
Councillor Andrew May	Has been consulted and has no comment
Councillor James Hunter	Has been consulted and has no comment
Councillor Norman Collie	Has been consulted and has no comment
Councillor Jim Noble	Has been consulted and has no comment

Councillor Gordon Leslie	Has been consulted and has no comment
Councillor John Reynolds	Has been consulted and has no comment
Councillor Jim Farquharson	Has been consulted and has no comment
Councillor Jennifer Stewart	Has been consulted and has no comment
Councillor Willie Young	Has been consulted and has no comment

Council Officers

Barry Jenkins, Head of Finance, Resources – has been consulted
Jane MacEachran, City Solicitor, Continuous Improvement has been consulted
Gordon McIntosh, Director of Enterprise, Planning and Infrastructure has been consulted
Hugh Murdoch, Head of Service, Shelter and Environment – has been consulted
Margaret Bochel, Head of Planning & Infrastructure, Strategic Leadership – has been consulted.
Mike Cheyne, Roads Manager has been consulted
Kathryn McFarlane, Service Co-ordinator
Allison Swanson, Committee Services

ABERDEEN CITY COUNCIL

COMMITTEE: Enterprise, Planning and Infrastructure
DATE: 24th May 2011
DIRECTOR: Gordon McIntosh
TITLE OF REPORT: School Catering Services – Meal Price Increase
REPORT NUMBER: EPI/11/165

1. PURPOSE OF REPORT

The purpose of this report is to seek approval for officers within Facilities Management Services to apply an annual increase to the price of both Primary and Secondary School meals, as necessary.

2. RECOMMENDATION(S)

That the Committee

a) approve an increase in the price of a School meal by 10 pence per meal from August 2011.

b) delegate power to the Head of Asset Management and Operations to determine and apply increases in future years meal prices as necessary, to reflect budget decisions, increased costs etc. subject to the charges being benchmarked with other comparable authorities.

c) refer the report to the Finance and Resources Committee of 16th June 2011 for final approval to apply any increases and to the Education, Culture and Sport Committee on 2 June, 2011, for information.

d) that the final decision of the Finance and Resources Committee be communicated to parents through each school.

3. FINANCIAL IMPLICATIONS

The School Catering Services budget was removed from a trading account last year and the budget now sits within Enterprise, Planning and Infrastructure. As with all budgets it is important that expenditure costs and income are balanced to remove potential subsidies for the provision of the service. By allowing annual review of the service provision taking into account inflation, costs of supplies, services and staffing costs will ensure that a balanced budget is maintained.

It should be recognised that the provision of a free school meal to pupils whose parents meet the eligibility criteria, is something that we have to provide under Scottish Government statute. The cost to the Council for this provision in financial year 2010/2011 was £692,219, this cost being recouped by Enterprise, Planning & Infrastructure from Education, Culture & Sport. With the 10 pence increase applied, at the current level of free school meal uptake, this will have an approximate impact of a further £35,000 per annum on Education, Culture & Sport's budget.

4. SERVICE & COMMUNITY IMPACT

It is recognised that the impact of these increases will be an additional burden to the parents of pupils, but by keeping the proposed level of increase in a daily meal ticket to ten pence per day, or fifty pence per week, the increase is kept in line with other authorities across the country. Implementation will be from the start of the new school term in August.

Headteachers and Facilities Management staff, through ongoing contact with parents, will ensure that any child eligible to be in receipt of free school meals will continue to do so.

5. OTHER IMPLICATIONS

None

6. REPORT

6.1 Background

6.1.1 At the Full Council meeting of 14th February 2008, approval was given for an increase of fifteen pence to be applied to the cost of a School meal, with this being applied from the beginning of financial year 2008/2009. The increase was set at fifteen pence per meal; this increase was to cover the increased cost in the supply of meals, with the increase in income being estimated to be in the region of £150,000 per annum. However this increase was only applied in August 2010, at the beginning of the present School Academic year.

6.1.2 The price of a School meal has risen relatively slowly over the course of the last five years as indicated in the table below:

	School Meal Price				
	2006	2007	2008	2009	2010
Primary	£1.60	£1.70	£1.70	£1.70	£1.85
Secondary	£1.85	£1.95	£1.95	£1.95	£2.10

6.1.3 School Catering Services budget for financial year 2010/2011 was overspent to the tune of £428,000. This overspend can be attributed to a number of factors:

- Post EP&M staffing cost increases
- Increased food supply costs
- Increased food delivery costs
- Free School meal provision

6.1.4 The School Catering Budget is broken down into three elements:

- Staffing Costs (66% of total expenditure)
- Supplies and Services (34% of total expenditure)
- Income

While it is envisaged that staffing costs will remain fairly static, other than allowing for incremental progression, supplies and services costs are increasing at a rate of approximately 2% at present with forecasts from Scotland Excel of a possible 7% increase by this summer, the proposed increase of 10 pence per meal is to cover the expected increased costs in production.

6.2 Applying Increases

6.2.1 Increases would be applied at the commencement of a School Academic year, typically in mid August. This would mean that the impact of an increase would not be felt for the whole financial year. It would, however, seem a sensible time to apply increases and would allow for production and distribution of new meal tickets to be undertaken during the summer holiday period.

6.2.2 A review of the ongoing service delivery would be carried out on an annual basis prior to any decision being taken; an increase in the price of a school meal would only be applied if further increases in expenditure stopped the delivery of a balanced budget. A thorough review of alternatives to increasing costs will be undertaken at this time to identify ways of reducing meal production costs and developing other income streams.

6.2.3 Any future increases which are applied under delegated powers will be communicated to Committee via the information bulletin.

7 REPORT AUTHOR DETAILS

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8. BACKGROUND PAPERS

None

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DRAFT/

SOCIAL CARE AND WELLBEING COMMITTEE

17 May 2011

26 NETHERHILLS AVENUE – FUTURE USE – SCW/11/039

The Committee had before it a report by the Director of Social Care and Wellbeing which provided information in relation to the future use of 26 Netherhills Avenue, Aberdeen (vacant property).

The report recommended:-

That the Committee:-

- (a) declare the property surplus to the requirements of Social Care and Wellbeing directorate;
- (b) remit the property to the Finance & Resources Committee of 16 June 2011 to have it declare the property surplus to Aberdeen City Council and to authorise the Head of Asset Management and Operations to instruct officers to commence the disposal of the property on the open market; and
- (c) submit a further report to the appropriate meeting of the Finance & Resources Committee in due course detailing any offers received.

The Committee resolved:-

to approve the recommendations contained within the report.

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ABERDEEN CITY COUNCIL

COMMITTEE	Social Care & Wellbeing
DATE	17 May 2011
CORPORATE DIRECTOR	Fred McBride
TITLE OF REPORT	26 Netherhills Avenue, Bucksburn – Future Use
REPORT NUMBER	SCW/11/039

1. PURPOSE OF REPORT

The purpose of this report is to update the Committee on the future of this vacant property.

2. RECOMMENDATION(S)

It is recommended that:-

- 2.1 The property be declared surplus to the requirements of Social Care and Wellbeing directorate;
- 2.2 Remit the property to the Finance & Resources Committee of 16 June 2011 to have it declare the property surplus to Aberdeen City Council and to authorise the Head of Asset Management and Operations to instruct officers to commence the disposal of the property on the open market; and
- 2.3 A further report is submitted to the appropriate meeting of the Finance & Resources Committee in due course detailing any offers received.

3. FINANCIAL IMPLICATIONS

- 3.1 The sale of the property will generate a future capital receipt for the General Services Account.
- 3.2 As the proposed sale will be at Market Value, there are no state aid implications.

4. OTHER IMPLICATIONS

- 4.1 There are no significant other implications in relation to the proposals, although legal and finance resources will be required to conclude the proposed sale.



- 4.2 The building itself requires upgrading/improvement and there are a number of holding costs in relation to the property, as yet to be determined.
5. BACKGROUND/MAIN ISSUES
- 5.1 The property comprises a large detached two-storey former home with accommodation extending to two public rooms, office, kitchen, bathroom and store on the ground floor, six bedrooms, bathroom and shower room on the first floor plus a single garage within the garden.
- 5.2 It was previously used as Netherhills Children's Home for many years, but was vacated at the beginning of 2008 when the new home at the junction of Hardgate/Willowbank Road, "The Willows", was opened. It was subsequently used as temporary accommodation by the Beacon Youth Drop-in Programme while its premises within the Beacon Community Centre were being upgraded as part of the Bucksburn 3Rs project. It became vacant again at Easter 2010.
- 5.3 In anticipation of the property being declared surplus to requirements, and in line with disposal procedures, the availability of the property was circulated to all Council Services and Partners by colleagues within Asset Management. By the deadline date of 25 March 2011, no interest had been expressed from any Service or Partner, including representatives on behalf of the Housing Revenue Account. To date there is still no interest.
- 5.4 Accordingly, the Committee is invited to approve the recommendations that the property now be declared surplus to the requirements of the Social Care and Wellbeing directorate, to remit the property to the Finance and Resources Committee on 16 June 2011, and that the Head of Asset Management and Operations be authorised to advertise the property for sale on the open market. A further report is to be submitted to the appropriate meeting of the Finance and Resources Committee in due course detailing any offers received.
6. IMPACT
- 6.1 Corporate –
- 6.1.1 A sale of the property meets the single outcome agreement in relation to the efficient running of the Council and its property portfolio.
- 6.1.2 The sale of the property in assisting the redevelopment of a vacant building will have wider economic development benefits.
- 6.2 Public –
- 6.2.1 It is not anticipated that the sale of this asset will create any significant public interest.

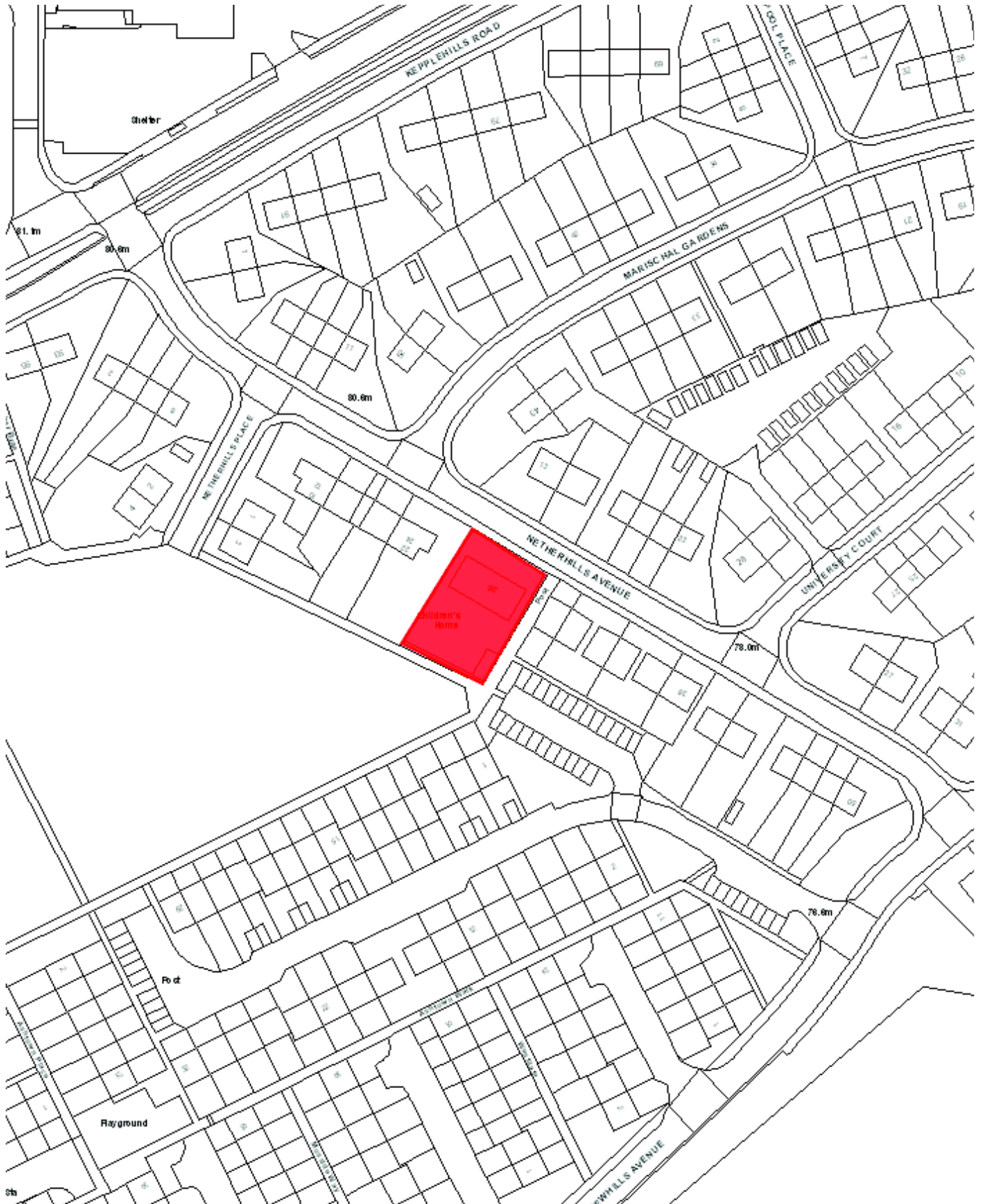
6.2.2 The subjects are being declared surplus and, as such, there are no Equalities & Human Rights Impact Assessment factors.

7. BACKGROUND PAPERS

None.

8. REPORT AUTHOR DETAILS

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DRAFT

EDUCATION, CULTURE AND SPORT COMMITTEE

2 JUNE 2011

UPDATE ON IMPLEMENTATION OF BUDGET DECISION – REDUCED COMMUNITIES TEAM – ECS/11/035

With reference to article 11 of the minute of its previous meeting of 24 March 2011, the Committee had before it a report by the Director of Education, Culture and Sport which provided an update on the implementation of the decision to reduce the costs of the Communities team by £1.4 million in 2011/12 and provisionally by a further £1 million in 2012/13. The report also included an update on the reduction of the staffing provision within the service, an outline of progress towards the move of Community Learning Centres to leased centre status; and an update of the ongoing work towards the development of a model lease, management agreement and constitution.

The report recommended:-

that Committee

- (a) note the progress in relation to the appointment of staff to the new structure, and the reduction of the overall workforce;
- (b) note the progress in relation to moving community learning centres to leased centre status;
- (c) note the options being delivered in relation to each community learning centre, and agree that a further report will come to the next Committee with firm recommendations for various Community Centres;
- (d) agree that officers seek to relocate the current groups within Torry Community Learning Centre to other suitable local facilities, in order to facilitate the closure of that facility;
- (e) determine whether it would wish to provide Management Committees with a Transition Grant for 2011/12 (as detailed in section 5.3 of the report), and if so, agree to remit this to the Finance and Resources Committee for consideration;
- (f) note the progress in relation to developing a citywide model lease, management agreement and constitution, and agree the heads of terms for each as set out in section 5.4 of the report;
- (g) agree that, until the Service Asset Management Plan for Community buildings is complete, Community Centres and Community Education Centres should only be granted one year leases;
- (h) agree that once approved, all Community Centres will be subject to the Management Agreement and Constitution and that all standalone centres will also be subject to the agreed Lease; and
- (i) note that a petition has been signed by approximately 500 residents campaigning against the reopening of the Hillylands Centre on Croft Road.

The Convener, seconded by the Vice Convener, moved an amended set of recommendations, namely:-

- (a) to note the progress in relation to the appointment of staff to the new structure and the reduction of the overall workforce;
- (b) to note the progress in relation to moving community learning centres to leased centre status;
- (c) to note the options that are being developed in relation to each community learning centre, and to agree that a further report will come to the next Committee with firm recommendations for various community centres;
- (d) to agree that officers seek to locate the current groups within Torry Community Learning Centre to other suitable local facilities, in order to facilitate the closure of that facility;
- (e) to agree to provide Management Committees with a Transition Grant for 2011/12 (as detailed in section 5.3 of the report) and to remit this to the Finance and Resources Committee for consideration;**
- (f) to note the progress in relation to developing a citywide model lease, management agreement and constitution, and agree the heads of terms (as amended) for each as set out in section 5.4 of the report for the purpose of consultation with management committees, and delegate authority to finalise these to the Head of Legal and Democratic Services, Head of Asset Management and Head of Communities, Culture and Sport;
- (g) to agree that, until the Service Asset Management Plan for Community Buildings is completed, Community Centres and Community Education Centres be granted a minimum one year rolling lease;
- (h) to agree that once approved, all Community Centres will be subject to the Management Agreement and Constitution and that all standalone centres will be subject to the agreed lease;
- (i) to note that a petition has been signed by approximately 500 residents campaigning against the reopening of the Hillylands Centre on Croft Road; and
- (j) to agree the following amendments to the Model Constitution Heads of Terms:

Bullet Point 3 – deletes ‘and organisations’

Delete bullet points 6, 7 & 8 and replace with

- Management Committee will consist of at least 10 members, including chair, vice chair, secretary and two youth members all elected annually at the AGM
- No more than one officer bearer can be a member of staff.

Councillor Laing, seconded by Councillor Allan, moved as an amendment:-
that this Committee:

- (a) notes with concern the progress in relation to the appointment of staff to the new structure and the reduction of the overall workforce;
- (b) notes with concern the progress in relation to moving community learning centres to leased centre status;
- (c) notes with concern the options that are being developed in relation to each community learning centre, and agrees that a further report will come to the next Committee with firm recommendations for various community centres;

- (d) agree that officers seek to relocate the current groups within Torry Community Learning Centre to other suitable local facilities, prior to the closure of that facility;
- (e) agree to provide management committees with a transition grant for 2011/12 equivalent to that paid to a leased centre management committee and remit this decision to the Finance and Resources Committee for final approval;
- (f) notes with concern the progress in relation to developing a citywide model lease, management agreement and constitution, and agrees the Heads of Terms for each as set out in section 5.4 of the report for the purpose of consultation with management committees and delegates authority to finalise these to the Head of Legal and Democratic Services, Head of Asset Management and Head of Communities, Culture and Sport;
- (g) agree that, until the Service Asset Management Plan for Community buildings is complete, Community Centres and Community Education Centres should only be granted one year leases;
- (h) agree that once approved, all Community Centres will be subject to the Management Agreement and Constitution and that all standalone centres will also be subject to the agreed Lease; and
- (i) notes with concern that a petition has been signed by approximately 500 residents campaigning against the reopening of the Hillylands Centre on Croft Road; and instructs officers to carry out further consultation with residents and local elected members to ensure all concerns highlighted in the petition have been addressed prior to the reopening of the centre.

On a division, there voted:- for the motion (12) – the Convener; the Vice Convener; and Councillors Corall, Cormack, Leslie, MacGregor, Noble, Reynolds, Jennifer Stewart, John West and Yuill; and Mr P. Campbell; for the amendment (9) - Councillors Allan, Boulton, Collie, Cooney, Farquharson and Laing; and Mrs M. Abdullah, Mr A. Aitken and Mr S. Duncan; declined to vote (1) – Mr G. Bruce; absent from the division (1) – Wisely.

The Committee resolved:-

- (i) to adopt the motion;
- (ii) to note that information on Tilly Community Flat would be provided in the next report back;
- (iii) to request that officers circulate information to members on the training programme being made available to Management Committees;
- (iv) to request that officers investigate the concern raised by Councillor Laing that a Management Committee in her ward had been told that it could not carry forward money from the previous year's youth work budget; and
- (v) in relation to the relocation of programmes from the Torry Community Learning Centre, to request that officers provide Councillor Allan with further information on the long-lease flat in Torry, as well as the Torry Learning House.

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ABERDEEN CITY COUNCIL

COMMITTEE	Education, Culture and Sport
DATE	2 June 2011
DIRECTOR	Annette Bruton
TITLE OF REPORT	Update on Implementation of Budget Decision - Reduce Communities Team
REPORT NUMBER:	ECS/11/035

1. PURPOSE OF REPORT

This report provides an update on the implementation of the decision to reduce the costs of the Communities team by £1.4million in 2011/12 and provisionally by a further £1million in 2012/13.

This includes an update on the reduction of the staffing provision within the service; and an update on the progress towards the move of Community Learning Centres to leased centre status.

Finally the report notes progress towards the development of a model lease, management agreement and constitution.

2. RECOMMENDATION(S)

It is recommended that the Committee:

- a) Notes the progress in relation to the appointment of staff to the new structure, and the reduction of the overall workforce.
- b) Notes the progress in relation to moving community learning centres to leased centre status.
- c) Notes the options that are being developed in relation to each community learning centre, and agree that a further report will come to the next committee with firm recommendations for various Community Centres.
- d) Agree that officers seek to relocate the current groups within Torry Community Learning Centre to other suitable local facilities, in order to facilitate the closure of that facility.

- e) Determines whether it would wish to provide Management Committees with a Transition Grant for 2011/12 (as detailed in section 5.3), and if so, agree to remit this to the Finance and Resources Committee for consideration.
- f) Note the progress in relation to developing a citywide model lease, management agreement and constitution, and agree the heads of terms for each as set out in section 5.4.
- g) Agrees that, until the Service Asset Management Plan for Community Buildings is completed, Community Centres and Community Education Centres should only be granted one year leases.
- h) Agree that once approved, all Community Centres will be subject to the Management Agreement and Constitution. All standalone centres will also be subject to the agreed Lease.
- i) To note that a petition has been signed by approximately 500 residents campaigning against the reopening of the Hilylands Centre on Croft Road.

3. FINANCIAL IMPLICATIONS

3.1 Budget Reduction

The Council decision on 10 February 2011 was to reduce the budget for an Integrated Communities team by £1.6million* in 2011/12 and by £2.4million in 2012/13.

*note that this figure is greater than the £1.4million reported to the Education, Culture & Sport Committee on 24 March 2011, due to a requirement to provide £200,000 from the service budget to the Corporate budget for Voluntary Severance/ Early Retirement.

3.2 VS/ER Costs

Costs associated with the disestablishment of staff through the appropriate Council procedures will be funded through the service budget, and thereafter from the corporate fund set up for this purpose. Ongoing pensions costs will be met from the corporate fund set up for this purpose.

3.3 Fixed building costs

Annual revenue costs, met by EC&S Revenue Budgets, for existing and proposed leased centres is approximately £1.5million per year. (This figure does not include development grants and other services costs).

As there are 51 properties included in this category (see paragraph 5.2.1), it follows that the average current revenue cost per annum to the City Council of each building is circa £29,500. Further to paragraph 5.4.1. of this report, if the City Council offered and each Community Centre and Community Education Centre Management Committee accepted a new lease on that basis, it would make no appreciable difference to the level of annual revenue funding that the EC&S Revenue Budget would require to provide. For example, the "wind and

watertight only” repair clause is no different from the current practice of our building maintenance staff. Budgetary pressures means that, at present “wind and watertight only” is the repair criterion that is adopted, in determining whether or not to carry out a repair to one of the 51 properties. However it is noted that the current lack of preventative maintenance could result in increased wind and water-tight expenditure in the future.

In this context, the work to develop Service Asset Management Plans for Education, Culture and Sport (as described in paragraph 5.2), is an important factor. If, for instance, the City Council was minded to offer any Community Centre Management Committee a 20 year lease of their Community Centre, the aggregate revenue commitment from EC&S Revenue Budgets would be circa £590,000 (i.e. 20 x £29,500 per annum). However these costs could significantly increase due to capital repairs such as replacements to gas boilers, or central heating systems, during the 20 years, or increased repairs required due to a lack of preventative maintenance, might drive that cost even higher.

In terms of Asset Management Planning, any decision of the City Council to offer that level of long-term revenue funding commitment to any community building, should be the outcome of an option appraisal, where the level of present and future public use, building condition etc. are key factors. With that background, it is advised that no decision should be made on granting any Community Centre a long-term lease, until the Service Asset Management Plan for Community buildings is completed.

3.6 State Aid Implications

At this stage, it is considered unlikely that there will be any State Aid implications in relation to the above, however if any implications arise, these will be reported to the appropriate committee.

4. **OTHER IMPLICATIONS**

4.1 **Personnel Implications**

The budget decision has resulted in a requirement to reduce the existing staffing resource by approximately 67%. The budget available to deliver front line adult learning and youth development activities through tutors and sessional staff has been reduced by approximately 83%.

The reduction in the workforce is being delivered through the implementation of the Council’s VS/ER policy in the first instance. Any excess staff remaining after the restructure is complete will be managed through the Council’s Redeployment Procedure, and if required the Redundancy Assessment Procedure.

4.2 Property Implications

There are currently 27 centres owned by Aberdeen City Council and managed by Community Learning and Development to deliver community learning and development activities. The budget decisions will result in these facilities, or the programmes for these facilities becoming externally managed.

4.3 Legal Implications

4.3.1 Scottish Government Consent

Section 74 of the Local Government (Scotland) Act 1973, as subsequently amended, required every Local Authority to obtain the consent of the Scottish Government for any disposal of property (and in this context a sale or a lease could be deemed to be a disposal) where the consideration received is less than open market value.

The Disposal of Land by Local Authorities (Scotland) Regulations 2010 partially supersedes previous legislation. The Regulations spell out the circumstances in which a local authority may dispose of land for a consideration less than the best that can reasonably be obtained. One of those conditions is when the local authority is satisfied that the disposal for that consideration is reasonable; and that it's likely to contribute to social well-being.

In these circumstances the City Council could legitimately argue that granting leases of Community Centres and/or Community Education Centres at £1 per annum if asked, whatever their open market rental value, promotes social well-being and as such the City Council don't require to seek the consent of the Scottish Government to such actions.

4.3.2 Insurance

Aberdeen City Council will have Public Liability Insurance for the building (which is mentioned in the proposed lease) and this will cover an incidence where the building collapses or such, however Management Committees will require to have Public Liability for the activities within the building. While this is not a legal requirement it is recommended. Failure to have such insurance in place could result in individual members of the management committee being personally liable for any costs arising (and/ or potentially an individual member of the public suing the City Council, as owner of the building, if they were hurt as a result of participating in the Community Centre's activities.)

If Management Committees employ staff then by law they require employer's liability insurance.

The preferred method would be for Management Committees to buy into the existing policy arranged by the Council which provides Public Liability and Employers Liability insurance. This would likely be in the interest of the Management Committees as the current charge would be £125 per centre. Alternatively, Management Committees could procure their own Public Liability and Employers Liability Insurance.

4.3.3 Procurement

For the Council to determine not to tender for the leasing or management of programme of community centres may require a suspension of Standing Orders. Each case would require to be considered on a case by case basis.

5. BACKGROUND/MAIN ISSUES

This section will consider some of the major milestones that are being progressed in order to deliver on the budget decision.

5.1 Development and delivery of re-engineered service.

The financial decision has reduced the budgeted funding available for staff, including Community Learning & Development, Community Training and Economic Development and Neighbourhood Community Planning Staff by approximately 67%.

A new management and operational structure has now been developed and appointment to the posts is now underway via the Council's Job Matching process.

Staff were also given the opportunity to apply for Voluntary Severance or Early Retirement and a number of applications have now been supported. The affected staff are now working their notice, during which time they are developing and rolling out exit strategies for key areas of work, along with handing over elements of their work which will require to continue.

The budget available for tutors and sessional staff has been required to be reduced by some 83% in 2011/12. However, custom and practice has resulted in some tutors and sessional staff gaining contractual status. It is the case that the affected staff will have rights to remuneration and redundancy notice and associated costs. Therefore the remaining budget allocated for delivering adult learning and youth development in 2011/12 may be mostly allocated for this purpose, resulting in little or no front line delivery of youth development or adult learning services from September 2011 through to March 2012.

Officers are negotiating with Management Committees for a solution to this issue and will update on this situation at later committees.

5.2 Move centres to leased centre status.

5.2.1 In the report to committee on 24 March 2011, it was noted that there are currently 51 Community Centre type facilities throughout the city which are owned by the Council. The current routine costs for servicing these facilities amounts to some £1.5million per year. Many of these buildings will require

significant maintenance over the next 5 – 10 years. With this in mind, a strategic review of all of these properties as part of the wider Service Asset Management Plans for Education, Culture and Sport is currently ongoing.

5.2.2 A key part of the Service Asset Management Plan (SAMP) will be to look at the level of verifiable community use of each of the 51 buildings. Early indications are that the level of community use is patchy. Although officers can identify well used “seven days a week” Centres, others are much less well used. In several areas of the City, officers can identify underused community buildings, where an equivalent level of community service could be provided from fewer, better quality, better used buildings. It is anticipated that “area specific” recommendations to amalgamate community uses in fewer buildings, will emerge from the SAMP.

5.2.3 The SAMP and it’s area specific recommendations, could potentially provide:

- (a) at least equivalent standard and hopefully better quality, better used community facilities;
- (b) those community activities from fewer buildings
- (c) substantial savings for the EC&S Revenue budgets (as revenue support needs to be offered to fewer buildings); and
- (d) capital receipts from the sale of surplus properties

5.2.4 While it is anticipated that the first stage of the SAMP will be reported to the Education, Culture & Sport Committee in September 2011, until the outcomes of the above review are approved, it is recommended that any new leases and management agreements are granted for a one year period only.

5.2.4 Along side the Service Asset Management Plan, officers have been meeting collectively and individually with the Management Committees of the Community Learning Centres which are scheduled to become leased or managed through a management agreement. These discussions have led to a number of options and recommendations being developed for each individual facility.

5.2.5 These options and recommendations are set out in Appendix A

5.2.6 Torry Community Learning Centre

At the time of writing this report, it is recommended that activities within the Torry Community Learning Centre are moved to other venues to allow this facility to be closed:

- The building is in a poor state of repair, and would require a significant investment to bring it up to the standard to be suitable for leasing:
 - Public Accessibility - It is not classed as Publicly accessible.
 - Asbestos - There are several types of asbestos across different locations.
 - Fire Risk Assessment Works - A fire risk assessment in 2008 identified a number of works required to bring it up to standard. A quote of £10,400 was obtained in 2009 for carrying out this work.

- Suitability – While it was graded as a B at its last inspection in 2007, there are a number of elements within the building that are graded at a C or a D and would require to be brought up to an appropriate standard to meet the Council’s terms of the proposed model lease.
 - The windows and external doors are graded as a D, and have a replacement figure of £78,540. This work would be required if the building was to be retained.
 - The external walls are graded as a C with a replacement cost of £69,300.
 - The Building Inspector has the view that the building is generally in a dilapidated state.
- There is no Management Committee currently in place. Therefore if the Council wishes to move this centre to leased status, officers would require to develop a Management Committee or find a suitable alternative body to take on the lease for this building.
- The existing programme is minimal. A copy of the current programme is available in the members lounge. It consists of: 4 sessions drop in crèche; 2 sessions Citizens Advice Bureau; 5 sessions After School Club; 1 session Drugs Action Group; 1 session Pathways Group; 3 sessions Parent and Toddler; 1 session Baby Group.
 - It is anticipated that all of these groups can potentially be relocated in other suitable local venues.
 - There are a range of other local community facilities available including: Torry Youth and Community Centre, Old Torry Community Centre, and Tullos Community Centre.

5.2.7 Hillylands Centre

Work is presently underway to develop a new community facility within the old Community Special Needs Group building at Croft Road. It has been brought to the attention of officers that residents of Croft Road and surrounding area at Mastrick have organised a petition with around 500 names on it. The purpose of the petition is stated as:

“This is a petition organised by the residents of Croft Road and surrounding area in Mastrick. Against the reopening of old Community Special Needs Group building on Croft Road. This has been signed and sealed by Aberdeen City Council without consulting the local residents. We have not been allowed any say regarding the use or times of it being opened. And it will be opening this summer. Please support us to show that we live in a democracy and that we should have a say over what happens on our front door and neighbourhood.”

The current situation is that work on the building is underway and it is due to be open in November 2011. The building will re-house the Mastrick Young People’s project that has been displaced as a result of the closure of Summerhill. Consultation with users has been ongoing and a meeting with local residents took place on 27 April 2011. Further consultation with local residents will be ongoing as the project progresses.

5.3 Transitional Period

It is highlighted that due to the requirement to reduce our workforce significantly and as early as possible, there will be minimal Council support for community centres during the transitional period from the end of the Summer when most staff will be released until Management Committees are in a position to take on the running/ programming of these facilities themselves.

While there will be a small staffing resource to support the Management Committees to build capacity to take on this additional responsibility (one or two full time officers city wide), there will be little or no support to provide operational support on a centre by centre basis.

There is capacity within the budget from 2012 onwards to provide a standard Development Grant of £10,565 per Community Centre. However members are asked to consider whether they may be supportive of providing a "Transition Grant" equal to an equivalent amount to the Development Grant for Management Committees who commit to taking on the responsibility for running the Community Centres.

Due to the high costs involved in managing the transition to the new staffing structure, it is unlikely that there would be sufficient budget for such a "Transition Grant" within the Education, Culture and Sport budget in 2011/12. Therefore if members were to agree to provide such a grant, an alternative budget source would require to be found.

5.4 Model Lease, Management Agreement and Constitution

Currently there are a range of different leases and constitutions in place with existing leased Community Centres. It is considered that virtually all of these leases are outdated and not fit for purpose. In addition, the differences can cause confusion and concern between leased centres.

It has previously been agreed that a single model lease and constitution for all Community Centres in the city would be desirable.

A significant amount of consultation was undertaken in 2010 with existing leased Community Centres on proposals for a model lease. With the decision to move a further 27 Community Education Centres to "leased" status, officers have commenced consultation with these other affected Management Committees on the proposed model lease.

A number of these centres will not be stand alone, and therefore would be more suited to a Management Agreement type arrangement.

It is recommended that a model Management Agreement be developed for all centres, with those which are standalone, also being subject to a model lease agreement.

A model Constitution is also being developed in line with the decision taken at the Education, Culture & Sport Committee on 24 March 2011, that it be suitable for achieving charitable status. It is suggested that as the Constitution will be owned by the Management Committee, they can amend the Constitution if they wish, however certain key elements must be included.

Due to the condition of many of the Community Centres and the potential for high costs to the Council in future years, it is recommended that longer term leases have 5 year break clauses included. This will ensure that the Council is not tied into a long term agreement that is unaffordable.

Some Centres have intimated that if they apply for some funding streams, they may require to demonstrate a longer term lease. It is recommended that these issues are considered as and when they arise, which would allow longer term leases to be confirmed on a case by case basis. (It is noted that there is no record of any Community Centre requiring a long term lease for funding in recent years.)

If Members are prepared to approve this and authorise the grant of transitional one year legal agreements, pending the outcome of the Service Asset Management Plan, then officers would intend to request that Management Committees declare their willingness, in principle to agree:-

- a. to enter into a one year lease of their Community Centre, on the basis as specified in the Model Lease
- b. to enter into a one year Management Agreement, on the basis as specified in the model Management Agreement; and
- c. to enter into a one year Constitution, on the basis as specified in the model Management Constitution.

The results of this exercise will be reported back to the next meeting of this Committee on 15 September, 2011.

Consultation is currently ongoing in respect of the Management Agreement, Lease and Constitution, and it is recommended that members agree the proposed Heads of Terms for each as set out below:

5.4.1 Model Lease Heads of Terms

- Mutually agreed length of lease, with break clauses as appropriate.
- Token rental amount (if requested – intention is not to request.)
- Tenant liability for rates, taxes and other relevant charges levied in respect of the occupation of the premises (if requested – intention is not to request.)
- Prohibits the tenant to assign or sublet the premises (spaces can still be let.)

