

# Public Document Pack



To: Councillor John Stewart, Convener; Councillor Noble, Vice Convener; and Councillors Corall, Crockett, Dean, Dunbar, Farquharson, Fletcher, Graham, Kiddie, Laing, Malone, McCaig, John West and Yuill.

Town House,  
ABERDEEN 28 November, 2011

## **FINANCE AND RESOURCES COMMITTEE**

Members of the **FINANCE AND RESOURCES COMMITTEE** are requested to meet in Committee Room 2 - Town House on **TUESDAY, 6 DECEMBER 2011 at 2pm.**

JANE G. MACEACHRAN  
HEAD OF LEGAL AND DEMOCRATIC SERVICES

### **B U S I N E S S**

#### **1 DETERMINATION OF EXEMPT ITEMS OF BUSINESS**

#### **2 MINUTES, COMMITTEE BUSINESS STATEMENT AND MOTIONS LIST**

- 2.1 Minute of Previous Meeting of 29 September, 2011 - for approval (Pages 1 - 26)
- 2.2 Minute of Meeting of the Lord Provost Sub Committee of 28 April, 2011 - for noting (Pages 27 - 32)
- 2.3 Minute of Meeting of the Lord Provost Sub Committee of 7 July, 2011 - for noting (Pages 33 - 36)
- 2.4 Committee Business Statement (Pages 37 - 46)
- 2.5 Motions List (Pages 47 - 50)

### 3 MOTIONS

- 3.1 Motion by Councillor Boulton, referred from the meeting of Council of 6 October, 2011:

**'Council is requested to task officers with carrying out a feasibility study into the economic viability of initiating a Corporate Bond Issue for the purpose of funding new Council houses in the city.**

**The current economic situation would appear to support interest bearing investments that are financed by non-risk rental proceeds from new build Council houses. As an indication of possible levels of investment, a total investment of £20 million could finance up to 150 new build houses. This would assist the Council in meeting some of its current obligation in respect of those persons on the Council housing waiting list.**

**Officers are asked to report back on their study findings no later than to the Council Budget meeting in February 2012'.**

### 4 REFERRALS

- 4.1 Queen Elizabeth II Fields Challenge - Update - referred from the meeting of the Housing and Environment Committee of 1 November, 2011 (Pages 51 - 58)
- 4.2 Environmental Services - Charges - referred from the meeting of the Housing and Environment Committee of 1 November, 2011 (Pages 59 - 64)
- 4.3 Environmental Health and Trading Standards - Revised Charges - referred from the meeting of the Housing and Environment Committee of 1 November, 2011 (Pages 65 - 94)
- 4.4 City Events and Twinning Programme 2012/13 - referred from the meeting of the Enterprise, Planning and Infrastructure Committee of 15 November, 2011 (Pages 95 - 98)

**Members: Please note that the recommendations within this report were approved at the meeting of Enterprise, Planning and Infrastructure.**

### 5 CORPORATE GOVERNANCE SERVICE ISSUES

- 5.1 Revenue Budget - Monitoring Report - Corporate Governance Service (Pages 99 - 102)

5.2 Non Housing Capital Monitoring Report - Corporate Governance Service  
(Pages 103 - 108)

## **6 FINANCE**

6.1 General Fund Revenue Budget 2012/13 to 2016/17 (Pages 109 - 178)

6.2 General Fund Revenue - Monitoring Report (Pages 179 - 186)

6.3 Non Housing Capital Programme - Monitoring Report (Pages 187 - 192)

6.4 Common Good Budget - Monitoring Report (Pages 193 - 198)

6.5 Treasury Management - Mid Year Review (Pages 199 - 202)

6.6 Aberdeen City Council Charitable Trusts (Pages 203 - 220)

6.7 Applications for Financial Assistance (Pages 221 - 224)

6.8 Youth Activities Small Grants Fund (Pages 225 - 228)

## **7 GENERAL**

7.1 Connection to CHP District Heating Network (Pages 229 - 232)

7.2 Strategic Transport Fund (Pages 233 - 252)

7.3 Request for Authority to Tender for Fruit and Vegetables (Pages 253 - 256)

### **ITEMS WHICH THE COMMITTEE MAY WISH TO CONSIDER IN PRIVATE**

## **8 GENERAL**

8.1 Professional Property Services - External Consultants (Pages 257 - 260)

## **9 PROPERTY**

9.1 Review of Industrial Properties (Pages 261 - 274)

9.2 Review of Property Account Industrial Ground Lease (Pages 275 - 284)

- 9.3 Car Club - Award of Contract (Pages 285 - 292)
- 9.4 Property Sales (Pages 293 - 298)
- 9.5 Vacant and Surplus Assets (Pages 299 - 318)
- 9.6 New Leases of Staff Houses - Future Action (Pages 319 - 352)
- 9.7 8 Alford Place - Future Use (Pages 353 - 360)
- 9.8 Bon Accord Indoor Bowling Centre - Future Use (Pages 361 - 364)

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## FINANCE AND RESOURCES COMMITTEE

ABERDEEN, Thursday 29 September, 2011 – minute of meeting of the FINANCE AND RESOURCES COMMITTEE. Present: Councillor John Stewart, Convener; Councillor Noble, Vice Convener; and Councillors Allan (as substitute for Councillor Laing), Corall (from article 6), Cormie (as substitute for Councillor Kiddie for articles 1 – 36), Farquharson, Fletcher, Graham, Greig (as substitute for Councillor Dean), McCaig, Jennifer Stewart (as substitute for Councillor Malone for articles 1 – 35), Wendy Stuart (as substitute for Councillor Dunbar), Townson (as substitute for Councillor Kiddie from article 37), John West, Young (as substitute for Councillor Crockett), and Yuill.

Also in attendance: Councillor Wisely (article 6 only).

The agenda and reports associated with this minute can be located at the following link:

<http://committees.aberdeencity.gov.uk/ieListDocuments.aspx?CId=146&MId=1928&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 10.1 of the agenda (article 36 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 36 (paragraphs 6 and 9), article 37 (paragraph 6), article 38 (paragraph 8), article 39 (paragraph 6), article 40 (paragraph 1), article 41 (paragraph 6), article 42 (paragraphs 6 and 9), article 43 (paragraphs 6 and 9), article 44 (paragraphs 6 and 9), article 45 (paragraphs 6 and 9), article 46 (paragraphs 6 and 9), article 47 (paragraphs 6 and 9), article 48 (paragraphs 6 and 9), article 49 (article 6), article 50 (paragraphs 6 and 9), article 51 (paragraph 9), article 52 (paragraph 9), article 53 (paragraph 9), and article 54 (paragraph 1).

## REQUEST FOR DEPUTATION

2. The Committee was advised that a request for deputation had been received from Dyce Sports and Leisure Development Trust (DSLDT) in relation to item 11.13 of the agenda (Pitmedden Road). The Convener suggested that the deputation be heard as the first item of exempt business, with the report being considered immediately thereafter.

Councillor Young, seconded by Councillor Allan, moved as a procedural motion:  
that the deputation be heard in public.

On a division, there voted: for the procedural motion (4) – Councillors Allan, Farquharson, Graham and Young; against the procedural motion (10) – the Convener; the Vice Convener; and Councillors Cormie, Greig, Fletcher, McCaig, Jennifer Stewart, Wendy Stuart, John West and Yuill; absent from the division (1) – Councillor Corall.

**The Committee resolved:**

to not approve the procedural motion, and to concur with the Convener's suggestion to hear the deputation as the first item of exempt business on this day, with the report being considered immediately thereafter.

**MINUTE OF PREVIOUS MEETING**

3. The Committee had before it the minute of its previous meeting of 17 June, 2011.

**The Committee resolved:**

- (i) in relation to article 22, that the successful motion should read 'that the report's recommendations be approved; and that in view of the positive outturn as described within the report, that £1 million be transferred to the Enterprise, Planning and Infrastructure budget in order that a one off investment in roads, pavements and lighting be made'; and
- (ii) to otherwise approve the minute as a correct record.

**COMMITTEE BUSINESS STATEMENT**

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

**The Committee resolved:**

- (i) to note that the property list managed by the Asset Management team detailed the status of all pending and outstanding property items, and therefore to agree to delete all items relating to property from the business statement on the proviso that the property list be reported each cycle;
- (ii) in relation to item 10 (Granitehill Site), to instruct that officers advise Councillor Graham and other local members as to who is responsible for the maintenance of the site;
- (iii) to request that a report be submitted at the next meeting in relation to item 37 (Estate Management Contracts - Legionella Preventative Maintenance);
- (iv) to instruct that a report be presented at the next meeting on item 44 (Kaimhill Community Centre);
- (v) to remove items 5 (Capital Planning), 14 (Lease Request), 15 (Forestry Consultant), 20 (Internal Recharges), 21 (105 -107 Urquhart Road), 23 (Disposing of Council Properties), 25 (Pitmedden Road), 39 (25 Westfield Terrace), 40 (Housing Revenue Account Budget Savings), 43 (Whitemyres

- Centre), and 45 (Procurement of Consultancy Service (Social Care)) from the business statement;
- (vi) to note that five items had transferred to the Corporate Policy and Performance business statement (due to the change in Committee remits agreed at the meeting of Council of 17 August, 2011 (article 9 refers)), namely (1) Trade Union Facility Time; (2) Social Care and Wellbeing Performance; (3) External Support to Deliver the Business Plan; (4) Corporate Governance Business Case; and (5) Kinship Service – Business Case; and
  - (vii) to otherwise note the updates as contained within the business statement.

## **MOTIONS LIST**

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

### **The Committee resolved:**

- (i) in relation to item one (Motion by Councillor Jennifer Stewart – Defensible Garden Areas), to note that a report was due at this meeting, and to instruct that this issue be progressed at the earliest possible opportunity;
- (ii) to note that a report was on today's agenda in relation to item 3 (Motion by Councillor Reynolds – 0845 Numbers), and to therefore agree to remove this item from the motions list; and
- (iii) to otherwise note the updates as contained within the motions list.

## **DELIVERY OF ELECTED MEMBERS' MAIL – MOTION BY COUNCILLOR WISELY**

6. With reference to article 24 of the minute of meeting of Council of 29 June, 2011, the Committee had before it a motion in the following terms by Councillor Wisely:

'That the Council review its decision CGL DS22 of 15 December, 2010, and consider reinstating the delivery service albeit on a reduced basis for those members who request it; the modest costs of approximately £5,000 to be met from reserves'.

A background report on the matter had been prepared by the Director of Corporate Governance. Councillor Wisely joined the Committee to speak to her motion, and indicated a preference for option 3 as contained within the background report.

### **The Committee resolved:**

to agree option three as contained within the background report (that the Town House Sergeants deliver mail to those members who wish it, on a twice weekly basis, using one of the pool cars), and to instruct that this be implemented as soon as possible.

## **MEMBERS' PARKING (TOWN HOUSE) – MOTION BY COUNCILLOR WEST**

7. The Committee had before it a motion in the following terms by Councillor John West:

'That this Committee instructs officers to copy the scheme of charging for business permits in city centre controlled parking zones and apply the same charges to elected members' spaces in the Town House Extension car park. Any future changes to charges for business permits should be automatically applied to elected members parking at the Town House Extension. For clarity, the current charge for central zones is £200 per annum'.

Councillor John West, seconded by the Vice Convener moved his motion as detailed above.

The Convener, seconded by Councillor Farquharson, moved as an amendment: that no action be taken.

On a division, there voted: for the motion (6) – the Vice Convener; and Councillors Cormie, Corall, McCaig, Wendy Stuart and John West; for the amendment (9) – the Convener; and Councillors Allan, Farquharson, Fletcher, Graham, Greig, Jennifer Stewart, Young and Yuill.

**The Committee resolved:**  
that no action be taken.

## **0845 NUMBERS – MOTION BY COUNCILLOR REYNOLDS (CG/11/128)**

8. Reference was made to article 9 of the minute of the previous meeting of this Committee of 17 June, 2011 at which time officers were instructed to report back on the terms of the following motion by Councillor Reynolds:

'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'.

The Committee had before it on this day, a report by the Director of Corporate Governance as requested at the aforementioned meeting.

**The Committee resolved:**

- (i) to instruct that local (01224) numbers be published in addition to 0845 numbers currently in use by the Council, pending the outcomes of the Ofcom review of non geographic numbers and the completion of the alternative delivery model project for the Corporate Governance Service;
- (ii) to instruct officers to take the necessary steps to publicise the availability of 01224 numbers to ensure citizens are informed of their choices when calling for Council services; and
- (iii) to instruct officers to report back to this Committee when the outcomes of the Ofcom review and the alternative delivery model project are known to enable a decision to be made on whether or not to continue the use of 0845 numbers for the related services included in this report.



## **DECLARATION OF INTEREST**

**Councillor Jennifer Stewart declared a financial interest in the following article and withdrew from the meeting.**

### **REVIEW OF INCOME AND EXPENDITURE FOR ALLOTMENTS (H&E/11/049)**

9. Reference was made to article 32 of the minute of meeting of the Housing and Environment Committee of 25 August, 2011, whereby it was agreed to increase the rental charges for allotments by 10%, subject to the approval of this Committee. Members had before them on this day, the report as presented to the Housing and Environment Committee, 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.

### **FURNITURE SCHEME (H&E/11/196)**

10. Reference was made to article 27 of the minute of meeting of the Housing and Environment Committee of 25 August, 2011, at which time it was agreed that a service charge of £1.50 per week per £100 of goods be implemented, subject to the approval of this Committee. Members had before them on this day, the report as presented to the Housing and Environment Committee, 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.

### **HOUSING SERVICE CAR PARKING CHARGES (H&E/11/195)**

11. Reference was made to article 17 of the minute of meeting of the Housing and Environment Committee of 25 August, 2011 at which time it was agreed, amongst other things, that all commercial and other non local charges would be increased to £35 per week, subject to the approval of this Committee. Members had before them on this day, the report as presented to the Housing and Environment Committee, 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.

## **NEWHILLS PRIMARY SCHOOL – LAND REQUIREMENT (EPI/11/186)**

**12.** Reference was made (1) to article 13 of the minute of meeting of the Housing and Environment Committee of 25 August, 2011 at which time that Committee declared a site adjacent to the Newhills School Campus (identified within the report) surplus to the requirements of the Service, and instructed officers to apply to the Scottish Government for approval to transfer the site to the General Services Account; and (2) to article 15 of the minute of meeting of the Education, Culture and Sport Committee of 15 September, 2011 whereby members requested that this Committee agree to earmark the site within the General Services Account for potential future educational use. The Committee had before it on this day, the report as presented to the Education, Culture and Sport Committee, and the relevant minute extracts from both Committees.

### **The Committee resolved:**

to note the resolutions of the Housing and Environment Committee; to concur with the recommendations of the Education, Culture and Sport Committee; and to instruct officers to earmark the site adjacent to the Newhills School Campus (identified within the report) within the General Services Account for potential future educational use.

## **LOCAL AUTHORITY TRADING COMPANY – IMPLEMENTATION COSTS (SCW/11/059)**

**13.** With reference to article 12 of the minute of meeting of the Social Care and Wellbeing Committee of 1 September, 2011, the Committee had before it a report by the Director of Social Care and Wellbeing which sought approval for the external support required to take forward the business case and implementation plan for a Local Authority Trading Company, to include older people's services, and rehabilitation services.

An amended report was circulated to members.

### **The Committee resolved:**

- (i) that the cost of external expert support for the development of a full business case, up to a maximum of £50,000, be met from corporate provision for the costs associated with externalisation projects; and
- (ii) subject to the business case demonstrating operational and financial benefits to the Council, to instruct that a full report be presented to Council which should detail (1) the implementation costs for a Local Authority Trading Company of up to a maximum of £450,000 to be met from the corporate provision for the costs associated with the externalisation of projects, as approved at the budget meeting of Council of 10 February, 2011 (article 2 refers); and (2) the operational impact, benefit and timeline for the full implementation of a Local Authority Trading Company.

## **FLOOD RISK MANAGEMENT (SCOTLAND) ACT – IMPLEMENTATION PROGRESS REPORT (EPI/11/220)**

**14.** Reference was made to article 44 of the minute of meeting of the Enterprise, Planning and Infrastructure Committee of 13 September, 2011 at which time, amongst other things, it was agreed to request that all identified revenue funding as per the Local Government finance settlement be made available for this year and future years to fund the Council's duties under the Flood Risk Management (Scotland) Act, including its contribution to the development of the integrated catchment model.

### **The Committee resolved:**

to concur with the recommendation of the Enterprise, Planning and Infrastructure Committee.

## **DISPOSAL OF EDUCATION, CULTURE AND SPORT SERVICE OPERATIONAL PROPERTIES (ECS/11/057)**

**15.** Reference was made to article 6 of the minute of meeting of the Education, Culture and Sport Committee of 15 September, 2011 at which time two properties were declared surplus to the requirements of the Service (namely former Bankhead Academy (school site only) and Torry Community Learning Centre (formerly Torry Nursery)).

At this juncture, the Convener noted that a number of the reports on today's agenda were referrals from Service Committees where there was no adverse financial impact on the budget.

### **The Committee resolved:**

- (i) to declare the following properties surplus to the requirements to the Council and to instruct the Head of Asset Management and Operations to commence the disposal process on the open market:
  - Former Bankhead Academy (school site only)
  - Torry Community Learning Centre (formerly Torry Nursery);
- (ii) to instruct officers to confirm the position in relation to Phase 2 (ie that no agreements had been made in this regard) by way of email to Councillor Allan, other local members and members of this Committee; and
- (iii) to instruct that a report be presented to the appropriate Committee with a recommendation to amend the Orders of Reference for Committees, to allow Service Committees to take financial decisions without the requirement for a referral to this Committee, unless there would be adverse financial implications.

## **REVENUE BUDGET 2010/11 – MONITORING REPORT – CORPORATE GOVERNANCE SERVICE (CG/11/097)**

**16.** With reference to article 21 of the minute of its previous meeting of 17 June, 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 in this regard.

**The Committee resolved:**

- (i) to note the information on management action and risks contained within the report; and
- (ii) to instruct that officers continue to review budget performance and report on Service strategies.

**CAPITAL BUDGET PROGRESS REPORT – CORPORATE GOVERNANCE SERVICE (EPI/11/282)**

17. With reference to article 20 of the minute of its previous meeting of 17 June, 2011, the Committee had before it a report by the Director of Enterprise, Planning and Infrastructure which provided an update on progress 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 Committee resolved:**

to note the current position as detailed within the report.

**REVENUE BUDGET – MONITORING REPORT (CG/11/131)**

18. With reference to article 22 of the minute of its previous meeting of 17 June, 2011, the Committee had before it a report by the Head of Finance which presented the revenue position for the Council for 2011/12 and advised as to any areas of risk that had been highlighted by the Directors, including that associated with the Council's fleet of vehicles.

During the course of discussion it was suggested that the Council write to CoSLA to intimate its concern at the current funding mechanism.

**The Committee resolved:**

- (i) to note the content of the report;
- (ii) to agree to the procurement of vehicles in the current financial year, and to instruct the Head of Finance to establish the most cost effective means by which to fund the replacements and to advise the Committee as part of a future report; and
- (iii) to instruct Directors to continue to take cost reduction opportunities during the remainder of the year to achieve a balanced budget position.

**NON HOUSING CAPITAL PROGRAMME – MONITORING REPORT (EPI/11/247)**

19. With reference to article 23 of the minute of its previous meeting of 17 June, 2011, the Committee had before it a report by the Director of Enterprise, Planning and Infrastructure which provided an update on the progress across all Services on projects within the 2010/11 Non Housing Capital Programme.

**The report recommended:**

That the Committee –

- (a) note the current position as detailed within the report;
- (b) approves, in principle, the implementation of 'in year' bids of up to £250,000, supervised by the Corporate Asset Group after consultation with the Convener and Vice Convener of this Committee;
- (c) notes the action of delegated authority by the Head of Asset Management and Operations; and
- (d) approves the addition of the following projects in the capital plan:
  - Item 666 – corporate asset management
  - Item 784 – vehicle replacement
  - Item 790D – ICT investment programme – fleet management software.

At this juncture, the Committee was advised that the former Summerhill Academy had been the target of both petty vandalism and professional 'asset stripping' over the last few months, with an escalation of problems over the last few weeks. Officers had been in discussions with the prospective purchaser, and they had agreed to demolish the building on the Council's behalf, at the earliest opportunity, on the basis that should they not achieve planning by the longstop date (2014), the Council would reimburse them for the cost; this could be in the region of £500,000. The Head of Legal and Democratic Services had advised officers that Committee approval was required to agree to underwrite the prospective purchaser's costs.

**The Committee resolved:**

- (i) to approve recommendations (a), (c) and (d) as contained within the report;
- (ii) to **not** approve recommendation (b);
- (iii) to note the significant vandalism and 'asset stripping' problems being experienced at the former Summerhill Academy, and that the proposed purchaser was willing to advance demolition works immediately at an estimated cost of £500,000; and
- (iv) to approve the estimated expenditure of £500,000 in respect of the demolition works, as is required by the Council's Standing Orders (Contracts and Procurement), and that an allowance of £500,000 is secured within the Capital Plan to recompense the purchaser for these works in the event that they are unable to obtain a satisfactory planning consent for their proposed scheme by their longstop date in summer 2014 (financial year 2014/15) and as a consequence the Council becomes liable for reimbursing the demolition costs.

**COMMON GOOD BUDGET– MONITORING REPORT (CG/11/098)**

**20.** With reference to article 25 of the minute of its previous meeting of 17 June, 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 31 July, 2011, and outlined the forecast position of the cash balances.

In response to a question from members, the Head of Finance advised that the Internal Audit team was undertaking work on the Common Good budget,

specifically looking at whether it was best value for the funds to be held in banks; and that a report back in this regard would be presented to the appropriate Committee in due course.

**The Committee resolved:**

- (i) to note the near actual income and expenditure position as at 31 July, 2011; and
- (ii) to note the forecast cash balances as at 31 March, 2012 of £5,900,000 based on current estimates.

**UPDATE ON PRIORITY BASED BUDGETING (CG/11/113)**

**21.** The Committee had before it a report by the Director of Corporate Governance which provided an update on progress being made in the priority based budgeting exercise.

**The report recommended:**

that the Committee –

- (a) notes the significant progress the Council has made in delivering the approved priority based budgeting options for 2011/12;
- (b) notes the progress underway to update the five year business plan and specifically the 2012/13 budget;
- (c) delegates authority to Directors to commit up to £500,000 of their allocation from the corporate provision (or their total amount if smaller) on the basis in each case that the appropriate Convener and Vice Convener are consulted, and the commitment is reported to the working group for information; and
- (d) instructs the establishment of one working group to cover the projects, including the Local Authority Trading Company, of the alternative delivery model programme.

Members agreed to suspend Standing Order 22(1) in order to allow the decision taken at the previous meeting of 21 April, 2011 (article 25 refers) (ie 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), to be revisited (as per recommendation (c))

**The Committee resolved:**

to approve the recommendations.

**REMOVAL OF INTERNAL CHARGES (CG/11/134)**

**22.** With reference to article 12 of the minute of meeting of the Enterprise, Planning and Infrastructure Committee of 19 January, 2011, the Committee had before it a report by the Head of Finance which provided an update on the removal of internal recharges.