- Prohibits the tenant to use the premises as security or to dispose of the premises.
- Stipulates the use of the premises as a community centre.
- The Council will insure the building structure.
- The Council will provide additional insurance (public and employers liability) that the Tenant can purchase.
- The tenant will be responsible for all other insurances, such as contents.
- The Tenants agree to maintain the premises in the current condition with the landlord being responsible for wind and watertight repairs and the tenants being responsible for other repairs, with an option for tenants or landlord to end the lease if they cannot meet the cost of any repairs.
- There is the ability for either party to break out of the lease if unable to pay for repairs.
- The tenant will not make any alterations to the premises without the landlords permission and the tenant may need to return the premises to their original condition.
- The Tenant is responsible for keeping the premises in a neat and tidy condition.
- The Landlord will not be responsible for the activities taking place within the premises.
- The Tenant is responsible for ensuring the premises are suitable for the Tenants needs and will not hold the landlord liable over the suitability of the premises.
- the Tenant will comply with all relevant legislation.
- The Tenant will allow the Landlord access to the building for civil emergencies etc.
- The Tenant will not store dangerous materials on the premises.
- The Landlord will supply and maintain emergency equipment (fire fighting equipment etc.)
- The Tenant will seek approval from the landlord before erecting external signs and notices.
- The Landlord can erect a wide area network aerial on the premises (Landlord will be fully responsible for this.)
- The Landlord can end the lease if the building is being unused.
- Tenant will be responsible for removing their equipment at the end of the lease.
- Details of arbitration are listed.
- Requires adherence to the Management Agreement.

5.4.2 Model Constitution Heads of Terms

- Name of the organisation
- Aims and objectives are to promote wellbeing, advance education and manage a community centre.
- Membership is open to local inhabitants and organisations.
- Membership can be terminated.
- Powers of the management committee are detailed.

- Management committee will consist of 4 members from user groups, 6 members appointed at the AGM, 2 youth members, a local organisation, 1 staff member, additional co-options are required.
- Office bearer posts will consist of Chair, Vice Chair, Secretary and Treasurer, with no more than one office bearer being an employee of the community centre.
- Management committee members will serve for 3 years and can be re-elected. Officer bearers are elected for one year can serve up to 5 consecutive years in the same position.
- There will be a minimum of 6 management committee meetings per year with 6 clear days notice being required.
- The quorum for meetings will be 1/3 of the committee.
- Minutes will be displayed in the community centre.
- Decisions will be by a simple majority with the chair having a casting vote.
- The AGM will be held between April and June and will require 14 days notice. A quorum will be the lesser of 25 or 2/3 of the membership. There is the ability to call Extraordinary General Meetings in a similar manner.
- The Financial year will be 1 April to 31 March and the accounts require to be inspected by a qualified accountant. At least two individuals are required to release funds.
- Amendments can be made to the constitution at a general meeting which requires 28 days notice period and 2/3 majority vote for the amendments.
- The Association can be dissolved at a general meeting which requires 28 days notice period and 2/3 majority vote for the dissolution. All assets are to be given to similar organisations and cannot be distributed to members of the association.

5.4.3 Management Agreement Heads of Terms

*These Heads of Terms are not available at the time of finalising the report, and will therefore be tabled at the committee.

5.4.4 Checklist of Responsibilities

The signed legal documents have to be legally robust and detailed. However in order to assist Management Committees in understanding their obligations and the obligations of the Council, officers intend to develop a short checklist. An example of such a checklist for the proposed model lease which is currently being negotiated is set out below:

The Key responsibilities for the Landlord and Tenant are as follows:

The following costs will be met by the Landlord

- Premises Insurance
- Alarm and safety equipment supply & maintenance
- Gas fuel bills
- Electric fuel bills

- Water & Sewerage bills
- One broadband Line
- One telephone line
- One alarm line
- Refuse collection
- Public liability insurance for the building (not the activities within the building)
- PAT safety checks (portable appliance tests)
- Maintenance of gas boiler and central heating (including safety checks)
- Wind and watertight repairs/maintenance
- Repairs to the building where there is a safety requirement.

The following costs will be met by the Tenant

- Contents insurance
- Employers liability insurance (can be purchased through a Council policy)
- Public liability insurance for activities (can be purchased through a Council policy)
- Maintenance of operational equipment (ie vacuum cleaners etc.)
- Telephone call costs
- Any required licenses
- Repairs/maintenance (other than detailed previously) to keep building in same state of repair
- Cleaning, cleaning services & cleaning materials
- Paper towels, toilet paper soap etc.
- Providing and replacing light bulbs (Landlord will provide scaffold if required)

6. IMPACT

This report relates to the Combined Community Plan and Single Outcome Agreement as follows:

- People of all ages take an active part in their own learning to achieve their full potential Learning and training is appropriate and accessible to learner's needs
- Children and young people access positive learning environments and develop their skills, confidence and self esteem to the fullest potential
- Children, young people and their families/carers are involved in decisions that affect them. Their voices heard and they play an active and responsible role in their communities
- Educational attainment in Aberdeen is continuously sustained and improved
- School leavers enter positive destination of employment, training or further and higher education with a focus on and support for young people who require More Choices and More Chances
- Children and young people actively participate in their communities and have optimum involvement in decision making

- All children, young people and their families have access to high quality services when required and services provide timely, proportionate and appropriate response that meeting the needs of children and young people within Getting it Right for Every Child, (GIRFEC) requirements
- Improve the quality of life in our most deprived areas
- Citizens are increasingly more active in their communities regardless of age, gender, sexual orientation, ethnic origin, where they live, disability or faith/religion/belief and contribute to 'active citizenship'
- Develop pathways to participation which enhance the diversity of local representation at and engagement with regional, national and international arts, heritage and sporting events
- Our public services are consistently high quality, continually improving, efficient and responsive to local people's needs

Public – This report will be of interest to the public, as the recommendations will impact on services delivered throughout the city.

An Equality and Human Rights Impact Assessment has been completed in respect of this budget decision.

7. BACKGROUND PAPERS

24/3/11 Education, Culture & Sport Committee, Implementation of Budget Decision – Reduce Communities Team

8. REPORT AUTHOR DETAILS

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Community Centre Information May 2011

Centre	Progress to lease Model	Management Committee	Footfall 28 th March – 3 rd April 2011	Centre Programme	Building Type	Condition Survey	Type of Agreement	Potential Options
Beacon	Date set for meeting with Management committee 23 rd May		Total 235 centre programme users for community rooms only	Programme still to be sent.	Shared with Sports Trust, 3R's building	A	Management agreement	
Bridge of Don	Date set for meeting with Steering group 23 rd May	No management committee. Steering group being set up.	339 centre users 451 area prog. 333 outside let users total footfall for week 1123	9 under 5'group 13 children and young people groups 15 adult groups	Secondary community School	B	Management Agreement	
Cornhill	Management committee met and decided to set up meeting on 18 th April for Centre users and wider community. Have now set up steering groups and their first meeting is on 16 th May	Management committee in place. 6 meetings in last financial year, average attendance 7	542 centre users 80 outside let users total footfall for week 622 Gym Hall currently out of use. Normally have additional 297 users.	13 under 5's groups 1 after school club 6 children and young peoples groups 16 adult groups 2 special needs groups	Primary community School	B	Management Agreement	<ul style="list-style-type: none"> • Education Dept. Let programme • Management Agreement • Umbrella group with other leased centre in area

Centre	Progress to lease Model	Management Committee	Footfall 28 th March – 3 rd April 2011	Centre Programme	Building Type	Condition Survey	Type of Agreement	Potential Options
Cults Primary	Met with Steering group on 11 th May. Steering groups made up of centre users and other local bodies. Agreed to continue to meet to look at the options	Did have a Management committee which met twice in last financial year with an EGM in May at which members stepped down.	333 centre users 355 Area programme Total footfall for week 688	No under 5's groups No youth groups 14 adult classes which meet in Cults Library. Milltimber hall, Culter Library	Community Primary School	B	Management Agreement	<ul style="list-style-type: none"> Education Dept. Let programme Management Agreement
Cults Academy	As above	As above	As above	No under 5's groups 1 junior Badminton group 11 adult classes 3 adult groups	Secondary 3R's school	A	Management Agreement	<ul style="list-style-type: none"> Education Dept. Let programme Management Agreement
Dyce	Met with Dyce management committee on 11 th May. They have held a centre users meeting and recruited more members. They want to carry on to look at the options for them.	Management committee in place.	429 centre users 823 Outside let users total footfall for week 1252	15 under 5's groups 1 after school club (let) 16 youth groups of which 13 lets/active schools 27 adult groups of which 10 lets	Primary Community School	C	Management Agreement	<ul style="list-style-type: none"> Education Dept. Let programme Management Agreement Joint CL programme with the Beacon
Hazlehead	Met with Management committee 17 th May. Committee discussed the various options. Require more information	Management committee in place 7 meetings in the last financial year Average attendance 10	Still to come	1 youth group 12 adult groups 1 after school club which is an outside let	3 R's Primary school	A	Management agreement	<ul style="list-style-type: none"> Education Dept. Let programme Management Agreement
Kincorth		No management committee in place	493 centre users 14 outside let users 79 users of area programme total footfall for week 586	6 under 5's groups 10 youth groups 18 adult groups	Centre shared with Library and customer Access Point	C	Lease	
Loirston			625 centre users 692 outside let users total footfall for week 1317	16 youth activity groups of which 12 are outside lets 7 adult groups 1 adult group which meets in the library	Primary community School	B	Management Agreement	
Loirston annexe					Freestanding	B	Lease	

Centre	Progress to lease Model	Management Committee	Footfall 28 th March – 3 rd April 2011	Centre Programme	Building Type	Condition Survey	Type of Agreement	Potential Options
Manor Park		No management committee in place		3 under 5's groups no youth groups 11 adult groups 5 outside let groups	3 R's Primary School	A	Management agreement	
Mile-end	Met with Management committee on 20 th April. Set up users meeting on 18 th May. New members recruited – looking at options	Management committee in place. 8 meetings in last year. Average attendance 8	376 centre users 156 outside let users 19 area programme users total footfall for week 551	1 breakfast club 1 after school care 1 youth group 1 youth group in grammar 9 adult groups	3 R's Primary School	A	Management Agreement	<ul style="list-style-type: none"> Education Dept. Let programme Management Agreement Joint Education Dept let programme with Rosemount CC
Mastrick CC	Date set for meeting with steering group on 21 st June	5 sub groups meet on a regular basis over the last financial year. They have now set up a steering group to look at options	806 centre users 27 outside let users Total footfall for week 833	9 under 5's groups 10 youth groups 15 adult groups 3 outside let groups 4 groups run in other establishments	Shared building with Library	B	Lease agreement	
Mastrick YPP		No committee	153 centre users last week before it closed down	Still to come	Moving to Hillylands – not open yet	B	Lease agreement	
Northfield	Met with Steering Group on 4 th May. They are working on constitution and awaiting more information re options	Steering group has been set up.	528 centre users 15 outside let users 67 area programme users total footfall for week 610	Still to come	Shared building with library	B	Lease agreement	<ul style="list-style-type: none"> Lease agreement Umbrella org with other leased centres in area
Rosemount	Met with management Committee on 7 th April. Set up users meeting on 3 rd May. Recruited more members. Looking at options	Management Committee in place. 5 meetings in last financial year. Average attendance 6	409 centre users 177 outside let users 298 area programme users total footfall 884	13 under 5's groups 2 youth groups 36 adult groups 12 outside let groups	Free standing building	C	Lease Agreement	<ul style="list-style-type: none"> Lease agreement Umbrella org with other leased centres in area Joint Education Dept programme with Mile-end

Centre	Progress to lease Model	Management Committee	Footfall 28 th March – 3 rd April 2011	Centre Programme	Building Type	Condition Survey	Type of Agreement	Potential Options
Seaton Project	Met with management committee on 20 th April. Committee looking at various options awaiting more info re management agreement.	Management committee in place. 6 meetings in last financial year. Average attendance 9	594 centre users 126 outside let users 38 area programme users total footfall for week 758	1 breakfast club 8 under 5's groups 1 youth group 12 adult groups 1 after school club(outside let)	3R's Primary	A	Management agreement	<ul style="list-style-type: none"> Education Dept. Let programme Management Agreement Umbrella org for Seaton3'r, Seaton cec and Pittodrie leased centre
Seaton CEC	As above	No management committee	125 centre users	Drugs rehab work 1 youth group 2 adult groups	Free standing centre	C	Lease agreement	<ul style="list-style-type: none"> As above
Sunnybank	Steering group being set up	No management committee, Steering group being set up	282 centre users 100 outside let users 98 area programme users Total footfall 480	10 under 5's groups 7 youth groups 23 adult groups	Primary community School	B	Management Agreement	
Tilly Youth Project	Met with management committee on 25 th April. Young person committee. Meeting Shmu to look at taking over lease of building	Management committee in place. Met 3 times in last financial year Average attendance 10	Still to come	19 youth group sessions 5 outside lets	Free standing	C	Lease Agreement	Negotiating with Schmu to take on lease
Torry Youth Project			148 centre users 103 outside let users total footfall for week 251	Still to come	Shared building with Sports Trust	A	Management agreement	
Tullos CC	Met with steering group on 14 th may. Group are awaiting more information on management agreement	No Management committee. Steering group now in place	307 centre users 81 outside let users total footfall for week 388	6 under 5's groups 17 adult groups 10 youth groups 3 outside lets	Community Primary School	B	Management Agreement	<ul style="list-style-type: none"> Education Dept. Let programme Management Agreement

Centre	Progress to lease Model	Management Committee	Footfall 28 th March – 3 rd April 2011	Centre Programme	Building Type	Condition Survey	Type of Agreement	Potential Options
Torry Community Learning Centre		No management Committee	Still to come	1 after school club (outside let) 5 under 5's groups 4 outside let groups	Free standing	C	Lease agreement	<ul style="list-style-type: none"> Lease agreement

Copies of Centre programmes will be in a file in the Members lounge

ABERDEEN CITY COUNCIL

COMMITTEE	Finance and Resources Committee
DATE	17 th June 2011
CORPORATE DIRECTOR	Stewart Carruth
TITLE OF REPORT	Corporate Governance Service – Performance Reporting
REPORT NUMBER	CG/11/066

1. PURPOSE OF REPORT

This is a report on the progress and performance of the Corporate Governance Service in implementing the approved Service Business Plan 2010/13.

2. RECOMMENDATION(S)

It is recommended that the Committee note the reported progress and performance.

3. FINANCIAL IMPLICATIONS

There are no direct implications arising from this report.

4. SERVICE & COMMUNITY IMPACT

The Corporate Governance Service's success in delivering its approved Service Business Plan will have considerable impact on the Council's services and the wider community.

5. OTHER IMPLICATIONS

None.

6. REPORT

6.1 Background

6.1.1 The Committee, at its meeting on 17th June 2010, approved the Service Business Plan 2010/13 for the Corporate Governance Service. The Plan has recently been subject to a thorough revision in line with the establishment of the corporate 5 year business plan. The new Service Business Plan forms part of the report pack currently before the Committee.

6.1.2 The Corporate Policy & Performance Committee, at its meeting on 29th April 2010, agreed that Service Committees should receive and consider quarterly performance reports from the corresponding Service. The reports to include:

progress with actions set out in the relevant Service Business Plan;
all Statutory Performance Indicators which fall within the committee's remit;
other Key Performance Indicators which the Service and / or the Committee deem necessary to manage performance;
specifically, data showing actual and projected expenditure on revenue and capital budgets, as well as delivery of agreed savings; and
the relevant Service Risk Register.

6.1.3 The Corporate Governance Service Risk Register has been subject to a complete revision following approval of the Corporate Risk Register in March this year and in accordance with the Risk Management Improvement Plan instigated in 2010. The revised Service Risk Register will be aligned with the priorities, actions and metrics contained within the new Service Business Plan and presented for the Committee's consideration at its September meeting.

6.1.4 This report presents, as far as possible, the year end position for 2010/11 for Corporate Governance Service. The next quarterly pack will reflect the revised metrics, actions and risks associated with delivery of the updated Service Business Plan.

6.2 Exceptional Performance

Within the overall context of the performance scorecard, there are a small number of exceptional issues which the Service would specifically highlight:

Action Exceptions

- 1. We will implement and embed a model of self-evaluation across the Council to improve understanding of our business and to co-ordinate our effort for external inspection**

Exception Reason	Timescale	Status Note
Good progress	31 Mar 2012	<p>The Corporate Management Team have agreed the use of the How Good is Our Council model. The Corporate Governance Service is scheduled to undertake a self-evaluation exercise during the summer and work is already under way to capture the input of all staff within the Service, prior to a more focused and high level exercise with managers.</p> <p>The output of this exercise will assist in the identification of areas of priority and improvement which will be addressed through amendments to the Service Business Plan as appropriate as well as providing data for the self-evaluation metrics.</p>

- 2. We will improve our corporate ICT infrastructure to support the business in cost effective ways.**

Exception Reason	Timescale	Status Note
Good progress	31 Mar 2012	<p>80% of services have been migrated to refreshed server and storage infrastructure in Atos Origin Managed Data Centre. Remaining services are due to be migrated by mid June.</p> <p>A proof of concept for implementing a Virtual Desktop Environment has been successful and a pilot rolling out VDE to 200 users commenced in June. A decision on whether to progress will be made soon and, if agreed, full rollout will commence with anticipated completion December 2011. Meshed wireless network infrastructure to connect educational establishments is nearing completion. This will be closely monitored over the next few months before determining if this is to be expanded further. In addition, we are developing an enterprise architecture framework to better manage ICT and inform ICT decision making.</p>

3. We will systematically engage internal customers, external customers and our partners, embedding their feedback to shape the services we deliver.

Exception Reason	Timescale	Status Note
Good Progress	31 Mar 2012	We have embedded customer feedback across all of our functions. In particular, the Corporate Governance Service has conducted a satisfaction survey of all internal customers, receiving more than 800 responses. A further survey of external partners and other stakeholders is currently ongoing. During 2010/11, extensive engagement on the Priority Based Budgeting project and the resulting 5 Year Corporate Business Plan was undertaken through a variety of methods, including workshops and other face to face forums. The Service continues to submit questions to the Citizens' Panel on a regular basis. The Service Business Plan has been updated for 2011/16 and the feedback received from our ongoing engagement has shaped the actions within it.

Performance Indicator Exceptions

1. Average number of days lost through sickness absence - Corporate Governance (SPI)

Exception Reason	Performance improving	Value	10.02	Target	10																																							
<table border="1"> <caption>Sickness Absence Data (Estimated)</caption> <thead> <tr> <th>Month</th> <th>2010 (Days)</th> <th>2011 (Days)</th> </tr> </thead> <tbody> <tr><td>April</td><td>13.0</td><td>10.0</td></tr> <tr><td>May</td><td>13.0</td><td></td></tr> <tr><td>June</td><td>13.0</td><td></td></tr> <tr><td>July</td><td>13.0</td><td></td></tr> <tr><td>August</td><td>12.5</td><td></td></tr> <tr><td>September</td><td>12.0</td><td></td></tr> <tr><td>October</td><td>12.0</td><td></td></tr> <tr><td>November</td><td>11.5</td><td></td></tr> <tr><td>December</td><td>11.5</td><td></td></tr> <tr><td>January</td><td>11.0</td><td></td></tr> <tr><td>February</td><td>10.5</td><td></td></tr> <tr><td>March</td><td>10.0</td><td></td></tr> </tbody> </table>						Month	2010 (Days)	2011 (Days)	April	13.0	10.0	May	13.0		June	13.0		July	13.0		August	12.5		September	12.0		October	12.0		November	11.5		December	11.5		January	11.0		February	10.5		March	10.0	
Month	2010 (Days)	2011 (Days)																																										
April	13.0	10.0																																										
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<p>April 2011 result</p> <p>0 8.5 9.5 10.02 15</p>																																												
Analysis	<p>Management of absences is continuing to demonstrate significant success. From an average, at the beginning of 2010/11, of 13 days absence per employee per year, the current 12 month rolling average is 10 days. Work is ongoing to develop and implement business intelligence modelling specifically to provide greater insight for managers in terms of patterns of absence, types and underlying trends.</p>																																											

2. The percentage of all invoices paid within 30 calendar days (SPI)

Exception Reason	Performance improving	Value	97.8%	Target	88.5%																																							
<table border="1"> <caption>Monthly SPI Data</caption> <thead> <tr> <th>Month</th> <th>2010 (%)</th> <th>2011 (%)</th> </tr> </thead> <tbody> <tr><td>April</td><td>97.8</td><td>97.8</td></tr> <tr><td>May</td><td>73.0</td><td></td></tr> <tr><td>June</td><td>73.0</td><td></td></tr> <tr><td>July</td><td>65.0</td><td></td></tr> <tr><td>August</td><td>65.0</td><td></td></tr> <tr><td>September</td><td>65.0</td><td></td></tr> <tr><td>October</td><td>76.0</td><td></td></tr> <tr><td>November</td><td>85.0</td><td></td></tr> <tr><td>December</td><td>84.08</td><td></td></tr> <tr><td>January</td><td>91.0</td><td></td></tr> <tr><td>February</td><td>95.0</td><td></td></tr> <tr><td>March</td><td>95.0</td><td></td></tr> </tbody> </table>						Month	2010 (%)	2011 (%)	April	97.8	97.8	May	73.0		June	73.0		July	65.0		August	65.0		September	65.0		October	76.0		November	85.0		December	84.08		January	91.0		February	95.0		March	95.0	
Month	2010 (%)	2011 (%)																																										
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97.8%	84.08%																																											
Analysis	<p>Significant improvement has been achieved over the last year. This percentage, if replicated over a year would see the Accounts Payable section at the top of the Statutory Performance Indicator table for Scotland based on 2009/10 data.</p>																																											

3. Total Cost of Ownership per ICT workstation

Exception Reason	Cost exceeding target	Value	£1,222.14	Target	£1,039.00																																							
<table border="1"> <caption>Monthly Total Cost of Ownership Data</caption> <thead> <tr> <th>Month</th> <th>2010 (£)</th> <th>2011 (£)</th> </tr> </thead> <tbody> <tr><td>April</td><td>0</td><td>0</td></tr> <tr><td>May</td><td>0</td><td>0</td></tr> <tr><td>June</td><td>0</td><td>0</td></tr> <tr><td>July</td><td>0</td><td>0</td></tr> <tr><td>August</td><td>0</td><td>0</td></tr> <tr><td>September</td><td>1150</td><td>0</td></tr> <tr><td>October</td><td>0</td><td>0</td></tr> <tr><td>November</td><td>0</td><td>0</td></tr> <tr><td>December</td><td>1222.14</td><td>0</td></tr> <tr><td>January</td><td>0</td><td>0</td></tr> <tr><td>February</td><td>0</td><td>0</td></tr> <tr><td>March</td><td>0</td><td>0</td></tr> </tbody> </table>						Month	2010 (£)	2011 (£)	April	0	0	May	0	0	June	0	0	July	0	0	August	0	0	September	1150	0	October	0	0	November	0	0	December	1222.14	0	January	0	0	February	0	0	March	0	0
Month	2010 (£)	2011 (£)																																										
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Value	Target																																											
£1,222.14	£1,039.00																																											
Analysis	<p>The raw cost of PC equipment has increased since September 2010 due to general manufacturing inflationary pressures. As we move towards a fully Virtual Desktop environment, overall costs will reduce.</p>																																											

7. REPORT AUTHOR DETAILS

Neil Buck
Performance and Risk Manager
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8. BACKGROUND PAPERS

None

COMMITTEE: Finance and Resources Committee DATE: 17th June 2011

CORPORATE DIRECTOR: Stewart Carruth

TITLE OF REPORT: Corporate Governance Service Business Plan 2011 / 2016

REPORT NUMBER: CG/10/046

1. PURPOSE OF REPORT

This report seeks Committee approval of the Corporate Governance Service Business Plan 2011-16.

2. RECOMMENDATION(S)

It is recommended that the Committee:

- i. Approve the Service Business Plan for 2011-16;
- ii. Instruct that quarterly progress reports be presented to Committee as part of the Corporate Governance Performance Reporting Framework.

3. FINANCIAL IMPLICATIONS

There are no direct financial implications arising from this report. The financial plan for the Corporate Governance Service is included within the Service Business Plan.

4. SERVICE & COMMUNITY IMPACT

The Service Business Plan identifies factors which influence service needs, development and delivery. It sets the priorities which the Directorate will undertake in order to achieve the Council's key strategic objectives.

5. OTHER IMPLICATIONS

The Business Plan sets a route map to customer centred, efficient services which will have wide ranging implications for customers and staff. Direct and significant implications from actions included within the Business Plan will be reported as necessary to Committee.

6. REPORT

In 2010, our Service Business Plan clearly set out the Directorate's priorities and strategy for service improvements for the period 2010/11 and beyond. We have now updated the Service Business Plan attached to this report which covers a 5 year planning cycle from 2011-16.

We have successfully delivered much of the Plan for 2010/11 and implemented the actions which we committed to. A review of the significant progress and improvements made across the Directorate during 2010/11 is included within the attached Plan.

There has been considerable change over the past year, not least in the development of the Council's 5 year Business Plan. This clearly states the Council's expectations for the Directorate and much of 2011/12 will be focused on delivering the key actions within this Plan, particularly the delivery of a range of Corporate Governance services using an alternative delivery model. We have also utilised the Employee Opinion Survey, Corporate Governance Customer Satisfaction Survey, risk register and internal audit to reflect on our performance and to set out our Plan for 2011/12 and beyond.

The Plan sets out the social, economic and technological challenges ahead and maps out how the Corporate Governance Directorate is responding by focussing its activity around the needs of its customers, embedding quality across its functions and delivering increased efficiency. The Plan shows the role of the Directorate in delivering, and supporting others to deliver, the Council's key strategic objectives.

The Plan includes prioritised actions and performance indicators which will be used to monitor the successful implementation of the Plan. Performance and progress towards these will be reported on a quarterly basis to Committee.

The Committee will be aware that, whilst covering a 5 year period, the Business Plan is not static. The Service retains the ability to respond flexibly to changes in external factors both during financial years and through planned annual reviews.

7. AUTHORISED SIGNATURE

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Email scarruth@aberdeencity.gov.uk

8. REPORT AUTHOR DETAILS

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9. BACKGROUND PAPERS

None.

Corporate Governance Service Business Plan 2011 - 2016

Modernising Services

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1. Executive Summary

The Directorate of Corporate Governance (the Directorate) Business Plan covers a five year planning cycle from 2011-2016, with a focus on 2011/12, and will be subject to annual review and update in line with the development of the Corporate Business Plan.

The Directorate's Business Plan identifies factors which influence service needs, development and delivery. It outlines activities and initiatives which the Directorate will undertake in order to achieve the Council's key strategic objectives.

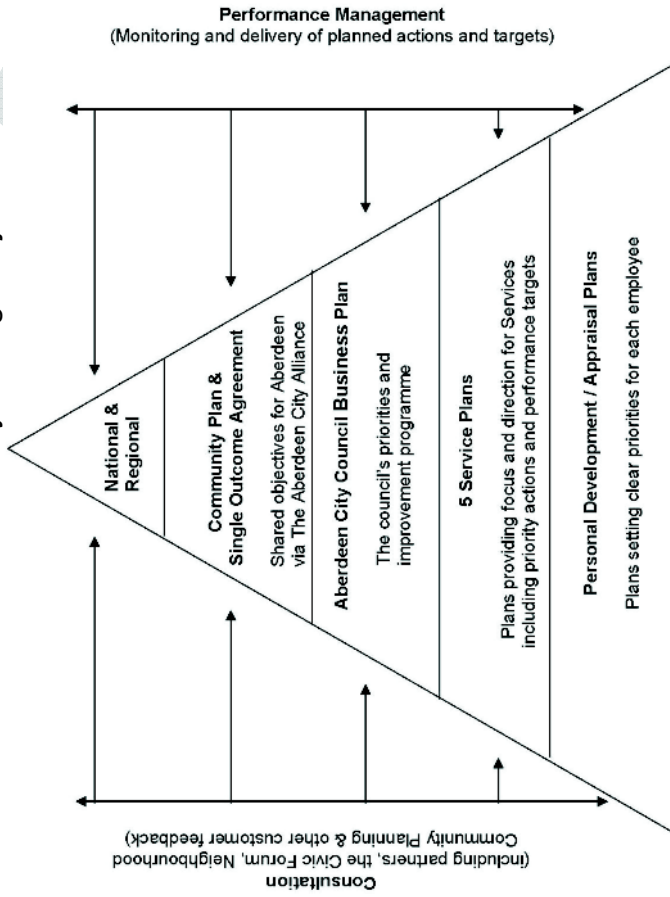


Fig 1.

The Action Plan contained within Section 6 expands upon our Directorate priorities and is supported by operational plans for

the service sectors of the Directorate. Regular reporting across all areas of the Directorate on progress against our key priorities is made to the Corporate Policy and Performance; Finance and Resources; and Audit and Risk Committees.

In 2010 we clearly set out the Directorate's Service Business Plan for the period 2010/11 and beyond. We have successfully delivered much of this Plan and our achievements are highlighted in Section 4.1 and Appendix A. There has been considerable change over the past year, not least in the development of the Council's 5 year Business Plan. This clearly states the Council's expectations for the Directorate and much of 2011/12 will be focused on delivering the key actions within this Plan, particularly the delivery of a range of Corporate Governance services using an alternative delivery model. We have also utilised the Employee Opinion Survey, Corporate Governance Customer Satisfaction Survey, risk register and internal audit to reflect on our performance and to set out our Plan for 2011/12 and beyond. 2011/12 will be a challenging and exciting year for all of us working in the public sector and we look forward to playing our part in delivering the wide range of Council services.



Stewart Carmichael

Director of Corporate Governance

2. Vision and Strategy

Aberdeen City Council's vision is for Aberdeen to be a vibrant, dynamic and forward looking city.

'An even better place to live and work, where people can expect high quality services that meet their needs.'

To support this, the Corporate Governance Service has a vision to support the modernisation of the Council's services by providing high quality, cost effective services which put the customer at the centre.

In order to achieve this we will require a highly skilled and motivated workforce, committed to a clear set of values:-

- Excellence
- Customer focused
- Teamwork
- Respecting others
- Openness and honesty
- Upholding the reputation of Aberdeen City Council

Strategy

This Plan encompasses the activities and initiatives which the Directorate will undertake in order to support the Council's strategic priorities expressed in the Corporate Business Plan 2011/12 – 2015/16.

The Directorate contributes most directly to the corporate strategic priority:-

"Ensure efficient and effective delivery of services by the Council and with its partners."

In delivering on this priority we will:

- Make best use of the financial resources available to us, delivering improvement in our service priorities in the most cost effective manner;
- Have a flexible, skilled and motivated workforce;
- Listen to, and be responsive to, our customers, shaping our services around their needs and focusing our resources where they are most needed; and
- Work closely with our partners, including local communities, to deliver a single set of outcomes for all the citizens of Aberdeen.

Our action and financial plans, in this year and beyond, are built on the delivery of these priorities. We will measure our performance in terms of our success in their achievement.

3. Service Overview

3.1 What Services Do We and Will We Deliver?

The Directorate employs over 700 staff working across the city delivering services across five sectors. It has an annual net budget of more than £28M which represents 6.7% of the Council's total expenditure.

Legal and Democratic Services The team provides legal services to the Council and partners, including advice, information assurance and the statutory licensing functions. Additionally, registration, archives, committee administration and democratic services fall within the team's remit. The team provides the Council's elected members with support services. The Head of Legal and Democratic Services is also the Council's Monitoring Officer.



Human Resources and Organisational Development The team is responsible for the provision of a range of HR services including: Training and Development; Personnel; Workforce Planning; Health, Safety and Wellbeing; Payroll and Organisational Development. The team also has responsibility for Corporate HR Strategy and operates a shared HR Service Centre to provide all HR transactional services.



Procurement (shared with Aberdeenshire) The procurement team provide policy and advice to services and manage and develop the Council's procurement strategy. Management of suppliers and contracts and delivering benefits through effective business relationships are important functions. The team represents the Council's interests through the Scotland Excel North East Regional Hub.



Finance Finance has responsibility for strategic and operational financial advice to the Council. The Corporate Accounting Team provides monthly revenue and capital monitoring, production of Annual Accounts, efficiencies monitoring and administration and monitoring of the Common Good Fund. The Service Accounting Teams are aligned to each of the Directorates and strive to support the Directors in delivery of effective and efficient service provision and consequently financial balance. The Finance function incorporates Revenues and Benefits encompassing collection of all local taxes and business rates, administration of council tax and benefits and administration and collection of all other sources of income to the Council. The Pensions Team sits within Finance and manages the Pensions for Aberdeen City Council and partner organisations. The Finance function also operates a central creditors team.



Customer Services and Performance The team's remit covers the management and implementation of the Council's Customer Service Strategy along with delivering operational customer service via the contact centre, planned customer service centre at the new corporate headquarters. The provision of ICT falls within the team as does business improvement. The performance, audit and risk function covers public performance reporting, the corporate commitment to Best Value, risk management, continuous improvement and the provision of the internal audit service. The team also has responsibility for maintaining and developing the Council's community planning commitments and the Single Outcome Agreement for the delivery of the Council's goals. The Council's research and information staff are based within the team. The Programme Management Office signals development of projects led by the Council's business requirements and provides assurance and governance.



The delivery of these services is based on the six following principles:

- Customer Services Management** - Consistent, high quality customer experience through a range of chosen access channels that are tailored to the needs of our different customer groups in order to embrace a council-wide customer service culture.
- Intelligence-Led Organisation** - Efficient and consistent gathering and sharing of knowledge and information across the organisation to inform strategic decision making.
- Partnership Working** - Working with our partners to deliver a range of corporate and transactional services.
- Workforce Planning and Development** - Developing high performing employees through a joint commitment to development between employees and employer.
- Financial Management** - Challenge our ways of working to ensure we deliver value for money by exploring ways in which new methods of working and organisational arrangements will further improve services and reduce costs.
- Business Processes** - Streamline and standardise high volume processes in order to fully integrate back office functions and to increase efficiency and effectiveness in the way the council operates.



3.2 How Will We Deliver?

Delivery Model

It is highly likely that over the next three years the delivery of the services within the Directorate will change significantly. As we respond to the changing demands of other services, increasing financial constraints, a greater understanding of customer requirements and emerging technological advances, the type, level and shape of service will be altered to meet these demands.

The Directorate is at the forefront of a move towards the external delivery of support services, driven by a desire to improve quality and meet the financial constraints faced by the Council, now and in the future. The business case for the external delivery of Corporate Governance services was completed during 2010/11 and a project team is now in place to manage this. This will focus particularly, though not exclusively, on transactional services in Human Resources and Organisational Development, Finance, ICT and Customer Services.

External delivery will bring investment in technology, give opportunities for transferred staff to build their skills and develop their careers, provide access to tried and tested processes, expertise and know-how for the council and lay the foundation for a broad base of potential customer growth in the public sector for other providers. The timeline for this work will see the Council make decisions on final negotiation and contract award around October 2012 with operational commencement of any transition and contract mobilisation towards the end of 2012.

This approach is not without risk and the role of the staff retained within Corporate Governance will have an important part to play in managing the interface between the rest of the Council and the externalised elements.

The other Services across the Council are changing too and this will impact directly on the type and scale of services provided by Corporate Governance. It is possible that in future other services could decide to commission support services from other organisations and this will drive a greater focus on customer service, price and quality of the service delivered.

In addition, we will develop a framework agreement for legal services and aim to share legal and democratic services with other public sector organisations. There are many other opportunities to work together within the public sector. However the pace and scale of change requires to be increased particularly against a background of public sector reform and financial challenges. Community planning will also have a key role to play in bringing partners together and there is the need for a greater emphasis on how to deliver more effective delivery which requires all key partners to understand and make best use of the combined resource of partners.

Delivering Business As Usual

Whilst these changes are being driven forward, we will simultaneously continue to deliver "business as usual" services. We recognise that this places demands on the Directorate. In order to deliver this, we will continue to review our structures and our team's capacity and capability through

workforce planning, to ensure that future service delivery objectives are properly resourced (See 3.3. below). Service Level Agreements will be established between Corporate Governance and other services to manage demand, provide clarity and enable performance to be measured.

The move to external delivery provides a powerful reason for continuing the review and improvement of our internal processes, which was a focus during 2010/11, notably with the establishment of Service Centres for both Finance and HR. It is important that, as far as possible, the Council makes any gains on eradicating inefficiency.