**The Committee resolved:**

to agree the virement of budgets as detailed within the report, totalling approximately £40,000,000.

**ANNUAL HOUSING AND COUNCIL TAX BENEFIT REPORT (CG/11/107)**

**23.** With reference to article 19 of the minute of its meeting of 17 June, 2010, the Committee had before it a report by the Head of Finance which updated members of the performance of Housing and Council Tax benefit during 2010/11, and set out the key priorities for 2011/12.

**The Committee resolved:**

to note (1) the content of the report; and (2) that a report will be presented in one year to advise of the Housing and Council Tax benefit service performance for 2011/12.

**UNRECOVERABLE DEBT (CG/11/106)**

**24.** With reference to article 15 of the minute of meeting of 28 September, 2010, the Committee had before it a report by the Head of Finance which (a) requested approval, in terms of financial regulation 11.3.7, to write off business rate debts in excess of £25,000 deemed to be unrecoverable during 2009/10; and (b) advised of the numbers and values of Council Tax, business rates, community charge, housing benefit overpayments and rent arrears of up to £10,000, deemed to be unrecoverable during 2009/10 after all approved recovery procedures had been followed, in terms of financial regulations 11.3.6 and 11.3.9.

**The Committee resolved:**

- (i) to note the value of Council Tax, business rates, community charge, housing benefit overpayments and rent arrears deemed by the Director of Corporate Governance as unrecoverable, as detailed at appendices (i) – (v); and
- (ii) that the business rates amounts over £25,000 (and as detailed at appendix (vi) in the exempt section of the agenda (article 37 of this minute refers)) deemed as unrecoverable by the Director of Corporate Governance, also be written off.

**APPLICATIONS FOR FINANCIAL ASSISTANCE 2011/12 (CG/11/132)**

**25.** 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 funding from the financial assistance budget.

**The Committee resolved:**

- (i) to approve the application from Dancesport Scotland for £850; and
- (ii) to approve the application from Grampian Senior Citizens Forum for £1000 on the proviso that this is for next year's Convention.

## YOUTH ACTIVITIES SMALL GRANTS FUND 2010/11 (ECS/11/061)

26. With reference to article 27 of the minute of its previous meeting of 17 June, 2011, the Committee had before it a report by the Director of Education, Culture and Sport which presented the recommendations of the Youth Activities Grant Funding Group for the latest round of funding for the financial year 2011/12, which had a closing date of 21 July, 2011; and proposed a change to the reporting mechanism for this Group.

### **The Committee resolved:**

(i) to approve funding to the following organisations:

Group Name	Summary of Application	Decision
Dyce Academy Trampoline Club	To part fund the purchase of a trampoline and mats to start up a trampoline club.	to award £1,500
Junior Club at YMCA	To refurbish a room for young people.	to award £1,500
ASN 3 Class at Bucksburn	To buy books to enhance learning of pupils with severe learning difficulties.	to award £453
35 <sup>th</sup> Boys' Brigade	To purchase a team sports kit for older and younger boys.	to award £300
4D Social and Vocational Skills	To part fund a residential weekend.	to award £1,500
Shazam Theatre Group	To part fund the cost of running a drama workshop for the October holidays, ending with the group performing a one act piece to the community of Aberdeen.	to award £1,500
City of Aberdeen Swim Team	To part fund swimming development camps so that older swimmers can teach and improve younger swimmers' skills, so that they can progress into COAST.	to award £1,500

- (ii) to instruct the Head of Communities, Culture and Sport to arrange for the funds to be distributed accordingly; and
- (iii) to approve the changes to the funding process, as follows:
- Applications to be accepted at any time during the year
  - Funding Group to meet on a monthly basis, and discuss all applications
  - Senior officers (Gail Woodcock/Linda Murray/Craig Singer) be enabled to authorise payments immediately as advised by the Funding Group
  - All decision, spending and comments to be reported to this committee for information.



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

27. Reference was made to article 1 of the minute of the previous meeting of this Committee of 17 June, 2011, whereby officers had been instructed to report back detailing progress made with all changes to the Housing Revenue Account since the budget meeting of Council, and further any financial implications that the changes to the welfare reform system would have for the Service. The Committee had before it on this day, a report by the Director of Housing and Environment which presented the information as requested at the aforementioned meeting.

### **The Committee resolved:**

to note the content of the report.

## **FORESTRY CONSULTANT (H&E/11/206)**

28. With reference to article 27 of the minute of its meeting of 2 December, 2010, the Committee had before it a report by the Director of Housing and Environment which provided an update in relation to the forestry consultant.

### **The Committee resolved:**

- (i) to note the content of the report; and
- (ii) to note that the expenditure associated with this contract is estimated to be between £350,000 and £750,000.

## **PROCESS FOR CONSIDERING REQUESTS TO ACQUIRE PROPERTY AT LESS THAN MARKET VALUE (EPI/11/245)**

29. The Committee had before it a report by the Director of Enterprise, Planning and Infrastructure which advised members on the implementation of the Disposal of Land by Local Authorities (Scotland) Regulations, and detailed how these regulations should be managed by the Council.

### **The Committee resolved:**

to approve the processes detailed within the report for the consideration of requests to dispose of property at less than market value by both external parties and public sector partners.

## **SURPLUS PROPERTY PROCEDURE (EPI/11/248)**

30. Reference was made to article 41 of the minute of meeting of this Committee of 1 February, 2011 at which time officers were instructed to investigate ways of improving the process for declaring properties surplus to Service requirements and disposing of them. Members had before them on this day, a report by the Director of Enterprise, Planning and Infrastructure which presented a new procedure, as requested at the aforementioned meeting.

**The Committee resolved:**

to approve the surplus property procedure as detailed within the report, and instruct the Head of Asset Management and Operations to implement it at the earliest opportunity.

**PROPERTY ASSET MANAGEMENT PLAN UPDATE 2011**

**31.** With reference to article 25 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 detailed progress made on the Property Asset Management Plan, since its implementation in 2009 (article 32 of the minute of meeting of the former Resources Management Committee of 16 June, 2009 refers).

**The Committee resolved:**

to approve the Property Asset Management Plan update 2011.

**REVIEW OF CORPORATE ACCOMMODATION (EPI/11/246)**

**32.** The Committee had before it a report by the Director of Enterprise, Planning and Infrastructure which advised as to the current situation in relation to corporate staff accommodation; the expectations for these properties given the move to Marischal College; and the intended future space management control for all Council offices.

**The Committee resolved:**

- (i) to instruct that a corporate office accommodation review be undertaken as part of the annual Property Asset Management Plan;
- (ii) to instruct that the Head of Asset Management and Operations continues appropriate negotiations with landlords of the leased properties which require early termination;
- (iii) instruct the Head of Asset Management and Operations to undertake an options appraisal in relation to the occupational requirements of the Services currently occupying Exchequer House, and to report back to this Committee within six months;
- (iv) to instruct the Corporate Asset Group to undertake a review of the future utilisation of the Town House, reporting back to this Committee in due course on all possible options and financial consequences;
- (v) to authorise the Head of Asset Management and Operations to market suitable vacant office accommodation on the open market, that is identified as part of the future monitoring of space utilisation; and
- (vi) to agree that Group Leaders would work with the officers' review group of the Town House.

### **WHITEMYRES STORES – FUTURE USE (EPI/11/280)**

**33.** With reference to article 31 of the minute of its previous meeting of 17 June, 2011, the Committee had before it a report by the Director of Enterprise, Planning and Infrastructure which presented potential uses for the soon to be vacated central stores.

#### **The Committee resolved:**

- (i) to instruct that units 3 and 4 be transferred to the Social Care and Wellbeing Service for the replacement of the occupational therapy equipment store at Crombie Road;
- (ii) to instruct that unit 2 be transferred to the Social Care and Wellbeing Service for the creation of a user/records/archive store;
- (iii) to instruct that the existing occupational therapy stores at Crombie Road be transferred to the Property Account, and to further instruct that the Head of Asset Management and Operations advertise them for lease at the earliest opportunity; and
- (iv) to instruct that a report be presented to this Committee detailing the corporate approach to records management and disposals.

### **NATIONAL HOUSING TRUST – PHASE TWO – DEVELOPER LED (H&E/11/198)**

**34.** The Committee had before it a report by the Director of Housing and Environment which sought approval for the Council to participate in the second phase of the National Housing Trust initiative.

#### **The Committee resolved:**

- (i) to participate in the National Housing Trust phase two procurement, as developed by the Scottish Futures Trust, subject to the Director of Corporate Governance and the Director of Housing and Environment continuing to be satisfied that the legal and financial elements of the initiative do not expose the Council to undue risk;
- (ii) that borrowing through the Council's Loan Fund for the scheme be approved in principle, subject to a maximum of 50 units;
- (iii) that the contract be exempted from Standing Orders 11 and 26 (Contracts and Procurement) if the Participation Agreement does not contain clauses relating to the 'Prevention of Corruption' and 'Freedom of Information' clauses required by the Council's Standing Orders (Contracts and Procurement);
- (iv) to delegate authority to the Head of Legal and Democratic Services, or her nominated representative, to execute the Participation Agreement on behalf of the Council; and
- (v) to instruct officers to report to future Committee meetings as further decisions are required.

## **ACCORD CARD – CITIZEN ROLL OUT (CG/11/109)**

**35.** With reference to article 32 of the minute of its meeting of 1 February, 2011, the Committee had before it a report by the Director of Corporate Governance which detailed progress made in allowing Accord Card holders to obtain services offered by this Council and its partner organisations at a preferential rate, and presented a number of options as to the way forward.

### **The Committee resolved:**

to approve option 5.33 as detailed within the report (ie a residents discount scheme with visitors 'buy in').

**In accordance with the decision recorded under article 1 of this minute, the following items were considered with the press and public excluded.**

## **PITMEDDEN ROAD, DYCE (EPI/11/252)**

**36.** With reference to article 2 of this minute, whereby it was agreed to hear Mr David McGrath and Ms Evelyne Delbos on behalf of Dyce Sports and Leisure Development Trust, the Convener invited Mr McGrath and Ms Delbos to address the Committee.

Ms Delbos advised that the Trust were disappointed at the recommendations contained in the report before members on this day, which had been shared with them. She suggested that the proposals of the Trust to enhance the sporting facilities available in the north of the city had the support of the Dyce community, the business community and Sport Aberdeen, but that it was imperative that the Council supported the Trust and its aims for any progress to be made on the matter. Ms Delbos accepted that it was only proper for officers to highlight potential issues that could arise, but that these risks should be balanced.

The Convener thanked Mr McGrath and Ms Delbos for their contribution.

With reference to article 34 of the minute of meeting of this Committee of 1 February, 2011, the Committee then considered the report before it on this day, by the Director of Enterprise, Planning and Infrastructure, which updated the Committee on the outcome of the meeting between local members, members of this Committee and officers that had been instructed at the aforementioned meeting.

**The report recommended –**  
that the Committee –

- (a) decline the proposal, for the reasons set out in the report presented to the previous meeting (article 34 of the minute of meeting of 1 February, 2011 refers);
- (b) authorise the Head of Asset Management and Operations, in consultation with the Convener and Vice Convener of this Committee, to make appropriate representations to the City Council as Planning Authority in

- relation to alternative planning designations for the site, as part of the process to determine land use in future Local Plans;
- (c) authorise the Head of Legal and Democratic Services to terminate the existing lease to Dyce Sports and Leisure Development Trust, (DSLDT) as described in the report to this Committee's meeting on 1 February, 2011, in view of their non compliance with the lease provisions;
  - (d) rescind the decision of this Committee's meeting of 12 November, 2009 to grant DSLDT an extended, amended lease, as described in the report to this Committee's meeting on 1 February, 2011; and
  - (e) authorise the Head of Asset Management and Operations to enter provisional negotiations with all individual clubs and sporting groups presently using the site on appropriate terms and conditions of lease of part of the site, to enable the continuation of their activities.

**The Committee resolved:**

- (i) to approve recommendations (a) – (d); and
- (ii) to instruct that officers negotiate a new lease of up to five years with the Dyce Sports and Leisure Development Trust, if they wish it, and to report back in this regard.

**UNRECOVERABLE DEBT (CG/11/106) – APPENDIX**

**37.** With reference to article 25 of this minute, the Committee had before it an appendix containing details of business case write offs above £25,000.

**The Committee resolved:**

to note that this matter had been dealt with at article 25 of this minute.

**TRADING SERVICES MONITORING (CG/11/108)**

**38.** With reference to article 33 of the minute of its previous meeting of 21 April, 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.

**The Committee resolved:**

- (i) to note that the forecast outturn to 31 March, 2012 showed a projected overall surplus for the significant trading activities in the order of £6,300,000, compared with a budgeted surplus of £7,700,000; and
- (ii) to note that the provisional full year results indicated that the financial objective for each significant trading activity would be achieved, with the exception of Grounds Services, before allowing for the effects of pension adjustments required under the provisions of the international accounting standard for pensions IS19, the value of which was unknown at this time.

## **CITIZENS' ADVICE BUREAU – SERVICE LEVEL AGREEMENT (CG/11/099)**

**39.** With reference to article 12 of the minute of meeting of the Audit and Risk Committee of 29 March, 2011, and article 34 of the minute of meeting of this Committee of 11 May, 2010, the Committee had before it a report by the Head of Finance which presented the total funding provided to the Citizens' Advice Bureau Aberdeen, and provided an update on the development of a service level agreement between the Citizens' Advice Bureau Aberdeen and the Council.

### **The Committee resolved:**

- (i) to note the total funding that is provided to the Citizens' Advice Bureau Aberdeen, and the actions being taken to establish a service level agreement with the organisation; and
- (ii) to instruct that a further report be presented to this Committee on completion of the service level agreement.

## **PERFORMANCE RELATED PAY – CHIEF EXECUTIVE (CG/AA/127)**

**40.** The Committee had before it a report by the Director of Corporate Governance which presented a framework for appraising the Chief Executive, and advised as to how the performance related pay element of the Chief Executive's remuneration would be measured.

### **The Committee resolved:**

to note the content of the report.

## **REVIEW OF CORPORATE ACCOMMODATION (EPI/11/246) – APPENDIX**

**41.** With reference to article 32 of this minute, the Committee had before it an appendix containing financial information in relation to the report considered earlier in the meeting.

### **The Committee resolved:**

to note that this matter had been dealt with at article 32 of this minute.

## **20A LOIRSTON ROAD – OUTCOME OF MARKETING (EPI/11/237)**

**42.** With reference to article 42 of the minute of its meeting of 21 April, 2011, 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 that had been undertaken in relation to 20A Loirston Road.

### **The Committee resolved:**

- (i) to accept the highest offer by Fraser and Milligan, on behalf of Ms Vanessa Gordon; and

- (ii) to instruct the Head of Legal and Democratic Services to conclude the missives for the sale of 20A Loirston Road, incorporating various qualifications as are necessary to protect the Council's interests.

### **29 REDMOSS AVENUE – OUTCOME OF MARKETING (EPI/11/236)**

**43.** With reference to article 42 of the minute of its meeting of 21 April, 2011, 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 that had been undertaken in relation to 29 Redmoss Avenue.

#### **The Committee resolved:**

- (i) to accept the offer submitted by KWAD Solicitors on behalf of Ms Mandy McCallum;
- (ii) to instruct the Head of Legal and Democratic Services to conclude the missives for the sale of 29 Redmoss Avenue, incorporating various qualifications as are necessary to protect the Council's interests.

### **30 SPRINGFIELD AVENUE – OUTCOME OF MARKETING (EPI/11/235)**

**44.** With reference to article 42 of the minute of its meeting of 21 April, 2011, 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 that had been undertaken in relation to 30 Springfield Avenue.

#### **The report recommended –**

that the Committee –

- (a) notes the offer received for the property and officers' actions in relation to the offer; and
- (b) delegate authority to the Head of Legal and Democratic Services and the Head of Asset Management and Operations, in consultation with the Convener and Vice Convener of this Committee, to (1) accept an appropriate offer at a future closing date, should such an offer be received in advance of the meeting of this Committee of 6 December, 2011; and (2) conclude missives for the sale of the property, incorporating various qualifications as are necessary to protect the Council's interests.

#### **The Committee resolved:**

- (i) to approve recommendation (a); and
- (ii) to instruct that a report be brought back to this Committee to present the offers received.

### **105 – 107 URQUHART ROAD – OUTCOME OF MARKETING (EPI/11/234)**

**45.** With reference to article 28 of the minute of meeting of this Committee of 1 February, 2011, the Committee had before it a report by the Director of Housing

and Environment which advised as to the outcome of the marketing exercise that had been undertaken in relation to 105 – 107 Urquhart Road.

**The Committee resolved:**

- (i) to accept the offer submitted by Raeburn Christie Clark and Wallace, on behalf of BDW Trading Limited (Barratt);
- (ii) to instruct the Head of Legal and Democratic Services to conclude missives for the sale of 105 – 107 Urquhart Road, incorporating various qualifications as are necessary to protect the Council's interests; and
- (iii) should this offer not achieve the required planning permission for 104 new build flats, to instruct the Head of Asset Management and Operations to firstly enter into negotiations on any proposed amendment to the sale price, and secondly, if necessary, to readvertise the property on the open market, subject to reporting back to Committee on the actions taken following any readvertising.

**RETAIL PORTFOLIO INVESTMENT SITE – OUTCOME OF MARKETING (EPI/11/241)**

46. The Committee had before it a report by the Director of Enterprise, Planning and Infrastructure which advised as to the outcome of a marketing exercise which had been undertaken on three retail portfolio investment sale lots.

**The Committee resolved:**

- (i) to accept the highest offer by DLA Piper on behalf of Carrick Properties Limited;
- (ii) to instruct the Head of Legal and Democratic Services to conclude the missives for these properties, incorporating various qualifications as are necessary to protect the Council's interests; and
- (iii) to authorise the Head of Asset Management and Operations to renegotiate, with the agreement of the Council's statutory officers, the purchase price subject to valid potential claims.

**FORMER MILE END SCHOOL – OUTCOME OF MARKETING (EPI/11/240)**

47. Reference was made to article 9 of the minute of meeting of this Committee of 2 December, 2011, at which time officers were instructed to market the former Mile End School as a residential conversion/development opportunity. Members had before them on this day, a report by the Director of Enterprise, Planning and Infrastructure which advised as to the outcome of the marketing exercise which had been undertaken as instructed at the aforementioned meeting.

**The Committee resolved:**

- (i) to accept the offer of £3,500,000 submitted by Paull and Williamsons on behalf of Arnage Estates Limited; 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.



## **25 WESTFIELD TERRACE – LEASE RENUNCIATION (EPI/11/...)**

**48.** Reference was made to article 25 of the minute of meeting of the Social Care and Wellbeing Committee of 17 May, 2011 at which time officers were instructed to report to this Committee in order that a lease renunciation be agreed. The Committee had before it on this day, a report by the Director of Enterprise, Planning and Infrastructure which requested that the lease for the property at 25 Westfield Terrace be renounced.

### **The Committee resolved:**

- (i) to approve Cornerstone's request that the lease of 25 Westfield Terrace be renounced as soon as possible, at which date their legal liability for property costs would end, but on condition that before the Council formally concludes the lease renunciation, Cornerstone settles any outstanding dilapidation liability in terms of the lease (as set out in paragraph 5.6 of the report);
- (ii) to instruct the Head of Legal and Democratic Services to formally conclude the legal renunciation of the property lease, on terms and conditions as are necessary to protect the Council's interests; and
- (iii) to instruct the Head of Asset Management and Operations to advertise the property for sale, and report back to a future meeting detailing any offers received.

## **DECLARATIONS OF INTEREST**

**Councillor Young declared an interest in the subject matter of the following article by virtue of his position as a Director of Sport Aberdeen and withdrew from the meeting.**

**Councillors Fletcher and John West declared an interest in the subject matter of the following article by virtue of their position as Directors of Sport Aberdeen, but chose to remain in the meeting as Sport Aberdeen was established wholly or mainly for the purpose of providing services to the local authority and has a contractual agreement with the Council in this regard (as per paragraph 5.18(2)(i)(d) of the Councillors' Code of Conduct).**

## **BROADHILL BAR – FUTURE USE (EPI/11/251)**

**49.** The Committee had before it a report by the Director of Enterprise, Planning and Infrastructure which updated members regarding a formal note of interest received from three golf clubs in relation to the Broadhill Bar, and provided an officer recommendation as to the way forward.

### **The Committee resolved:**

- (i) to instruct the Head of Asset Management and Operations to (1) enter into negotiations with the agent acting for the three clubs to identify a proposed lease structure for the site, potential timescales, the site's development potential, a business plan and funding, and a possible interaction with the

- Education, Culture and Sport Service/ Sport Aberdeen, and (2) report back to the next meeting of this Committee of 6 December, 2011 on the outcome of these negotiations; and
- (ii) to request that officers address the points raised at the meeting in the report back.

## **DECLARATION OF INTEREST**

**Councillor Yuill declared a potential financial interest in the subject matter of the following article by virtue of his position as Chair of NESTRANS and chose to withdraw from the meeting.**

## **FREDERICK STREET DEVELOPMENT SITE (EPI/11/211)**

**50.** With reference to article 50 of the minute of its meeting of 24 April, 2011, 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.

A detailed discussion took place regarding the proposal to move the City Wardens to Archibald Simpson House, and the cost associated with the required works in this regard. Officers advised that the estimate of £180,000 had been reviewed as only one shower would now be installed.

**The report recommended –**  
that the Committee –

- (a) instructs the Head of Asset Management and Operations along with the Head of Legal and Democratic Services to continue to work with NHS Grampian to finalise missives and conclude the sale of the Frederick Street development site within the current financial year;
- (b) agrees to the transfer of units 5,6,7 and 8 Crombie Road to the Education, Culture and Sport Operational account from the Property Investment Account and to the proposed alteration works to the property estimated at £220,000 with the cost of alterations to be met from the capital receipt from the sale of the Frederick Street development site;
- (c) agrees to the transfer of part of the lower ground floor at Archibald Simpson House (27/29 King Street) to the Housing and Environment operational account from the property investment account and to the proposed alteration works to the property estimated at £180,000 to be met from the capital receipt from the sale of the Frederick Street development site;
- (d) agrees to the simultaneous development proposals by NHS Grampian resulting in the closure of East North Street car park in the spring of 2012 with appropriate mitigating measures being implemented until the proposed multi storey car park is completed and operational; and
- (e) agrees to the maximum share contribution of £50,000 towards costs for the removal of contaminated materials from the multi storey car park site and the sundry costs involved with legal and car park operational matters being met from the capital receipt as detailed in the report.

**The Committee resolved:**

- (i) to instruct that a report on a potential traffic order for temporary car parking at the Castlegate be submitted to the meeting of Council of 6 October, 2011;
- (ii) to agree recommendations (a), (b), (d) and (e); and
- (iii) to refer recommendation (c) to the meeting of Council of 6 October, 2011 in order that the minimum costs for the works can be presented to members.

**TULLOS PRIMARY SCHOOL LODGE AT KIRKHILL PLACE, BALNAGASK (EPI/11/283)**

51. The Committee had before it a report by the Director of Enterprise, Planning and Infrastructure which presented potential future uses for the school lodge at Kirkhill Place.