In addition, the establishment during 2010/11 of the

Programme Management Office will support Corporate Governance, and other services, with support from external providers if there is a gap in capacity or capability which is impinging on our ability to deliver.

Employee Engagement

The successful delivery of this Business Plan is dependent on our employees and we recognise that the changes anticipated will have a major impact on both transferred and retained staff. This means that communication and engagement with staff will be highly important over the period. With this in mind, the Directorate established a Communications Group for the Service during 2010/11. We will continue to put in place systematic engagement with staff in order that they are informed and involved in the design, development and delivery of services. This will include:

Mechanisms for employees to feedback views, suggestions and innovations
Consultation and involvement, where this is possible, information where it is not and clarity of which is being offered;

Ongoing and regular monitoring of employee engagement through a range of means including focus groups, briefings and technology.

The Directorate is also committed to building on the results of the **2010 Employee Opinion Survey** by taking action to address areas where the need for improvement has been highlighted. These include:-

How we communicate, particularly between senior managers and their teams;

How we manage workloads; and

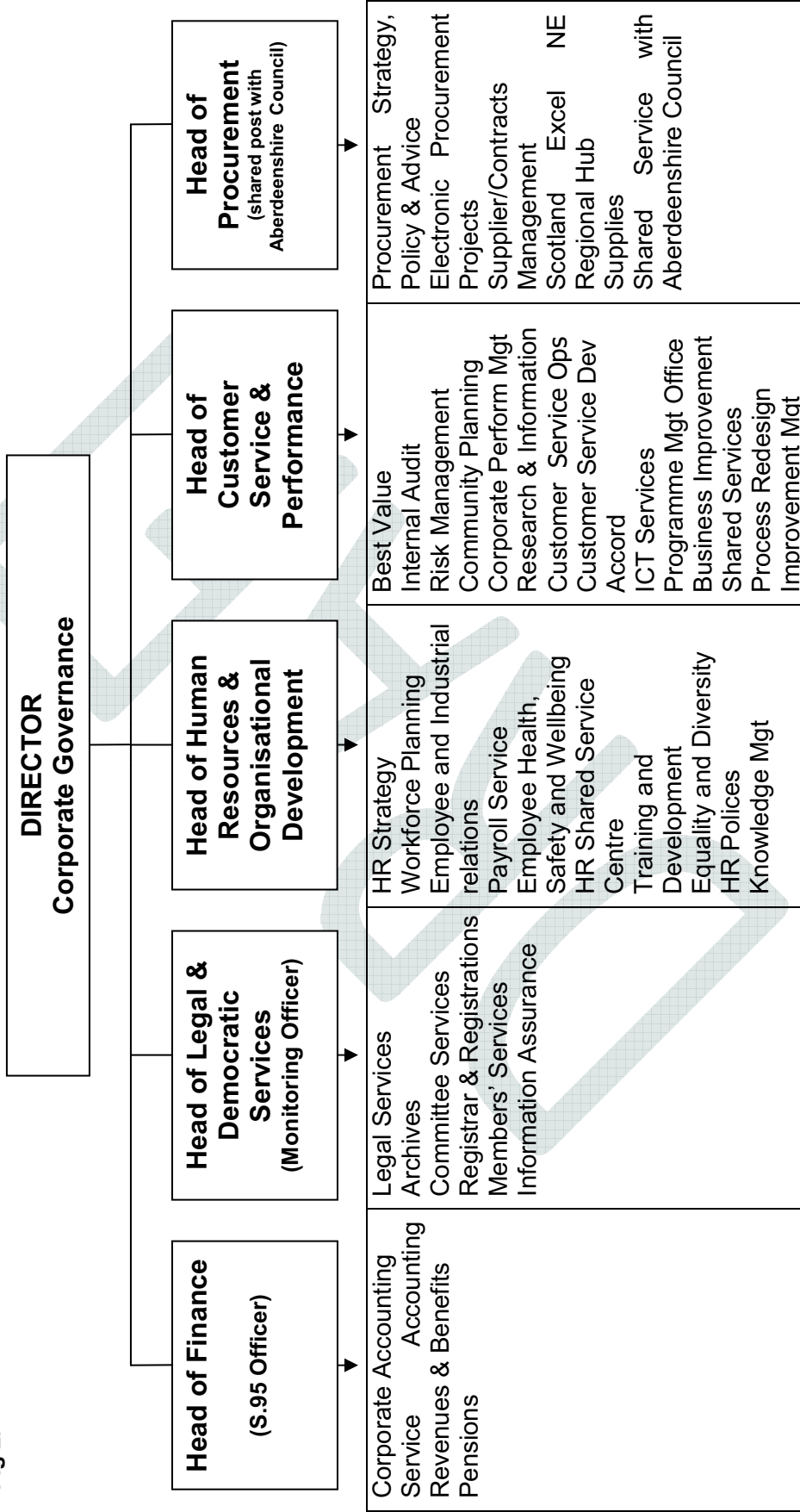
How we foster good morale and motivation.

Actions to improve our approach to these issues are included within this Service Business Plan. A more detailed set of improvement and development actions stemming from the Survey will be agreed following discussion with staff.

Other stakeholders too will require to be engaged on the way ahead and an engagement plan for Corporate Governance will be developed for all our stakeholders including partners, trades unions, and other services.

3.3 The Team to Deliver

Our vision sets out the need for a highly skilled and motivated workforce which will deliver high quality, cost effective and customer centric services. Building on the knowledge and ability which we already demonstrate, we are committed to learning from others and developing our skills further. The Directorate will take a lead on workforce planning and will apply this across the Directorate. The management structure of the Directorate is shown in Fig 2. below together with areas of responsibility.



3.4 Our Values into Action

Our values, as set out in section 2 of this Plan, will lie at the core of what we do and will define how we relate to each other and how we deliver our services.

In striving for **excellence** we will place an emphasis on both personal and professional development through ensuring that each employee has clarity on what is expected of them, has at least one annual performance review and has a personal development plan which focuses on meeting individual and organisational needs.

We will also ensure that both corporate and service training opportunities are continually reviewed and kept up to date to meet current development requirements and anticipate future needs.

We acknowledge that the challenging vision and targets set out in this plan can only be achieved with the commitment and participation of all members of Corporate Governance. This requirement for **teamwork** will be underpinned by our values of **respect** and **openness** and **honesty**. This will be evidenced through a systematic communication programme managed by the Corporate Governance Communications Group which will ensure regular communications with all Corporate Governance employees through a range of means. This will include opportunities to hear directly from and feed back to the management team. This programme of communication will be supplemented, wherever it is possible and appropriate to do so, with opportunities for employees to contribute to and participate in shaping future services.

Recognising the importance of valuing staff, we will monitor the views of our employees and levels of engagement through both informal and formal channels, including the Employee Opinion Survey, seeking year on year positive percentage rises in motivation and morale.

Supporting this focus on raising morale, over the period of this Plan we will be more active, through a range of available awards schemes, in seeking external recognition of the many excellent and innovative services we deliver.

4. Corporate Governance Performance and Sector Analysis

4.1 Business Plan Implementation 2010/11

This Business Plan is a rolling 3 year plan which was first approved in 2010/11. The Directorate has made significant progress in implementing the actions which were committed to within the first year of the Plan. A full analysis of the progress we have made in implementing agreed actions in 2010/11 is shown in Appendix A. Specific highlights, shown under the 6 principles to which the Directorate is committed, include:

Customer Services Management

We improved our customer **call handling**, consistently raising performance against our service standards;

We undertook planning to deliver an improved and expanded **customer service centre** at the Council's new corporate headquarters;

We established roles of **Business Partners** for the HR and Finance functions, to manage the relationship with our internal customers and partners;

We improved performance against our service standards for the resolution of **ICT Helpdesk** calls;

We maintained the high accessibility of the **Council's website**, ranking consistently in the top 10 of 430 UK websites. We also became the first Scottish Council to include "open data" on our website, which allows the wider community to share our information for their own ICT applications;

We developed the **online catalogue** of Council managed archives and increased availability through digitization;

The Central Procurement Unit has been successful in each of the last 2 years in "Team of the Year" category in the **National Procurement Awards** and will be entering again in 2011/12.

Intelligence-Led Organisation

Financial reporting was significantly improved with more regular, accurate and current information presented to managers;

We have improved existing, and developed new, key **indicators to manage our performance**. We also improved access to, and use of, performance data through the creation of a single portal for performance "dashboards";

A **Programme Management Office** has been established to better support the planning, completion and benefits realisation of the Council's strategic priorities. Feedback from our Internal Auditors reflects significant positive progress to date;

We further developed and improved our **risk management** arrangements through the updating of procedures, review of registers and mobilisation of a corporate risk officer group;

We successfully moved the **internal audit** function to an external provider, simultaneously reducing costs, modernising our approach and giving access to unprecedented subject expertise;

We received external validation through a positive **Shared Risk Assessment** from our Local Area Network, whilst also developing our working relationships with inspection and regulation bodies.

Partnership Working

We facilitated the review of existing **community planning arrangements**, which refocuses the efforts of partners on providing clear strategic leadership and added value to service planning and delivery;

We have progressed discussions with Grampian Police on the establishment of a **shared customer contact centre**;

We improved the **engagement** with our internal customers, external customers and our partners. In particular, significant engagement was undertaken as part of the development of the 5 year Corporate Business Plan, and we directly heard the views of over 900 internal customers through our customer survey. Their feedback is embedded within this Business Plan and shapes the services we deliver;

We improved arrangements for the management of **contracts and supplier performance** through the establishment of a Supply Chain Manager and a vendor management capability;

We have progressed development of a policy on **community benefits through procurement** with the aim of having at

least one live project in place by September 2011. This is aligned to ongoing work on our supplier development programme;

We supported **Grampian Police Board** throughout a Best Value Audit which resulted in a very positive report for the Board's operation;

We continued to work with our North East partners to develop opportunities for **collaboration between organisations** including, mentoring, job shadowing and leadership programmes. The successful projects have resulted in cost savings and increased partnership working for the partners involved.

Workforce Planning and Development

We completed, and had approved by Council, a business case for the **market testing** of our services. The business case was also one strand of our work to improve the benchmarking of our services against best in class across a range of sectors;

We supported a **planned workforce reduction** across the organisation of around 300, whilst avoiding compulsory redundancies;

We planned, supported and delivered **improved training** to colleagues in all Services, matching our resources to identified needs. We have increased flexibility in training through online interactive learning. Our support and delivery of training has had a tangible impact on performance of across the Council;

We revised corporate policies and procedures for the **management of staff absences**. Within the Service this contributed to a 12 month reduction in absence from 13.1 days per person to 10.3 days;

Recognising the importance of effective communication and engagement with staff over the period of this Plan, we established a Corporate Governance **communications group** comprising staff representatives from each section;

We implemented an employee benefits portal called '**ACC My Benefits**' that offers a range of voluntary and salary sacrifice benefits for staff. We will continue to develop this portal to expand the range of offers and salary sacrifice schemes available as well as continuing to improve the capability of the platform towards a full flexible benefits and total reward system.

Financial Management

We developed and implemented a **Priority Based approach** to budgeting and planning across the whole Council. This included a detailed appraisal of all options for service delivery which, in turn, allowed the production of a costed 5 year Corporate Business Plan. This project involved an unprecedented level of engagement and consultation with service users, staff and other stakeholders;

Linked to the priority based budgeting approach, we improved our **Service Business Planning**. We have aligned the feedback we get from our customers, with our priorities, the action we will take and the data we use to measure our performance;

We improved our **accounting practices** to ensure better control and analysis of expenditure;

We began the modernisation of our corporate **ICT infrastructure** through the external management of our data centre and are piloting a virtual desktop environment;

We continued to deliver increased efficiencies from effective **procurement** through revised processes proportionate to risk and value of requirements;

Business Processes

We established **shared service centres** for both Human Resources and Finance with significant cost reductions achieved and continuing work to map and increase the efficiency of processes;

We centralized the **accounts payable** process, investing in an electronic document management system to improve performance, which by the end of the year was in the top quartile of Scottish Councils;

We improved **procurement and contract management** across the Council, by revising our procedures and delivering substantial awareness raising and training;

The Central Procurement Unit was rated 2nd and 3rd across the 32 Scottish councils, after the two most recent **procurement capability audits**. We introduced revised procurement processes with standard terms and conditions and this will further boost our scoring for the 2012 audit;

We implemented modern.gov, an electronic solution for the **management of Committee** papers, which has allowed us

to significantly reduce our costs whilst improving the service for users. In addition, we now operate a committee alert system, which lets officers know when items are being considered at Committee, reducing unproductive time;

Throughout the extensive changes highlighted above, we **maintained critical services** to a high standard, including Council Tax and Benefits Administration, payroll year end processes, ICT Helpdesk and effective management of key relationships.



4.2 Sector Analysis

Figure 3. below shows a high level analysis of issues which will impact on Aberdeen City Council and the Directorate throughout the period of this Plan.

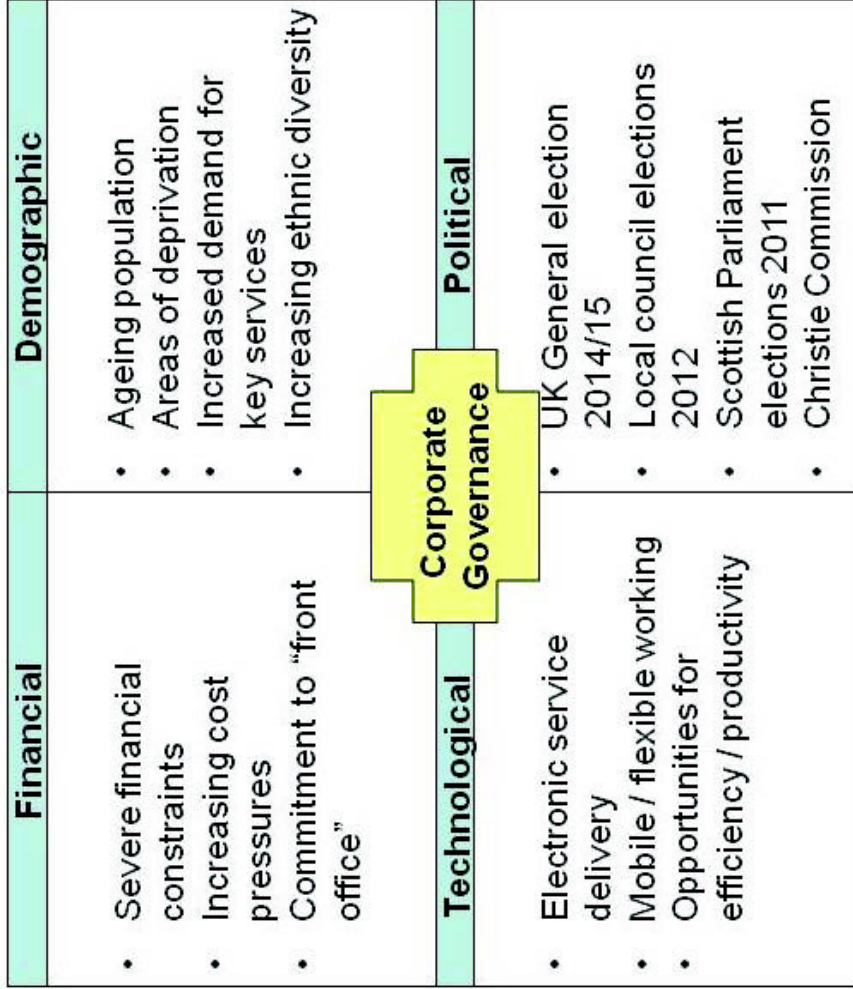


Fig 3.

The Directorate has a key role in meeting each of these challenges. In terms of the financial environment, as well as managing our direct costs, the Directorate will continue to support prioritised budgeting across the Council and will work with colleagues to improve our processes, projects and procurement. We will take a strategic lead on the use of new technologies which support both efficiency and customer focused services. We will also tackle the differing needs of customers and communities both at a local level, through local planning and delivery with our partners, and for communities of interest.

5. The Voice of the Customer

5.1 What do users think of our services?

Customer Feedback

During 2010/11 we conducted an extensive survey of internal customers, receiving 912 responses. Results are shown opposite¹ and are compared with a self-evaluation carried out in 2010. The comparison shows customers have a much more even view across the themes than was assessed in 2010.

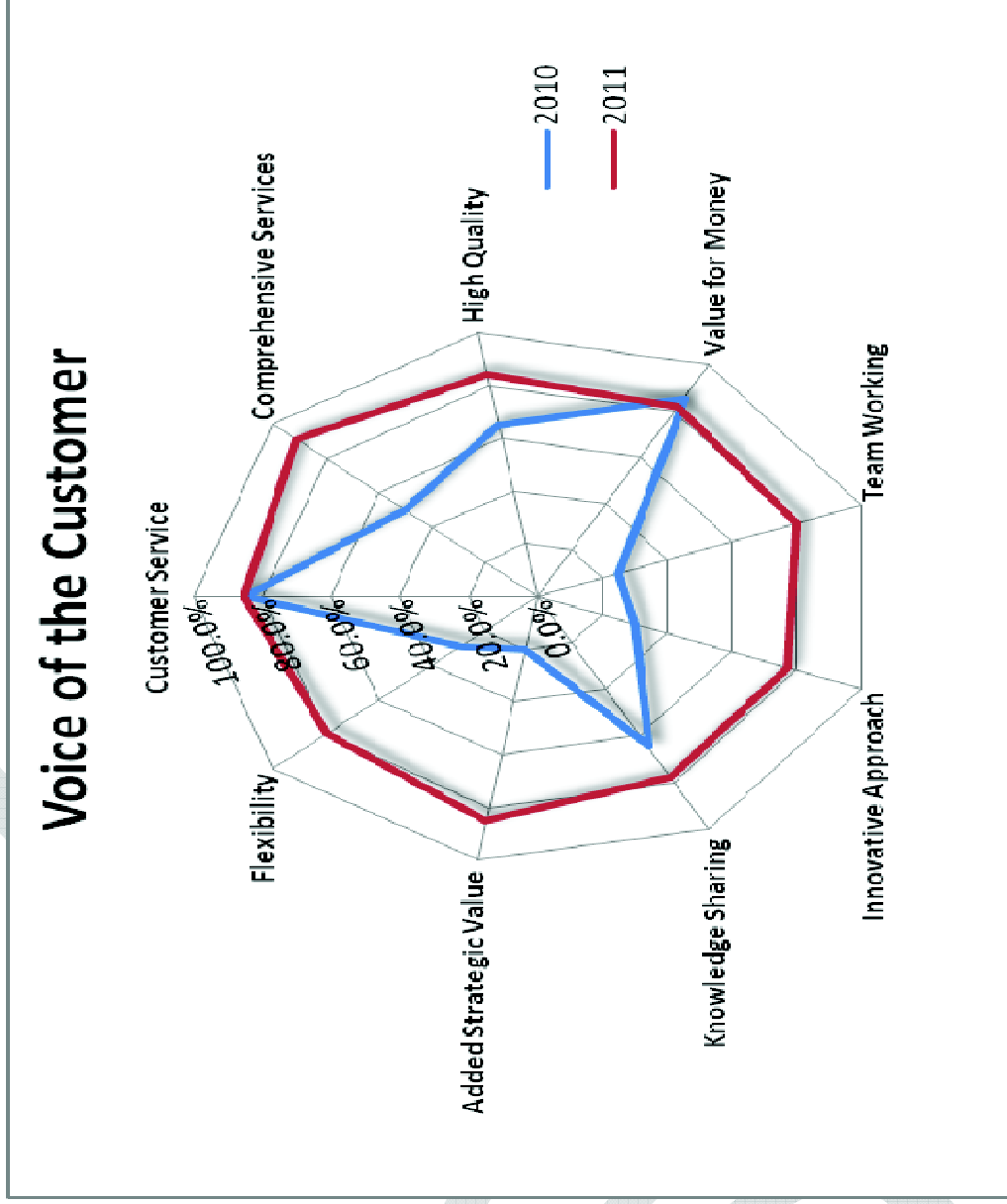
Respondents were also invited to rate their experience of each of the Service's departments, as well as making any relevant comments. An overall satisfaction rating of 67% was given. Whilst this is promising, there are clearly opportunities to improve our services and meet customer expectations.

The results have provided us with invaluable feedback on which the future planning and delivery of our services are, and will be, based.

A further survey of our partners will be conducted during 2011/12 and we continue to engage with and listen to the views of our external customers through a variety of additional means.

Areas for improvement, including strategic value, innovative approach and working with teams are reflected in the Action Plan.

Fig 4.



¹ The 2011 figures exclude "Neither Agree / Disagree" to make them comparable with the 2010 self-evaluation.

5.2 Who Are Our Customers?

The Directorate provides a service to a broad range of internal and external customers. Fig 5. below shows the nature of relationships with our customers.

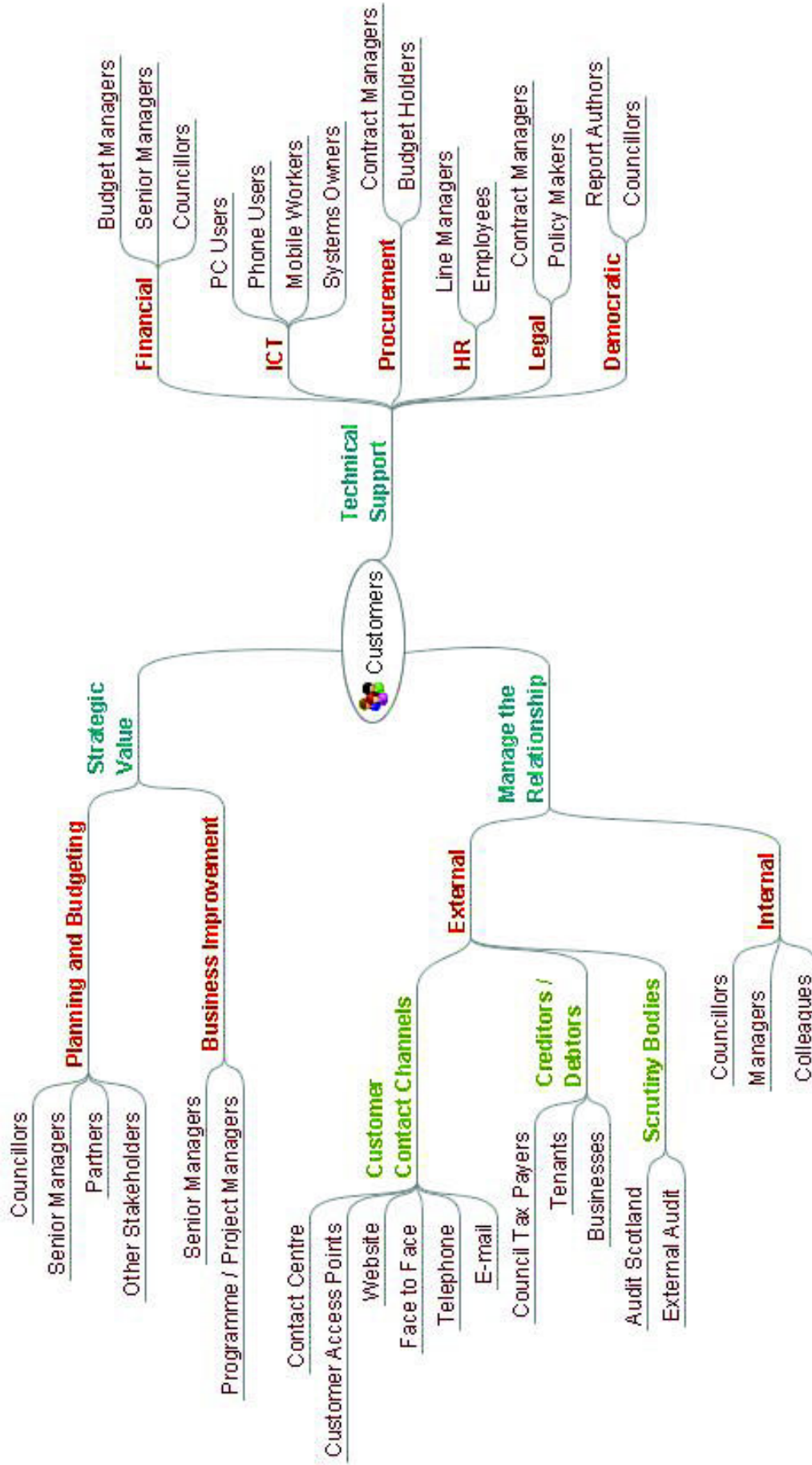


Fig 5.

5.3 Partnership Working

We are working towards increasing partnership working and moving towards partner delivery of our services where this represents the greatest value for our customers. We will continue to consult with partners and service users to work with them to develop how we deliver our services in the future. Fig 6. below shows a representation of our external partner. The Directorate, of course, works in partnership with each of the other Council Directorates.

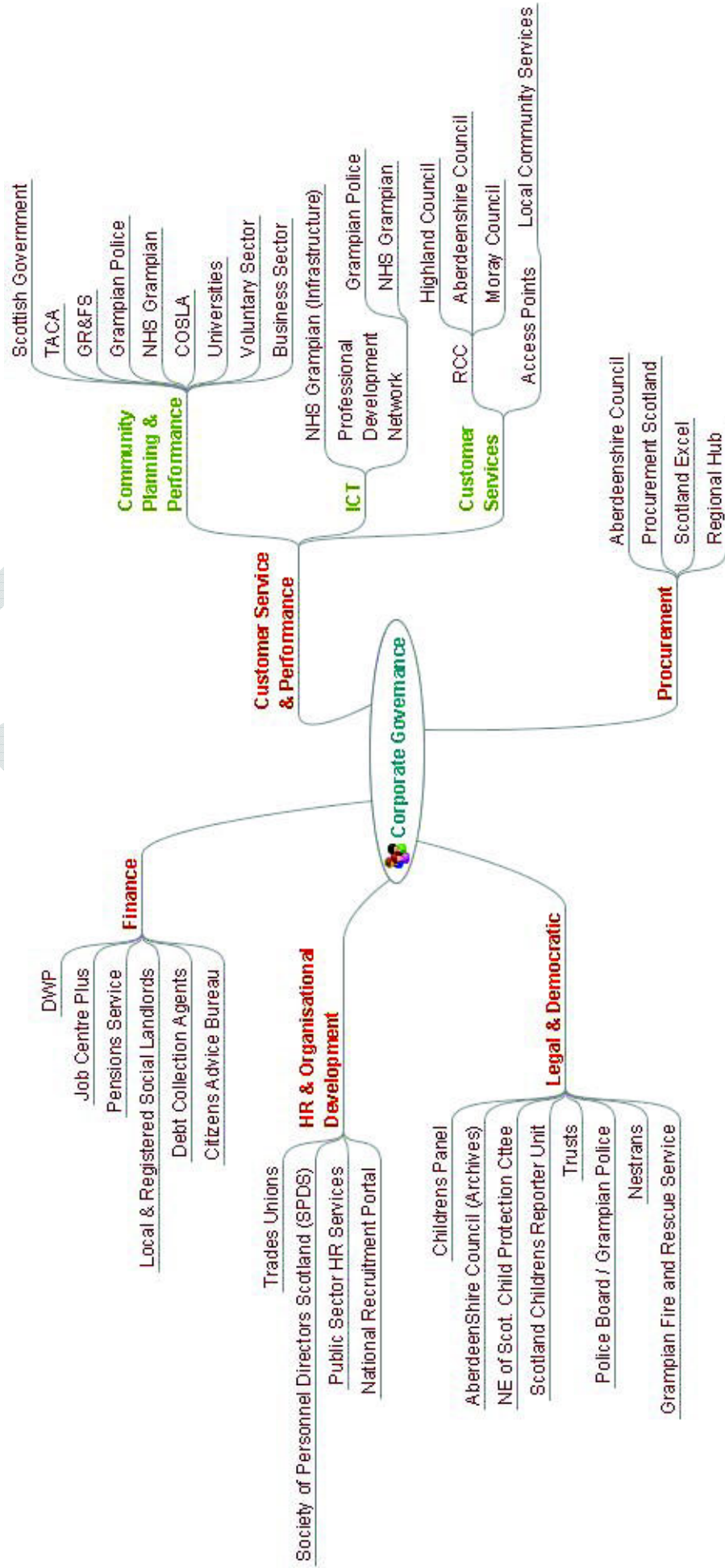


Fig 6.

6. Strategic Priorities and Outcomes – Action Plan

PRIORITY 1: We make best use of the financial resources available to us, delivering improvement in our service priorities in the most cost effective manner

Action	Performance Measures	Timescale	Lead
a. We will continue to support a priority based approach to budgeting and planning.	Recorded annual efficiency savings; Preparation and approval of 2012/13 annual budget.	2011/12	Head of Finance
b. We will improve cost and quality of services through external delivery where this represents best value	Customer Satisfaction; Service delivery performance.	2011/12	Head of Customer Service and Performance
c. We will further develop benchmarking of our services against best in class across a range of sectors.	Sector benchmarks;	2011/12	Head of Customer Service and Performance
c. We will embed the benefits of our programme management office.	Optimal delivery of business benefits through the programme.	2011/12	Head of Customer Service and Performance
d. We will work with our partners and users to identify and deliver efficiencies from effective procurement.	Value of efficiencies and savings from improved procurement (Cashable and non-cashable).	2011/12	Head of Procurement
e. We will implement and embed a model of self-evaluation across the Council to improve understanding of our business and to co-ordinate our effort for external inspection.	Improvement of rating in "How Good is Our Council?".	2011/12	Head of Customer Service and Performance
f. We will improve our corporate ICT infrastructure to support the business in cost effective ways.	% customer satisfaction; Unit cost per workstation; % of suitable users enabled for mobile	2011/12	Head of Customer Service and Performance

PRIORITY 1: We make best use of the financial resources available to us, delivering improvement in our service priorities in the most cost effective manner

Action	Performance Measures	Timescale	Lead
	working.		
g. We will continue to develop the HR Service Centre to meet the needs of the customer.	Metrics from Service Centre database; Customer satisfaction surveys.	2011/12	Head of HR & OD
h. We will develop improved tracking and recording systems to better control the Council's agreed establishment.	Fast accurate reporting of vacancies.	2011/12	Head of HR & OD
i. We will implement a Finance shared service centre.	Productivity measures; Customer satisfaction; The service will be developed in 2011/12 with performance measures further developed; Payment performance will continue to meet or exceed second quartile levels.	2011/12	Head of Finance
j. We will maintain strong governance and ensure the probity of all actions taken by the Council.	Unsuccessful legal challenges	2011/14	Head of Legal and Democratic
k. We will engage with other local authorities and public sector agencies to maximise efficiency and income generation.	Recorded annual efficiency savings; Income generation.	2011/14	All Heads of Service
l. We will review business processes to support delivery to the council's customers.	Reduction in support costs % of net council spend; % of stakeholders agreeing they are satisfied with the services provided by the Corporate Governance Service.	2010/11	All Heads of Service

PRIORITY 2: We have a flexible, skilled and motivated workforce

Action	Performance Measures	Timescale	Lead
a. We will develop and implement a strategy to raise motivation and commitment to the organisation	Employee Opinion Survey.	2011/12	Head of HR&OD
b. We will develop new remuneration and reward systems which recognise and promote high performance and is linked to Council objectives.	Staff turnover; Employee Opinion Survey.	2012/13	Head of HR&OD
c. We will work with Service Managers to ensure that workforce planning is undertaken so that the future service delivery objectives are properly resourced.	Recruitment costs; No. of redeployments.	2011/12	Head of HR&OD
d. We will ensure that all HR policies and procedures are effective in the management of its human resources in a modern, safe and appropriate way.	No. of accidents/Incidents; No. of Employment Tribunal claims; Satisfaction with HR – Line Managers	2011/12	Head of HR&OD
e. We will develop and implement a flexible Customer Services Model to enable efficient and high quality service delivery, ensuring skilled and motivated employees.	A performance management and evaluation framework will be implemented to support the model'	2011/12	Head of Customer Service and Performance
f. We will improve knowledge management and sharing within the Directorate and with our partners.	Metrics for knowledge sharing strategic indicator to be developed.	2011/12	Head of HR&OD
g. We will explore approaches which support and promote positive behaviours of employees.	To be completed	2011/12	Head of HR&OD

PRIORITY 2: We have a flexible, skilled and motivated workforce

Action	Performance Measures	Timescale	Lead
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PRIORITY 3: We listen to, and are responsive to, our customers, shaping our services around their needs and focusing our resources where they are most needed

Action	Performance Measures	Timescale	Lead
a. We will systematically engage internal customers, external customers and our partners, embedding their feedback to shape the services we deliver.	% of residents feeling they have some influence over the issues that concern them in their local area; Various customer surveys.	2011/12	Head of Customer Service and Performance
b. We will develop a channel management strategy, to route customer facing services through the most appropriate customer contact channels to demonstrate enhanced customer service and improved efficiency.	To be completed	2011/12	Head of Customer Service and Performance
c. We will manage contracts and supplier performance to ensure we maximize value and efficiency in the goods and services we procure whilst ensuring they meet the needs of our customers and services.	Contract management balanced scorecard to measure Quality, Price, Time and Service.	2011/12	Head of Procurement

PRIORITY 2: We have a flexible, skilled and motivated workforce

Action	Performance Measures	Timescale	Lead
d. We will engage with our supplier base to effectively manage relationships so that the Council is perceived as an attractive business partner.	Feedback from surveys; Statistics on number of suppliers responding to tender notices and submitting actual bids.	2011/12	Head of Procurement
e. We will deliver a positive customer experience through an improved customer service centre at the new corporate headquarters.	Customer satisfaction surveying.	2011/12	Head of Customer Service and Performance

PRIORITY 4: We work closely with our partners, including local communities, to deliver a single set of outcomes for all the citizens of Aberdeen

Action	Performance Measures	Timescale	Lead
a. We will actively engage with existing community planning partners and build new relationships, to develop an innovative service planning and delivery model based on the Total Place movement.	Successful delivery and review of "Total Place" pilots Survey of partners	2011/12	Head of Customer Service and Performance
b. We will implement our Single Equalities Scheme, embedding equalities in all the services we deliver.	% of residents agreeing that they are fairly treated in their contact with the Council (+ no replies)	2011/13	Head of Customer Service and Performance
c. We will engage with other authorities to investigate the possibility of shared legal and democratic services.	To be completed	2011/12	Head of Legal and Democratic
d. We will network with professionals in other public and private bodies to share professional research and benchmarking.	To be completed	2011/12	Head of Customer Service and Performance
e. We will include, where suitable, appropriate Community Benefit Clauses within procurement contracts, maximising economic and social benefits for residents and businesses within the City.	No. of contracts concluded with a Community Benefit Clause	2011/12	Head of Procurement
f. We will explore and apply, where appropriate, a Social Return on Investment methodology to option appraisal and decision making.	No. of projects with a Social Return on Investment options appraisal conducted	2011/12	Head of Customer Service and Performance

7. Financial Plan 2011/12 to 2015/16

It is highly likely that there will be significant strain on public finances and it is clear that public spending will be subject to a period of significant constraint in the years ahead. UK, Scottish Government and Aberdeen City Council budgets will be significantly affected by these pressures throughout the period of this Plan.

The financial impact on Aberdeen City Council is reflected within the Medium Term Financial Plan which is based on currently available economic, government and contractual guidance. As well as forecasting significant additional cost pressures and reductions in income, the Plan assumes a fall in General Revenue Grant as follows:

2012/13	2013/14	2014/15	2015/16
2.5%	2%	1%	static

The Council approved its 2011/12 General Fund Revenue Budget in February 2011 which set the budget for that financial year and agreed the implementation of a number of service options to achieve the level of efficiencies and budget reductions required over the following 5 financial years. Service options with a total cost reduction of £71.6M were approved with further options totalling £62.6M to be considered further.