**The report recommended:**

that the Committee –

- (a) approve, in principle, that the property be leased to the Housing and Environment Service on either of the options outlined in paragraph 5.3;
- (b) request that the Head of Asset Management and Operations and the Head of Regeneration and Housing Investment advise the Committee verbally as to whether or not a property deal has been negotiated between them, to allow the property to be reused for the housing of homeless people; and
- (c) in the event that no such property deal can be reported, consider declaring the property surplus to operational requirements, and authorising its sale on the open market.

Officers advised that an agreement had not yet been reached with the Housing and Environment Service to allow the property to be reused for the housing of homeless people, as detailed costs were still being assessed. It was anticipated that an agreement would shortly be reached.

Councillor Farquharson moved:

that tenancy for the house be offered to janitorial staff in other schools in the city; and that in the event that no such property deal can be reached, that the Committee declare the property surplus to operational requirements, and authorise its sale on the open market.

As Councillor Farquharson's motion did not attract a seconder, the motion fell.

**The Committee resolved:**

- (i) to request that a briefing note be circulated to Councillor Allan and members of this Committee on the management of the building;
- (ii) to lease the property to the Housing and Environment Service;
- (iii) to refer the future use of the house to the meeting of the Housing and Environment Committee of 1 November, 2011 for consideration; and
- (iv) to instruct that the outcome of the internal investigation that is ongoing into the management of this property, be presented to a future meeting of the Audit and Risk Committee.

## **ST NICHOLAS HOUSE – SITE REDEVELOPMENT (EPI/11/281)**

**52.** With reference to article 35 of the minute of meeting of this Committee 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 relocation of staff from St Nicholas House, and addressed issues in relation to the potential demolition of the building.

**The report recommended –**  
that the Committee –

- (a) note the position in relation to staff vacating the building and the likely timescale to otherwise vacate the building; and
- (b) authorise the Head of Asset Management and Operations to conduct a Phase 1 marketing exercise, as detailed in the report, to identify the level of interest in the building and report to members, in early course, to determine whether demolition of the property should be taken forward by the Council, a developer or not at all; the outcome of this exercise to be reported back to Committee, as identified in the report.

The Vice Convener, seconded by Councillor McCaig, moved:

- (i) that the report's recommendations be approved; and
- (ii) in recognition of the importance of the St Nicholas House site to the future of the city centre, to instruct officers to explore the options open to the Council to ensure any development of the site is of the highest quality and is sympathetic to Provost Skene's house and Marischal College; this should include consideration of the Council developing the site through a joint venture and the possibility of a design competition tender exercise.

The Convener, seconded by Councillor Greig, moved as an amendment:

- (i) to approve recommendation (a);
- (ii) to agree to the demolition of St Nicholas House in principle and to move to market the vacant site; and
- (iii) in recognition of the importance of the St Nicholas House site to the future of the city centre, to instruct officers to explore the options open to the Council to ensure any development of the site is of the highest quality and is sympathetic to Provost Skene's house and Marischal College; this should include consideration of the Council developing the site through a joint venture and the possibility of a design competition tender exercise.

On a division, there voted: for the motion (6) – the Vice Convener; and Councillors Corall, McCaig, Wendy Stuart, Townson and John West; for the amendment (7) – the Convener; and Councillors Allan, Fletcher, Graham, Greig, Young and Yuill; declined to vote (1) – Councillor Farquharson; absent from the division (1) – Councillor Jennifer Stewart.

**The Committee resolved:**  
to approve the successful amendment.

**In terms of Standing Order 36(3), Councillor McCaig intimated that he wished the matter dealt with in the preceding article to be referred to Council for**

**decision. Councillor McCaig was supported by the Vice Convener and Councillors Corall, Wendy Stuart, Townson and John West.**

#### **EARNS HEUGH ROAD, COVE – RENUNCIATION OF LEASE (EPI/11/288)**

**53.** The Committee had before it a report by the Director of Enterprise, Planning and Infrastructure which provided a synopsis of the current situation of a site at Earns Heugh Road in Cove that the Council leased, and proposed a way forward.

**The Committee resolved:**

- (i) to instruct that the Council's interest in the ground lease be renounced, in the event that the sale to the proposed purchaser proceeds;
- (ii) if the intended sale to the proposed purchaser does not proceed, to instruct that the Council assign its tenant's interest in the ground lease to the same company; and
- (iii) in either event to instruct that the Head of Legal and Democratic Services formally concludes the lease renunciation or assignment on terms and conditions as are necessary to protect the Council's interests.

#### **PROCUREMENT OF CONSULTANCY SERVICE (SOCIAL CARE)**

**54.** Reference was made to article 35 of the minute of the previous meeting of this Committee at which time members requested that the Chief Executive report back on the outcome of her investigation into the above matter. The Head of Service, Office of Chief Executive provided a verbal update in this regard.

**The Committee resolved:**

to note the update by the Head of Service, Office of Chief Executive.

**- COUNCILLOR JOHN STEWART, Convener.**

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## LORD PROVOST SUB-COMMITTEE

ABERDEEN, 28 April 2011 – Minute of Meeting of the LORD PROVOST SUB-COMMITTEE. Present:- Lord Provost Peter Stephen, Chairperson; Depute Provost Dunbar; and Councillors Cooney and Cormack.

Officers in attendance:- Ciaran Monaghan, Beverley Graham and Alasdair Ross, Office of Chief Executive; Bill Farquhar, Events Team, Enterprise, Planning and Infrastructure; and Lynsey McBain, Democratic Services, Corporate Governance.

### **APOLOGIES**

1. An apology was intimated on behalf of Councillor Malone.

### **MINUTE OF PREVIOUS MEETING**

2. The Sub-Committee had before it the minute of the previous meeting of 3 February 2011.

#### **The Sub-Committee resolved:-**

to approve the minute as a correct record.

### **MATTERS ARISING**

3. (A) Aberdeen Highland Games

With reference to article 5 resolution (ii) of the minute of the previous meeting, the Lord Provost queried whether invitations to the Highland Games had been issued yet. Beverley Graham explained that Daniel Parrott, Events Officer, Aberdeen City Council, normally issued the invitations for this event; however the Lord Provost did have a guest list for the event, which could be added to.

### **MINUTE OF THE BATTLE OF HARLAW OF 14 MARCH 2011**

4. The Sub-Committee had before it the minute of the Battle of Harlaw Working Group of 14 March 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 2011/12 and 2012/13 and the Lord Provost Common Gift Fund for 2011/12.

The Lord Provost noted that there were no concerns at present in relation to the budgets, and Alasdair Ross reminded members that under the Order of References, the Sub-Committee had the power to charge back other departments who take gifts from the Lord Provost Gift Fund.

### **The Sub-Committee resolved:-**

to note the information provided.

## DECLARATION OF INTEREST

**Councillor Cooney declared an interest in the following article by virtue of his appointment as a Council representative on the Aberdeen International Youth Festival. Councillor Cooney did not withdraw from the meeting during consideration of the article.**

## (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:-**

to approve the following applications as follows:-

<b>Occasion</b>	<b>Date of Event</b>	<b>Venue</b>	<b>Hospitality to be Granted</b>
Heads of Planning Scotland AGM	2 June 2011	St Nicholas Room	Wine/Juice and Canapés for 50
Activpayroll	14 June 2011	Town and County Hall	Wine/Juice and Finger Buffet for 100
Meff-Spence Bowling Tournament	15 June 2011	Bon Accord Room	2 Course Lunch (Main and Dessert) for 24
Scottish Youth Theatre Summer Festival	20 July 2011	St Nicholas Room	Soft Drinks and Finger Buffet for 40
Aberdeen Bowling Tournament Presentation of Prizes	23 July 2011	Westburn Park Lounge	Wine/Juice on Arrival, Stovies and Dessert, Tea and Coffee for 110
Aberdeen International Youth Festival Welcome	31 July 2011	Town and County Hall	Tea/Coffee, Scones, Strawberries and Cream for 100



Aberdeen International Youth Festival Farewell	5 August 2011	Northern Lights Room	Wine/Beer/Juice and Finger Buffet for 200 and Soft Drinks Bar for 300
LGBT Youth Scotland	13 August 2011	Town and County Hall	Soft Drinks and Finger Buffet for 150
Walker Cup	8 September 2011	Beach Ballroom	Sparkling Wine on Arrival for 500
World Marine Biodiversity Conference	27 September 2011	Maritime Museum	Wine/Juice and Finger Buffet for 200
Aberdeen In Bloom Garden Competition	28 September 2011	Town and County Hall	Wine/Juice on Arrival and Finger Buffet for 120
Gordon Highlander's Statue	TBC	Town and County Hall	Afternoon Tea for 100
Scottish Council for Development and Industry Seminar	8 November 2011	Town and County Hall	Wine/Juice and Finger Buffet for 80

(C) Civic Hospitality Requests 2012/13

The Sub-Committee had before it various applications for the provision of civic hospitality for the financial year 2012/13.

**The Sub-Committee resolved:-**

to approve the following applications as follows:-

<b>Occasion</b>	<b>Date of Event</b>	<b>Venue</b>	<b>Hospitality to be Granted</b>
Cults Bowling Club 125 <sup>th</sup> Anniversary	26 April 2012	Town and County Hall	Wine/Juice and Finger Buffet for 80
European Network of Nursing in Higher Education Student Conference	30 April 2012	Town and County Hall	Wine/Juice and Finger Buffet for 100

(D) Use of Delegated Powers

The Sub-Committee had before it for information, four applications for civic hospitality which had been agreed under delegated powers.

<b>Occasion</b>	<b>Date of Event</b>	<b>Venue</b>	<b>Hospitality Granted</b>
Unconventional Gas Conference	1 March 2011	AECC	VIP drinks Reception for 50.

Aberdeen Artists Society	30 April 2011	Aberdeen Gallery	Art	Drinks Reception for 250
Court of Deans AGM	6 May 2011	Town House		Dinner for 60.
Royal British Legion Women's Section Annual Conference	20 May 2011	Aberdeen Gallery	Art	Drinks Reception and Finger Buffet for 100.

## QUEEN'S DIAMOND JUBILEE

6. With reference to article 5 of the minute of meeting of 29 April 2010, the Sub-Committee had before it a report which provided an update on the proposed activities and events in relation to the celebration of the Queen's Diamond Jubilee.

The report advised that at the end of 2010, Jeremy Hunt, Secretary of State for Culture, Olympics, Media and Sport for the UK Government wrote to the First Minister to update him on the approach being taken for the celebrations, and he took the opportunity to confirm a number of announcements relating to competitions being run including those for the granting of city status and for the granting of a Lord Mayoralty/Lord Provostship.

The report further advised that the letter received made it clear that while the Government was hopeful that communities throughout the UK would come together and celebrate the Diamond Jubilee in their own way, it should be appreciated that both the Government and the Royal Household were anxious that the celebrations should reflect the current economic climate, and the expectation was that everything would be funded from existing budgets or through private sector sponsorship.

The report then went on to highlight that a number of potential activities and events were currently under consideration for inclusion in the Council's programme to mark the Queen's Diamond Jubilee.

- The Housing and Environment Committee were currently giving consideration to Aberdeen participating in the Queen Elizabeth II Fields Challenge being co-ordinated by Fields in Trust under the patronage of Prince William, as well as consideration being given to entering the Woodland Trust's Diamond Woods project.
- The Lord Provost and the Council Leader had been contacted by Bruno Peek, Pageantmaster who was co-ordinating the lighting of beacons throughout the UK on a date to be set during the weekend of 2 to 5 June 2012, and the Council's Events Team would prepare a costed proposal for Committee consideration in relation to potential involvement by Aberdeen in this project
- The Depute Lieutenants had also given thought to how the Diamond Jubilee might be marked and suggestions include the introduction of a new Aberdeen Jubilee Award to be presented every four years with an emphasis on civic pride and exceptional service, diamond flower beds and/or commissioned jewellery.