The following Revenue Budget spend and service saving options have been approved for the Corporate Governance Service:

Committee Report	Year 1	Year 2	Year 3	Year 4	Year 5
	2011/12 £'000	2012/13 £'000	2013/14 £'000	2014/15 £'000	2015/16 £'000
CG Revenue Budgets per Committee Report	28,580	29,009	29,444	29,885	30,334
Savings	(1,856)	(7,529)	(8,863)	(9,227)	(9,991)
Other Budget Adjustments eg externalisation and redundancy costs, and council wide savings	234	1,866	1,866	1,866	1,866
CG Revenue Budgets inclusive of savings	26,958	23,346	22,447	22,524	22,209

The following model shows the route map the Directorate is taking to achieve the necessary cost reductions whilst maintaining support services and improving quality for customers.

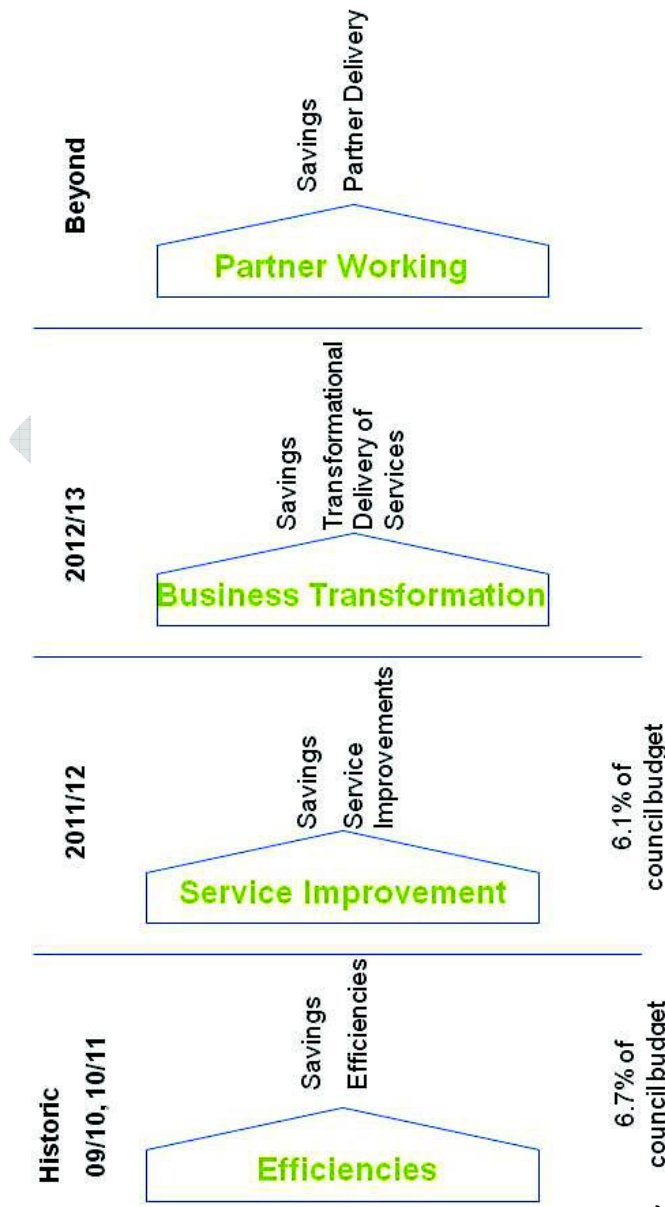


Fig. 7 council budget

The journey along this route map will change the services we will deliver, our interaction with customers and the arrangement of staffing resources to deliver the services. In line with our vision to support the modernisation of the Council's services by providing high quality, cost effective services which put the customer at the centre, our Action Plan commits to:-

- Continue to market test our services to ensure we deliver best value;
- improving processes, including investing in technology, to increase efficiency and improve services to customers;
- implementing a workforce strategy and developing our skills; and
- building new relationships with our partners which support joint planning and delivery.

The outcome of these actions will be a concentration of resource on those services which are priorities for our customers, an increasing focus on customer service and a mixed model of staffing which reduces the number of employees and uses additional / specialist resources in a way which demonstrates best value.

Capital Expenditure

Figure 10 below sets out the agreed planned capital investment for the Corporate Governance Service in 2011/12. The nature of these projects demonstrate that the investment of capital is directed towards improving access to customer centred services whilst increasing the efficiency of the processes which support those services.

	Estimated 2011/12 Budget £m
Data Centre Move	1,111
Customer First Programme - Frederick Street	749
ICT Investment Programme	676
Police - Capital Grant	1,451
Total	3,987

Fig 8.

8. How We Will Measure Our Performance?

The implementation of this Business Plan and the impact of its delivery will be measured in the following ways:

1. Performance Reporting of Actions and Metrics

Section 6 above identifies the key actions to which the Directorate is committed and shows these actions with corresponding metrics which will be used to indicate the impact these have. Progress, performance and analysis of these actions and metrics will be reported on a quarterly basis to the Corporate Policy and Performance; Finance and Resources; and Audit and Risk Committees.

2. Self-evaluation

The Council has begun, and is developing, a programme of self-evaluation using the model 'How Good is Our Council?' As well as being an important tool to manage improvement, self-evaluation by councils is a requirement of phase two of Audit Scotland's arrangements for The Audit of Best Value and Community Planning (BV2). The Corporate Governance Service will undertake a Directorate wide self-evaluation during 2011/12. Improvement actions identified through this exercise will be included within this Business Plan as appropriate.

9. Risk Management

Risk management is central to the Directorate's planning and operational delivery. As with any plan, there are current, and

there will be future, risks which impact on the delivery of this Business Plan. An assessment of the risk environment has been undertaken and the Directorate has prepared a register of service risks, their impact and the mitigating actions agreed. This register has been taken into account in the development of this Business Plan and will be regularly monitored and reviewed.

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APPENDIX A

Combined Actions and PIs














Report Type: Actions Report
Report Author: Martin Murchie
Generated on: 2 June 2011




















1. We make best use of the financial resources available to us, delivering improvement in our service priorities in the most cost effective manner











Action	Timescale	Commentary	Status			
We will ensure value for money by challenging spend through a Priority Based approach to budgeting and planning.	30 Apr 2011	We have developed and implemented a priority based approach to budgeting and planning across the whole Council. This included a detailed appraisal of all options for service delivery which, in turn, allowed the production of a costed 5 year Corporate Business Plan. This project involved an unprecedented level of engagement and consultation with service users, staff and other stakeholders. The positive steps already undertaken have led to further development work to ensure that relevant business cases are fully worked up and that a Project Management Office is set up to ensure delivery of the Service Options.				
Performance Measures		Target	Value	Traffic Light Icon	Long Trend	Short Trend
Council-wide efficiencies as a percentage of revenue budget (Corporate 09/10 figure)		2%	2.32%			
Corporate Governance Service efficiencies as a percentage of revenue budget		11.9%	11.9%			
Action	Timescale	Commentary	Status			
We will market test and benchmark our services against best in class across a range of sectors.	31 Mar 2012	The Council has agreed to directly market test the majority of functions carried out by Corporate Governance. An OJEU notice has been issued. Further benchmarking of costs is being taken forward work with Solace and all other				






		Scottish Local Authorities. Benchmarks specific to areas of the Service are ongoing with SOCITM, ALARM, SCDI, CIPFA. In addition, a review of all reported metrics has begun to establish known benchmarks and identify gaps.				
Performance Measures	Target	Value	Traffic Light Icon	Long Trend	Short Trend	
Cost of overall accountancy function per £1,000 of net expenditure (2009/10 figure)		£6.37				
Cost of overall human resources function per £1,000 of net expenditure	£6.47	£6.24				
Total Cost of Ownership per ICT workstation	£1,039.00	£1,222.14				
Internal Audit cost per £1m expenditure	£1,000.00	£868.00				
Gross administration cost per benefit case (These are 09/10 figures. 10/11 available at the end of June)	£41.00	£41.47				
Cost of collecting council tax per dwelling (These are 09/10 figures. 10/11 available at the end of June)	£12.75	£12.98				
The percentage of Council Tax collected during the year, net of reliefs and rebates (SPI) (2010/11 year end)	94.3%	93.3%				
Action	Timescale	Commentary		Status		
We will review business processes to support delivery to the Council's customers.	31 Mar 2011	All "as is" processes for HR and Finance have been mapped and the design of future process mapping has been commenced. Processes related to the Customer Service Centre have been mapped and will be refreshed on an ongoing basis.				
Performance Measures	Target	Value	Traffic Light Icon	Long Trend	Short Trend	
% of council spend that is "support services" (Reflects all CG Service spend)	6.6%	6.07%				
The percentage of residents very or quite satisfied with the council (as at 2009/10)	48%	46%				
The percentage of all invoices paid within 30 calendar days (SPI)	88.5%	97.8%				

Action	Timescale	Commentary				Status
We will work with our partners to identify and deliver efficiencies from effective procurement.	31 Mar 2011	For year 2010/11 the sum achieved was £1,119,000				
Performance Measures		Target	Value	Traffic Light Icon	Long Trend	Short Trend
Value of efficiencies achieved from Improved Procurement (£000)		£1,117,000	£1,119,000			
Action	Timescale	Commentary				Status
We will develop and implement an approach to measuring productivity.	31 Mar 2011	Productivity is measured in ways appropriate to the nature of the particular services. During 2010/11, performance measurement and reporting has been improved, in particular with the development of online performance dashboards, and there is an increasing focus on productivity across the functions of the Corporate Governance Service.				
Action	Timescale	Commentary				Status
We will implement and embed a model of self-evaluation across the Council to improve understanding of our business and to co-ordinate our effort for external inspection.	31 Mar 2012	The Corporate Management Team has agreed the use of the How Good is Our Council model. Three of the five Council Services are currently using the model. The Corporate Governance Service is scheduled to undertake a self-evaluation exercise commencing in June 2011. In addition, a second positive shared risk assessment from the Local Area Network of inspection and regulation bodies has been received for 2010/11.				
Action	Timescale	Commentary				Status
We will modernise the Internal Audit function in partnership with an external provider to provide added value through each audit.	31 Mar 2011	Completed. The Internal Audit functions are now provided by PWC.				
Performance Measures		Target	Value	Traffic Light Icon	Long Trend	Short Trend
Satisfaction with Internal Audit (2009/10 figure)		90%	88%			
Internal Audit cost per £1m expenditure		£1,000.00	£868.00			



























































Action	Timescale	Commentary	Status		
We will further develop and improve our risk management policy to better manage risk	31 Mar 2011	An improvement plan for risk management has been implemented during 2010/11. The revised Corporate Risk Register was formally approved by the Audit & Risk Committee in January. A similar process is under way with the Corporate Governance Service Risk Register. Extensive benchmarking of our arrangements has recently been undertaken and comparative measures will be available during 2011/12.			
Action	Timescale	Commentary	Status		
We will improve our corporate ICT infrastructure to support the business in cost effective ways.	31 Mar 2012	80% of services have been migrated to refreshed server and storage infrastructure in Atos Origin Managed Data Centre. Remaining services are due to be migrated by mid June. A proof of concept for implementing a Virtual Desktop Environment has been successful and a pilot rolling out VDE to 200 users commenced in June. A decision on whether to progress will be made soon and, if agreed, full rollout will commence with anticipated completion December 2011. Meshed wireless network infrastructure to connect educational establishments is nearing completion. This will be closely monitored over the next few months before determining if this is to be expanded further. In addition, we are developing an enterprise architecture framework to better manage ICT and inform ICT decision making.			
Performance Measures	Target	Value	Traffic Light Icon	Long Trend	Short Trend
Implementation of ICT enabled flexible working - % of Employees who have flexible working facilities as a % of total employees.	20%	15.4%			
Total Cost of Ownership per ICT workstation	£1,039.00	£1,222.14			
Major computer application uptime	99.5%	99.98%			

Action	Timescale	Commentary	Status															
We will implement a Human Resources shared service centre.	31 Mar 2011	<p>Both phases of the implementation plan have been successfully completed. The HR Service Centre is now fully operational with the query and transactional teams in place to deal with HR queries (being the single point of contact for accessing HR services) and handle the various HR transactional activities.</p> <p>Sickness absence administration, that continues to be devolved to some services, will be centralised and transfer to the HR Service Centre in early autumn.</p> <p>To enable the query team to function, a database has been designed in-house. This will be replaced by a new case management system called Lagan, the system used by the Customer Services Team. This system will have greater capacity to support the new HR service delivery model and will be fully implemented on a phased basis over the course of the year. Training commenced in May.</p>																
Performance Measures																		
Customer Satisfaction with HR		<table border="1"> <thead> <tr> <th>Target</th> <th>Value</th> <th>Traffic Light Icon</th> <th>Long Trend</th> <th>Short Trend</th> </tr> </thead> <tbody> <tr> <td>80%</td> <td>66%</td> <td style="text-align: center;"></td> <td style="text-align: center;"></td> <td style="text-align: center;"></td> </tr> <tr> <td>£6.47</td> <td>£6.24</td> <td style="text-align: center;"></td> <td style="text-align: center;"></td> <td style="text-align: center;"></td> </tr> </tbody> </table>	Target	Value	Traffic Light Icon	Long Trend	Short Trend	80%	66%				£6.47	£6.24				
Target	Value	Traffic Light Icon	Long Trend	Short Trend														
80%	66%																	
£6.47	£6.24																	
Cost of overall human resources function per £1,000 of net expenditure																		

Action	Timescale	Commentary	Status										
We will implement a Finance shared service centre.	29 Aug 2011	<p>Recruitment has started for Operations Manager, two Team Leaders and two Accountants - closing date 9 May. Finance Partner roles x 2 to be sent to CMT for approval.</p> <p>Slow progress with process standardization & improvement due to lack of support resources. Teams will physically form on move to Marischal - August. KPI reporting is in progress - improved speed and accuracy of reporting is being addressed.</p>											
Performance Measures													
Cost of overall accountancy function per £1,000 of net expenditure (09/10 figure)		<table border="1"> <thead> <tr> <th>Target</th> <th>Value</th> <th>Traffic Light Icon</th> <th>Long Trend</th> <th>Short Trend</th> </tr> </thead> <tbody> <tr> <td></td> <td>£6.37</td> <td style="text-align: center;"></td> <td style="text-align: center;"></td> <td style="text-align: center;"></td> </tr> </tbody> </table>	Target	Value	Traffic Light Icon	Long Trend	Short Trend		£6.37				
Target	Value	Traffic Light Icon	Long Trend	Short Trend									
	£6.37												

Action	Timescale	Commentary				Status
We will maintain strong governance and ensure the probity of all actions taken by the Council.	31 Mar 2013	We continue to provide guidance and advice to all Services of the Council to ensure all decisions comply with Standing Orders and Financial Regulations. In addition, we continue to monitor all reports presented to Council and Council committees to ensure probity and <i>vires</i> of all decisions.				
Performance Measures			Target	Value	Traffic Light Icon	Long Trend
Unsuccessful Legal Challenges (In development)						Short Trend 


2. We have a flexible, skilled and motivated workforce





Action	Timescale	Commentary	Status															
We will develop a flexible Corporate Workforce Plan which aligns our workforce with available budget and our priorities.	31 Mar 2012	Basic Workforce Planning was undertaken as part of PBB and is currently being updated with assistance from HR Business Partners. Longer term plan to embed a culture of workforce planning that is tied into Corporate and HR strategies is being developed with a view to incremental delivery of key elements of workforce planning such as succession planning, talent management, and so on which is more meaningful and manageable for line managers than delivering a large package of measures in one go.																
Performance Measures		<table border="1"> <thead> <tr> <th>Target</th> <th>Value</th> <th>Traffic Light Icon</th> <th>Long Trend</th> <th>Short Trend</th> </tr> </thead> <tbody> <tr> <td></td> <td>1.27%</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>10.85%</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Target	Value	Traffic Light Icon	Long Trend	Short Trend		1.27%					10.85%				
Target	Value	Traffic Light Icon	Long Trend	Short Trend														
	1.27%																	
	10.85%																	
Level of Staff Turnover (Corporate)																		
Level of Vacancies (Corporate)																		
Action	Timescale	Commentary	Status															
We will ensure that effective succession planning is in place.	31 Mar 2013	Workforce planning briefings took place in 2010/11 to highlight to managers the need for succession planning to be in place. A workforce planning page has been added to the Managers' Handbook on the Zone which includes a Succession Planning Framework and FAQs. The link to this page has been advertised to managers.																
Performance Measures		<table border="1"> <thead> <tr> <th>Target</th> <th>Value</th> <th>Traffic Light Icon</th> <th>Long Trend</th> <th>Short Trend</th> </tr> </thead> <tbody> <tr> <td></td> <td>10.85%</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>15</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Target	Value	Traffic Light Icon	Long Trend	Short Trend		10.85%					15				
Target	Value	Traffic Light Icon	Long Trend	Short Trend														
	10.85%																	
	15																	
Level of Vacancies (Corporate)																		
Number of internal candidates appointed to promoted posts (cumulative from July 10)																		

Action	Timescale	Commentary				Status
We will review the range of skills on a service by service basis and ensure there are high skilled and motivated employees.	31 Mar 2012	Draft action plan and engagement strategy are being developed in order to improve skills and motivation. Development priorities for 2011-12 have been identified based on organisational needs - these will be implemented from April 2011.				
Performance Measures		Target	Value	Traffic Light Icon	Long Trend	Short Trend
Average number of days lost through sickness absence - Corporate Governance		10	10.02			
Average number of days lost through sickness absence (Council overall)		10	13.9			
Level of Vacancies (Corporate)			10.85%			
% appraisal development needs met (In development)						
% appraisal objectives met (In development)						
Level of ICT User Competence - Scored 1 to 7 (SOCITM 10) (To follow)		5				










































Action	Timescale	Commentary				Status
We will undertake an organisational wide review of the business needs of the new departments and allocate support staff with the right skills to each of the departments.	31 Mar 2013	The business needs have now been articulated within the PBB proposals and set out in the five year Business Plan. Ongoing support will be provided to services in relation to this aspect - the frontline of which being support from both HR and Finance business partners.				
Performance Measures		Target	Value	Traffic Light Icon	Long Trend	Short Trend
Headcount of Agency Staff Council wide (2010/11 year end)			546			
Agency Headcount - Corporate Governance (2010/11 year end)		0	26			

Action	Timescale	Commentary	Status
We will develop and implement a flexible Customer Services Model to enable efficient and high quality service delivery, ensuring skilled and motivated employees.	31 Mar 2012	The Customer Service Centre will open in June 2011 and staff have been identified and trained to support this.	

Action	Timescale	Commentary	Status
We will improve knowledge management and sharing within the Directorate and with our partners.	31 Dec 2011	The knowledge management strategy will be reviewed and linkages established with other work such as workforce planning to ensure that both tacit and explicit knowledge is managed throughout the whole employee life cycle, from job design and succession planning through to the managing of leavers from the organisation. Specific work underway includes a review of the HR pages on the Zone to ensure HR information can be better accessed by managers and staff.	

Action	Timescale	Commentary	Status
We will conduct a systematic review of structures across the component teams of the Directorate, to ensure the design and number of posts properly reflects the needs and priorities of the directorate and our customers and stakeholders.	31 Mar 2011	Major structural changes have been implemented during 2010/11. This has been done both in the context of PBB proposals and feedback received following the CG customer satisfaction survey. The review process is necessarily iterative and we will continue to review and amend our structures in line with new or emerging priorities.	
Performance Measures			
% of council spend that is "support services" (Reflects all CG Service spend)	Target	Value	Short Trend
	6.6%	6.07%	
		Traffic Light Icon	
		Long Trend	

3. We listen to, and are responsive to, our customers, shaping our services around their needs and focusing our resources where they are most needed




Action	Timescale	Commentary	Status															
We will systematically engage internal customers, external customers and our partners, embedding their feedback to shape the services we deliver.	31 Mar 2012	We have embedded customer feedback across all of our functions. In particular, the Corporate Governance Service has conducted a satisfaction survey of all internal customers, receiving more than 800 responses. A further survey of external partners and other stakeholders is currently ongoing. During 2010/11, extensive engagement on the Priority Based Budgeting project and the resulting 5 Year Corporate Business Plan was undertaken through a variety of methods, including workshops and other face to face forums. The Service continues to submit questions to the Citizens' Panel on a regular basis. The Service Business Plan has been updated for 2011/16 and the feedback received from our ongoing engagement has shaped the actions within it.																
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Target	Value	Traffic Light Icon	Long Trend	Short Trend														
Baseline year	67%																	
30%	36.9%																	
Customer Satisfaction with Corporate Governance Services																		
% who feel they can influence what happens in their neighbourhood (as at 2009/10)																		
Action	Timescale	Commentary	Status															
We will develop a channel management strategy, routing customer facing services through the most appropriate customer contact channels to demonstrate enhanced customer service and improved efficiency.	31 Mar 2014	Self-service kiosks have been included within the new Customer Service Centre in Marischal College. We will continue to develop additional functionalities and promote their use to customers.																
Performance Measures		<table border="1"> <thead> <tr> <th>Target</th> <th>Value</th> <th>Traffic Light Icon</th> <th>Long Trend</th> <th>Short Trend</th> </tr> </thead> <tbody> <tr> <td>67%</td> <td>67%</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>2,058,295</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Target	Value	Traffic Light Icon	Long Trend	Short Trend	67%	67%					2,058,295				
Target	Value	Traffic Light Icon	Long Trend	Short Trend														
67%	67%																	
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The percentage of residents who are satisfied with the Customer Service provided by the Council (as at 2009/10)																		
Total number of enquiries across all centralised customer service channels																		


Total number of online transactions				11,670		
% of telephony queries resolved at the first point of contact (calculated using the Customer Contact Centre data)			75%	94%		
% of face-to-face queries resolved at the first point of contact (calculated using the stats gathered by the Customer Service Centre and Customer Access Points)			75%	97.8%		

Action	Timescale	Commentary	Status
We will manage contracts and supplier performance to ensure we maximize value and efficiency in the goods and services we procure and to ensure they meet the needs of our customers and services.	31 Mar 2012	A Supply Chain Manager is now in post. Part of this postholder's remit is to ensure contract management guidelines and procedures are in place. Suppliers and contracts will be strategically profiled to show where focus of resource should be.	
Performance Measures			
Procurement - Quality, Price, Time and Service			
		Target	Value
		85%	80%
			Traffic Light Icon
			Long Trend
			Short Trend







































Action	Timescale	Commentary	Status
We will engage with our supplier base to effectively manage relationships so that the Council is perceived as an attractive business partner.	31 Mar 2012	A Meet the Buyer event has been hosted for both the Construction and Voluntary Sectors, similar events will be ongoing in 2011/2012	
Performance Measures			
Procurement - Supplier Rating of Council as an Attractive Partner			
		Target	Value
		Baseline year	50%
			Traffic Light Icon
			Long Trend
			Short Trend




Action	Timescale	Commentary	Status
We will deliver a positive customer experience through a customer service centre at the new corporate headquarters and an improved combined telephone contact centre.	31 Mar 2012	The contact centre at Kittybrewster and the telephony element of the Customer Contact for Council Tax & Benefits will relocate to Frederick Street in August 2011. Discussions are still ongoing with Grampian Police in relation to a Joint Customer Contact Centre. The Customer Service Centre will be opening, on time, on 21st June 2011.	


Performance Measures	Target	Value	Traffic Light Icon	Long Trend	Short Trend
The percentage of residents who are satisfied with the Customer Service provided by the Council (as at 2009/10)	67%	67%			


Action	Timescale	Commentary	Status
We will continue to engage with other Services across the Council regarding Government Priorities and embed feedback to shape the Service and focus resources where needed.	31 Mar 2011	The current Corporate Governance Service Business Plan was developed following extensive engagement with stakeholders and this has been continued in the Service's preparation of the 5 year Corporate Business Plan and Service Business Plan. The Service has also conducted a satisfaction / opinion survey of all customers / stakeholders. This comprises three elements - surveys of internal customers, external customers and partners. The responses received inform our Service Business Plan.	


4. We work closely with our partners, including local communities, to deliver a single set of outcomes for all the citizens of Aberdeen

Action	Timescale	Commentary	Status																									
We will actively engage with existing community planning partners and build new relationships, to develop an innovative service planning and delivery model based on the Total Place movement.	28 Dec 2011	The review of The Aberdeen City Alliance (TACA) has been substantially completed with a report submitted to both the Corporate Policy and Performance Committee and TACA in April. Work is now ongoing to document governance and engagement arrangements. A final meeting of TACA is scheduled for June to conclude this. The revised arrangements are designed to facilitate added value strategic leadership and decision making at the partnership level. The 3 Total Place pilots are progressing and regular reports will be submitted to Corporate Management Team and Committee.																										
Performance Measures																												
Council-wide efficiencies as a percentage of revenue budget (Corporate 09/10 figure)		<table border="1"> <thead> <tr> <th>Target</th> <th>Value</th> <th>Traffic Light Icon</th> <th>Long Trend</th> <th>Short Trend</th> </tr> </thead> <tbody> <tr> <td>2%</td> <td>2.32%</td> <td></td> <td></td> <td></td> </tr> <tr> <td>48%</td> <td>46%</td> <td></td> <td></td> <td></td> </tr> <tr> <td>30%</td> <td>36.9%</td> <td></td> <td></td> <td></td> </tr> <tr> <td>90%</td> <td>89%</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Target	Value	Traffic Light Icon	Long Trend	Short Trend	2%	2.32%				48%	46%				30%	36.9%				90%	89%				
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The percentage of residents very or quite satisfied with the council (as at 2009/10)																												
% who feel they can influence what happens in their neighbourhood (as at 2009/10)																												
% of adult residents stating their neighbourhood as a 'very good' or 'fairly good' place to live (as at 2009/10)																												
Action																												
We will implement our Single Equalities Scheme, embedding equalities in all the services we deliver.	31 Mar 2013	CMT and Senior Managers have been briefed on changes in equalities legislation and of their responsibilities outlining the new Public Sector Equality Duty. Awareness raising has been undertaken for elected members and officers on the importance of Equality Impact Assessments following Corporate Policy and Performance Committee approval of a report of a review of our Equality and Human Rights Impact Assessment tool conducted by the Scottish Human Rights Commission. A briefing note was distributed to all senior managers to assist officers to prepare EHRJAs and an on-line training resource has been developed.																										

Performance Measures	Target	Value	Traffic Light Icon	Long Trend	Short Trend
% of residents agreeing that they are fairly treated in their contact with the Council (+ no replies) (as at 2009/10)	91%	91%			

Action	Timescale	Commentary	Status
We will develop an approach to measuring social return on investment and implement on key investment projects.	31 Mar 2011	The first training for key officers on "Return on Social Investment" was held at the end of October 2010 and a number of officers are now members of the SROI network. Amongst the first pieces of work, it is planned to undertake an SROI assessment to quantify opportunities in the 3 pilots of a Total Place approach approved by the Council in November 2010.	

Action	Timescale	Commentary	Status
We will engage with neighbouring authorities to investigate the possibility of shared legal and democratic services.	31 Mar 2012	Discussions are ongoing with neighbouring authorities regarding the possibility of tendering jointly for the provision of external legal advice. Further meetings will be arranged to discuss, in detail, the possibility of shared services.	

Action	Timescale	Commentary	Status
We will network with professionals located in other public and private bodies to share professional research and benchmarking for our organisation.	31 Mar 2011	This is increasingly embedded in the way we do business. Specific examples include our proactive engagement with partners and relationships with professional bodies such as CIPFA, ALARM, SOCIUM, etc.	

LEWIS

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ABERDEEN CITY COUNCIL

COMMITTEE	Finance and Resources Committee
DATE	17 th June 2011
DIRECTOR	Stewart Carruth, Director of Corporate Governance
TITLE OF REPORT	Progress report on Corporate Governance PBB Savings 2011/12
REPORT NUMBER:	CG/11/074

1. PURPOSE OF REPORT

At the Council meetings of 15 December 2010 and 10 February 2011, A package of savings options of £9.9m by March 2016 were approved from the Corporate Governance budget of £28.5m. The net saving in financial year 2011/12 is £1.856m.

2. RECOMMENDATION(S)

To be aware of the position to date on the implementation of the Corporate Governance service options

3. FINANCIAL IMPLICATIONS

The implementation of these service options contributes towards the delivery of a balanced budget in financial year 2011/12.

The delivery of all savings options, in particular the transformational options have an impact on the achievement of balanced budgets and savings identified in the 5 year business plan to March 2016.

The service budget has been reduced to reflect the savings. It should be noted that the Service will manage the gross saving in most cases, as the redundancy costs and costs attributable to externalisation are being monitored centrally.

4. BACKGROUND/MAIN ISSUES

The net saving in financial year 2011/12 is £1.856m for Corporate Governance as approved at Council in February 2011.

Attached, at Appendix 1, is a list of all Corporate Governance savings options. The options have been presented in a “dashboard” reporting style. The status of the options has been summarised across a number of deliverables where green is on schedule to deliver overall, amber to indicate a change and red where the option is no longer viable.

6. IMPACT

The implications and risks of savings options have already been identified in the development of the respective options and are being addressed as part of the delivery of the saving. All priority based budgeting savings are included in the Service Business Plan.

Monitoring of the savings is discussed at every second Service Management Team meeting and in conjunction with the PMO reported fortnightly to the Sponsoring Group as part of the corporate reporting mechanism.

Equality & Human Right Impact Assessment forms have already been completed as part of the budget setting process.

7. REPORT AUTHOR DETAILS

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01224 (52)2615

Period covered : May 2011
Prepared by : C Wright
Issue Date : 6 June 2011

PBB Ref	Project Name	Status	Complete	Notes
CG_CS- F0504 / ICD1 / F 04	Alternative delivery of Customer Service, ICT, Finance and HR & Social Work	G	N	The project regarding alternative delivery of these services is underway, the OJEU Notice has been published.
CG_CPU_01	Savings from contracts	G	N	Interviews for the vacant posts are being held in the first week of June. Working with Service Accounts to confirm savings from budget lines.
CG_CPU_2a	Re-alignment of identified staff to CPU on a temporary basis - Social Work	G	N	The savings from this piece of work will come through in 2012/2013 however the saving aligned will be delivered from other commodities for 2011/2012. Working with Service Accounts to confirm savings from budget lines.
CG_CPU_2b	Re-alignment of identified staff to CPU on a temporary basis - EP & I ; H & E	G	N	Engagement has started and scoping exercises are being carried out in relation to fleet and facilities management.
CG_CPU_2c	Reduce rates on targeted contracts across ACC	G	N	Savings have been captured from tendering and re-negotiation of public transport contracts and contracts for water. These figures are being validated with Services. Working with Service Accounts to confirm savings from budget lines.
CG_CPU_3	Re-alignment of procurement staff across the 5 authorities	G	N	Discussions have taken place with the Tayside Procurement Consortium in relation to potential sharing of resource. This will be ongoing and much of this will be determined and linked to CG_CPU_5.
CG_CPU_5	External delivery of Procurement Function	G	N	CGPU is a shared service with Aberdeenshire Council. Alternative service delivery models will be looked at during 2012.
CG_CPU_6	Rationalise Central Store Function	G	N	A report is being submitted to Finance and Resources Committee on the 16th June regarding the closure of the Store for Whitemyres specific operations. Savings will be met from the 6 months of not having staff and related operational costs through the closure.
CG_CPU_7	Close the SW OT Stores and transfer operations to the Whitemyres Centre	G	N	A report is being submitted to Finance and Resources Committee on the 16th June regarding the closure of the Store for Whitemyres specific operations. Savings will be met from the 6 months of not having staff and related operational costs through the closure.
CG_CS_CM0 1	Subsume change management function into PMO	G	Y	Change Management Team restructured. Duties now form part of Programme Management Office.
CG_CS_CPLO 1	External delivery of Community Planning	G	N	A full review of the City's approach to Community Planning is now being completed. Once this is formally agreed, the support arrangements will be reviewed to determine an appropriate model.
CG_CS_EO02	Equalities function being delivered by cross-sector partnership	G	N	Initial discussions with partners have not been encouraging. It is proposed to continue these discussions at senior manager level.
CG_CS_FS03	Reduce Fairer Scotland Fund	G	Y	Delivered.
CG_CS_NT0 1	Externalise delivery of Interpreting and Translating service	G	N	Soft market testing is underway to determine the feasibility and desirability of externalising the 1 fee support function (no Interpreters are employed by the Council). In addition, a budget case has been approved to implement charging to recover costs from partners and open up the service to private requests.
CG_CS_PM01	PMO Fully Internal	G	Y	Programme Management Office established; combination of new posts and restructure of Change Management Team.
CG_CS_PMQ 07	Align Corporate Information & Research resource to work demand	G	N	The agreed decision is to match corporate research to the needs of Services whilst delivering the saving.
CG_F_01	Financial Services Accounting - Process Improvement	G	Y	The reorganisation is ongoing, the saving has been achieved by disestablishing a vacant post.
CG_F_06	Remove Internal Recharges across ACC	G	Y	The review is ongoing and a paper was presented to CMT 19 May 2011.
CG_F_08	Trusts & Common Good - Review Support	G	Y	Recharges will be reviewed to maximise income.
CG_F_10	Cash Review - Area Offices	G	Y	Cash Offices at the Podium and Tillydrone close on 31 May 2011. The offices at Peterculter and Bucksburn have already closed.
CG_F_13	Revenues and Benefits Establishment Review	G	N	Restructure ongoing following Human Resources guidelines.
CG_F_16	Merge Social Work Assessments into Revenues and Benefits	G	N	The restructure of Revenue & Benefits is ongoing; the saving has been achieved through disestablishing vacant posts.
CG_F_20	Treasury - share function with other local authorities	G	Y	In conjunction with Aberdeenshire's Treasury function, costs on Treasury Advisers, Money brokers and bank contracts have been reviewed; resulting in an overall reduction in loans fund expenses.
CG_F_26	Bed tax	A	N	Further work ongoing and alternatives being explored.
CG_HR_04	Refocus and rationalise existing Health & Safety service.	G	Y	The financial savings have been achieved through the disestablishment of vacant posts. The proposed use of the HR Service Centre for "routine" health and safety enquiries is still under consideration. The risk factor is being assessed. If potentially incorrect information provided by the Service Centre.
CG_HR_07	Payroll incorporated in HR Service Centre	G	Y	A vacant Senior Payroll post was disestablished. The HR Service Centre provides a front line service for basic payroll enquiries.
CG_HR_10	Develop Business Partner Model; basic queries to HR Service Centre	G	Y	A number of vacant posts have been disestablished resulting in the ongoing saving. The Business Partner role is established; and the HR Service Centre is handling basic enquiries.
CG_HR_13	Transactional HR Services incorporated into HR Service Centre	G	Y	HR Service Centre well established with HR transactional and administrative tasks being carried out by the front line service. Vacant posts within the service have been disestablished.
CG_HR_17	Move away from centralised workforce planning in longer term	G	Y	Workforce planning continues to be high priority; the team is working in conjunction with all Services to manage workforce requirements from the ongoing changes in the organisation resulting from the PBB exercise.
CG_HR_19	Corporate HR team to focus on core corporate employer issues; client incorporated in HR Service Centre	G	Y	HR Service Centre well established with HR transactional and administrative tasks being carried out by the front line service. Vacant posts within the service client incorporated in HR Service Centre.
PBB Ref	Project Name	Overall	Complete	Notes

CG_HR_22	Recruitment and Selection processed through the HR Service Centre	G	Y	The HR Service Centre are processing all recruitment transactions. The budgets for staff advertising and recruitment costs have been reduced and will be monitored monthly. The use of "the portal" continues as the main method of advertising Aberdeen City Council vacancies.
CG_LDS_09	To maximise the capabilities of modern.gov to circulate agendas & change minute style	G	N	Work is ongoing to issue tablets and assess the impact upon the number of paper copies issued. The staff saving has been fully achieved due to a resignation/diseestablishment of post.
CG_LDS_01	Transform in-house delivery of legal services	G	N	Restructuring of the service is ongoing with a current recruitment exercise in progress.
CG_LDS_02	Cease all external legal support	G	N	Restructuring of the service is ongoing with a current recruitment exercise in progress.
CG_LDS_04	External delivery of Legal Teams	A	N	Restructuring of the service is ongoing with a current recruitment exercise in progress.
CG_LDS_08	Transfer committee services within Legal Services to Democratic Services	G	N	Work is almost completely transferred. There is a possible opportunity for increased income from outside bodies for Legal activity.
CG_LDS_13	To create a "pool" of WPO/clerical/admin support across Legal & Democratic Services	G	Y	Two posts disestablished. Duties arranged and staff allocated depending upon business needs; which have increased since restructure of management team.
CG_LDS_14	Increased use of Paralegals	G	N	Para legal recruitment is currently under review.
CG_LDS_15	Closing of Area Offices at Bucksburn and Peterculter	G	Y	The offices have closed - Registrar staff have moved to the St Nicholas House office. Final costs and recharge to Housing in 2011/12 yet to be completed.
CG_LDS_18	Merge Archive, Registrars to form a joint service	G	N	The merger has not yet taken place, the savings will only be fully achieved if complete by September. Redundancy costs are not now anticipated to be required.
CG_LDS_20	Charge fully for provision of archive service to Aberdeenshire	G	N	A report is to be tabled to the Aberdeenshire CMT in which this issue is addressed. The report does indicate that if the full cost is not to be recharged / paid - then the Service Level Agreement would require review.
CG_LDS_21a	Reduce Members support unit	G	Y	In the main the action / savings was achieved as per the proposal - by a vacancy and voluntary severance. The shortfall was covered by restructure in Committee Services.
CG_LDS_22	Cease delivering mail to Councillor's homes	G	Y	The contract has been cancelled with the delivery courier. Some indication that elected members wish the delivery to be reinstated - to be confirmed and updated accordingly.
CG_LDS_24	Increasing the type of ceremonies provided e.g. baby naming	G	N	The promotion of such ceremonies is under consideration, but full implementation not practicable until Registrars function settled into Marischal College. The non statutory charges included in the Wedding packages are under review to increase income. Wedding charges will also be reviewed for increased income.
CG_LDS_25	To hire out Town House facilities to external groups and bodies.	G	N	Scottish Court Service cancelled the provisional booking for which they had agreed to pay for as a Sheriff Court became available elsewhere for which no charge. Considering appropriate advertising / client base for hire.
CG_LDS_26	External delivery of conveyancing resource to demand	G	N	Currently revisiting Conveyancing resources in light of an increase in demand, as well as where other opportunities to achieve the savings.
CG_LDS_27	Expand charging in Archives - Family History requests	G	N	Income is being monitored and it is anticipated that the target will be achieved
CG_LDS_7D	Only one Committee Member of staff at each Committee Meeting	G	N	The saving has been achieved financially due to disestablishment of posts; operationally, full implementation will be after the Summer recess.

ABERDEEN CITY COUNCIL

COMMITTEE	Corporate Governance
DATE	16 June 2011
DIRECTOR	Stuart Carruth Director of Corporate Governance
TITLE OF REPORT	2010/11Capital Budget Progress Report
REPORT NUMBER:	CG/11/065

1. PURPOSE OF REPORT

- 1.1 This report provides an update to Committee of the progress being made on the various projects within the Non-Housing Capital Programme, previously approved by Council, which are currently aligned to Corporate Governance.

2. RECOMMENDATION(S)

It is recommended that the Committee:

- a) Notes the content of this report in relation to the projects outlined at Appendix A, and
- b) Instructs the relevant officers to continue to work closely with the Corporate Asset Group and the Head of Asset Management and Operations and the Head of Finance to ensure effective monitoring of the programme going forward.

3. FINANCIAL IMPLICATIONS

- 3.1 The monies required to fund the capital programme are achieved through external borrowing, capital receipts and grant income. In recent years the overall programme has been set at a level which assumed a certain level of underspend would be achieved and thus the funding available was set on this basis. In previous years such underspend has been achievable but with significant spend this year on Corporate Accommodation, this was at risk.
- 3.2 This risk was reported to the Finance and Resources Committee which confirmed that funding for the programme should remain at the previously agreed level and instructed officers to proactively manage spend to be within that limit.

- 3.3 Since then, the Corporate Asset Group has worked with Services to determine their minimum spend requirement for the year. This has now been successful in bringing this requirement within the funding available.
- 3.4 The budget for 2011/12 was set at Council on 10 February 2011 at £40M of which £4M relates to Corporate Governance. This took account of the difficulties in sustaining the previously agreed capital position due to reducing capital funding support from the Scottish Government, increasing costs of borrowing and falling revenue funding.

4. OTHER IMPLICATIONS

- 4.1 Failure to invest adequately in the Council's asset base may lead to the erosion of those assets and their value. It may also reduce the effectiveness and efficiency of service delivery and furthermore lead to the Council not complying with current health and safety requirements.
- 4.2 If the continuation of close budgetary control is not exercised and maintained the Council may operate outwith the capital control mechanisms laid down by the Scottish Government in relation to the Prudential Code for the Non Housing Capital Programme.

5. BACKGROUND/MAIN ISSUES

- 5.1 Appendix A outlines the projects aligned to Corporate Governance and for each project shows the 2010/11 budget including any carry forward from 2009/10, the current service determined minimum spend requirement and near actual spend to 31 March 2011.
- 5.3 Comments from project managers are included in the narrative where appropriate.

6. IMPACT

Corporate – the projects considered in this report contribute to a number of the key priorities within the Community Plan and the Single Outcome Agreement in relation to improving the transport infrastructure, redeveloping the city centre and supporting the economic development of the city.

Public – this report is likely to be of interest to the public as a number of the projects covered by this report involve significant amounts of capital expenditure and have a high public profile.

7. BACKGROUND PAPERS

Financial ledger data extracted for the period.

8. REPORT AUTHOR DETAILS

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Non-Housing Capital Projects - Corporate Governance

Project		Revised Budget £'000	Service Determined Minimum Requirement £'000	Actual Expenditure to March 2011 £'000	Variance (actual to Minimum Requirement) £'000	Percentage Spend to Requirement %
334	Mobile Working	970	58	58	0	99.12%
Project Description/Project Cost - Providing ICT equipment to allow mobile working for any Service that will benefit from adopting such an approach. Project to be closed at the end of March 2011. Priority areas for development will be incorporated within Project 790 ICT Investment Programme from 11/12.						
630	Data Centre Move	4,381	2,199	2,255	56	102.53%
Project Description/Project Cost - Managed Data Centre Services contract signed, and currently in process of migrating servers from Aberdeen to Livingston by end of June 2011. Virtual Desktop proof of concept successful and now into Pilot stage of project. Full rollout to commence subject to completion of successful pilot from end of June and will take approximately 6 months to complete. Variance in spend due to approved changes in project milestone dates into financial year 11/12.						
657A	Customer First Programme - CRM System	450	0	0	0	n/a
Project Description/Project Cost - The Customer First Programme is a key vehicle for transforming the way in which our customers access our services one element of which is the implementation of Customer Relationship Management technologies to support streamlined service delivery. No capital funding has been allocated from Non housing Capital Programme in 11/12.						
657B	Customer First Programme - Frederick Street	2,462	1,610	1,663	53	103.30%
Project Description/Project Costs – Building works completed. Next phase is the relocation of existing telephony contact teams to Frederick Street.						
		8,263	3,868	3,976	108	102.80%
	Corporate ICT					
277	IT Infrastructure Improvements Repairs/Renewals	1,895	122	78	-44	63.56%
Project Description/Project Costs - Rolling programme of works to improve the ICT Infrastructure and ongoing replacement of ICT Infrastructure assets which are not performing adequately and/or have reached the end of their natural lifespan. Project to be merged with project 710, to new project 790 – ICT investment programme from April 2011. Variance in spend due to ICT investments related to MDC/VDE changed project milestone dates.						
346	IT Hardware & Software Development	60	0	0	0	n/a

Project		Revised Budget £'000	Service Determined Minimum Requirement £'000	Actual Expenditure to March 2011 £'000	Variance (actual to Minimum, Requirement) £'000	Percentage Spend to Requirement %
565	ICT Disaster Recovery Funding	125	57	57	0	98.55%
Project Description/Project Cost - This project funds the reduction or elimination of prioritised single points of failure on the ICT Infrastructure, identified through major ICT incidents and regular ICT Disaster Recovery scenarios. Project to be closed at the end of March 2011. Prioritised investments will be picked up through new Project 790 – ICT Investment Programme from 11/12.						
708	Development of Online Service Delivery	150	19	23	4	121.40%
Project Description/Project Cost - Under the new common CSAP structure, the work of CRM and e-Government Teams are much more closely aligned. This is reflected in the options being developed for the five year costed business plan which will see a single approach to the development of service delivery across all channels: F2F and Telephone (CRM) and online (e-Government). No funding has been allocated from non Housing Capital Programme for 11/12.						
709	Integrated Document Management	824	75	58	-17	76.73%
Project Description/Project Cost - Project concentrating on finance document management/workflow only and to be closed end of March 2011. Variance due to completion of final works in April 2011.						
711	Electronic Corporate Performance Management System	55	33	30	3	90.13%
Project Description/Project Cost - The purpose of this project is to improve the Council's measurement, monitoring, reporting and management of performance and project data. Project focused on improved reporting of absence management only and is to be closed at the end of March 2011.						
		3,109	307	245	-62	79.73%
	Other ICT					
690	Consol Upgrade/Replacement	5	5	4	-1	77.33%
Project Description/Project Cost - Upgrade or replacement of the existing job costing, contract management and management information system for Building Services, Roads Services, and Ground Services. Additional functionality includes mobile working, appointments and dynamic labour scheduling plus repairs diagnostics tool for Contact Centre. Consol replacement is complete. Project closed at end of March 2011.						
771	HR/Payroll	120	0	0	0	0.00%
Project Description/Project Cost - No action in 2010/11. Project withdrawn from 11/12 Capital Programme.						
		125	5	4	-1	75.94%
	Miscellaneous					
769	Police - Capital Grant	1,941	1,874	1,130	-744	60.31%
		1,941	1,874	1,130	-744	60.31%
	Total - Corporate Governance	13,438	6,053	5,355	-698	88.46%

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ABERDEEN CITY COUNCIL

COMMITTEE	Finance and Resources
DATE	16 June 2011
DIRECTOR	Stewart Carruth, Director of Corporate Governance
TITLE OF REPORT	2010/11 FINANCIAL MONITORING
REPORT NUMBER:	CG/11/063

1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to
- i) Bring to Committee members notice the current year revenue performance to date for the Services within Corporate Governance which relate to this Committee; and
 - ii) Advise on any areas of risk and management action.

2. RECOMMENDATIONS

- 2.1 It is recommended that the Committee:
- i) Note this report and the information on management action and risks that is contained herein; and
 - ii) Instruct that officers continue to review budget performance and report on Service strategies.

3. FINANCIAL IMPLICATIONS

Financial Implications are detailed in section 5 Background/Main Issues

4. OTHER IMPLICATIONS

None

5. BACKGROUND/MAIN ISSUES

- 5.1 This report provides a high level summary with near actual expenditure for the year to 31, March 2011. Included in the figures are estimates for the recovery of costs from the Housing Revenue Account and Trading Services. Final figures will only be available once the full Central Support Service allocation has been finalised as part of corporate year end procedures. It is estimated that these recoveries could vary by as much as £100K in either direction.

Financial Position and Risks Assessment

- 5.2 The Service report is attached at Appendix A. There is a projected net reduction in costs of £1.4M (4.1%), across the overall current net budget of £28.0M. The movement in variance from that reported to Committee on 21 April 2011 is accounted for by additional staff savings (£200K).

- The savings of £940K identified within Human Resources and Organisational Development result from a £400K reduction in the costs of Conferences and Courses. In addition £450K of efficiency savings in staff costs have been achieved primarily resulting from the establishment of the Human Resources Service Centre.
- The remaining favorable movement of £500K is accounted for by staff savings within various headings across the Services, offset by additional costs in other areas.

6. IMPACT

- 6.1 The issues referred to in this report impact on the overall financial position of the Council which are included in another report on the agenda.

7. BACKGROUND PAPERS

Financial ledger data extracted for the period 12 (not attached).

8. REPORT AUTHOR DETAILS

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Appendix A

AS AT	31 March 2011	ANNUAL BUDGET	NEAR ACTUAL	VARIANCE FROM BUDGET	
ACCOUNTING PERIOD 12		£'000	£'000	£'000	%
		6,990	6,580	(410)	(5.9)%
		2,234	2,137	(97)	(4.3)%
		5,408	4,539	(869)	(16.1)%
		392	663	271	69.1%
		12,241	11,985	(256)	(2.1)%
		521	470	(51)	(9.8)%
TOTAL BUDGET		27,786	26,374	(1,413)	(5.1)%

PROJECTED VARIANCE AT P11	VARIANCE FROM LAST REPORT	
£'000	£'000	%
(148)	(262)	(177.3)%
105	(202)	(192.4)%
(935)	66	7.0%
76	195	256.6%
(154)	(102)	(66.2)%
(87)	36	41.4%
(1,143)	(270)	(23.6)%

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ABERDEEN CITY COUNCIL

COMMITTEE:	Finance and Resources
DATE:	16 June 2011
REPORT BY:	Head of Finance
TITLE OF REPORT:	Revenue Budget Financial Monitoring – Year End 2010/11
REPORT NUMBER:	CG/11/069

1. PURPOSE OF REPORT

- 1.1 This report provides the first opportunity to consider the financial position for the Council in Revenue terms since the end of the financial year. The values reflect a 'Near Actual' position for the year and at the time of writing the final adjustments were being made to the Council Tax / General Fund position. Details of expenditure across the Council Services are contained in the report, and are not expected to move substantially from those shown.

2. RECOMMENDATION(S)

- 2.1 It is recommended that the Committee:
- a) note the positive year end Revenue Budget position for the financial year 2010/11;
 - b) note that the Draft Financial Statements for 2010/11 will be presented to Council on 29 June 2011;
 - c) note that the audited Financial Statements will be presented to the Audit and Risk Committee, along with the external auditor's report to members in the Autumn, and thereafter will be presented to Council; and
 - d) accept the recommendations, at paragraph 6.2.10, for earmarking of reserves and variation of 2011-12 budgets.

3. FINANCIAL IMPLICATIONS

- 3.1 The financial implications of the year end financial position are detailed throughout the body of the report. Particular attention should be drawn to the 2010/11 year end working balances that exist on the General Fund (excluding the Housing Revenue Account).

4. SERVICE & COMMUNITY IMPACT

- 4.1 It is the aim of the Council to retain working balances to a level that provides sufficient scope to deal with unexpected or unforeseen events in order that this does not have a detrimental and immediate impact on service delivery.
- 4.2 The budget each year is produced in light of the Council priorities currently outlined in Vibrant, Dynamic and Forward Looking.

5. OTHER IMPLICATIONS

- 5.1 Every organisation has to manage the risks inherent in the operation of its services. These risks are minimised by the regular review of financial information by Services and corporately by Members. This report forms part of the end of year reporting cycle and seeks to clarify the overall operating conditions and outcomes that have resulted in the past year.

6. REPORT

6.1 Background

- 6.1.1 During financial year 2010/11 the Committee has received reports on the financial performance of the General Fund – Revenue and Trading Services - ensuring that Members are fully aware of the financial circumstances of the Council.
- 6.1.2 This report brings together these reports to enable a review of the overall revenue year end position.
- 6.1.3 Members should note that it is a 'Near Actual' position that is being reported herein and are advised that there is a statutory requirement that an abstract of the accounts for each financial year be submitted to the Controller of Audit not later than 30 June in the next financial year.
- 6.1.4 This means that Financial Statements for 2010/11, which are prepared in accordance with Accounting Codes of Practice, require to be submitted by 30 June 2011 to Audit Scotland.
- 6.1.5 There is also a requirement that the draft accounts be presented to Elected Members and this will be addressed through the presentation of the Draft Financial Statements and a covering report to Council on 29 June 2011.

6.1.6 For ease of reference the report is broken down into the following sections:

- 6.2 General Fund (Revenue)
- 6.3 Trading Operations
- 6.4 Summary

6.2. General Fund (Revenue)

- 6.2.1 At its meeting of 21 April 2011 the Committee reviewed the financial performance of the Council in relation to its General Fund, Revenue Budget for financial year 2010/11, which was based on expenditure to the end of February 2011.
- 6.2.2 During the intervening period the Corporate Management Team has received reports on the financial performance and is aware of the year end position that is now being reported.
- 6.2.3 Service Committee reports on their financial position have been considered during the current cycle of meetings.
- 6.2.4 Information within this report provides a high level expenditure projection for the consideration of Members and presents actual financial figures to the end of March 2011, taking account of the various year end entries, accruals and transactions that are necessary.
- 6.2.5 Appendix A includes a summary of the 'Near Actual' Council position.
- 6.2.6 In overall terms the statement at Appendix A shows the Council is reporting a positive outturn position, being a favourable £5.5 million variance from budget. This represents approximately a 1.2% variance from budget.
- 6.2.7 The increase in uncommitted General Fund balances of £7.85 million should be earmarked to provide the opportunity for the Council to de-risk itself from potential liabilities and improve its resilience to any risks that may arise as part of the five year business plan in what is an uncertain economic climate.
- 6.2.8 The Corporate Budgets include the savings associated with the repayment and servicing of borrowing to pay for Capital projects. The savings provide positive in-year variances to offset cost pressures, such as Employment Savings that had been expected. An option to accelerate debt repayment has also been taken and this will have a positive impact on the budget for 2011/12.

- 6.2.9 Significant savings were achieved in Service budgets, primarily as a result of Social Care and Wellbeing reporting under spending in the order of £7.8 million against its budget of £125 million. Staff savings, reduced expenditure on the commissioning of care and growth having been included in the base budget have all contributed to this positive position.
- 6.2.10 It is recommended that £4 million is returned to Corporate Contingencies from the Social Care and Wellbeing budget for 2011/12, in recognition of the low cost base that is being carried forward from 2010/11 and that £1m is earmarked within Corporate Contingencies for the use of Social Care and Wellbeing if required.
- 6.2.11 As well as the significant saving shown in Social Care and Wellbeing improvement has been recorded in the outturns across all the Services since the last report to Committee, with a continued emphasis on retention of vacancies and the consequential saving in staff costs being achieved. In critical areas of service delivery these savings are offset through the managed use of agency staff.
- 6.2.12 The services delivered under the heading of Trading Operations have been reported throughout the year as making a contribution to the General Fund and the 'Near Actual' position reflects this. The value of the contribution is affected by rebates that have been returned to the individual Services (those that have initially paid for the service to be provided). The impact of the rebate is to reduce the contribution that the Corporate Budgets make, however, Service Budgets receive that benefit instead and as such are more positive than previously forecast. The main impact is reflected in Housing and Environment and Enterprise, Planning and Infrastructure.
- 6.2.13 The Council Tax collected by the Council has a healthy 'Near Actual' as it includes the additional sums received from people with 2nd homes. A reduction in the discount they receive on those homes is collected to support the development of affordable housing. Housing and Environment has included a cost to account for the additional sum collected.

6.3. Trading Operations

- 6.3.1 The Local Government in Scotland Act 2003 sets out a statutory duty for Councils to achieve Best Value. It also provides a strong link between the duty of Best Value, the delivery of services and the reporting of financial performance.
- 6.3.2 Councils are required, under paragraph 10 of the Act, to maintain statutory trading accounts for 'significant trading operations'.

- 6.3.3 During the year the services defined as significant trading operations were
- Building Maintenance
 - Environmental Services (inc. Street Cleansing & Refuse Collection)
 - Road Maintenance
 - Maintenance of Grounds
 - Letting of Industrial, Commercial & other Properties
 - Provision and Management of Car Parking Facilities
- 6.3.4 In addition to these Vehicle Maintenance also operates as a trading operation but due to its size does not constitute 'significant'.
- 6.3.5 In 2010/11 the total contribution made to the General Fund by the trading operations was £5.8 million, and of this there was a total of £5.2 million generated from the running of car parking and the letting of commercial property.
- 6.3.6 The remaining services are provided to support an internal need for work to be carried out and while there are some external customers, on the whole the Council will have initially paid for the service to be provided. Year on year when higher than expected contributions are being made to the General Fund it has been customary to return the additional sum in the form of a rebate.
- 6.3.7 The value of rebates returned to the General Fund in 2010/11 was £2.75 million (with £0.7 million also being returned to the Housing Revenue Account).

6.4. Summary

- 6.4.1 A positive year end position reflects a mixture of cost pressures and favourable circumstance generated by the various Services of the Council.
- 6.4.2 An increase in uncommitted General Fund balances has been achieved providing the opportunity for the Council to de-risk itself from the potential liabilities and improve its resilience in an uncertain funding environment, tight 2011/12 budget settlement and an economic climate that will challenge the Council into future years.

7. REPORT AUTHOR DETAILS

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8. BACKGROUND PAPERS

Financial Monitoring Reports for Financial Year 2010/11;
Financial ledger data extracted for the period;
Redetermination letters received from the Scottish Government;
Previous reports to Finance and Resources Committee on General Fund

APPENDIX A

ABERDEEN CITY COUNCIL
FINANCIAL YEAR 2010/11
OUTTURN PREPARED 26-Apr-11

UPDATED: 03-May-11

AS AT 31 March 2011	ANNUAL BUDGET	NEAR ACTUAL	VARIANCE FROM BUDGET		PROJECTED VARIANCE AT P11	VARIANCE FROM LAST MONTH	
	£'000	£'000	£'000	%	£'000	£'000	%
ACCOUNTING PERIOD 12							
Services:							
Office of Chief Executive	832	652	(180)	(21.6)%	(127)	(53)	(41.7)%
Corporate Governance	27,786	26,374	(1,412)	(5.1)%	(1,144)	(268)	(23.4)%
Enterprise Planning and Infrastructure	27,757	30,356	2,599	9.4%	3,149	(550)	(17.5)%
Housing and Environment	43,316	42,689	(627)	(1.4)%	160	(787)	(491.9)%
Education Culture and Sport	185,516	187,306	1,790	1.0%	1,852	(62)	(3.3)%
Social Care and Wellbeing	125,061	117,219	(7,842)	(6.3)%	(6,496)	(1,346)	(20.7)%
Total Service Budgets	410,268	404,596	(5,672)	(1.4)%	(2,606)	(3,066)	(117.7)%
Total Corporate Budgets	37,948	39,249	1,301	3.4%	(99)	1,400	1414.1%
Total Net Expenditure	448,216	443,845	(4,371)	(1.0)%	(2,705)	(1,666)	(61.6)%
Funding:							
General Revenue Grant & NDRI	(344,102)	(344,168)	(66)	0.0%	0	(66)	100.0%
Council Tax and Community Charge	(106,467)	(107,527)	(1,060)	1.0%	260	(1,320)	(507.7)%
Total Funding	(450,569)	(451,695)	(1,126)	0.2%	260	(1,386)	(533.1)%
TOTAL BUDGET	(2,353)	(7,850)	(5,497)	233.6%	(2,445)	(3,052)	(124.8)%
P11 Total Budget-Contribution to Reserves	(2,717)						
Budgeted use of Reserves							
BID	200						
South Regeneration	18						
City Development Company	146						
P12 Total Budget-Contribution to Reserves	(2,353)						

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ABERDEEN CITY COUNCIL

COMMITTEE:	Finance and Resources
DATE:	16 June 2011
DIRECTOR:	Stewart Carruth
TITLE OF REPORT:	Non Housing Capital Programme 2010/2011 Monitoring Report
REPORT NUMBER:	CG/11/068

1. PURPOSE OF REPORT

This report provides an update to Committee of the progress across all services on projects within the 2010/11 Non Housing Capital Programme to the end of the financial year.

2. RECOMMENDATION(S)

It is recommended that the Committee:

- a) Note the pre-audit year end position on the Non Housing Capital Programme for 2010/2011;
- b) Instruct the Head of Finance to report in due course on the audited out-turn following completion of the 2010/11 external audit process;
- c) Agree that a continued commitment of £183,000 is held against the capital fund in relation to the Investment in Cleaning in order to complete the project; and
- d) Note that the monitoring for the 2011/12 Non Housing Capital Programme will be managed by the Corporate Asset Group and officers from the Enterprise Planning and Infrastructure service.

3. FINANCIAL IMPLICATIONS

- 3.1 The monies required to fund the capital programme are achieved through external borrowing, capital receipts and grant income.
- 3.2 The overall cost of capital is calculated on a Council wide basis and therefore the impact on the Council is included within this summary report.

- 3.3 It is important that approved projects are managed and monitored in a robust way to ensure there is accuracy in relation to expenditure projections and thereby enable the Council to calculate and evaluate the overall need for, and cost of, borrowing. To facilitate this process detailed information on a project by project basis is reported to each service committee as any variation will impact on the Council's General Fund revenue budget.
- 3.4 The impact of borrowing a total of £47.618 million has been included in the revenue budget year end position.

4. OTHER IMPLICATIONS

- 4.1 Failure to invest adequately in the Council's asset base may lead to the erosion of those assets and their value. It may also reduce the effectiveness and efficiency of service delivery and furthermore lead to the Council not complying with current health and safety requirements. If the continuation of close budgetary control is not exercised and maintained the Council may operate out with the capital control mechanisms laid down by the Scottish Government in relation to the Prudential Code for the 2010/2011 Non Housing Capital Programme.

5. BACKGROUND/MAIN ISSUES

- 5.1 The financial statement at Appendix 1 outlines the pre-audit year end position, as at 31 March 2011.
- 5.2 The revised programme was £108.454 million, prior to any allowance for project variations and slippage (i.e. the anticipated underspend on the total programme which will "slip" from one year to the next). This committee previously confirmed that funding for the programme should remain at the previously approved level of £69.114 million and instructed officers to proactively manage spend to be within this limit.
- 5.3 To facilitate the process of bringing expenditure to a sustainable position, regular meetings have been held since September 2010 with service representatives to scrutinise spend profiles and agree likely levels of expenditure for each project.
- 5.4 An initial review of the programme identified a minimum required spend level of £80.275 million, some £11.161 million above the funded level. The review process has continued and with significant movements in a number of projects the full year projected spend was £56.966 million. This was £12.148 million below the funded level of £69.114 million.
- 5.5 The Corporate Asset Group has assessed the need for funding to be carried forward into 2011/12 to complete unfinished projects, and this is the subject of a separate report to this committee (EPI/11/169).

- 5.6 The final expenditure recorded for the 2010/11 year end was £63.402 million. This was 111.3% of the Service Determined Projected Spend of £56.966 million, and 91.7% of the funded budget level of £69.114 million.
- 5.7 The final expenditure figures include accrued project retentions of £2.1 million while final construction measurements to 31 March 2011 have also been allowed for. The largest year end variances from previous projections are attributable to the timing of the valuation claims for Marischal College; the year end claim for the 3Rs project; and the repayment of the Police Capital Grant.
- 5.8 In addition to the regular Capital Programme, the Council previously agreed that £15 million of capital receipts held within the Capital Fund be utilised to fund a specific programme of capital works. A balance of £0.532 million was available to spend during 2010/11. It was agreed by Council in February 2010 that no further carry forward of unspent balances will be available after 31 March 2011. The year end position is reflected in Appendix 2 and it should be noted that due to vehicles being ordered but not having been received by the end of the financial year there will be a requirement to carry forward a commitment of £183,000 towards this into 2011/12.

6. IMPACT

- 6.1 Corporate – the capital programme encompasses projects which will link in one or several ways to the Community Plan, Single Outcome Agreement, Corporate and Individual Service Plans and *Vibrant, Dynamic & Forward Looking*.
- 6.2 Public – this report will be of interest to the public as it demonstrates financial performance.

7 BACKGROUND PAPERS

None

8 REPORT AUTHOR DETAILS

Jonathan Belford,
Corporate Accounting Manager
jbelford@aberdeencity.gov.co.uk,
(52)2573

Appendix 1	(Council Feb 10) Approved Budget 2010/2011	Adjustments & Carry Forward from 2009/2010	Revised Budget 2010/2011	Service Determined Projected Spend 2010/2011	Actual Spend at March 2011 *	Variance Actual v Service Determined Projected Spend
	£'000	£'000	£'000	£'000	£'000	£'000
Expenditure						
Corporate Governance	12,720	718	13,438	6,053	5,355	(698)
Education, Culture and Sport	7,524	3,312	10,836	4,922	6,208	1,286
Enterprise, Planning and Infrastructure	62,234	2,847	65,081	36,785	42,899	6,114
Housing and Environment	12,174	4,817	16,991	8,932	8,676	(256)
Social Care and Wellbeing	2,108	0	2,108	274	264	(10)
Expenditure	96,760	11,694	108,454	56,966	63,402	6,436
Add: Prior Year Slippage (100%)	1,915	0	0	0	0	0
Expenditure	98,675	11,694	108,454	56,966	63,402	6,436
Less: Slippage	(29,603)	0	(39,340)	0	0	0
Expenditure	69,072	11,694	69,114	56,966	63,402	6,436
Capital Fund Projects	812	(277)	535	535	146	(389)
Total Expenditure	69,884	11,417	69,649	57,501	63,548	6,047
Funding						
Supported Borrowing	10,321	0	10,321	10,321	10,321	0
Un-supported Borrowing	35,325	0	35,325	41,825	37,297	(4,528)
General Capital Grant	13,286	42	13,328	13,328	13,328	0
Specific Capital Grant	365	0	365	365	365	0
Capital Receipts – Sales	2,775	0	2,775	2,775	1,580	(1,195)
Capital Receipts - Contributions	4,000	0	4,000	500	511	11
Capital Receipts - Sponsorship	3,000	0	3,000	0	0	0
Use of Capital Fund	812	(277)	535	535	146	(389)
Total Income	69,884	(235)	69,649	69,649	63,548	(6,101)
Projected Over/(Under) Spend	0	0	0	(12,148)	0	12,148

*Actual spend to end March 2011 reflects payments made and processed, and accruals for retentions and unpaid valuations

Appendix 2

Projects Funded from the Capital Fund

		Budget £'000	Total Spend to Date £'000	Under / (Over) Spend £'000	Funding Required £'000	Comment
1	ICT Schools	300	300	0	0	Complete
2	ICT Continuous Improvement	700	326	374	0	Removed (per Council Feb 10)
3	Roads Investment	5,000	4,872	128	0	Complete
4	Street Lighting	4,000	4,000	0	0	Complete
5	Repairs and Maintenance – Health & Safety	2,000	488	1,512	0	Removed (per F&R Committee 17/09/09)
6	Improvements to Play Parks	450	450	0	0	Completed in 2010/11
7	Improving DDA Access	375	370	5	0	Complete
8	Improvements to Car parks	250	206	44	0	Complete
9	George Street	575	473	102	0	Removed (per Council Feb 10)
10	Improvements to Public Toilets	250	192	58	0	Removed (per Council Feb 10)
11	Small Environmental Improvements	100	180	(80)	0	Complete
12	ICT investment	200	190	10	0	Removed (per Council Feb 10)
13	CRM investment	550	451	99	0	Complete
14	Investment in Cleaning	250	67	183	183	Originally held pending additional vehicle parking facilities being available; vehicle now ordered.
	Total	15,000	12,565	2,435	183	

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COMMITTEE	Finance and Resources
DATE	17 June 2011
CORPORATE DIRECTORS	Gordon McIntosh
TITLE OF REPORT	Non-Housing Capital Programme 2011/12 – Monitoring Report
REPORT NUMBER	EPI/11/169

1. PURPOSE OF REPORT

To seek approval of the recommended carry forward from 2010/11, advise the Committee of the new monitoring process for the Capital Programme and identify the progress of the plan since April 2011.

2 RECOMMENDATION(S)

It is recommended that the Committee:

- a) Approve the recommended Carry Forward from 2010/11
- b) Note the revised Capital Budget Monitoring Reporting Process; and
- c) Note the current position of the Non-Housing Capital Programme for 2011/12

3. FINANCIAL IMPLICATIONS

The monies required to fund the capital programme are achieved through external borrowing, capital receipts and grant income. The carry forward means the Capital Programme currently exceeds the original budget of £40 million, but officers are confident this can be managed down to the original level during 2011/12. Debt charges within the Council's revenue budget have been set to meet this.

There are no other specific financial implications at this time but as projects progress or indeed fail to progress then financial implications may arise and will be reported at future Committees.

4. OTHER IMPLICATIONS

There are no other implications at this time but as projects progress or indeed fail to progress then other implications may arise and will be reported at future Committees.

5. BACKGROUND/MAIN ISSUES

Introduction

A capital programme of £40 million was approved at the City Council's meeting on 10 February 2011. At that time it was not possible to identify the projects requiring carry forward. The Corporate Asset Group, on behalf of CMT, have now reviewed the 2010/11 programme and have identified those projects. This report outlines the recommended carry forward and in addition will brief the Committee on the new process being implemented for the reporting/monitoring of the programme. The final section of this report will identify the current position, including a revision to the predicted capital spend.

The capital programme for 2010/11 had a target figure of £69m with a pre-audit outturn of £63.402m being achieved.

Carry Forward from 2010/11

As requested at this Committee on 21 April 2011, the Corporate Asset Group has reviewed the requested carry forwards and has subsequently recommended carry forwards totalling £1.418m. The projects and amounts are shown in Appendix A.

Reporting and Monitoring

Commencing in April 2011 the overall responsibility for the monitoring/management of the Capital Programme lies with the Head of Asset Management & Operations. A restructure within the Asset Management Section has seen the appointment of the post of Corporate Asset and Capital Manager within Asset Management, whose staff are responsible for the management of a newly agreed monitoring process.

In addition to this change of responsibility, a new process for monitoring and reporting has been approved. This is shown in Appendix B. Core to the process is the Planning & Monitoring Officer who has a coordinating role between colleagues in Finance and Service Representatives from all the Services. The Process identifies the need for monthly reporting of figures and the identification of any associated issues. This information will, in the first instance, be reported monthly to the Corporate Asset Group, CMT, and then to every Finance & Resources Committee. Detailed information for each Service will also be presented to the appropriate Service Committee.

This process ensures consistency across the Services and addresses the recommendation made in the recent Internal Audit Report for Capital Investment regarding the "Monitoring of Project Status".

It is anticipated that the process will help identify issues as early as possible and help Services manage their budgets effectively. Furthermore corporately there

will be a better understanding of the overall position, allowing officials to ensure that the capital programme is managed in such a way that it remains on budget at all times.

Programme to Date

All projects within the programme and the approved carry forwards from 2010/11 have been profiled for the year. A revision to the Corporate Office Accommodation project profile means that anticipated expenditure for the project has reduced from £12.967m to £12.067m. This was as a result of including release of retention relating to the Marischal College project within the 2011/12 budgets, rather than reporting them as accrued within the 2010/11 financial year, as per audit requirements. In addition £25,000 associated with the Duthie Park Biomass project has been funded through CEEF (Central Energy Efficiency Fund). This gives a combined budget adjustment of £925,000.

This means that the estimated spend for the 2011/12 programme now stands at £39.075m with a recommended carry forward of £1.418m. If approved this gives a revised figure of £40.493m for the year. Officers are confident that at this stage the programme can be contained within the agreed spending limit.

At the Education Culture & Sport Committee of 2 June 2011 it was agreed that funding of £1m would be committed to the 50m Pool project in this financial year. This again will not be additional capital funding but will be managed within the £40m.

In terms of spend to date, as expected, there is little to report, as historically few charges or invoices relating to the new financial year are processed in April. The total expenditure at the end of period 1 (excluding year end accruals for un-invoiced works from 2010/11) was just over £0.116 million which is only a 0.3% spend. There is little that can be gained from interpreting the figures at this time and in addition no project specific issues have been identified that would result any changes to the overall figure.

This report was approved by the Corporate Asset Group at its meeting on 26 May 2011.

6. IMPACT

Corporate – The capital programme encompasses projects which link to the Community Plan, Single Outcome Agreement, Corporate and Individual Service Plans and Vibrant, Dynamic & Forward Looking.