Ciaran Monaghan spoke in furtherance of his report, and highlighted that he was currently observing what the UK government were proposing for the celebrations. He explained that a further report would be prepared with proposals and asked if there were any suggestions which were contained within the report that members did not favour. Councillor Cormack explained that she was concerned that the suggestion of commissioned jewellery did not reflect the current economic climate and Ciaran noted that he would take this on board when the report was due to come back in October.

During the course of discussion, the following suggestions for local celebrations were made:-

- Musical Recognition of the Jubilee – major city-wide concert by pupils. It was suggested that this could be a large open-air event
- Jubilee Scholarship – providing musical tuition for three talented pupils.
- Museum Involvement. It was suggested that officers contact Patricia Cassidy, Head of Communities, Culture and Sport to ascertain any involvement in the celebrations from the Council's museums.

**The report recommended:-**

that the Sub-Committee -

- (i) notes the contents of the report; and
- (ii) requests that officers provide a further report to the meeting on 13 October 2011 on the Council's proposed programme of events to mark the Queen's Jubilee in 2012.

**The Sub-Committee resolved:-**

- (i) to request that officers contact Patricia Cassidy in relation to the museums involvement in the Jubilee celebrations;
- (ii) to request that officers contact David Leng, Head of Schools and Education Establishment, to establish if anything could be incorporated within the school curriculum for 2011/12, relating to the Jubilee;
- (iii) to note that the suggestions for the city-wide concert by pupils and the Jubilee scholarship, be incorporated within the updated report, along with the consensus that the commissioned jewellery was not suitable; and
- (iv) to otherwise approve the recommendations.

**AOCB**

7. The Lord Provost declared the meeting open for any other competent business, whereby he advised that the Sub-Committee had previously agreed to donate six chairs to HMS Diamond. The Lord Provost explained that officers from HMS Diamond asked if another two chairs could be donated, which meant eight would be donated in total. This was agreed and officers expressed their appreciation at the gesture.

**DATE OF NEXT MEETING**

8. The Sub-Committee noted that the next meeting would be held on Thursday 7 July 2011 at 10.30am.

-Lord Provost Stephen, Chairperson

## LORD PROVOST SUB-COMMITTEE

ABERDEEN, 7 July 2011 – Minute of Meeting of the LORD PROVOST SUB-COMMITTEE. Present:- Lord Provost Peter Stephen, Chairperson; Councillor Cormie, the Depute Provost; and Councillors Malone and Wisely .

Officers in attendance:- Beverley Graham and Alasdair Ross, Office of Chief Executive; Paula Fullerton, Events Team, Enterprise, Planning and Infrastructure; and Grant Webster, Democratic Services, Corporate Governance.

### **APOLOGIES**

1. An apology was intimated on behalf of Councillor Cooney.

### **MINUTE OF PREVIOUS MEETING**

2. The Sub-Committee had before it the minute of the previous meeting of 28 April 2011.

#### **The Sub-Committee resolved:-**

to approve the minute as a correct record.

### **MINUTE OF THE BATTLE OF HARLAW OF 9 MAY AND 23 JUNE 2011**

3. The Sub-Committee had before it the minutes of the Battle of Harlaw Working Group of 9 May and 23 June 2011 for information.

#### **The Sub-Committee resolved:-**

to note the minutes.

### **CIVIC HOSPITALITY REQUESTS**

4. (A) Financial Reports

The Sub-Committee had before it a financial report pertaining to the Civic Receptions budget for 2011/12 and 2012/13 and the Lord Provost Gift Fund for 2011/12.

The Lord Provost noted that there were no concerns at present in relation to the budgets, and Alasdair Ross advised members that, while the most up to date information was used at the time of publication, some movement within the budgets had taken place recently.

**The Sub-Committee resolved:-**

to note the information provided.

**DECLARATION OF INTEREST**

**Lord Provost Stephen declared an interest in the following article by virtue of his appointment to the Lions Club. Lord Provost Stephen did not withdraw from the meeting during consideration of the article.**

**(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:-**

to approve the following applications as follows:-

<b>Occasion</b>	<b>Date of Event</b>	<b>Venue</b>	<b>Hospitality to be Granted</b>
UK and Ireland Association of Forensic Toxicologists	25 July 2011	Town and County Hall, Town House	Refreshments and Canapés for 100
Scottish Youth Football Association Challenge Cup Winners	TBC August 2011	Town and County Hall, Town House	Soft Drinks and Finger Buffet for 100
Visit of Shókurs Crew	24 August 2011	Town and County Hall, Town House	Tea, Coffee, Juice and Pancakes for 80
Doors Open Day 2011	10 September 2011	Town and County Hall, Town House	Refreshments and Finger Buffet for 100
Avenue	16 September 2011	Town and County Hall, Town House	Refreshments and Finger Buffet for 160
British Heart Foundation Aberdeen Heart Nurse Appeal	10 October 2011	St Nicholas Room, Town House	Refreshments and Finger Buffet for 60
75 <sup>th</sup> Anniversary of Radiography Education in Aberdeen	28 October 2011	Town and County Hall, Town House	Refreshments and Finger Buffet for 120
APSE Scotland Regional Committee	28 October 2011	4 <sup>th</sup> Floor Meeting Room, Marischal College	Tea, Coffee and Finger Buffet for 25
Lions Club International District 105 NE	16 November 2011	Town and County Hall, Town House	Refreshments and Finger Buffet for 130

Conference			
USA Men's Curling Tour of Scotland	14 February 2012	Town and County Hall, Town House	Dinner for 80

With reference to Doors Open Day 2011, Councillor Malone inquired as to whether Marischal College would be incorporated within the programme. Alasdair Ross stated that he will raise the enquiry with the relevant persons and revert with an answer. Councillor Wisely also raised that in recent years, the Doors Open Day leaflet had been rather late in being produced and distributed. To allow people to plan their visits, the leaflet would need to be received in sufficient time. Mr Ross advised that he would check upon the current status of the leaflet and feedback the concerns of the Sub-Committee with regards to distributing the Doors Open Day leaflet in a timeous manner.

(C) Civic Hospitality Requests 2012/13

The Sub-Committee had before it various applications for the provision of civic hospitality for the financial year 2012/13.

**The Sub-Committee resolved:-**

to approve the following applications as follows:-

Occasion	Date of Event	Venue	Hospitality to be Granted
Kirking of the Council	TBC May 2012	Town and County Hall, Town House	Refreshments and Finger Buffet for 200
Lord Provost Portrait Presentation	TBC June 2012	Town and County Hall, Town House	Refreshments and Finger Buffet for 180

**AOCB**

5. The Lord Provost declared the meeting open for any other competent business. Councillor Malone advised that she had recently been approached by the University of Aberdeen Society with regards to hiring the Grant Room situated in Marischal College. Alasdair Ross stated that the Grant Room was predominantly used by registrars for the function of marriage/civil partnership ceremonies and endeavoured to discuss the utilisation of the room for external purposes with Facilities Management.

**DATE OF NEXT MEETING**

6. The Sub-Committee noted that the next meeting would be held on Thursday 13 October 2011 at 10.30am.

**-Lord Provost Stephen, Chairperson**

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**FINANCE AND RESOURCES COMMITTEE**

**COMMITTEE BUSINESS**

**DECEMBER, 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.	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.	<b>Update:</b> Correspondence has been received from the Standards Commission requiring further information which has been sent. Anything further will be reported verbally at Committee.	Head of Legal and Democratic Services		06/12/11
2.	Finance and Resources Committee 28/01/10 article 2 & 11/03/10 article 31 & 11/05/10 article 34  Audit and Risk 29/03/11 article 12	<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.  <u>Internal Audit - Summary of Audit Findings - Report by Pricewaterhouse Coopers</u>  The Committee resolved: to instruct officers to report on the	A report will be considered at the next Social Care and Wellbeing Committee (November). Where recommendations involve other corporate services, these will be reported to the Service Committees and Corporate Committees as required.  <b>A report on this matter was considered last cycle.</b>  <b>A further report will be presented when an SLA has been established.</b>	Head of Adult Services  Head of Finance	15/03/12	

<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>following bodies to their relative 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"> <li>• Citizens' Advice Bureau.</li> </ul>				
3.	Finance and Resources Committee 11/03/10 article 11	<p><b><u>Common Good Budget</u></b></p> <p>The Committee resolved: to seek a review of Council funding for all trusts in order to assess Best Value.</p>	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.	Head of Finance	28/09/10	15/03/12
4.	Finance and Resources Committee 11/03/10 article 20	<p><b><u>Applications for Financial Assistance 2009/10</u></b></p> <p>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.</p>		Head of Finance	28/09/10	15/03/12
5.	Finance and Resources Committee 11/05/10 article 42	<p><b><u>Station House Media Unit</u></b></p> <p>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.</p>	<p>An update was provided in the information bulletin last cycle.</p> <p>A report will be submitted next cycle.</p>	Head of Asset Management and Operations	15/03/12	

<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>
6.	Finance and Resources Committee 17/06/10 article 19	<p><b><u>Annual Housing and Council Tax Benefit Report</u></b></p> <p>The Committee resolved: to instruct that an <b>annual</b> report be submitted to this Committee in June each year, which should detail the previous financial year's Housing and Council Tax Benefit Service.</p> <p>It was agreed at the meeting of 16 June, 2011 that this report would be presented to Committee in September each year.</p>		Head of Finance	September, 2012	
7.	Finance and Resources 28/09/10 article 24	<p><b><u>Access from the North Proposals (Third River Don Crossing) - Compulsory Purchase Order</u></b></p> <p>The Committee resolved: to note that officers would provide <b>regular updates</b> to Committee in relation to progress with land acquisition against budget.</p>		Head of Asset Management and Operations	As and when required	
8.	Finance and Resources 28/09/10 article 25	<p><b><u>Property Asset Management Plan</u></b></p> <p>The Committee resolved: 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</p>	Reports on farms, advertising hoarding sites and advance 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.	Head of Asset Management and Operations	15/03/12	

<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.				
9.	Finance and Resources 02/12/10 article 43	<b><u>Review of Business Centres</u></b>  The Committee resolved: to instruct officers to investigate local demand for a business centre, and identify an alternative site in the event of Granitehill closing.		Head of Asset Management and Operations		15/03/12
10	Finance and Resources 01/02/11 article 32 & Budget Meeting of Council 10/02/11 article 2.	<b><u>Accord Card – Citizen Roll Out</u></b>  The Committee resolved: to instruct that a progress report be submitted to this Committee <b>every second cycle</b> .		Head of Customer Service and Performance	15/03/12	
11	Finance and Resources 01/02/11 article 39	<b><u>Joint Customer Contract Centre</u></b>  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 was included in the information bulletin at the meeting of 16/06/11.	Head of Customer Service and Performance	16/06/11	
12	Budget Meeting of Council 10/02/11 article 2	<b><u>General Fund Budget</u></b>  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.	CAG are currently in process of reviewing possible in year and future year bids for capital spend. The proposed approach is to longer term programme of projects set out over up to a ten year period which will reflect not only supported borrowing but also likely capital receipts. This will allow a longer term view to be	Director of 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>
			taken of likely spend and resource demands but also opportunities for alternative delivery models and use of planning gain etc.			
13	Finance and Resources 21/04/11 article 4	<b>3Rs Project</b> The Committee resolved: to instruct that progress reports on the 3Rs Project be brought back to <b>appropriate</b> meetings of this Committee.		Head of Asset Management and Operations	As appropriate	
14	Finance and Resources 21/04/11 article 28	<b>Conditions and Suitability Programme</b> The Committee resolved: to instruct that progress reports be submitted at every second meeting of this Committee.	It is the intention that this information is included in each monitoring report, and accordingly this item is <b>recommended for removal.</b>	Head of Asset Management and Operations	06/12/11	
15	Finance and Resources 21/04/11 article 30	<b>Review of Advance Factories</b> 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.	This remit is being actioned. Officers have selected several advance factories, each typical of their type and will have a repair programme identified and costed for only those properties. This exercise should produce a broad estimate of the likely cost of repairing all the advance factories. <b>Update:</b> The research on this has proved to be more complicated than first anticipated. A full report will be submitted next cycle.	Head of Asset Management and Operations	15/03/12	