Public – This report will be of interest to the public as it outlines the Council's capital spending as well any delays or issues.


7. BACKGROUND PAPERS


Internal Audit Report 2010/11 – Capital Investment

8. REPORT AUTHOR DETAILS

Alastair Reid

Team Leader – Asset Management

 alareid@aberdeencity.gov.uk

 01224 52(2627)

Appendix A

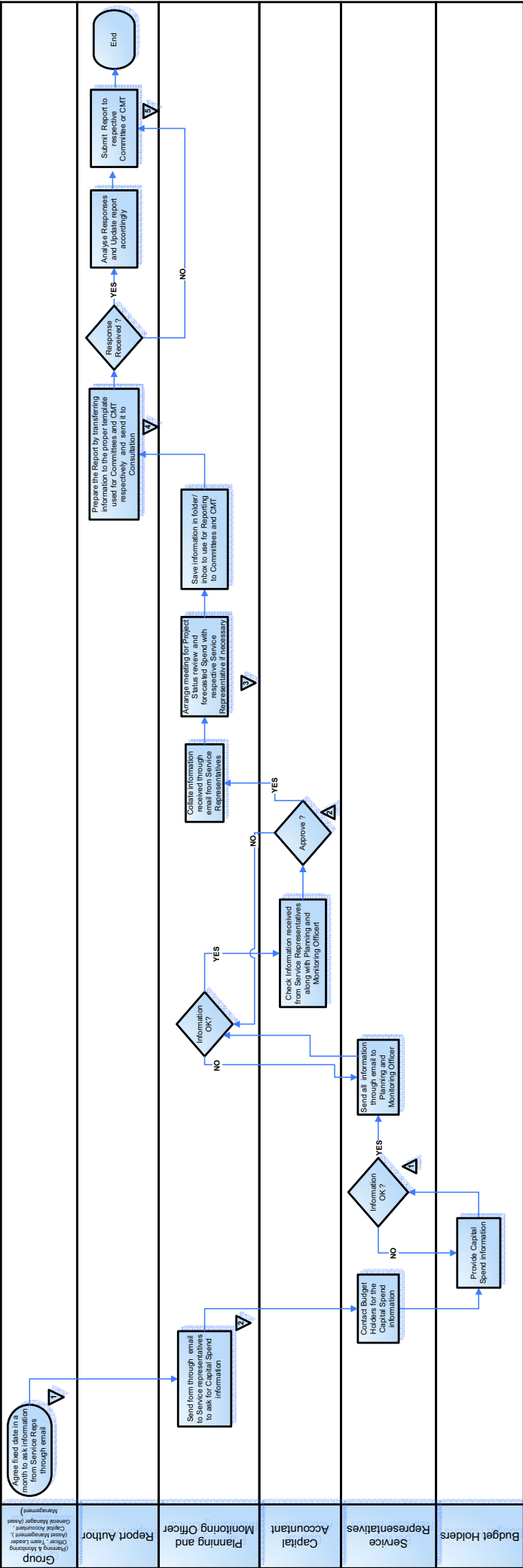
General Services Capital Program 2011 – 12 - Carry forwards & Budget Adjustments

Item no.	Project description	Job Code	Carry forward/Budget Adjustments 11/12	Service
657B	Customer First Programme - Frederick Street	CG54501	£171,000	Corporate Governance
682	Music School Accommodation	CE31315	£5,000	Education, Culture & Sport
742	Outdoor Education Move to Kingswells	CE23826	£6,000	
750	Information Communication Technology Connectivity	CT47602	£105,000	
776	Provision for Children with Complex Needs	CE24501	£316,000	
780	Oldmachar Academy Heating/Ventilation	Various	£2,000	
tbc	Bucksburn / Newhills Proposed Amalgamation	CE24401	£50,000	
587	Access From the North	Various	£150,000	Enterprise, Planning & Infrastructure
778	3R's Furniture, Fittings & Equipment and Other Works	CE06901	£150,000	
244	Duthie Park & Winter Gardens - Cost Net of Heritage Lottery Funding	CA51251	£49,000	Housing & Environment
497	Ness Landfill Restoration	CD14701	£374,000	
775	Clinterty Traveling Persons Site (net of grant)	CH00951	£40,000	
		Total C/F	£1,418,000	
	Corporate Office Accommodation		(£900,000)	
	Duthie Park Biomass		(£25,000)	
		Total B/A	(£925,000)	

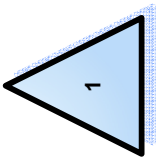
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1.1 Capital Budget Monitoring Reporting Process (TO BE)

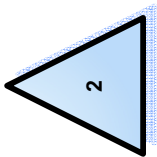
Monthly information related Capital spend and Project status is collected from Service Representatives and analysed by Corporate Asset Management Group along with Capital Accountant



CONTROLS



Service Representatives check Capital Spend information provided by Budget Holders.



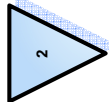
Planning and Monitoring Officer and Capital Accountant checks Capital Spend information provided by Service Representatives

INFORMATION

The Date will be fixed by group and every month on this date information related to Capital Spend will be asked by Planning and Monitoring Officer from Service Representatives through email . The information needs to be provided in the designed form/template by Asset Management team.

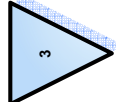


Planning and Monitoring Officer will wait 5 working days for Service Representatives to respond with the information asked by him through email . In mean time Service Representatives will contact Budget Holders for the information.

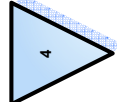


Service Representatives are as follows :
Enterprise ,Planning and Infrastructure : Mike Cheyne
Corporate Governance : Sandra Massey
Housing and Environment : David Leslie
Education ,Culture and Sport : David Wright
Social Care and Well being : Graham Hossack

Meeting will be arranged by Planning and Monitoring Officer within 7 days once he received information from Service Representatives.



Capital Monitoring Reports are as follows :



1. Capital Budget Monitoring Report

Report Author : Planning and Monitoring Officer

Information is transferred into appropriate template which is collected from Service Representatives

2. Capital Plan Progress Report

Report Author :Mike Duncan

Committee :Finance and Resource Committee

Consultation done with following :

A) Convener B) Vice Convener C) Council Leader D) Head of Finance E) Corporate Governance Director F) Head of Asset Management G) Head of Legal and Democratic Services H) Finance Managers

3. CMT Highlight Report

Report Author :Mike Duncan

Consultation done with following :

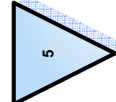
A) Finance Managers B) Service Accounting Manager C) Corporate Governance SMT D) Corporate Accounting Manager

4. Service Committee Reports

Report Author :Mike Duncan

Consultation done with following :

A) Convener B) Vice Convener C) Head of Finance D) Respective SMT E) Head of Service F) G) Head of Legal and Democratic Services H) Service Finance Manager



All the above reports except CMT Highlight report will be submitted by General Manager , Asset Management .CMT Highlight report will be submitted by Head of Finance

OPPORTUNITIES FROM AS IS PROCESS

1. According to the current procedure the information is being asked in various formats from Budget Holders. Also there is no single contact for Budget Holders. Information being asked by Capital Accountant and Finance Managers from Budget Holders. No controls in the Process.
2. No Guidelines regarding Process on Zone for Budget Holders and Service Representatives.
3. Training is essential for the Budget Holders to provide information fit for purpose.
4. No information on Project Status or forecast of Spend is known or provided by Budget Holders

ABERDEEN CITY COUNCIL

COMMITTEE	Finance and Resources
DATE	16 June 2011
DIRECTOR	Stewart Carruth
TITLE OF REPORT	2010/11 Common Good Budget – Monitoring Report Update
REPORT NUMBER:	CG/11/64

1. PURPOSE OF REPORT

The purpose of this report is to

- a) Inform the committee of the near actual income and expenditure status of the Common Good for the year to 31 March 2011.
- b) Provide an indication on the forecast status of the cash balances.

2. RECOMMENDATION(S)

It is recommended that the Committee

- a) Notes the near actual income and expenditure position as at 31 March 2011; and
- b) Notes the estimated cash balances as at 31 March 2011 of £5.9 million based on current forecasts.

3. FINANCIAL IMPLICATIONS

The financial implications are detailed in the report at section 5.

4. OTHER IMPLICATIONS

None.

5. BACKGROUND/MAIN ISSUES

Near Actual Spend to 31 March 2011

- 5.1 The approved budget for the Common Good for 2010/11 is £450k The near actual outturn for the year to 31 March 2011 is (£190k) net which is a favourable movement of £640k when compared to the budget. Further details are given in Appendix 1 to this report.

- 5.2 The item contributing most significantly to the above is a income from Properties and Estates which is £400k over budget. This is due to the completion of lease renewal negotiations on several properties resulting in significant backdated rental payments being received.

Cash Balances

- 5.3 The projected cash balances as at 31 March 2011 is £5.9 million.
- 5.4 The Council has previously agreed an underlying principle that the cash balance should be no less than £4.8 million, after adjusting for the Greenfern Development Site, as at 31 March 2011. This utilises the Consumer Price Index (CPI) as a basis for calculating indicative cash balances to ensure that the value of the Fund is not eroded over time.
- 5.5 As trustee of the Common Good, the Council has a duty to ensure that cash balances are maintained at levels to generate sufficient annual income to fund the expenditure from the Common Good.

6. IMPACT

The management of the Common Good contributes towards the most efficient and effective use of the Council's funds.


It is essential that the value of the Common Good is preserved in such a way that it continues to be able to support the wide range of artistic and other ventures it presently does, in the long term.

7. BACKGROUND PAPERS

None.

9. REPORT AUTHOR DETAILS

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**COMMON GOOD
REVENUE BUDGET 2010/11**

Appendix 1

INCOME AND EXPENDITURE

	BUDGET 2010/11 £'000s	NEAR ACTUAL 2010/11 £'000s
Recurring Expenditure	2,608	2,408
Recurring Income	(2,361)	(2,806)
Budgeted (surplus)/ deficit on recurring items	247	(398)
Non Recurring Expenditure	205	205
Budget Deficit after Non-Recurring Items	452	(193)
Cash Balances as at 1 April	(5,751)	(5,751)
Estimated Cash Balances as at 31 March	(5,299)	(5,944)
Indicative Cash Balance	(5,271)	(5,271)
Adjustment for Greenfern Development Site	471	471
Revised Cash Balance to maintain value using CPI	(4,800)	(4,800)

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ABERDEEN CITY COUNCIL

COMMITTEE:	Finance and Resources
DATE:	16 June 2011
REPORT BY:	Head of Finance
TITLE OF REPORT:	Treasury Management Policy and Strategy
REPORT NUMBER:	CG/11067

1. PURPOSE OF REPORT

To update the Committee on Treasury Management activities undertaken during financial year 2010/11.

2. RECOMMENDATION(S)

It is recommended that the Committee :

- a) Notes the Treasury Management activities undertaken in 2010/11 as detailed; and
- b) Recommends to Council that it notes the Treasury Management activities undertaken in 2010/11.

3. FINANCIAL IMPLICATIONS

Treasury Management activities influence the loans pool interest rates and aims to minimise the cost of borrowing. This directly impacts upon costs chargeable to the Council's revenue budgets through the interest rates that are applied to capital financing costs. Whilst the level of borrowing a Council can undertake is now devolved from the Scottish Government to individual Councils, it will still be constrained by the requirement for capital investment to be affordable, sustainable and prudent. The main test of affordability will be whether the capital financing costs can be contained within the revenue budgets.

4. SERVICE AND COMMUNITY IMPACT

None

5. OTHER IMPLICATIONS

If an active Treasury Management policy is not undertaken and implemented there may be future budgetary implications for the Council through greater than budgeted capital financing costs.

6. REPORT

6.1 Introduction

The Council previously approved Treasury Management policy for 2010/11 to 2012/13 on 17 June 2010. Part of this policy is to report a year-end review to committee on Treasury Management activities undertaken during the financial year 2010/11.

With effect from 1 April 2004, Councils are now required by regulation to have regard to the Prudential Code (the Code) when carrying out their duties under part 7 of the Local Government in Scotland Act 2003.

Historically, the Council's annual programme of capital investment has been funded by Treasury Management activities, such as additional long-term borrowing.

It is a requirement of this Code that Treasury Management is carried out in accordance with good professional practice. The Code requires the Council to comply with CIPFA "Code of Practice for Treasury Management in the Public Services", which this Council does.

This "year-end" review on activities undertaken is also in line with new reporting requirements from the latest update of the CIPFA Code of Practice.

6.2 Treasury Management 2010/11

The following is a summary of the significant Treasury Management activities which were undertaken during 2010/11: -

6.2.1 Loans Pool Rate The Council's average Loans Pool Rate takes account of all loan interest and expenses paid, as well as investment interest received during the financial year.

The Loans Pool Rate for 2010/11 was 4.65%, which can be broken down to 4.62% for interest, and 0.03% for expenses.

This is a reduction from the 2009/10 rate which was 4.83%, a reduction of 0.18% which equates to £957k in interest charges.

6.2.2 Long Term Borrowing

Six new PWLB (Public Works Loans Board) loans totalling £40 million were borrowed at an average rate of 3.42%, in order to finance the Council's capital programmes. These new loans were borrowed over a range of repayment terms, from 3 to 50 years, with the Council's existing debt Maturity Profile in mind.

PWLB Interest Rates As a direct result of the Government Spending Review in October, there was a major change to PWLB public sector lending rates. There was an immediate increase to all PWLB borrowing rates by some 90 basis points. The rationale behind this major change is that HM Treasury will now set the rates at an average of 100 basis points over the relevant gilt price.

This change presented the Council with 2 challenges.

The first of these was to minimise any rise in borrowing costs. During the 2010/11 financial year, this was achieved using a combination of factors - due to the previously undertaken borrowing at relatively low rates, and by reducing the repayment term of new loans. (e.g. borrowing for up to 10 years, rather than 20-50 years).

The second problem was that, as reported last year, the PWLB introduced "penalty rates" which discourages debt rescheduling by Councils. This reduced the Council's ability to make rescheduling savings, as it had in the past. However, the "Spending Review" 90 basis point rise in rates was not similarly reflected in the penalty rates; thereby further reducing opportunities for the Council.

This discourages the use of PWLB loans and forces the Council to look increasingly to other forms of long term borrowing, such as LOBO loans (Lenders Option Borrowers Option) from financial institutions.

6.2.3 Short Term Borrowing

Short-term borrowing rates for periods of up to 1 year continued at relatively low levels. The Council's borrowing strategy during the year was to borrow short-term where possible, to take advantage of these lower rates. After the Spending Review related rise in PWLB rates, short-term borrowing rates also rose slightly, but were still much lower than the comparative PWLB rates. To illustrate this, as at 31st March 2011, the Council had some £70m of Temporary Loans from other Local Authorities, at an average rate of 0.90%. Compared to similar PWLB rates of 1.89%, this represents a savings of £693k in interest costs.

6.2.4 Investments

Over the last few years, the downturn in the global economy has seen many financial institutions removed from the Council's Counterparty list as their credit ratings fell. The list is compiled using credit rating information supplied by the major credit rating agencies to Sector Treasury Services; the Council's appointed Treasury Management advisors.

Reviews of the Council's Counterparty list were undertaken and approved by Committee during the year. This meant reducing the lending periods to certain institutions, and increasing the lending limits and periods for the UK Nationalised Banks, as their stability and profitability returned. This gave the Council some flexibility to maximise returns on short-term cash balances.

As at 31st March 2011, the Council had temporary investments totalling £19.8m at an average rate of 0.74%. These were invested in line with the current Counterparty list to the following institutions -

- Santander £ 6.0m
- Clydesdale Bank £ 6.7m
- Royal Bank of Scotland £ 7.1m

6.2.5 Member Training Session

A Treasury Management workshop was held for members and key officers on 1st February 2011. The purpose of this session was to fully explain Elected Members' and Officers' roles and responsibilities within the Treasury Management environment, and how to maintain effective scrutiny of the Treasury Management framework.

The session was conducted by Sector Treasury Services, and was well received. The latest update of the CIPFA Code of Practice for Treasury Management actively encourages this type of session and it is the intention to hold another of these sessions in the near future.

7. **AUTHORISED SIGNATURE**

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bjenkins@aberdeencity.gov.uk, (52)2551

8. **REPORT AUTHOR DETAILS**

Neil Stewart, Treasury Officer,
nstewart@aberdeencity.gov.uk, (52)2696

9. BACKGROUND PAPERS

CIPFA "Code of Practice for Treasury Management in the Public Services",
Sector Treasury Services "Treasury Management Annual Investment Strategy", Scottish Government "The Investment of Money by Scottish Local Authorities".

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ABERDEEN CITY COUNCIL

COMMITTEE	Finance & Resources
DATE	16 June 2011
DIRECTOR	Annette Bruton
TITLE OF REPORT	Application for Round 1 Funding -Youth Activities Small Grants Fund 2011/12
REPORT NUMBER	ECS/11/041

1. PURPOSE OF REPORT

The report sets out the recommendations made by the Youth Activities Grant Funding Group for the second round of funding for the financial year 2011/12, the closing date for which was 28th April.

2. RECOMMENDATION(S)

- a. consider the summary of applications and ratify the Funding Groups recommendations and
- b. Instruct the Head of Service, Education, Culture and Sport to arrange for distribution of the funds.

3. FINANCIAL IMPLICATIONS

The council approved the Youth Activities Grant Budget for £50,000 from the Common Good Fund for the year 2011/12 at Finance and Resource Committee on 10th February 2011

4. OTHER IMPLICATIONS

None.

5. BACKGROUND/MAIN ISSUES

Representatives from: The Aberdeen City Youth Council, the Vice Convenor of Finance and Resources, the Chair of the Aberdeen Children and Young People's Services Strategic Planning Group or their nominated representatives and one other elected member consider the applications on behalf of the Finance and Resources Committee and are known as the Funding Group. ***No members of the Funding group attended the arranged meeting. Consultation conducted via email regarding deferred applications.***

- b. The closing date for this round of funding was 28 April. The Funding Group were due to consider the applications on 10th May 2011. Subsequent consultation took place via email.
- c. **6** applications were deferred from Round 5 2010/11. It is recommended that **6** of these are funded as the Funding Group have examined and approved them. **16** new applications were received for this round. **It is recommended by Officers that 14 of those are funded.** Appendix 1 holds the detail of applications received and the recommendations made.
- d. The total sum recommended for approval in this round is **£21564.93**. If agreed, there would be a balance of **£28435.07**. As is usual, a folder containing the full original copies of all the applications received will be available in the Members' Library. The Funding Group has also requested that a copy of all reports provided by groups, following the spending of their award, is also made available in the Members Library as and when the reports are available.

6. IMPACT

The report supports priorities of a Vibrant, Dynamic and Forward Looking Aberdeen, and the Council's Partner's commitment to develop integrated services for children and young people. In the policy statement "Vibrant, Dynamic and Forward Looking" the Council sets out its aims to make Aberdeen an even better place to live and work. The Youth Activities Small Grant Funding by promoting the involvement of young people contributes to this aim. It links to the Strengthening Local Democracy Strategy, Getting Involved and Neighbourhood Action Challenges of the Community Plan. It also links to the Community Safety Strategy and the Action Plan for Crime Reduction.

The Youth Activities Small Grants Fund contributes positively to equal opportunities. In particular, clear positive impacts have been identified for the following groups: young people in general; young people with disabilities both in terms of the impact of the activities funded and in terms of involving young disabled people; (there is a requirement under the Disability Equality Duty to encourage participation by people with disabilities in public life); young Gypsy/Travellers; and Lesbian, Gay and Bisexual young people.

The Youth Activities Small Grant Funding offers young people opportunities to contribute to the life of the city and to their communities. Young people receiving funding are likely to benefit in terms of experience, confidence and skills, and therefore contribute to Single Outcome Agreement 4.

The Youth Activities Grants funding group is made up of both Elected Members and Youth Council representatives. The group make recommendations for funding, which affect the delivery of groups and activities for young people in Aberdeen. On this

occasion, non attendance at the Funding Group has resulted in Officers making recommendations for distribution of the funding.

7. BACKGROUND PAPERS

Appendix 1 – shows the detail of received applications and recommendations being made to committee regarding funding.

8. REPORT AUTHOR DETAILS

Madelene MacSween
Dialogue Youth Information Service Manager
01224 538003
mmacsween@aberdeencity.gov.uk

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Youth Activities Small Grants 2011/2012							Appendix 1	
Round 1 - Closing date 28 April 2011								
Group Name & No.	Summary of Application	Amount Requested	Decision & Comment	Amount Awarded	Payment Details	Report Due	Report Received	
YAG010/55 African Women's Group	Funding requested to purchase equipment to set up a film making group. Deferred from last round because of insufficient funding and also to get clarification on numbers and ages of group.	£1,500.00	Fully fund.	£1,500.00				
YAG010/56 21st Aberdeen (Cults) Scout Group	Funding requested towards costs of return trip to Gomel, Belarus to help develop English teaching methods. Deferred from last round because of insufficient funding.	£350.00	Fully fund.	£350.00				
YAG010/57 Granite City School of Darts	Funding requested for travel, entry fees, new boards and shirts etc. for young people to take part in competitions in other areas of Scotland. Deferred from last round because of insufficient funding.	£1,485.00	Fully fund.	£1,485.00				
YAG010/60 Oldmachar Vikings Visit Orkney	Funding requested for cultural / historical trip to Orkney Isles. Deferred from last round because of insufficient funding.	£825.00	Fully fund.	£825.00				
YAG010/63 Granite City Explorer Scout Unit	Funding requested towards costs of return trip to Poland to help local communities improve their English and interact with Poland culture. Deferred from last round because of insufficient funding.	£1,500.00	Fully fund.	£1,500.00				

YAG010/64 The Scottish Romanian Society	Funding requested towards the costs of having a celebration of International Children's Day in Aberdeen. Deferred from last round because of insufficient funding.	£1,375.00	Fully fund.	£1,375.00			
YAG11/01 Cults Bowling Club - Junior Section	Funding requested for equipment to start-up a Junior Bowling Club.	£1,096.93	Officers recommend fully funding, on the basis that no YAGs group members attended the funding meeting.	£1,096.93			
YAG11/02 Foyer Lifeskills	Funding requested towards the costs and equipment for group to compose their own lyrics, mix, record and design their own CD.	£950.00	Officers recommend fully funding, on the basis that no YAGs group members attended the funding meeting.	£950.00			
YAG11/03 3rd Aberdeen Girls' Brigade	Funding requested towards the costs for 3 girls to attend a National Residential Leadership Training Course.	£240.00	Officers recommend fully funding, on the basis that no YAGs group members attended the funding meeting.	£240.00			
YAG11/04 Girlguiding Aberdeen - Holland Trip	Funding requested towards the costs of attending a ten day International camp in Haarlem, The Netherlands.	£1,500.00	Officers recommend fully funding, on the basis that no YAGs group members attended the funding meeting.	£1,500.00			
YAG11/05 Castlegate Seniors	Funding requested towards the costs to stage a production of 'The Revenge of Sherlock Holmes'.	£1,500.00	Officers recommend fully funding, on the basis that no YAGs group members attended the funding meeting.	£1,500.00			

YAG11/06 Deeside Explorer Scout Unit	Funding requested towards the costs for 5 Deeside Explorer's to take part in a 2 week cross country hike across Poland.	£1,458.00	Officers recommend fully funding, on the basis that no YAGs group members attended the funding meeting.	£1,458.00			
YAG11/07 Shmu Cab	Funding requested to provide a treat for young people after 8 week course.	£400.00	Officers recommend no funding be allocated.	£0.00			
YAG11/08 Girls Allowed	Funding requested to enable the girls to take part in the Braemar Highland Safari whilst away on a two day residential in Braemar.	£375.00	Officers recommend fully funding, on the basis that no YAGs group members attended the funding meeting.	£375.00			
YAG11/09 Guarana	Funding requested for costs of travel, accommodation etc. for trip to Luton Samba Drumming Workshop weekend.	£1,500.00	Officers recommend fully funding, on the basis that no YAGs group members attended the funding meeting.	£1,500.00			
YAG11/10 Youth Outreach Bus	Funding requested for the purchase of games and films for the Youth Outreach Bus.	£600.00	Officers recommend fully funding, on the basis that no YAGs group members attended the funding meeting.	£600.00			
YAG11/11 Granite City Explorer Scout Unit	Funding requested for the group to take a trip to London to visit 2 major Scout locations.	£1,500.00	Group have withdrawn their application.	£1,500.00			
YAG11/12 Stoneywood Scout Group	Funding requested towards costs of a stay at a residential activity centre.	£1,500.00	Officers recommend fully funding, on the basis that no YAGs group members attended the funding meeting.	£1,500.00			

ABERDEEN CITY COUNCIL

COMMITTEE	Finance and Resources
DATE	14 th June 2011
DIRECTOR	Gordon McIntosh
TITLE OF REPORT	City Composting Project Funding
REPORT NUMBER:	EPI/11/157

1. PURPOSE OF REPORT

The purpose of this report is to request retrospective funding for the second year of the city composting project managed by Aberdeen Forward.

2. RECOMMENDATION(S)

It is recommended that the Committee approve funding for the Aberdeen Forward City Composting Project for the 2010/2011 financial year based on the information provided in this report.

3. FINANCIAL IMPLICATIONS

The funding requested by Aberdeen Forward is £7500. This funding is additional to the budget set by the planning and sustainable development service for the 2010/2011 financial year. Funds are available to cover this cost within the service's environmental policy team budget. The project received Council funding for the 2009/2010 year.

4. OTHER IMPLICATIONS

This project has assisted the Council in reducing the amount of waste sent to Landfill from the Council's Allotment sites. The total amount of landfill diverted from landfill over the life of the project was 141 tonnes. This is equivalent to £7,840 of savings to the Council in terms of landfill tax.

5. BACKGROUND/MAIN ISSUES

Aberdeen Forward is an environmental charity working in the field of sustainable development. Over the past six years the company has developed from a landfill tax charity into an emerging social enterprise with a portfolio of completed and ongoing projects. The company

supports and develops projects with partner organisations from the private and public sector and the local community in Aberdeen.

Aberdeen Forward successfully applied for £49,746 of funding from INCREASE III for the City Composting project in April 2009. The project aimed to divert 150 per annum of green waste from landfill in over nine allotment and community sites.

The INCREASE III programme aims to help not-for-profit, community based organisations develop projects that will increase the reduction, reuse, recycling and composting of waste in line with the move towards a Zero Waste Scotland.

The application outlined that the Council would fund the project for two years. This was a condition of the application being approved. The Council approved £7500 of funding for the 2009/2010 year. Aberdeen Forward expected further funding for the 2010/2011 year however this funding was not agreed within the service budget. This report seeks retrospective funding for the 2001/2011 year.

Since April 2009, the city composting project has run across five community gardens, allotments and housing developments in Aberdeen City. The project has coordinated the physical work involved in establishing and managing composting bays and bins with each site. It has also increased awareness and promotes the benefits of composting to users of each site.

The project aims to ensure composting at each site continues after the project has finished. The achievements of the project against its objectives are outlined in the table below:

Date	Landfill Diverted (tonnes)	Volunteers Involved	Volunteer Hours
October/ November 2009	25	1	14
December 2009/ January 2010	41	2	10
August/ September 2010	25	0	0
October/November 2010	25	0	0
December 2010 /January 2011	25	0	0
Total	141	3	24

Throughout 2010 the Community Service Order team worked at the community composting site and assisted on the project. Over 50 hours were contributed to the project by the team.

Aberdeen Forward is a small environmental organisation. The additional project funding is required to meet the INCREASE III funding application obligations. Aberdeen Forward understood that Council funding had been approved for two years (given the Council's approval of the Increase III application). This money has been spent by the project and therefore any failure to approve the retrospective funding will leave Aberdeen Forward in deficit.

6. IMPACT

Aberdeen Forward is an important partner in delivering key Council environmental and waste strategies. They are a key funding body for communities but also have the ability to deliver city wide strategic and partner projects.

Aberdeen Forward assists the Council to deliver the Single Outcome Agreement requirements “We reduce the local and global environmental impact of our consumption and production” and “we value and enjoy our built and natural environment and protect it and enhance it for future generations”.

7. BACKGROUND PAPERS

Aberdeen Forward’s INCREASE III Funding Application

9. REPORT AUTHOR DETAILS

Andrew Win
Senior Sustainable Development Officer
andrewwin@aberdeencity.gov.uk
01224 523378

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INCREASE PROGRAMME
OUTLINE PROPOSAL FORM
FOR
INCREASE Prevention

The INCREASE III Programme is funded by the Scottish Government and is being administered by WRAP. Development Support for funding applications and post-application support is being delivered by the CRNS.

Disclaimer: The submission of this document and any subsequent approval of eligibility does not guarantee that any Proposal Plan submitted at the next stage will be approved.

Prior to the submission of this Proposal all applicants must speak with a Community Recycling Network for Scotland (CRNS) Regional Development Officer regarding their application:

West of Scotland (Glasgow & Clyde Valley, Ayrshire, Dumfries & Galloway, and Argyll & Bute):

Sam Moir:

m: 07909 911 466

e: sam@crns.org.uk

Highlands and Islands (Orkney & Shetland, Western Isles, Highlands, Aberdeenshire and Moray):

David Bryan:

m: 07887 758 012

e: david@crns.org.uk

East of Scotland (Aberdeen City, Tayside, Fife, Lothian & Borders and Forth Valley):

Emma Margrett:

m: 07887 758 212

e: emma@crns.org.uk

Section 1: About your organisation:**1.0: Organisation Name:**

What is the legal name of your organisation (as shown in your governing document, constitution, set of rules, trust deed, memorandum and articles of association)?

If your organisation is known by another name, please put this in brackets after the legal name of your organisation.

Organisation Name	ABERDEEN FORWARD LTD
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Organisation Address:

What is the registered address of your organisation?

Address	TOWN HOUSE, BROAD STREET. AB10 1AQ
Postcode	
Phone Number 1	07815 087227
Phone Number 2	
Fax Number	
E-mail Address	LYNN@ABZFORWARD.PLUS.COM
Web Address	

Number of people currently employed by the organisation:

Full Time	6	Part Time	3	Voluntary		Trainee / Placement	
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Parent Organisation:

If you are part of a larger organisation, please tell us who they are, as they may have some legal responsibility should you be successful in your application.

If required, have you requested and received the consent of the above organisation to apply to this Programme?

Received		Not Received		Not Required	
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Main Contact Details:

The details below should relate to the person (s) in your organisation who will be the main contact (s) for your project.

Name of contact	LYNN SMITH
Title	MRS
First Name	LYNN
Surname	SMITH
Position or job title	MANAGER
Any particular communication needs that your main contact requires?	

Address for correspondence:

Address	UNIT 7 FARBRURN INDUSTRIAL ESTATE, WELLHEADS ROAD, DYCE, ABERDEEN
Postcode	AB21 7HG
Phone number 1	01224 774171
Phone number 2	01224 774177
Fax number	01224 774177
E-mail address	LYNN@ABZFORWARD.PLUS.COM
Web address	WWW.ABERDEENFORWARD.ORG

If the address for correspondence is different from the organisation's registered address please state why here:

REGISTERED ADDRESS REQUIRED BEFORE ABERDEEN FORWARD HAD PREMISES SO AS COMPANY SECRETARY ABERDEEN CITY COUNCIL PROVIDED ONE

1.1 Organisation type:

What is the legal status of your organisation? For example Company Ltd by Guarantee, Community Interest Company, Charity etc.

Note: Your organisation must be non-profit distributing in order to be eligible. Please see Guidance Notes for clarification on eligibility and the definition of a community waste sector organisation.

Send your governing documentation with this form (for example constitution, set of rules, trust deed, or memorandum and articles of association).

Organisation Type	CHARITY AND COMPANY LIMITED BY GUARANTEE
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1.2 Reference or registration numbers:

Does your organisation have a charity, company or other reference or registration number? If so, please add below.

Charity Number	SC 034866
Company Number	200999 (SCOTLAND)
Other (Please specify)	

1.3 Are you VAT registered?

If yes, please give your VAT registration number here and ensure that costs given in your full application are adjusted to exclude VAT.

VAT Registration Number	
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1.4 Your organisation's aims:

Please describe the mission, values, objectives and aims of your organisation.

<p>Aberdeen Forward is an environmental charity working in the field of sustainable development. Aberdeen Forward supports and develops projects with partner organisations from the private and public sector and the local community. Projects may cover any aspect of sustainable development and as such are likely to cover such areas as sustainable waste management, energy conservation, wildlife gardening or the development of urban amenities. Aberdeen Forward's role in these projects will include some or all of the following, project planning, fund raising and project management.</p> <p>Aberdeen Forward endeavours to respond to the ever-developing environmental situation, both locally and nationally, and to meet the needs of all its partners. Our areas of work are therefore fluid and organic all the while maintaining a strong focus on local priorities.</p>

1.5 Your organisation's bank account:

All organisations making applications to the INCREASE III Programme must have a bank or building society account in the name of the organisation as shown in your governing document at the time of submission of this document. This bank account must be held within the UK.

Do you meet this requirement?	Yes			
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1.6 Your organisation's accounts:

All organisations making applications to the INCREASE III Programme must produce annual accounts. If you have been operational for less than twelve months you will need to produce an estimate of your first year's income and expenditure. You will need to submit this information at the time of submission of this document.

Do you meet this requirement?	Yes			
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1.7 Your current financial position:

Annual Turnover	294499
Grant Income	258330
Trading Income	36169
Mix of both (please give % breakdown)	12% trading income and 88% grant income (including landfill tax from distribution to community projects)

Section 2: About your Proposal:

2.0 Project name:

What is the name of your project? (In no more than ten words)

ABERDEEN CITY COMMUNITY COMPOSTING

2.1 Have you contacted your Regional CRNS Development Officer to discuss your proposal?

If you have not contacted your Regional CRNS Development Officer your application will be re-directed to the relevant Officer. You will receive a phone call to discuss your Proposal, after which you may submit your Outline Proposal document again.

Yes			
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2.2 Proposal summary including Programme outcomes:

Please describe your Proposal in no more than 500 words:

<p>THE CITY COMMUNITY COMPOSTING PROJECT RUNS ACROSS 9 SITES IN ABERDEEN CITY AND PROMOTES SUSTAINABLE WASTE MANAGEMENT PROCESSES COMBINED WITH SUSTAINABLE FOOD PRODUCTION. LOCATED AT A VARIETY OF COMMUNITY GARDENS, ALLOTMENTS AND HOUSING DEVELOPMENTS IN ABERDEEN, A PROJECT OFFICER COORDINATES RESIDENT AND VOLUNTEER ACTIVITY AT THE SITES. AS WELL AS COORDINATING THE PHYSICAL WORK INVOLVED IN TURNING AND SIEVING THE COMPOST THE PROJECT OFFICER IS RESPONSIBLE FOR PROMOTING THE BENEFITS OF COMPOSTING AND HOLDS A SERIES OF ACTIVITIES AT THE SITES THROUGHOUT THE YEAR. ALLOTMENT HOLDERS AND RESIDENTS PROVIDE THE GREEN WASTE WHICH IS SHREDDED (WHERE NECESSARY) AND STORED IN BAYS OR BINS. THEY ARE THEN ENCOURAGED TO VOLUNTEER THEIR TIME IN TURNING THE COMPOST, THEIR EFFORTS ARE SUPPLEMENTED BY THE PROJECT OFFICER LEADING A VOLUNTARY 'GREEN TEAM' OF VOLUNTEERS. THE GREEN WASTE IS TURNED ON A REGULAR BASIS AND THEN SIEVED, MATURED AND MADE AVAILABLE TO ALLOTMENT HOLDERS AND RESIDENTS FOR THEIR OWN PURPOSES. THE EFFORTS OF ALL CONCERNED ARE REWARDED ON A REGULAR BASIS WITH A SERIES OF SOCIAL EVENTS GEARED TO ENCOURAGE INTEREST IN THE COMPOSTING PROJECT WHILE PROVIDING REAL BENEFIT TO ALL CONCERNED.</p>

THIS TAKES THE FORM OF TALKS FROM RELEVANT PARTIES ON PERMICULTURE, ORGANIC GROWING, COMPOSTING ETC. THERE IS ALSO PLENTY OF OPPORTUNITY TO ALLOW FOR INFORMATION SHARING ON AN INFORMAL BASIS AND LOCAL RESIDENTS ARE ENCOURAGED TO ATTEND OPEN DAYS TO LEARN MORE ABOUT SUSTAINABLE WASTE MANAGEMENT AND FOOD PRODUCTION.