<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>
16	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	19/06/12	
17	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 this Committee on the outcome of the above instructions.	<b>Update:</b> This item is being progressed as part of item 12 above (General Fund Budget).	Head of Asset Management and Operations	15/03/11	
18	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	Officers identified the opportunity to use current provisions within the service contract for housing properties to undertake sampling, testing etc for non housing assets in the short term. This has been put in place. In the interim staff are being trained within the	Head of Asset Management and Operations	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>
		report back to the Finance and Resources Committee on other available options, whilst putting in place the necessary short term measures.	Building Services team to undertake this work in-house at equivalent cost to that being paid under the original contract terms.  <b>An update is included on the information bulletin, recommended for removal.</b>			
19	Education, Culture and Sport 24/03/11 article 5	<b><u>2010/11 Budget Monitoring</u></b>  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.	<b>This item is being progressed by the Finance team.</b>	Head of Finance	15/03/12	
20	Finance and Resources 17/06/11 article 12	<b><u>Community Toilet Scheme</u></b>  The Committee resolved: to instruct (1) that the Housing and Environment Service look to fund the £30,000 required from within its own budget, and (2) that a report be presented to the next meeting of this Committee on how officers will achieve this.	<b>Update:</b> A meeting is to be convened between officers and the Conveners of Finance and Resources, and Housing and Environment prior to this report being presented to Committee.	Head of Environment Services	29/09/11	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>
21	Finance and Resources 17/06/11 article 32	<p><b><u>Kaimhill Community Facilities</u></b></p> <p>The Committee resolved: to instruct officers to report back on establishing a community development fund of £50,000 per annum that can be bid for by community groups to provide not for profit registered childcare and pre school provision.</p> <p><b><u>0845 Numbers</u></b></p> <p>The Committee resolved: to instruct officers to report back to this Committee when the outcomes of the Ofcom review and ADM project are known to enable a decision to be made on whether or not to continue the use of 0845 numbers for the related services included in this report.</p>	<p><b>Update:</b> A report is being presented to the Education, Culture and Sport Committee of 24 November, 2011 on this issue; depending on the decision, it could be remitted back to this Committee.</p>	Head of Communities, Culture and Sport	06/12/11	
22	Finance and Resources 29/09/11 article 8	<p><b><u>Review of Corporate Accommodation</u></b></p> <p>The Committee resolved: (iii) instruct the Head of Asset Management and Operations to undertake an options appraisal in relation to the occupational requirements of the Services currently occupying Exchequer House, and to report back to this Committee within six months; (iv) to instruct the Corporate</p>		Head of Customer Service and Performance	September, 2012	
23	Finance and Resources 29/09/11 article 32	<p><b><u>Review of Corporate Accommodation</u></b></p> <p>The Committee resolved: (iii) instruct the Head of Asset Management and Operations to undertake an options appraisal in relation to the occupational requirements of the Services currently occupying Exchequer House, and to report back to this Committee within six months; (iv) to instruct the Corporate</p>		Head of Asset Management and Operations	15/03/11	



<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>
		Asset Group to undertake a review of the future utilisation of the Town House, reporting back to this Committee in due course on all possible options and financial consequences.				
24	Finance and Resources 29/09/11 article 33	<b><u>Whitemyres Stores – Corporate Storage</u></b>  The Committee resolved: to instruct that a report be presented to this Committee detailing a corporate approach to records management.		Head of Legal and Democratic Services	15/03/12	
25	Finance and Resources 29/09/11 article 36	<b><u>Pitmedden Road</u></b>  The Committee resolved: to instruct that officers negotiate a new lease of up to five years with the Dyce Sports and Leisure Development Trust, if they wish it, and to report back in this regard.	<b>Update:</b> DSLDT have been advised of the Committee decision and invited to negotiate, as per the remit. Thus far, they have not responded, but officers will continue efforts to make contact.	Head of Asset Management and Operations	15/03/12	

**Members:** Please note that a number of items have been removed from the list, in accordance with the decision taken at the previous meeting (to note that the property list managed by the Asset Management team detailed the status of all pending and ongoing property items, and therefore to agree to delete all items relating to property from the business statement on the proviso that the property list be reported each cycle), namely (1) Frederick Street Development Site; (2) 8 Alford Place; (3) Status of Surplus Education and Other Properties; (4) Granitehill Site; (5) Review of Shops; (6) Bon Accord Indoor Bowling Centre; (7) Former Cairnfield Community Centre – Future Use; (8) Causewayend School and Lodge; (9) Four Former Group Homes – Marketing; (10) Wallace Tower; (11) Former Victoria Road Primary School; (12) 26 Netherhills Avenue; (13) Area Offices at Bucksburn and Peterculter; (14) Pinewood/Hazledene; (15) 30 Springfield Avenue; (16) 25 Westfield Terrace; and (17) Broadhill Bar.

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**FINANCE AND RESOURCES COMMITTEE  
MOTIONS LIST  
DECEMBER, 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>Proposals have now been developed regarding the potential to transfer land to residents who wish to acquire land adjacent to their houses. A consultation exercise will be conducted over the next few weeks with residents. The change of use will require planning consent and the residents will be required to meet all costs associated with the transfer.</p> <p>Costs involved to owners are as follows:</p> <ul style="list-style-type: none"> <li>• Planning consent would be required to take open-amenity areas into use as garden ground. This requires change of use to residential use.</li> <li>• Fee = £319 – could cover multiple areas as long as they are adjoining properties.</li> <li>• Property enquiry fee of £90 per owner which is</li> </ul>	Head of Housing and Community Safety	29/09/11	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>
			<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>the current property enquiry fee</p> <ul style="list-style-type: none"> <li>• Re-conveyance of title deeds would cost each owner approx £1000 as long as it was only their titles and the Council's that needed to be changed to reflect changes of ground ownership. This would not include the Property enquiry fee of £90.</li> <li>• Minimum cost of any land purchase is £500.</li> </ul> <p><b>Update:</b> Consultation commenced with the residents of the relevant properties with a closing date of 25 November. A report on the outcome of the consultation will be provided thereafter.</p>			
2.	<p><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</p>	10/02/10	<p>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</p>	<p>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</p>	Head of Office of Chief Executive	06/12/11	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>
	<p>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".</p>		<p>Service Committee thereafter.</p>	<p>the Diamond Jubilee celebrations are known.</p> <p>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.</p> <p><b>Update:</b> A bid for a funding allocation to be made in the Common Good Budget for 2012/2013 is being progressed as part of the Council's budget process. A report on the proposed programme of activities is now due to be presented to the Lord Provost Sub Committee meeting on 15 December 2011.</p>			

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## HOUSING AND ENVIRONMENT COMMITTEE

1 November, 2011

### **QUEEN ELIZABETH II FIELDS CHALLENGE (H&E/11/209)**

With reference to article 28 of the minute of its meeting of 10 May, 2011, the Committee had before it a report by the Director of Housing and Environment which provided an update on progress made with the Queen Elizabeth II Fields Challenge.

#### **The Committee resolved:**

- (i) to note progress made in registering the six sites with Fields in Trust for inclusion to the National nominations;
- (ii) to instruct officers to submit this report to the Corporate Asset Group and to keep this group up to date with progress on the project;
- (iii) to instruct officers to report back to Committee at the meeting of 24 January, 2012 on the progress with the Queen Elizabeth Fields designation and the next stages process for the nomination of the six sites previously identified (ie Alan Douglas Park, Bucksburn Community Garden, Coronation Park, Peterculter, Kaimhill Residents Site, Eric Hendry Park, and Westerton Park, Northfield.); and
- (iv) **to note that sections of some of the sites did not belong to the Housing Revenue Account, and therefore to refer this report to meeting of the Finance and Resources Committee of 6 December, 2011 for final approval.**

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## ABERDEEN CITY COUNCIL

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COMMITTEE	Housing and Environment
DATE	1 November 2011
DIRECTOR	Pete Leonard
TITLE OF REPORT	Queen Elizabeth II Fields Challenge update
REPORT NUMBER:	H&E/11/211

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### 1. PURPOSE OF REPORT

To update the Committee on the progress made of Aberdeen's entry in the "National Queen Elizabeth II Fields Challenge" campaign following the report to the 10 May 2011 Housing and Environment Committee.

### 2. RECOMMENDATIONS

That the Committee:

- i) Note progress with registering the six sites with Fields in Trust for inclusion to the National nominations.
- ii) Instructs Officers to submit the report to the Asset Management Group and to keep this group up to date with progress on the project.
- iii) Instructs Officers to report back to Committee in January 2012 on the progress with the Queen Elizabeth Fields designation and the next stages process for the nomination of the six sites previously identified. (Alan Douglas Park; Bucksburn Community Garden; Coronation Park, Peterculter; Kaimhill Residents Site; Eric Hendry Park and Westerton Park, Northfield.)
- iv) Refers this report to the Finance & Resources Committee 6 December 2011 for final approval.

### 3. FINANCIAL IMPLICATIONS

There are no financial cost implications as a result of this report; however the Campaign has £2 million of funding to disperse over 2012 sites within the UK, with Scotland receiving funding for 214 sites. The six sites put forward for potential funding could receive around £1,500 each which could be used to lever in additional funding from other sources to deliver projects on the sites.

#### 4. OTHER IMPLICATIONS

The implementation of this project will be undertaken by existing officers in Housing and Environment.

Any agreement undertaken for the designation of any site as a Queen Elizabeth II Field will require the Head of Legal and Democratic Services to enter into a legally binding document between Aberdeen City Council and Fields in Trust legal services.

Implications for approved PBB options

No direct implications from this report but if sites are selected for the Queen Elizabeth II Fields designation limited grant funding will be available for the sites from Fields in Trust which can be used to lever in additional funding from other external sources.

#### 5. BACKGROUND/MAIN ISSUES

The Queen Elizabeth II Fields Challenge commenced in April 2011 and seeks to identify and protect over 2012 open space sites in the UK including 214 in Scotland.

It aims to safeguard hundreds of outdoor recreational spaces in the UK, in perpetuity for future generations in celebration of the Diamond Jubilee and as a permanent tribute to Queen Elizabeth II. The initiative has particular pertinence given the other landmark event scheduled to take place in the UK in 2012, the London Olympics.

The Queen Elizabeth II Fields Challenge is an opportunity to be part of a high profile national campaign that has a real impact and benefit on local communities. It represents a cost effective way for Aberdeen to mark both the Diamond Jubilee and the London 2012 Olympics whilst also securing a platform to help achieve key targets around increasing physical activity and promoting the sustainability agenda along with the possibility of leveraging in other potential funding opportunities.

The Challenge aims to protect outdoor recreational spaces and facilities for communities now and for generations to come, whilst providing a focal point for celebrations in 2012. It is not a grant aid programme though some funding will be available.

The benefits of protection are:

- Making a recognisable commitment to local people to safeguard land, facilities and opportunities for sport, play and outdoor recreation both now and for the future.
- Protecting public access to outdoor space and providing reassurance to potential investors regarding viability and sustainability

- Ensuring that a site is sold or developed, proceeds are invested to replacement facilities, with a priority on new outdoor facilities.
- Raising awareness of the importance of such facilities in the context of quality of life, health, the environment and amenity.

The scheme recognises a wide range of sites as candidates for nomination to the Queen Elizabeth II Fields Challenge. This range includes gardens, children's play areas, bicycle trails, nature reserves, sports pitches and many more.