THIS WORK IS CARRIED OUT IN PARTNERSHIP WITH THE CITY COUNCIL'S SUSTAINABLE DEVELOPMENT TEAM AND THE WASTE TEAM. WE ALSO WORK WITH COMMUNITY SERVICE PLACEMENT TEAM ON THE VOLUNTEERING ELEMENT OF THE PROJECT.

THE FUNDING WOULD ENABLE ABERDEEN FORWARD TO PRODUCE AN EXIT STRATEGY FOR THE PROJECT AND WORK TOWARDS EACH SITE BECOMING SELF SUSTAINING. ORIGINALLY THERE HAD BEEN PLANS TO WORK WITH THE CITY COUNCIL TO FUND AN ALLOTMENT OFFICER BUT GIVEN ABERDEEN'S SEVERE FINANCIAL SITUATION THIS IS NO LONGER POSSIBLE.

150 TONNES OF WASTE IS DIVERTED FROM LANDFILL EACH YEAR THROUGH THE PROJECT AND 5 VOLUNTEER PLACEMENTS. THE VOLUNTEER PLACEMENTS INVOLVEMENT EQUATES TO APPROXIMATELY 200 HOURS PER YEAR AND THEY WORK TURNING THE COMPOST BAYS AND SIEVING THE MATERIAL.

Programme outcomes:

Please describe the planned outcome of your project against the following criteria. For weighting please see the Outline Proposal Guidance Notes.

Criteria	Outcomes of your project indicating over what period these are to be achieved
Tonnes diverted from landfill	150 PER ANNUM TOTAL OF 300 TONNES FROM 1 APRIL 2009 AND 2011
Testing or application of an innovative approach or project	DEVELOPMENT OF AN EXIT STRATEGY TO BRING ABOUT SUSTAINABLE WASTE MANAGEMENT IN THE CITY COMPOSTING SITES. COMBINING FOOD PRODUCTION WITH WASTE MANAGEMENT.
Social inclusion	RETENTION OF ONE JOB AND 5 VOLUNTEER POSTS TOTALLY APPROXIMATELY 200 VOLUNTEERING HOURS PER ANNUM
Financial sustainability	THE PROJECT WILL WORK TOWARDS A SUSTAINABLE FUTURE FOR THE SITES THROUGHOUT THE FUNDING PERIOD
Behavioural change	BRINGING ABOUT COMMUNITY COMPOSTING AT SITES. ENCOURAGING SHARING OF RESOURCES AND PROMOTING WIDER SUSTAINABLE WASTE MANAGEMENT
Integration with related/complementary services	LINKS WITH MASTER COMPOSTER PROGRAMME AS SITES ARE USED FOR TRAINING. PARTNERSHIP WITH MANOR AVENUE COMMUNITY GARDEN. JOINT WORKING AND RESOURCE SHARING WITH WASTE AWARE PROMOTIONS IN THE CITY AND SUSTANABLE FOOD PRODUCTION PROJECTS IE CFINE

2.3 Project start and end dates (dd/mm/yyyy):

Start Date	1 APRIL 2009	End Date	31 MARCH 2011
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Further Information:

2.4 Total Proposal costs:

(Please provide TOTAL Proposal costs over the course of the Proposal lifetime)

Year 1 (2008-9)	Year 2 (2009-10)	Year 3 (2010-11)	Total
	£24,652.00	£25,094.26	£49,746.26

How much funding from INCREASE III do you require over the course of the Proposal?

Year 1 (2008-9)	Year 2 (2009-10)	Year 3 (2010-11)	Total
	£17,152	£17,594.26	£34,746.26

Please list below other expected sources of income for your Proposal:

Source	2008 - 2009	2009 - 2010	2010 - 2011
ABERDEEN CITY COUNCIL		7,500	7,500

Section 2.5: Please describe previous INCREASE Programme (2004 - 2008) applications detailing the amount of award, project name and brief description of achievement (or not) of stated outcomes / targets.

Project Name	Amount of Award	Description of stated outcomes / targets and indication of success / progress
Grampian Real Nappy Project	130,430	Increase awareness of real nappy use in Grampian
Aberdeenshire Community Composting	29,995	Develop a community composting network in Aberdeenshire. Now running in 6 communities and funded by the council.
Green Team	17,930	Develop volunteering and placement opportunities in Aberdeen City's community composting programme.
Creative Waste Exchange	115,293	Set up a Creative Waste Exchange to divert materials from landfill and encourage people to view waste as a valuable resource.

Section 3: State Aid

Declaration

INCREASE funding is only available to projects that are not covered by the provisions of State Aid legislation. If your organisation receives funds through INCREASE and it is subsequently decided that this is in contravention of State Aid rules, your organisation may be required to repay the funds received.

Please tick this box to confirm that you have read and understood the guidance notes on State Aid:

One of the criteria is that funding received must not distort, or have the potential to distort, competition (for example, if a potential customer did not use your goods or services, could they buy an alternative from elsewhere?) Please tick this box if you can confirm that there is no commercial competition for the service that will be provided through this project:

A further test is that the activity funded must not affect trade between EU member states. Please describe the geographical location in which the service will be provided.

Please tick this box if you can confirm that the product or service could not be traded between EU member states and no non-UK EU-owned businesses offer similar goods or services in your location:

Please give details of any public funding received by your organisation in the past three years:

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I declare that the information in this application is complete and accurate:

Signature of Responsible Person:

Date:

Section 4: Data Protection Act 1998:

While we will accept all other information electronically, you must provide an original signature on your completed Outline Proposal. Please send e-mail and hard copies.

We will use the information you give us on the Outline Proposal during assessment and for the life of any grant we award you to administer and analyse grants and for our own research. We may give copies of this information to individuals and organisations we consult when assessing applications, when monitoring grants and evaluating the way our funding programmes work and the effect they have. These organisations may include accountants, external evaluators and other organisations or groups involved in delivering the project. We may also share information with government departments, organisations providing matched funding and other organisations and individuals with a legitimate interest in INCREASE applications and grants, or for the prevention or detection of fraud.

We recognise the need to maintain the confidentiality of vulnerable groups and their details will not be made public in any way, except as required by law.

Section 5: Freedom of Information (Scotland) Act 2002:

The Freedom of Information (Scotland) Act 2002 introduced important new rights to access information held by public authorities, including the Scottish Government. The Scottish Government is committed to publishing information proactively where possible. In relation to INCREASE III, for example, the Scottish Government, the CRNS and WRAP would intend to publish information on grants awarded and the purpose for which they were awarded. However, the Scottish Government also recognises the need for commercial confidentiality, as does the Act itself. Section 33(1)(b) of the Act lays down that “information is exempt information if..... its disclosure under this Act would, or would be likely to, prejudice substantially the commercial interest of any person”.

So, when publishing information relating to INCREASE III, the Scottish Government, CRNS and WRAP will take account of both freedom of information requirements and commercial confidentiality.

Section 6: Declaration

Your signature on this form confirms that you understand our obligations under the Data Protection and the Freedom of Information (Scotland) Act 2002, and that you accept that as long as our actions conform to the relevant law we will not be liable for any loss or damage that you suffer as a result of us fulfilling our obligations.

I declare that the information I have given on this form is correct and complete:

Date	26/8/08
Signature of Responsible Person	
Name (BLOCK CAPITALS)	LYNN SMITH
Position in organisation	MANAGER
Date	
Second signature of Responsible Person (Chairperson or Treasurer)	
Name (BLOCK CAPITALS)	
Position in organisation	

Section 7: Checklist

Applications will not be eligible if any of the information requested below is not received at the time of submission.

Document

Governing documentation (constitution, trust deed, memorandum of articles and association etc.)

Documents showing organisational status

Most recent Annual Review (if applicable).

Audited accounts for previous year.

Estimated income and expenditure information for first year of operations if trading for less than one year.

Enclosed (please tick)

Please submit a signed hard copy and e-mail version of the Outline Proposal and all supporting information to the following addresses:

Please e-mail or post all documentation to the following address:

increase@crns.org.uk

CRNS
Suite 27
Stirling Business Centre
Wellgreen Place
Stirling
FK8 2DZ

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ABERDEEN CITY COUNCIL

COMMITTEE	Finance and Resources
DATE	17 June 2011
DIRECTOR	Stewart Carruth
TITLE OF REPORT	Marriage & Civil Partnership Fees
REPORT NUMBER:	CG/11/076

1. PURPOSE OF REPORT

This report outlines the proposals for an increase to the Marriage and Civil Partnership fees.

2. RECOMMENDATION(S)

It is recommended that the Committee agree to the revised Schedule of fees contained in the Appendix to this report commencing 1st August 2011.

3. FINANCIAL IMPLICATIONS

The proposals will generate more income to the Council. However, it should be noted that there has been a gradual decrease in the number of ceremonies being performed.

4. OTHER IMPLICATIONS

Property Implications

Arrangements will require to be put in place for the use of and access to the Grant Room in Marischal College. Ongoing discussions are taking place between the Chief Registrar and Facilities Management.

5. BACKGROUND/MAIN ISSUES

- 5.1 Marriage and Civil Partnership ceremonies are currently conducted by the Registrars Service at the Upper Kirkgate office and the Town House following the closure of the area offices at Bucksburn and Peterculter. The Service moves to Marischal College in June and ceremonies will now be conducted in the Grant Room of the College. The facility will be available Monday to Saturday for ceremonies. It is proposed that the Ceremony fee for the Grant Room on a Saturday be a flat rate of £350 irrespective of the number of guests (maximum 54). The fee will vary for ceremonies on weekdays dependant on the number of guests (see appendix).

- 5.2 It is also proposed to increase the fees for ceremonies in the Town House and in approved Licensed premises. The current pricing structure was approved by the Policy & Resources Committee in 1998. It is notable that despite no increase in fees over the period until now, that our pricing structure is still comparable to the prices charged by Glasgow, Edinburgh and Dundee for the use of similar premises. The proposed fee structure is contained in the appendix and will now be reviewed on an annual basis.
- 5.3 Members should note that the basic fee of £125 is a statutory requirement and that the Council must provide a facility for ceremonies for a minimum number of guests. This fee is set by the Registrar General.
- 5.4 In the financial year 2010/2011 the number of ceremonies conducted were as follows:-
- a) the Upper Kirkgate Office: 214
 - b) the Town House: 90
 - c) Approved places: 91
- 5.5 The increase in fees reflects the improved facility and the fact that there has been no increase since 1998.
6. IMPACT
- 6.1 Public – This report will be of interest to the public, as the recommendation will impact on the cost of the service to be delivered.
7. BACKGROUND PAPERS
- None.
8. REPORT AUTHOR DETAILS

Dennis Stuart, Chief Registrar
Telephone: 01224 522332
E-mail: dstuart@aberdeencity.gov.uk

CURRENT MARRIAGE AND CIVIL PARTNERSHIP FEES**WITHIN ST NICHOLAS HOUSE (UPPER KIRKGATE OFFICE)****Monday – Friday**

Private Ceremony (8 people in total)	£125
Suite Ceremony (24 people in total)	£150

Saturday

Private Ceremony (8 people in total)	£181
Suite Ceremony (24 people in total)	£206

PROPOSED CHANGE OF FEES FROM 1st AUGUST (all within Grant Room, Marischal College)**Monday – Friday**

Private Ceremony (4 people in total)	£125
Ceremony (10 people in total)	£175
Ceremony (54 people in total)	£250

Saturday

Ceremony (up to a maximum of 54 people)	£350
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CURRENT MARRIAGE AND CIVIL PARTNERSHIP FEES

WITHIN TOWN HOUSE ABERDEEN

Friday only

Private Ceremony (8 people in total)	£198
Ceremony (up to a maximum of room used)	£283

Saturday

St Nicholas Room only (up to 60 people)	£373
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PROPOSED CHANGE OF FEES FROM 1st AUGUST

Friday only

Private Ceremony (8 people in total)	£200
Ceremony (up to a maximum of room used)	£300

Saturday

St Nicholas Room only (up to 60 people)	£400
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CURRENT MARRIAGE AND CIVIL PARTNERSHIP FEES

WITHIN APPROVED LICENCED PREMISES

Monday – Friday	£366
Saturday	£426
Sunday	£531.50

PROPOSED CHANGE OF FEES FROM 1st AUGUST

Monday – Friday	£370
Saturday	£450
Sunday	£550

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ABERDEEN CITY COUNCIL

COMMITTEE Finance and Resources
DATE 16 June 2011
DIRECTOR Stewart Carruth
TITLE OF REPORT Policies Update Report
REPORT NUMBER: CG/11/073

1. PURPOSE OF REPORT

This report proposes the introduction of a replacement procedure and a new Paternity Leave Scheme to replace the existing one.

Retirement Policy and Procedure (Appendix 1)

It is proposed to introduce a retirement policy and procedure to replace the current Age Neutral Policy. This is in light of a change in legislation concerning the removal of the default retirement age and the introduction of ACAS guidance on working without the default retirement age.

Paternity Leave Scheme (Appendix 2)

It is proposed to introduce a new Paternity Leave Scheme to replace the existing Scheme to reflect a change in legislation - the introduction of the Additional Paternity Leave Regulations 2010 and the Additional Paternity Leave (Adoption from Overseas) Regulations 2010.

2. RECOMMENDATION(S)

The Committee is requested to:

- a) Approve the introduction of a retirement policy and procedure to replace the current Age Neutral Policy
- b) Approve the introduction of a new Paternity Leave Scheme to replace the existing scheme.

3. FINANCIAL IMPLICATIONS

There are financial implications with regard to the Paternity Leave Scheme. The employer can claim back 92% of the cost of any additional statutory paternity pay paid to an employee from the Government. Therefore, if the post is covered on a fixed term basis in the employee's absence, the cost would comprise 8% of any additional statutory paternity pay paid. If the post were

not covered (or partially covered through overtime working) then there would be a monetary saving for the Council, although a likely reduction in efficiency.

There are no financial implications in relation to the introduction of the Retirement Policy and Procedure.

4. OTHER IMPLICATIONS

It would be necessary to inform managers of the new Retirement policy and procedure to ensure compliance with the revised arrangements.

Paternity Leave Scheme

As additional paternity leave and pay is a statutory provision, the Council is required to implement the Regulations. The duration of additional paternity leave can be for up to 26 weeks. Therefore, it may be necessary for services to cover an employee's post whilst they are on additional paternity leave.

It would be necessary to communicate the existence of the additional paternity leave provision around the organisation to raise awareness of the provision and to ensure compliance with the new arrangements.

5. BACKGROUND/MAIN ISSUES

Retirement Policy and Procedure

Current Situation in the Council

The Council took the decision in 2003 to abolish the retirement age and introduced the 'Age Neutral Policy' which effectively provided a flexible retirement age. This gave employees the option to extend their employment beyond the 'normal' retirement age of 65 and be issued with a variation of contract to confirm the extension to their employment to a date the employee wished to retire on. A meeting was held with the employee one year in advance of their 65th birthday to discuss their intentions regarding retirement. Where an employee wished to retire, arrangements were put in place for that to occur. Where the employee wished to work on beyond 65, this was confirmed through a contract extension to the chosen date.

The purpose of the policy was to demonstrate that the Council had a positive approach to older people, valuing ability rather than age, consistent with the commitment to equality and diversity.

Change in Legislation and ACAS guidance

The law prior to 6 April 2011 allowed employers to retire employees at age 65. This was known as the Default Retirement Age (DRA) and was the same for men and women. Employees had the legal right to ask their employer to work past this date of retirement and the employer had to consider the request but were not required to agree to it.

The change in law is the phasing out of the DRA over the period from 6 April 2011 to 1 October 2011. Under the arrangements for abolishing the DRA, employers can only make employees retire using the DRA procedure if they have been notified of their retirement date before 6 April 2011 and reached the DRA of 65 by 30 September 2011. From 6 April 2011 employers will not be able to issue any notifications for compulsory retirement using the DRA procedure.

By abolishing the DRA, which fully occurs on 1 October 2011, this will mean that in most cases employees will be able to choose when to retire. After this date employers will not be able to use the DRA to compulsorily retire employees.

If an employer wishes to specify a retirement age from 1 October 2011 onwards, they will have to be able to demonstrate that this is 'objectively justified', however, the Government expects this to apply only in limited cases where retirements are an essential part of succession planning or necessary for health and safety reasons. 'Objective justification' would require a legitimate aim and appropriate evidence to demonstrate the means of achieving the aim was proportionate. If employers retain a retirement age they cannot justify, they risk claims for unfair dismissal and age discrimination.

An ACAS guide has been issued. It advocates a performance management approach and recommends having regular conversations, called 'work place discussions', with employees about future plans typically undertaken during annual appraisals.

Therefore, organisations will need to invest time in conducting and documenting performance reviews and will have to address poor performance consistently for all employees and set objectives that are not different for reasons of age.

Proposed Approach

A consultation was undertaken with Services as to whether the Council wished at this juncture to consider reintroducing a retirement age, if there was thought to be a business need for this and if it could be 'objectively justified' or whether it would wish to continue without a retirement age.

From the consultation, the general view of services was that the Council should not revert to having a retirement age and should continue with a policy of having a flexible retirement age. Since 2003 employees have had the option to work on beyond age 65 and this policy appears to have been effective and has not caused significant difficulties for the organisation. The 'Age Neutral' policy was considered enlightened at the time it was introduced. It demonstrated that the Council had a positive approach to the employment of older people and a commitment to having an age diverse workforce. It also showed that the organisation was tackling age discrimination in the workplace.

Reversing the policy and reverting to a retirement age would probably be viewed as a regressive step. As mentioned above, 'objective justification' requires legitimate and appropriate evidence to demonstrate the means of achieving the aim is proportionate. It would be difficult to 'objectively justify' having a retirement age and it would leave the organisation vulnerable to tribunal claims if any 'objective justification' defence was not robust, with there being very little case law at present to guide employers.

The 'Age Neutral' policy did, however, still require replacement, even though Services indicated that they did not wish to set a retirement age, as it was no longer fully compliant with the law and the ACAS guidance. For instance there would be no need for a meeting with the employee one year in advance of their 65th birthday this no longer being applicable nor would there be any need for contract extensions to be applied. The employee would in future simply give contractual notice when they wished to retire.

The attached policy and procedure was therefore compiled to replace the 'Age Neutral' policy and is a general paper covering retirement issues which reflects the advice detailed in the ACAS guide as well as the new legislation. It details a performance management approach, regardless of age, with regular discussions with employees about future plans undertaken at annual appraisals. It also details the procedure for retirement and pension arrangements for employees who are members of one of the pension schemes.

Paternity Leave Scheme

The Additional Paternity Leave Regulations 2010 and the Additional Paternity Leave (Adoption from Overseas) Regulations 2010 were introduced to provide additional paternity leave and pay to eligible fathers and husbands, partners and civil partners of mothers of children to be born on or after 3 April 2011 or adoptive parents who are notified of having been matched with a child (or in the case of overseas adoptions whose child enters Great Britain) on or after 3 April 2011.

The Regulations enable parents and adoptive parents to share a period of leave and pay between them following the birth or adoption of a child. They give new mothers or primary adopters the right to transfer part of their maternity leave or adoption leave to the father, husband, partner or civil partner, as well as a portion of their statutory maternity pay or statutory adoption pay, subject to certain conditions. This gives families greater flexibility in how they choose to look after their child.

An employee who qualifies for additional paternity leave may elect to take up to 26 weeks' additional paternity leave within the first year of the child's life, provided that the mother or primary adopter has returned to work.

The earliest that additional paternity leave can commence is 20 weeks after the date on which the child is born or placed for adoption and it must end no later than 52 weeks after that date. Eligible employees will be able to take a minimum of 2 weeks' and up to a maximum of 26 weeks' leave.

Various criteria require to be met in order to be eligible for additional paternity leave and additional statutory paternity pay. Full details of these are contained in the scheme document along with details of the process for applying for additional paternity leave.

The abovementioned Regulations are in addition to the existing statutory entitlement to paternity leave under the Paternity and Adoption Leave Regulations 2002 and the Paternity and Adoption Leave (Adoption from Overseas) Regulations 2003, which provide eligible fathers and partners with 2 weeks' statutory paternity leave, now to be known as ordinary paternity leave.

The Council has had a Paternity Leave Scheme in place since 2002. However, with the introduction of the new Regulations, it has been necessary to include the additional paternity leave and pay provisions in the scheme and make other necessary amendments to the document, including compiling a set of appendices comprising forms and letters to cover the various scenarios.

The attached amended scheme, therefore, incorporates the new statutory provisions, ensuring that the Council is compliant with the new legislation.

6. IMPACT

Retirement Policy and Procedure

The implementation of this new policy and procedure will have a limited impact on employees, with a flexible retirement age being retained and only contractual notice having to be given prior to retiring. There will be a focus on performance management for all employees regardless of age, with the format of the appraisal meeting changing to cover employees' future plans. An equalities impact assessment will be carried out in respect of the new policy and procedure.

Paternity Leave Scheme

The implementation of this statutory provision provides Council employees with an additional 'family friendly' condition of service giving them some flexibility in how they care for a child.

From an employer's perspective, although this provision will result in additional administration and the possible need to arrange for cover when an employee is on additional paternity leave, it may have the benefit of assisting in the retention of employees who would otherwise have left the organisation had this not been available. It is not expected that there will be wide scale take up of the provision, with additional statutory paternity pay in many cases only applying for part of the leave period. An equality impact assessment will be carried out on the policy and procedure.

7. TRADE UNION COMMENT

No comments were received from the trades unions.

8. BACKGROUND PAPERS

Retirement Policy and Procedure

The ACAS guidance on working without the default retirement age was referred to in the preparation of this report.

Paternity Leave Scheme

Referral to the employment section of the UK government website, www.direct.gov.uk

9. REPORT AUTHOR DETAILS

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ABERDEEN CITY COUNCIL

**MANAGING
RETIREMENT**

POLICY & PROCEDURE

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SECTION 1: INTRODUCTION

Policy statement

The Council does not operate a compulsory employee retirement age. It is committed to and recognises the contributions of a diverse workforce, including the skills, knowledge and experience older employees bring to an organisation. We are also of the view that employees should be permitted to continue working for as long as they wish to do so, provided they meet the performance standards required of their job.

SECTION 2: SCOPE AND PRINCIPLES

Scope

This policy covers all employees of the Council but does not apply to any casual or agency worker where a contract of employment does not exist.

Core principles

This policy complies with legislation concerning removal of the Default Retirement Age and the equality and diversity obligations in terms of age contained in the Equality Act 2010. The policy reflects the ACAS guidance on 'Working without the Default Retirement Age'.

Discussions with the employee on their future plans will normally take place annually at their appraisal meeting (or performance review and development meeting for teachers).

Any discussions with an employee about retirement will not result in any assumptions being made about an employee's commitment to the Council.

Any concerns about an employee's work performance will be addressed through the Managing Work Performance procedure, regardless of age.

Employees will be expected to co-operate with handover arrangements and in the transfer of knowledge and skills prior to their retirement.

Within the process special allowance will be made for employees whose first language is not English or who have difficulty expressing themselves.

SECTION 3: RETIREMENT IN GENERAL

Retirement is a stage in life when an individual ceases to work and chooses to do something different. For most people the decision to retire is influenced by their access to pension benefits, as most Council employees are in a pension scheme.

At times there will be a mutual interest for the Council, as the employer, requiring to increase its efficiency or reduce the size of the workforce, and the employee who may wish to retire early. In this situation the Council's voluntary severance/early retirement scheme will detail the arrangements and process that will apply, with an estimate of benefits issued where there was support for a case.

In addition, there is a facility for employees who are pension scheme members to apply for flexible retirement (phased retirement for teachers) where they can access their pension benefits but remain in employment. This provision allows the Council to retain experienced staff with valuable skills, albeit the employee must meet the conditions provided in the flexible retirement policy.

As well as the above, flexible working options in general are available to both pension scheme and non pension scheme members of any age, including older employees who may be nearing retirement. These options require management approval with details available from line managers or the HR Service Centre.

SECTION 4: RETIREMENT PROCESS AND OTHER ISSUES

Deciding to Retire

Where an employee decides that they wish to retire, they should inform their line manager as far in advance as possible and in all cases put their decision in writing in accordance with their notice period as set out in their contract of employment. Following the written notification of the employee's decision to retire a meeting should be organised to discuss and plan the arrangements for retirement.

Discussing Future Plans

It is important that the employee's future plans and work aspirations are discussed on a regular basis. The Council's appraisal scheme (or performance review and development process for teachers) is the setting where such discussions will take place. The ACAS guidance promotes "open discussions between employers and employees about future plans ... can help facilitate the transition from work to retirement."

An appraisal must not take any account of the age of the employee, however, it is the opportunity to look ahead and may involve a discussion about where they see themselves in the organisation in the future. Such a discussion may lead to a conversation about retirement, if the employee suggests this, but it should not result in any assumptions being made about the employee's commitment to the Council.

In short, the Council seeks to retain the best talent, including older employees, with such discussions being an opportunity for both the line manager and the employee to plan jointly for the future.

Performance Management

Any issues and concerns about an employee's work performance, regardless of age, will be addressed through the Council's Managing Work Performance policy. No assumptions should be made about an employee's performance in relation to their age.

All employees have a contractual duty to perform to the required standards. The Managing Work Performance policy provides a framework to ensure that employees who fall below the required level of performance are managed in a fair and consistent manner through early intervention. The procedure ensures that the employee is informed of any concerns with their performance and provided with reasonable time and support to meet the required standards. They will also be informed of the consequences of a failure to improve.

Pension Arrangements and Benefits

There are two pension schemes operating in the Council, the Local Government Pension Scheme (LGPS), available to all employees except teachers and the Scottish Teachers Superannuation Scheme (STSS) available to teachers, with separate rules and regulations applying to each.

Scheme members who have decided to retire on a specified date may request an estimate of benefits. General information on the schemes and benefits is also available at the contact addresses and numbers detailed below:

1. For ALL employees except teachers (LGPS)

The **North East Scotland Pension Fund's** website states:

"You can contact the Pension Fund by emailing the [Pensions Section](#); by calling the Helpdesk on 01224 814949; or by coming to our offices in Balgownie One in Bridge of Don, Aberdeen between 9 a.m. and 5 p.m., Monday to Friday. No appointment is necessary, but please call the Helpdesk first if there is a particular officer you would like to speak to."

The web-site address for this scheme is <http://www.nespf.org.uk>

Please note that NESPF cannot give advice on other pension arrangements or on the State Pension.

2. For Teachers (STSS)

The **Scottish Public Pension Authority** website provides the following contact details:

Scottish Teachers Superannuation Scheme - to contact the STSS (administered by the SPPA) dial 01896 893000.

Alternatively, you can write to us at:

Scottish Public Pensions Agency
7 Tweedside Park
Tweedbank
Galashiels
TD1 3TE

Web-site address <http://www.sppa.gov.uk/>

Retirement provisions of recognised pension schemes

Within the LGPS and the STSS there are a variety of differing provisions which detail ways staff can retire and/or access their pension benefits. The provisions of the schemes differ so it is important to check with the particular scheme as some of the following options may not apply to both schemes. Some examples of the provisions of the schemes are:

- Flexible retirement
- Ill-health retirement
- Winding down
- Phased retirement
- Actuarially reduced pension benefits
- Rule of 85.

Employees not in a pension scheme recognised by the Council

Where an employee is not in one of the pension schemes recognised by the Council (ie LGPS or STSS) and decides that they wish to retire, this should be progressed in accordance with the notice provision of the person's contract of employment. The employee should be treated in the same way as a colleague in the pension scheme, as detailed in this procedure, having a discussion on future plans as part of their annual appraisal (or performance review and development for teachers).

SECTION 5: REVIEW OF THE POLICY

The Human Resources and Organisational Development Service will review this policy every 3 years. It will, nevertheless, be subject to continual review and amendment in light of experience of its operation, employment best practice and statutory requirements. Changes will only be made following normal consultation arrangements.



LOCAL CONDITION OF SERVICE

PATERNITY LEAVE SCHEME

1.0 INTRODUCTION

- 1.1 The provisions in this paper apply to all employees in the Council excluding teachers, who have a separate paternity leave provision contained in the SNCT conditions.
- 1.2 The right to ordinary paternity leave arises under the Paternity and Adoption Leave Regulations 2002 and the Paternity and Adoption Leave (Adoption from Overseas) Regulations 2003. Ordinary paternity leave and pay for births is detailed in section 2.0 below and ordinary paternity leave and pay for adoptions in section 3.0.
- 1.3 The right to additional paternity leave arises under the Additional Paternity Leave Regulations 2010 and the Additional Paternity Leave (Adoption from Overseas) Regulations 2010. Additional paternity leave and pay for births is detailed in section 4.0 below and additional paternity leave and pay for adoptions in section 5.0.

2.0 ORDINARY PATERNITY LEAVE AND PAY (FOR BIRTHS)

- 2.1 Ordinary paternity leave applies to all employees of the Council (except casual and relief workers), irrespective of hours of work and length of service.
- 2.2 Ordinary paternity leave is available to a baby's father, or the partner or nominated carer of an expectant mother, at or around the time of the birth.
- 2.3 The baby's father, or partner or nominated carer of the expectant mother, must be an employee of the Council and only one of the foregoing may be granted ordinary paternity leave in relation to any one pregnancy. A partner is someone who lives with the mother of the baby in an enduring family relationship but is not an immediate relative.
- 2.4 A 'nominated carer' is a person nominated by the mother to assist in the care of the baby and to provide support to the mother at or around the time of the birth.
- 2.5 If an employee applies for ordinary paternity leave on the basis of being a 'nominated carer' then they require to detail on the request form why they have been chosen by the mother to fulfill this role including details as to why the father/partner is unable to provide such support.
- 2.6 Ordinary paternity leave can be taken as either one week or two consecutive weeks but not odd days.
- 2.7 Ordinary paternity leave requires to be taken at or around the time of the birth and must be within 56 days of the actual date of birth of the child or, if the

child is born earlier than expected, between the birth and 56 days from the first day of the expected week of birth.

- 2.8 If time off is requested to attend the birth of the baby, then this time off will not be regarded as part of the ordinary paternity leave period. Instead, time off to attend the birth will be granted for up to a period of 24 hours and will be classed as special leave.
- 2.9 Ordinary paternity leave is with pay at the normal contractual rate of pay for the job (pro-rata for part-timers and job sharers) unless the normal rate of pay is below the rate of Statutory Paternity Pay (SPP), in which circumstance the statutory rate will be paid provided that all of the following are met:
- (i) the employee's average weekly earnings are above the Lower Earnings Limit for National Insurance Contribution purposes; and
 - (ii) the employee has 26 weeks' continuous service ending with the 15th week before the baby is due; and
 - (iii) ordinary paternity leave commences in accordance with the following:
 - (a) on the date of the baby's birth (whether this is earlier or later than expected); or
 - (b) from a chosen number of days or weeks after the date of the child's birth (whether this is earlier or later than expected); or
 - (c) from a chosen date later than the first day of the week in which the baby is expected to be born.

Please note that where the employee does not meet all of the above mentioned qualifying criteria for SPP, they will be paid their normal contractual pay during their ordinary paternity leave period.

Note: SPP is not payable to a 'nominated carer' and consequently contractual pay will apply.

- 2.10 Where applicable, pension contributions will continue to be payable by the employee during their period of ordinary paternity leave on the actual pay they receive, with pension service counted as normal.
- 2.11 Ordinary paternity leave will still be available should a child be stillborn after 24 weeks of pregnancy. If the baby is born alive at any point in the pregnancy but dies later, the employee will be entitled to paid ordinary paternity leave in the usual way.
- 2.12 Notification of an employee's intention to take ordinary paternity leave should be submitted in writing to the employee's line manager by the end of the 15th week before the baby is expected (or as soon as is reasonably practicable) using the notification for ordinary paternity leave form (Appendix 1), together with documentary evidence of the expectant mother's pregnancy e.g. photocopy of MAT B1 Certificate of Pregnancy or a letter from the midwife. This is to enable the Service to plan for the employee's period of leave. The line manager will arrange for the form to be acknowledged by the HR Service Centre in writing (see letter at Appendix 2).

- 2.13 Applications for ordinary paternity leave (Appendix 3) must be submitted to the line manager as early as possible, but at least 28 days prior to the expected date of childbirth, unless this is not reasonably practicable. Applicants should bear in mind the operational needs of their Section/Service and give their line manager as much advance notice as is practicable, particularly if they wish to combine this time off with a period of annual leave, to allow for the necessary arrangements to be made to cover their leave period. The line manager will arrange for the HR Service Centre to write to the employee to confirm their ordinary paternity leave (see letter at Appendix 4).

Note: Employees can change their mind about the date on which they want their leave to start providing they tell their line manager at least 28 days in advance, unless this is not reasonably practicable.

- 2.14 Employees are not entitled to payment in lieu where they elect to take only one week's ordinary paternity leave.
- 2.15 If the expectant mother is expecting more than one baby, then the entitlement to ordinary paternity leave is the same as if she were expecting only one baby.
- 2.16 During ordinary paternity leave all the employee's contractual conditions of employment will continue.
- 2.17 Employees will be entitled to return to the same job following the ordinary paternity leave.

3.0 ORDINARY PATERNITY LEAVE AND PAY (FOR ADOPTIONS)

- 3.1 Following the placement of the child for adoption, employees (except casual and relief workers) have the right to take ordinary paternity leave to support the primary adopter, irrespective of hours of work and length of service. (Please note that teachers have a separate paternity leave provision contained in the SNCT Conditions of Service.)
- 3.2 Ordinary paternity leave is available to the adopter's spouse or partner who must have, or expect to have, responsibility for the child's upbringing.
- 3.3 Ordinary paternity leave can be taken as either one week or two consecutive weeks but not odd days.
- 3.4 Ordinary paternity leave requires to be taken at or around the time of the placement of the child and must be within 56 days of the placement of the child.
- 3.5 Ordinary paternity leave is with pay at the normal contractual rate of pay for the job (pro-rata for part-timers and job sharers) unless the normal rate of pay is below the rate of Statutory Paternity Pay (SPP), in which circumstance the statutory rate will be paid provided that all of the following are met:

- (i) the employee's average weekly earnings are above the lower earnings limit for national insurance contribution purposes; and
- (ii) the employee has 26 weeks' continuous service ending with the 15th week before the week in which the employee was notified of having been matched with the child; and
- (iii) ordinary paternity leave commences in accordance with the following:
 - (a) on the date of the child's placement (whether this is earlier or later than expected); or
 - (b) on a chosen number of days or week after the date of the child's placement (whether this is earlier or later than expected); or
 - (c) on a chosen date which is later than the date on which the child is expected to be placed with the adopter.

Please note that where the employee does not meet all of the above mentioned qualifying criteria for SPP, they will be paid their normal contractual pay during their ordinary paternity leave period.

- 3.6 Where applicable, pension contributions will continue to be payable by the employee during their period of ordinary paternity leave on the actual pay they receive, with pension service counted as normal.
 - 3.7 Notification of an employee's intention to take ordinary paternity leave should be submitted in writing to the employee's line manager within 7 days of the adopter being notified by their adoption agency that they have been matched with a child, unless this is not reasonably practicable, using the notification of ordinary paternity leave form (Appendix 1) together with documentary evidence of the adoption e.g. photocopy of Matching Certificate or other appropriate documentary evidence confirming the match. This is to enable the Service to plan for the employee's period of leave. The line manager will arrange for the form to be acknowledged by the HR Service Centre in writing (see letter at Appendix 2).
 - 3.8 Applications for ordinary paternity leave (Appendix 5) must be submitted to the line manager as early as possible, but at least 28 days prior to the expected date of placement of the child, unless this is not reasonably practicable. Applicants should bear in mind the operational needs of their Section/Service and give their line manager as much advance notice as is practicable, particularly if they wish to combine this time off with a period of annual leave, to allow for the necessary arrangements to be made to cover their leave period. The line manager will arrange for the HR Service Centre to write to the employee to confirm their ordinary paternity leave (see letter at Appendix 4).
- Note:** Employees can change their mind about the date on which they want their leave to start providing they tell their line manager at least 28 days in advance, unless this is not reasonably practicable.
- 3.9 Employees are not entitled to payment in lieu where they elect to take only one week's ordinary paternity leave.
 - 3.10 Only one period of leave will be available to employees irrespective of whether more than one child is placed together.

- 3.11 During the ordinary paternity leave all the employee's contractual conditions of employment will continue.
- 3.12 Employees will be entitled to return to the same job following ordinary paternity leave.

4.0 ADDITIONAL PATERNITY LEAVE AND PAY (FOR BIRTHS)

- 4.1 The Additional Paternity Leave Regulations 2010 provide additional paternity leave and pay to eligible fathers of a child due on or after 3 April 2011 or husbands, partners and civil partners of mothers of children due to be born on or after 3 April 2011.

The Regulations enable parents to share a period of leave and pay between them following the birth of a child by giving new mothers the right to transfer part of their maternity leave to the father/husband/partner/civil partner as well as a portion of their statutory maternity pay, subject to certain conditions. This gives families greater flexibility in how they choose to look after their child.

- 4.2 An employee who qualifies for additional paternity leave may elect to take up to 26 weeks' additional paternity leave within the first year of the child's life provided that the mother has returned to work.
- 4.3 The earliest that additional paternity leave can commence is 20 weeks after the date on which the child is born and it must end no later than 52 weeks after the date on which the child is born. Additional paternity leave must be taken as a single block in multiples of complete weeks. The minimum period is two consecutive weeks and the maximum period is 26 weeks.
- 4.4 An employee may take just one period of additional paternity leave per pregnancy, regardless of the number of children born as a result of the pregnancy.
- 4.5 An employee must meet all of the criteria below in order to be eligible for additional paternity leave:
- a) The employee must be the biological father of the child or the mother's husband, partner or civil partner. A partner is someone who lives with the mother of the baby in an enduring family relationship but is not an immediate relative. In addition, the employee must expect to have the main responsibility for the upbringing of the child (apart from the mother's responsibility) and must be taking the leave to care for the child.
 - b) The employee must have a minimum of 26 weeks' service, as at the end of the 15th week before the week in which the child is due to be born.
 - c) The employee must remain in continuous employment with the Council until the week before the first week of additional paternity leave.
 - d) The employee must be the only person exercising the entitlement to additional paternity leave in respect of the child.
 - e) The mother must be entitled to one or more of statutory maternity leave, statutory maternity pay or maternity allowance and the mother must have

returned to work (and where claiming additional statutory paternity pay, forfeited a portion of statutory maternity pay or maternity allowance).

4.6 The process for applying for additional paternity leave is as follows:

- a) The employee must give written notice of their intention to take additional paternity leave to their line manager at least eight weeks before the chosen start date. The written notice specifies the date the child was expected to be born and the actual date of birth and the intended start date and end date of additional paternity leave. The employee must also make a signed declaration stating that the purpose of the period of leave is to care for the child and that they satisfy the relationship eligibility conditions for additional paternity leave. The additional paternity leave application form (Appendix 6) is completed by the employee giving the notice and includes the employee declaration. In addition, the employee must also submit a mother's declaration form (see Appendix 7) and return this to their line manager at least eight weeks before the chosen start date of leave.
- b) Within 28 days of the employee giving notice of intention to take additional paternity leave, the line manager will arrange for the HR Service Centre to write to the employee (letter at Appendix 8) to acknowledge receipt of the additional paternity leave application form and mother's declaration form and to request the information below, which the employee must produce within 28 days:
 - (i) a copy of the child's birth certificate; and
 - (ii) the name and business address of the mother's employer (or self-employed business address).

4.7 On receipt of the mother's declaration form at 4.6a), the line manager will arrange for the HR Service Centre to write to the mother's employer to verify the information contained within the mother's declaration form using the relevant standard letter (see Appendix 9).

4.8 Once an employee has provided proper notification of their application to take additional paternity leave (and pay where applicable) and it has been determined that the employee is eligible, the line manager will arrange for the HR Service Centre to respond in writing within 28 days acknowledging the employee's intentions and confirming the relevant start and end dates of additional paternity leave (and pay where applicable) (see letter at Appendix 10). A response should also have been received from the mother's employer following 4.7 above.

4.9 If the employee subsequently wishes to change the date on which they are starting or ending additional paternity leave (whether the new date is earlier or later than the date originally notified), or wishes to cancel their additional paternity leave altogether, they must give their line manager written notice before the earlier of six weeks before the date cancelled or changed or six weeks before the new date (see relevant forms at Appendices 11 and 12). The above would be acknowledged in writing (see relevant letters at Appendices 13 and 14).

- 4.10 Additional paternity leave normally commences on the start date specified in the employee's leave notice, or in any subsequent notice. A mother and father (or husband, partner or civil partner) cannot take maternity leave and additional paternity leave, respectively, at the same time.
- 4.11 The proportion of annual leave accrued prior to the start date of the additional paternity leave should be taken prior to the leave commencing. Employees continue to accrue annual leave whilst on additional paternity leave and this will be granted upon return to work subject to operational requirements and in accordance with normal leave arrangements.
- 4.12 The employee can work up to 10 "keeping-in-touch" days during their additional paternity leave but only where both the line manager and the employee agree to this. These days could be used for training or other events with a maximum of two days taken in any one week. The employee will be paid paternity pay (where they qualify) plus any additional monies to make this up to their normal contractual rate of pay for these days.
- 4.13 If an employee wishes to return to work early from additional paternity leave, they must notify their line manager at least six weeks before the new date on which they wish to return to work (see relevant form at Appendix 15). The letter at Appendix 16 is used to acknowledge the early return.
- 4.14 The line manager can maintain 'reasonable contact' with employees during their additional paternity leave to keep them up-to-date with any workplace developments during their period of leave. The line manager will agree with the employee before commencing additional paternity leave how contact will be maintained and how often.
- 4.15 All terms and conditions of the employee's contract, except remuneration, will be continued during additional paternity leave.
- 4.16 Employees are entitled to return to the same job on the same terms and conditions in which they were employed prior to additional paternity leave.
- 4.17 Pension contributions will continue to be payable on any additional paternity pay actually received by the employee. For any unpaid additional paternity leave, the employee can make an election in writing to the Council's Pensions Section within 30 days of reinstatement to the payroll to pay unpaid pension contributions.
- 4.18 Eligible employees will be entitled to additional statutory paternity pay during some of the additional paternity leave period, if taken during what would have been the mother's maternity pay period. The remaining period of additional paternity leave would be unpaid. The standard weekly rate for additional statutory paternity pay would apply, unless the employee's earnings are lower than this, in which case 90% of normal weekly earnings will be paid.
- 4.19 In order to be eligible for additional statutory paternity pay an employee must satisfy the following criteria:

- a) The employee's average weekly earnings for the period of eight weeks ending with the qualifying week must not be lower than the lower earnings limit for national insurance contributions.
- b) The mother must be entitled to statutory maternity pay or maternity allowance and must have returned to work before her full entitlement of 39 weeks' statutory maternity pay or maternity allowance has been exhausted.
- c) The mother must have at least two weeks of her maternity pay period remaining unexpired, with additional statutory paternity pay only payable for the remainder of the mother's untaken statutory maternity pay/maternity allowance period.

5.0 ADDITIONAL PATERNITY LEAVE AND PAY (FOR ADOPTIONS)

- 5.1 The Additional Paternity Leave Regulations 2010 provide additional paternity leave and pay to adoptive parents who are notified of having been matched with a child (or in the case of overseas adoptions whose child enters Great Britain) on or after 3 April 2011.

The Regulations enable adoptive parents to share a period of leave and pay between them following the adoption of a child by giving the primary adopter the right to transfer part of their adoption leave entitlement to their spouse, partner or civil partner as well as a portion of their statutory adoption pay, subject to certain conditions. This gives families greater flexibility in how they choose to look after the child.

- 5.2 An employee who qualifies for additional paternity leave may elect to take up to 26 weeks' additional paternity leave within the first year of placement for adoption (or entry to Great Britain in the case of overseas adoptions) provided that the primary adopter has returned to work.
- 5.3 The earliest that additional paternity leave can commence is 20 weeks after the date on which the child is placed for adoption and it must end no later than 52 weeks after the date on which the child is placed for adoption. Additional paternity leave must be taken as a single block in multiples of complete weeks. The minimum period is two consecutive weeks and the maximum period is 26 weeks.
- 5.4 An employee may take just one period of additional paternity leave per adoption, regardless of the number of children adopted.
- 5.5 An employee must meet all of the criteria below in order to be eligible for additional paternity leave:
- a) The employee must be the spouse, partner or civil partner of the primary adopter of the child. A partner is someone who lives with the primary adopter in an enduring family relationship but is not an immediate relative. In addition, the employee must expect to have the main responsibility for the upbringing of the child (apart from the primary adopter's responsibility) and must be taking the leave to care for the child.

- b) The employee must have a minimum of 26 weeks' service, as at the end of the 15th week before the week in which the child is due to be born.
- c) The employee must remain in continuous employment with the Council until the week of being notified that they have been matched with the child when adopting within the UK (the date the adopted child enters Great Britain when adopting from overseas).
- d) The employee must be the only person exercising the entitlement to additional paternity leave in respect of the child.
- e) The primary adopter must be entitled to one or more of statutory adoption leave and statutory adoption pay and must have returned to work (and where claiming additional statutory paternity pay forfeited a portion of statutory adoption pay).

5.6 The process for applying for additional paternity leave is as follows:

- a) The employee must give written notice of their intention to take additional paternity leave to their line manager at least eight weeks before the chosen start date. The written notice specifies the date on which the employee was notified of having been matched with the child and the date of placement for adoption and the intended start date and end date of additional paternity leave. The employee must also make a signed declaration stating that the purpose of the period of leave is to care for the child and that they satisfy the relationship eligibility conditions for additional paternity leave. The additional paternity leave application form (see Appendix 17 for UK adoptions and Appendix 18 for Overseas adoptions) is completed by the employee giving notice and includes the employee declaration. In addition the employee must also submit an adopter declaration form (see Appendix 19) and return this to their line manager at least eight weeks before the chosen start date of leave.
- b) Within 28 days of the employee giving notice of intention to take additional paternity leave the line manager will arrange for the HR Service Centre to write to the employee (letter at Appendix 20 UK adoptions and Appendix 21 Overseas adoptions) to acknowledge receipt of the additional paternity leave application form and adopter declaration form and to request the information below, which the employee must produce within 28 days:
 - i. evidence (in the form of documents issued by the adoption agency) of the name and address of the adoption agency, the date on which the employee was notified of having been matched with the child and the date on which the agency expects to place the child for adoption; and
 - ii. the name and business address of the primary adopter's employer (or self-employed business address).

5.7 On receipt of the adopter declaration form at 5.6a) above, the line manager will arrange for the HR Service Centre to write to the primary adopter's employer to verify the information contained within the partner declaration form using the relevant standard letter (see Appendix 9).

5.8 Once an employee has provided proper notification of their application to take additional paternity leave (and pay where applicable), and it has been determined that the employee is eligible, the line manager will arrange for the

HR Service Centre to respond in writing within the next 28 days acknowledging the employee's intentions and confirming the relevant start and end dates of additional paternity leave (and pay where applicable) (see letter at Appendix 10). A response should also have been received from the primary adopter's employer following 5.7 above.

- 5.9 If the employee subsequently wishes to change the date on which they are starting or ending additional paternity leave (whether the new date is earlier or later than the date originally notified), or wishes to cancel their additional paternity leave altogether, they must give their line manager written notice before the earlier of six weeks before the date cancelled or changed or six weeks before the new date (see relevant forms at Appendices 11 and 12). The above would be acknowledged in writing (see relevant letters at Appendices 13 and 14).
- 5.10 Additional paternity leave normally commences on the start date specified in the employee's leave notice or in any subsequent notice. A primary adopter and spouse (or partner or civil partner) cannot take adoption leave and additional paternity leave, respectively, at the same time.
- 5.11 The proportion of annual leave accrued prior to the start date of the additional paternity leave should be taken prior to the leave commencing. Employees continue to accrue annual leave whilst on additional paternity leave and this will be granted upon return to work, subject to operational requirements and in accordance with normal leave arrangements.
- 5.12 The employee can work up to 10 "keeping-in-touch" days during their additional paternity leave but only where both the line manager and the employee agree to this. These days could be used for training or other events, with a maximum of two days taken in any one week. The employee will be paid paternity pay (where they qualify) plus any additional monies to make this up to their normal contractual rate of pay for these days.
- 5.13 If an employee wishes to return to work early from additional paternity leave they must notify their line manager at least 6 weeks before the new date on which they wish to return to work (see relevant form at Appendix 15). The letter at Appendix 16 is used to acknowledge the early return.
- 5.14 The line manager can maintain 'reasonable contact' with employees during their additional paternity leave to keep them up to date with any workplace developments during their period of leave. The line manager will agree with the employee before commencing additional paternity leave how contact will be maintained and how often.
- 5.15 All terms and conditions of the employee's contract, except remuneration, will be continued during Additional Paternity Leave.
- 5.16 Employees are entitled to return to the same job on the same terms and conditions in which they were employed prior to additional paternity leave.
- 5.17 Pension contributions will continue to be payable on any additional paternity pay actually received by the employee. For any unpaid additional paternity

leave, the employee can make an election in writing to the Council's Pensions Section within 30 days of reinstatement to the payroll to pay unpaid pension contributions.

- 5.18 Eligible employees will be entitled to additional statutory paternity pay during some of the additional paternity leave period if taken during what would have been the primary adopter's adoption pay period. The remaining period of additional paternity leave will be unpaid. The standard weekly rate for additional statutory paternity pay will apply, unless the employee's earnings are lower than this, in which case 90% of normal weekly earnings are paid.
- 5.19 In order to be eligible for additional statutory paternity pay an employee must satisfy the following criteria:
- a) Their average weekly earnings for the period of eight weeks ending with the qualifying week must not be lower than the lower earnings limit for national insurance contributions.
 - b) The primary adopter must be entitled to statutory adoption pay and must have returned to work before their full entitlement of 39 weeks' statutory adoption pay has been exhausted.
 - c) The primary adopter must have at least two weeks of their adoption pay period remaining unexpired, with additional statutory paternity pay only payable for the remainder of the primary adopter's untaken statutory adoption pay period.

6.0 SUMMARY OF ADMINISTRATIVE ARRANGEMENTS

6.1 Ordinary Paternity Leave

The HR Service Centre will provide advice on ordinary paternity leave where necessary.

- a) Line managers will arrange through the HR Service Centre:
 - (i) for the issue of ordinary paternity leave notification forms and application forms and the scheme document to employees on request;
 - (ii) the acknowledgement of receipt of the notification form;
 - (iii) on receipt of a completed application form, a check on whether the employee is eligible for the leave and whether they have applied in line with the scheme;
 - (iv) to determine whether the employee should be paid their normal contractual pay or Statutory Paternity Pay (SPP);
 - (v) to confirm to the employee in writing their leave dates and specify payment details (whether they are paid contractual pay or SPP); and
 - (vi) to send the application form to the Payroll Section once verified and checked along with a copy of the letter to the employee (a copy of both to be placed in the employee's personal file).
- b) Employees will:

- (i) notify their manager in writing using the standard form of their intention to take ordinary paternity leave;
- (ii) complete and return an ordinary paternity leave application form within the specified timescales, where reasonably practicable; and
- (iii) give sufficient warning where they wish to change their leave dates, where reasonably practicable.

6.2 Additional Paternity Leave

The HR Service Centre will provide advice on additional paternity leave where necessary.

- a) Line managers will arrange through the HR Service Centre:
 - (i) for the issue of additional paternity leave application forms and the scheme document to employees on request;
 - (ii) the acknowledgement of the application form and mother/adopter declaration form within 28 days of receipt, requesting a copy of the relevant documentation i.e. the child's birth/matching certificate (whichever applies), the name and address of the mother's/partner's/primary adopter's employer or, if they are self-employed, their business address;
 - (iii) to write to the mother's/partner's/primary adopter's employer to confirm that maternity/adoption leave details are correct (whichever applies);
 - (iv) on receipt of the completed documents, to check whether the employee is eligible for the leave and whether they have applied in line with the scheme;
 - (v) to determine whether the employee is entitled to additional statutory paternity pay (ASPP); and
 - (vi) to confirm in writing that the employee is eligible to take additional paternity leave as requested.

- b) Employees will:
 - (i) submit their application for additional paternity leave using the standard form giving at least eight weeks' notice of their intention to take leave, indicating what date the baby is due or the date the child will be placed for adoption (whichever applies), along with the dates when the additional paternity leave is due to begin and end and declaring that they meet the relevant eligibility criteria; at the same time the employee will submit a mother or adopter declaration form, as appropriate;
 - (ii) submit a copy of the child's birth certificate confirming the date of birth or when the child is placed for adoption, along with other relevant adoption information as necessary (whichever applies);
 - (iii) submit the name and address of their spouse's or partner's employer or, if he/she is self-employed, his/her business address;
 - (iv) notify their line manager of any changes of planned dates for additional paternity leave, including the planned return to work date, giving at least six weeks' notice; and
 - (v) inform their line manager if their circumstances change e.g. if their partner has decided not to return to work.

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ABERDEEN CITY COUNCIL

COMMITTEE	Finance & Resources
DATE	16 th June 2011
DIRECTOR	Stewart Carruth
TITLE OF REPORT	Whitemyres Centre (Central Stores)
REPORT NUMBER:	CG/11/070

1. PURPOSE OF REPORT

To advise the Committee of the forthcoming contributing factors which impact significantly on the economic viability of the Whitemyres Centre (Central Stores). Further to advise Committee of the proposed courses of action to ensure the Council is not impacted with any financial loss.

2. RECOMMENDATION(S)

- i) The cessation of current operations at the Whitemyres Centre with effect from the 30th September 2011.
- ii) For the nine members of staff affected by the proposed closure to be supported in full in accordance with HR and Council Policies relating to redeployment and voluntary severance.
- iii) Agree the migration to national contracts for the particular product ranges where applicable.
- iv) Appropriate officers consider the future use of this facility, reporting to this Committee in due course.

3. FINANCIAL IMPLICATIONS

The budget for Whytemyres for 2011/12 shows a net figure of £114K of income, after allowing for Priority Based Budgeting (PBB) Savings of £100K. The downturn in usage outlined under Background/Main Issues below and the outturn for 2010/11 the year end position for 2011/12 is expected to be net expenditure of £7K. The foregoing is expanded in the following table.

Staff Costs	275	275	140	135
Premises Costs	132	132	12	120
Admin Costs	40	40	30	10
Transport Costs	48	48	24	24
Supplies & Services	1,779	900	500	400
Capital Financing Costs	12	12		12
Income	(2,400)	(1,400)	(700)	(700)
	<u>(114)</u>	<u>7</u>		<u>1</u>

4. OTHER IMPLICATIONS

Arrangements will be in place to ensure the nine members of staff affected by the proposed closure are supported in full in accordance with HR and Council Policies relating to redeployment and voluntary severance.

Arrangements are in place to migrate across to national and sector contracts with effect from 1st October 2011 for all products currently supplied by the Whitemyres Stores. Sites will receive deliveries from multiple suppliers from this date onwards. These arrangements will also be adopted by current partners.

5. BACKGROUND/MAIN ISSUES

The Whitemyres Stores operation was established in 1982 by Grampian Regional Council. At that time its purpose was to primarily act as a 'one stop shop', consolidating the needs of schools, for high volume usage, economy of scale goods. The Stores buy these goods in bulk and facilitate the delivery provision direct to customer sites. The operation gradually expanded over time to facilitate the needs of all internal services and partner organisations such as Aberdeenshire Council, Grampian Fire & Rescue Service and the voluntary sector in the Grampian area. Whitemyres supplies to approximately 1200 separate sites across Grampian and peaked with an annual sales turnover of circa £2.2M during financial year 2008/2009. However a move across to national contracts for stationery and office supplies, which were the main turnover lines, have impacted heavily with this figure dropping to £ 1,414,089 for financial year 2010/2011. It should be noted that there has been annual and recurring procurement savings of £234,000 on stationery supplies for Services, which have been extracted from appropriate budget lines, since this time.

The Store has operated with an on-cost for operational costs but there has never been any profit margin in addition. The Stores have

consistently reported a year end break even scenario every year since being established up until 2009/2010. The dip in the recent turnover has been partially offset in the main by not filling vacant posts. The operation has always been shown to be viable in the pricing models to customers from annual benchmarking exercises against the private sector.

The next highest turnover product ranges are paper toilet tissues and towels. A national contract has been concluded and the pricing is at a level that the operation cannot compete with. From a Service perspective this will equate to a saving on these particular products of circa £70K pa. This product range aligned with the stationery and office supplies accounts for approximately 50% of the overall operation. The ongoing operation is there not sustainable.

The main contributing factors which have led to the proposed course of action can be summarised as follows:

National contracts using the collective buying power of the whole of the Scottish public sector that offer pricing that just cannot be matched;
Significant reductions in service budgets of both the Council and its partners which impact on the buying power of the Stores;
Reduced number of customers sites due to building, asset and staff rationalisation programmes.

6. BACKGROUND PAPERS

N/A

7. REPORT AUTHOR DETAILS

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ABERDEEN CITY COUNCIL

COMMITTEE	Finance and Resources
DATE	16 June 2011
DIRECTOR	Annette Bruton
TITLE OF REPORT	Kaimhill Community Facilities – Update on Progress of Management Agreement
REPORT NUMBER:	ECS/11/046

1. PURPOSE OF REPORT

On 21 January 2011, the Education, Culture & Sport Committee considered a paper on the Operation of the Community Learning Hub at Kaimhill Primary School.

One of the decisions taken at that committee was:

“to instruct officers, in conjunction with the Conveners and Vice Conveners of the Education, Culture and Sport and Finance and Resources Committees, to negotiate as a matter of urgency a Management Agreement with Inchgarth Community Centre Management Committee to ensure operating governance and enable monitoring of use within the operational services agreement of the 3Rs contract, and to refer the said Agreement to the Finance and Resources Committee prior to the agreement of terms and conditions.”

This report provides information about the ongoing progress towards developing a fit for purpose Management Agreement for Inchgarth Community Centre to manage the programme for the community rooms at Kaimhill 3Rs School.

2. RECOMMENDATION(S)

It is recommended that the committee:

- a. Confirm that it will be a requirement for Inchgarth Management Committee to fully meet the requirements of the Council's "Following the Public Pound Code of Practice."
- b. Instruct officers to facilitate the necessary actions to support an After School Care provider to put in place an after school club for the pupils of Kaimhill Primary School. (The programming of the club to be developed in consultation with Inchgarth Management Committee.)

- c. Agree that the model Management Agreement being developed, should include a requirement for Management Committees to ensure that there will be no charge levied for the provision of out of school care by non-profit making registered childcare and pre-school providers (recognised under the "Councils Out-of-School Care Policy").

3. FINANCIAL IMPLICATIONS

3.1 Unitary Charge

The overall community element of the Unitary Charge across the city is over £1 million. The specific cost to the Council for the community facilities affected by this report is £101,000 per year.

Officers understand that the value of this centre will require it to be monitored under the higher level criteria (over £75,000) when considering "Following the Public Pound" (Requirements are set out in Appendix A).

Inchgarth Management Committee had previously intimated that they may be willing to share a proportion of the income received for the community facilities with the Council. Inchgarth Management Committee have now confirmed that they don't consider this to be viable.

Once a programme is provided by Inchgarth Management Committee, officers will be able to advise Committee the total costs associated with the programme, over and above the £101,000 fixed unitary charge.

3.2 Revenue Funding for Inchgarth Community Centre

The Finance and Resources Committee on 21 April 2011, agreed that "once a Management Agreement for the Kaimhill Community Wing is agreed, Inchgarth Community Centre Management Committee will be paid an annual grant equivalent to that paid to a leased centre management committee for managing the programme at Kaimhill Community Wing, and that this is funded from reserves in 2011/12".

3.6 State Aid Implications

At this stage, it is not considered that there will be any State Aid implications. There will be a clause in the Management Agreement which asks the Supplier to provide such information as is required to enable the Council to meet its obligations in regards to State Aid Assessment and Notification as appropriate.

4. OTHER IMPLICATIONS

4.1 Personnel Implications

Inchgarth Management Committee will be responsible for providing and managing personnel resource to manage the programme for the Kaimhill community facilities.

4.2 **Property Implications**

The management agreement will affect the operation of the programme within five community rooms within Kaimhill 3Rs School.

4.3 **Legal Implications**

Management Agreement

The management agreement shall clearly set out the obligations incumbent on Inchgarth Community Centre Management Committee in relation to the running of a community learning and development programme whilst seeking to protect the Council's interests in relation to a range of legal issues in addition to the following:

- Roles and responsibilities of the Council and Inchgarth Management Committee;
- Transfer of risk and liability;
- Transfer/management of Council's obligations in respect of its contract with Robertsons;
- Compliance with external and internal inspections/ reviews;
- Monitoring arrangements/ expectations of the Council and compliance with those arrangements by Inchgarth;
- Access to information and records for the Council or nominated parties including internal and external inspectors;
- Non- compliance and termination;
- Consequences of termination;
- Payment (to cover the sharing of income and in the event that a grant is to be made available);
- Warranties;
- Insurances and Indemnities;
- Provisions relating to employees;
- Data Protection;
- Freedom of Information;
- Protection of Vulnerable Groups;
- Confidentiality;
- Equal Opportunities;
- Corrupt/ Illegal Practices; and
- Financial arrangements

Issues

Inchgarth Community Centre Management Committee are currently stating that they are unwilling to submit the documents required by the Council's Finance Procedures relative to "Following the Public Pound". These procedures were drafted in 2007 by the then Corporate Director for Resources Management and remain current guidance in situations where

the Council provides financial support or grant funding to external bodies. In addition, Members should note that the code of practice is compliant with the Accounts Commissions guidelines. The guidance does not provide any lesser standard where the financial support or funding is to be given to a management committee and thus applies to all types of external bodies irrespective of their set-up. The Committee is asked to confirm that they wish these procedures to apply to Inchgarth Management Committee in respect of the Kaimhill Community Facilities.

4.4 Community Learning Implications

Currently Community Learning and Development Activities have free access to community learning facilities. The proposed management agreement recommends access for the service to up to 30 programme hours per week, free of charge.

5. BACKGROUND/MAIN ISSUES

5.1 Background

Kaimhill is a new 3Rs school which incorporates a primary school, a community library, computer suite, and five community learning rooms. The school opened on 20 April 2011. This new facility replaces the previous Kaimhill Community Centre.

5.2 On 21 January 2011, the Education, Culture & Sport Committee considered a paper on the Operation of the Community Learning Hub at Kaimhill Primary School, and agreed that the Management Committee of the nearby Inchgarth Community Centre would take responsibility for managing the programme within the community facility (excluding the library and computer suite).

5.3 Programming

Since that decision, officers have negotiated arrangements for the operation of the programme in the new facility, including ensuring provision for access for community groups which were active in the former Kaimhill Community Centre.

5.4 Officers have also encouraged Inchgarth Management Committee to develop a programme for the facility that could be costed. Inchgarth Management Committee have informed officers that a draft programme has now been developed, however at the time of writing this report, officers have yet to receive a copy of this draft programme.

5.5 The Chair of Inchgarth Management Committee has made a request that 30 percent of all income received by the Council in respect of the School Sports Hall is given to Inchgarth Management Committee in return for the promotion of this facility. Officers have advised the Chair that this area of the school is not part of the Council decision.

5.6 Management Agreement

In order to protect the Council's interests, officers are developing a Management Agreement. This Management Agreement is based on similar agreements that the Council has with a range of funded sports and cultural organisations, which, like Inchgarth, are also run by volunteers, and shall take account of the fact that the community learning programme will not be run as a commercial concern.

- 5.7 The initial proposed draft Management Agreement, prepared by the Council for discussion, was rejected by Inchgarth Management Committee.
- 5.8 Since that time, officers within the Council's legal team have been working to develop a revised draft Management Agreement for discussion, that will meet the Council's requirements, including, as agreed at the Finance and Resources Committee on 21 April 2011, "(1) recognition of the conditions of Following the Public Pound Code; and (2) recognition of the community centres' management committee obligations to the Council with reference made to the potential termination of a community centre management committee's lease, should it be in breach of obligations."

Once this revised draft is available, officers will seek to discuss and negotiate the document with Inchgarth Management Committee, with the hope that a mutually agreed document can be finalised and presented to the next Finance and Resources Committee for approval.

5.9 **Business Plan**

A core requirement of the Management Agreement will be a Business Plan that meets the requirements of the Following the Public Pound Code of Practice. This appears to be a significant sticking point with Inchgarth Management Committee, who have categorically stated that they will not prepare monthly cashflow projections or a 3-year income/ expenditure projection for submission to the Council. Inchgarth Management Committee state that they "are quite clear that an organisation such as ours has no real need or expectation to have such a business case."

The committee are therefore asked to reconfirm that Inchgarth Management Committee would not be exempt from the Council's Following the Public Pound Code of Practice.

5.10 **After School Club**

The delay in agreeing the Management Agreement, and therefore in Inchgarth commencing its programming responsibilities for the Community Wing at Kaimhill School, has led to a delay in After School Care being established as part of the programme.

All child care for over 2 hours in duration requires to be registered by Social Care and Social Work Inspection Scotland. This registration process takes some time to achieve. It is therefore recommended that Education, Culture & Sport staff seek to arrange a suitable provider for after school care as soon as possible, so that the service can be available

to parents of pupils at Kaimhill Primary School as early as possible (hopefully by the start of the term in August.)

In recognition of the Council's decision for Inchgarth Management Committee to manage the programme within the Community Rooms at Kaimhill, it is recommended that staff liaise with Inchgarth in relation to the programming of the relevant room(s) that the after school care would use.

The Council's Bookings and Lettings Policy, approved at the Education, Culture & Sport Committee on 18 February 2010 states that there will be no charge levied for Non-profit making Registered Childcare and Pre-school Providers (recognised under the Councils Out-of-School Care Policy). In addition, the Council's Out of School Care Policy, 7 October 2008 states that "the Council will ...provide free access to local authority establishments".

It is recommended that the model Management Agreement that is currently being developed would seek to ensure the continuance of this charging requirement. (Failure to include this as a requirement would lead to many after school clubs throughout the city closing as Community Centres move to leased centre or equivalent status.)

Therefore this decision would have no financial impact to Inchgarth Management Committee.

6. **IMPACT**

Combined Community Plan and Single Outcome Agreement – The development of Community Learning Hubs and review of community centres and community learning and development activity contribute to SOA Outcomes as follows.

- People of all ages take an active part in their own learning to achieve their full potential.
- Learning and training is appropriate and accessible to learner's needs.
- Children and young people access positive learning environments and develop their skills, confidence and self esteem to the fullest potential.
- Children, young people and their families/carers are involved in decisions that affect them, their voices are heard and they play an active and responsible role in their communities.
- Educational attainment in Aberdeen is continuously sustained and improved.
- School leavers enter positive destination of employment, training or further and higher education with a focus on and support for young people who require More Choices and More Chances.
- Children and young people actively participate in their communities and have optimum involvement in decision making.
- All children, young people and their families have access to high quality services when required and services provide timely, proportionate and appropriate response that meeting the needs of children and young people within Getting it Right for Every Child, (GIRFEC) requirements.

- Improve the quality of life in our most deprived areas.
- Citizens are increasingly more active in their communities regardless of age, gender, sexual orientation, ethnic origin, where they live, disability or faith/religion/belief and contribute to 'active citizenship'.
- Develop pathways to participation which enhance the diversity of local representation at and engagement with regional, national and international arts, heritage and sporting events.
- Our public services are consistently high quality, continually improving, efficient and responsive to local people's needs.

Public Impact - This report will be of interest to stakeholders with an interest in current and future provision of public services to the Harlaw learning community. These will include current and potential community learning service users, the Harlaw learning partnership and Community Councils covering the Harlaw ASG area. This report will also be of interest to management committees of community learning centres that are to become leased centres or centres with management agreements.

7. **BACKGROUND PAPERS**

- Report ECS/11/027 Kaimhill Community Facilities – Operation of Programme, Finance & Resources Committee, 21 April 2011
- Report ECS/10/084, Operation of the Community Learning Hub at Kincorth Primary School, Education, Culture & Sport Committee 21 January 2011
- Report ECS/010/050, Community Learning Hubs and Review of Learning in the Wider Community
- Report, Bookings & Lettings Policy, Education, Culture & Sport Committee 18 February 2010.
- Equality & Human Rights Impact Assessment on Community Learning Hubs, May 2010
- Outcome of consultation meeting with Inchgarth Community Centre, 29 October 2010
- Out of School Care Policy, Aberdeen City Council, 7 October 2008

8. **REPORT AUTHOR DETAILS**

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Appendix A

Code of Practice – ‘Following the Public Pound’ : Aberdeen City Council Finance Procedures – extract relevant for organisations where the value of public support is greater than £75,000:

2.1 Information Required from the Funded Organisation

2.1.1 The following list determines the minimum information requirements of Aberdeen City Council and the timescales in which these are required:

- Detailed one year business plan and summary 3 year business plan provided at least 1 month before the commencement of the City Council's financial year.
- Detailed monthly cash flow forecasts for year 1 as above.
- Six monthly Management Accounts to be submitted no later than 6 weeks after the period end to which they relate.
- Signed audited accounts, audited by a professionally qualified auditor, to be submitted as soon as the audit is obtained. If audited accounts are not lodged by 12 months after the year-end, then the City Council is advised of the reason for the delay.

2.1.1 In addition to the minimum requirements as set out above, the other appropriate information will be sought as good practice, e.g.:

- Regular performance against pre-defined targets, i.e. visitor numbers, etc.
- Copies of (non-confidential) Minutes of the Board of Directors or Trustees meeting.

2.2 Financial Checks to be completed by the Office of the City Chamberlain

2.2.1 The following list details the financial checks that must be carried out by the Office of City Chamberlain and the timescales for completing these checks.

2.2.2 Checks required every two years:

- Ensure the organisation has adequate policies and procedures in place to govern the way their finances are handled
- Ensure that sound accounting policies have been adopted which comply with all relevant Accounting Standards and that adequate accounting and External Audit arrangements are in place

2.2.3 Annual checks:

- Check that the projections in the business plan are realistic and achievable. This should be completed by checking projections with past performance and extrapolation of current trends.
- Check that sufficient cash exists to ensure the monthly cash flow projections can be financed.

- Check that adequate provision has been made for depreciating fixed assets.
- Ensuring that the organisation has adequate insurance cover to meet all known risks.
- Check that any other material sources of external funding is secure. This should be completed by writing to external funding organisations.

2.2.4 The above checks may be undertaken by Internal Audit as part of their annual audit programme. When the above checks have been completed to the satisfaction of the Office of the City Chamberlain an annual risk analysis should be carried out on the organisations business plan. Where the funded organisation does not meet the risk analysis criteria, future discussions will take place with the funded organisation to review its business plan and cash flow projections. The purpose of the risk analysis is to give an indication on how changes in income and expenditure will impact upon the organisations future viability.

2.3 Ongoing Checks

2.3.1 The following should be completed on an ongoing basis:-

- Check the six monthly Management Accounts to ensure that there is sufficient cash to meet the organisations outgoings for the forthcoming year. Should there be insufficient funds to meet the organisations projected cash flow, or where a request for additional funding is submitted, the Corporate Accounting Manager should be informed in the first instance.

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