The Minimum Criteria for nominations of the Queen Elizabeth II Fields challenge include: -

- The site must be owned by the organisation putting the field forward to become a Queen Elizabeth II Field.
- Evidence of title permitting site use for outdoor, sport, play and/or recreation must be produced.
- Sites may include facilities and equipment or used as general open space.
- Be established for that purpose by way of planning requirements.
- The sites principal use should be outdoor sport, play or recreation.
- Evidence that the use or proposed use is a lawful use in planning terms.
- The minimum size is 0.2 hectare (0.5 acre).
- Sites need to be in accessible locations.
- Sites need to be affordable for the local community.
- Sites should all be open to the public and either established charitably, held by a sports club under the Community Amateur Sports Clubs (CASC) regime or held as Public Open Space.

Land ownership status of all the sites has now been confirmed with Legal Services and this now allows the nominations process to proceed.

## 6. IMPACT

The Queen Elizabeth II Challenge will be used to inform and link with Vibrant, Dynamic and Forward Looking commitment to "adopt and implement policies which safeguard Aberdeen's green belt and green wedges". It will also assist the Council in delivering the Single Outcome Agreement's National Outcome 12 "We value and enjoy our built and natural environment and enhance it for future generations" and will contribute to several other outcomes including No.6 "We live longer, healthier lives", No. 7 "Tackling inequalities" and No. 10 "We live in well-designed, sustainable places where we are able to access the amenities and services we need".

The Campaign seeks to protect areas in perpetuity although should any Authority choose to develop on these protected areas, there is a

requirement, that the amount of land lost to development, will have to be identified elsewhere within the City and undergo the same protection process. The sites proposed for Aberdeen currently are protected from development as they are all designated as Urban Greenspace or Greenspace Network in the Local Plan.

7. BACKGROUND PAPERS

(i) Queen Elizabeth II Fields Challenge  
[http://www.qe2fields.com/Upload/file/Information%20LA%20Website\(5\).pdf](http://www.qe2fields.com/Upload/file/Information%20LA%20Website(5).pdf)

(ii) Housing and Environment Committee 1 March 2010 item 9.7  
Queen Elizabeth II Fields Challenge.

(ii) Housing and Environment Committee 10 May 2011 item 8.2

8. REPORT AUTHOR DETAILS

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## HOUSING AND ENVIRONMENT COMMITTEE

1 November, 2011

### **ENVIRONMENTAL SERVICES – CHARGES 2012/13 (H&E/11/208)**

With reference to article 19 of the minute of its meeting of 1 March, 2011, the Committee had before it a report by the Director of Housing and Environment which proposed charges for 2012/13 in relation to Pets' Corner and In Bloom sponsorship.

The report set out the proposed charges as follows:

<b>Pets' Corner Tickets</b>	<b>Fee Structure 2010/11</b>	<b>Proposed Fee Structure 2011/12</b>
Adult	£3	£3
Child	£1	£1
Children under 3	Free	Free
Family	£5	£6
Accord Card	£2	£2
Education adult	N/A	£1.50
Education child	N/A	£0.50
Season family pass	£30	£32

<b>In Bloom sponsorship</b>	<b>Fee Structure 2010/11</b>	<b>Proposed Fee Structure 2011/12</b>
Window boxes	£54	£56
Hanging baskets	From £54 (dependent on size)	From £56 (dependent on size)
Planters	From £10 (dependent on size)	From £12 (dependent on size)

**The Committee resolved:**

to approve the proposed charges in relation to Pets' Corner and In Bloom sponsorship for 2012/13 (as detailed above), and to refer this to the next meeting of the Finance and Resources Committee of 6 December, 2011 for ratification.



ABERDEEN CITY COUNCIL

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COMMITTEE	Housing and Environment
DATE	1 November 2011
DIRECTOR	Pete Leonard
TITLE OF REPORT	Charges 2012 / 2013 – Environmental Services
REPORT NUMBER:	H&E/11/208

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1. PURPOSE OF REPORT

The report brings to the Committees attention the proposed charges for 2012 / 2013 for Environmental Services. These services include In Bloom sponsorship and Pets Corner.

2. RECOMMENDATION(S)

That the Committee:

- (i) Approve the charges for 2012 / 2013 as detailed in this report.
- (ii) Refers this report to the Finance & Resources Committee 6 December 2011 for final approval.

3. FINANCIAL IMPLICATIONS

As detailed in the report.

Charges for Bereavement Services including cremations and burials have already been approved through the PBB options.

4. OTHER IMPLICATIONS

There are no direct implications arising from this report in terms of any legal, resource, personnel, property, equipment, and sustainability and environmental, health and safety and/or policy issues.

5. BACKGROUND/MAIN ISSUES

Officers are seeking approval from the committee to move forward with the proposed charges for services for 2012 / 2013 as follows.

**Pets Corner**

Pets corner Tickets	Fee Structure 2011/12	Proposed Fee Structure 2012/13
Adult	£3.00	£3.00
Child	£1.00	£1.00
Children Under 3	Free	Free
Family	£5.00	£6.00
Accord Card	£2.00	£2.00
Education Adult	NA	£1.50
Education Child	NA	£0.50
Season Family Pass	£30.00	£32.00

In order for Pets Corner to remain good value and an attractive place to visit officers have proposed minimal changes to ticket prices with only the Family and Season Family Pass ticket prices being increased.

The Educational Group charge has been replaced with individual charges.

The small increase will cover any increased service, supplier and material costs.

### **In Bloom Sponsorship Charges**

In Bloom Sponsorship	Fee Structure 2011/12	Proposed Fee Structure 2012/13
Window Boxes	£54.00	£56.00
Hanging Baskets	From £54 (dependent on size)	From £56 (dependent on size)
Planters	From £10 (dependent on size)	From £12 (dependent on size)

In order for In Bloom sponsorship to remain good value and to make prices attractive to new customers officers have proposed minimal changes to prices.

The small increase will cover any increased service, supplier and material costs.

6. IMPACT

The report is linked to the Aberdeen City Council's Single Outcome Agreement and the Community Plan, in terms of:

- (i) National Outcome 1 and its Local Outcome of Aberdeen being an even more attractive place in which to do business;
- (ii) National Outcome 12 in terms of valuing and enjoying our built and natural environment and protecting it for future generations; and
- (iii) National Outcome 15 in terms of working with others to deliver maximum service efficiencies.

7. BACKGROUND PAPERS

None

8. REPORT AUTHOR DETAILS

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## HOUSING AND ENVIRONMENT COMMITTEE

1 November, 2011

### **ENVIRONMENTAL HEALTH AND TRADING STANDARDS – REVISED CHARGES (H&E/11/ )**

With reference to article 18 of the minute of its meeting of 1 March, 2011, the Committee had before it a report by the Director of Housing and Environment which presented proposed charges in relation to the Environmental Health and Trading Standards services for 2012/13.

#### **The Committee resolved:**

- (i) to instruct officers to apply the proposed charges set out in the appendices A and C to this report;
- (ii) to approve the application of the statutory maximum fees for petroleum and explosives licensing when the Health and Safety (Fees) Regulations 2012 come into force in the new financial year;
- (iii) to agree that fees for ships inspections are as suggested by the Association of Port Health Authorities (APHA), and that any changes in the fees recommended by the APHA be applied; and
- (iv) **to refer this report to the next meeting of the Finance and Resources Committee of 6 December, 2011, for approval.**

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ABERDEEN CITY COUNCIL

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COMMITTEE      Housing and Environment

DATE             1 November 2011

DIRECTOR       Pete Leonard

TITLE OF REPORT Revised charges for Environmental Health and Trading Standards

REPORT NUMBER:

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1.      PURPOSE OF REPORT

To propose increases in the charges for Environmental Health and Trading Standards services for 2012/13.

2.      RECOMMENDATION(S)

(1) That the Committee agrees to apply the proposed charges set out in the Appendices A and C to this report.

(2) That the Committee agrees to the application of the statutory maximum fees for petroleum and explosives licensing when the Health and Safety (Fees) Regulations 2012 come into force in the new financial year.

(3) That the Committee agrees that fees for ships inspections are as suggested by the Association of Port Health Authorities, and that any changes in the fees recommended by the APHA are applied,

(4) That the Committee refers this report to the Finance and Resources Committee for approval

3.      FINANCIAL IMPLICATIONS

It should be noted that many of the chargeable services that environmental health and trading standards provide are related to statutory functions, where the Council is the only supplier available to the Service user. For some service the fees are set by statute and for others national guidance on charges has been established to promote consistency between local authorities. There are some fees that are at the discretion of the council.

The principle of the Service is that fees and charges reflect the cost of provision of the service, and so are set in order to recover the costs incurred rather than generate revenue. Wherever possible, charges

are set to ensure full cost recovery. However, charges that are set by statute cannot be increased beyond the prescribed maximum, regardless of whether costs of service delivery are covered.

Environmental Health and Trading Standards annual income for chargeable services is approximately £320,000. Although the fees are being increased, Service income generation is demand-led rather than through provision of marketable services that can be promoted, and any decline in demand is outwith the Service's control and will lead to a drop in income. Income can also vary from year to year due to the fact that for some types of licence can run for two or more years rather than annually.

With the exception of Ships Sanitation Inspections and pest control work (for which demand is expected to remain the same), charged-for services constitute a very small part of the work of the service. This means that the impact of a decline in demand for any of the remaining services is unlikely to have a major impact on costs to the service in terms of loss of income or under-utilisation of existing staff. However, the situation will be monitored closely in order that any significant mismatch between income and capacity is detected quickly and addressed.

#### 4. OTHER IMPLICATIONS

This report recommends higher charges for port health checks on illegal, unreported and unregulated fishing (IUU) certificates than were nationally agreed by the Association of Port Health Authorities (APHA) in 2009. The Environmental Health Service's experience is that these charges do not cover the true costs and accordingly a higher charge has been set.

#### 5. BACKGROUND/MAIN ISSUES

##### **Trading Standards**

The Trading Standards Service collects fees and makes charges under the provisions of several statutes some of which enable the authority to set the amounts levied as it sees fit.

The Trading Standards fees and charges to which this report relates are provided for in:

- [a] The Weights and Measures Act 1985
- [b] Poisons Act 1972
- [c] Health and Safety at Work etc. Act 1974 and  
Manufacture and Storage of Explosives Regulations 2005
- [d] The Petroleum (Regulation) Acts 1928 and 1936



Although the level of fees charged under [a] and [b] are at the discretion of the City Council, guidance is provided each year by the Local Authority Co-ordinating body on Regulatory Services (LACORS). The proposed fees generally follow LACORS guidance but are subject to some amendments to take account of local circumstances.

LACORS recommend that that an hourly rate for an inspector of weights and measures and/or a technical officer, as required, be applied instead. These hourly rates have been based on data from the 2009 Trading Standards Institute (TSI) Workforce Survey and they include salary, employer on-costs and capital and equipment costs elements which have been used to calculate the 'average' cost per hour for a weights and measures inspector and a technical officer.

In relation to [c] and [d], the Health and Safety (Fees) Regulations setting the maximum fees authorities can charge are published every year. It is anticipated that revised Fees Regulations will be issued in the Spring of 2011, and will apply once the new regulations commence from the beginning of the next financial year. In previous years the service has applied the statutory maximum fee for all of the relevant services, and it is intended to do the same for 2011/12. Based on previous years revisions, charges are unlikely to increase significantly.

The proposed fees are set out in Appendix A to this report are in relation to:

- [a] Schedule 1 – Weights and Measures Fees and Schedule 2 – Poisons Fees with effect from 5<sup>th</sup> April 2010.
- [b] Schedule 3 – Explosives Fees & Schedule 4 – Petroleum Fees. (These are subject to statutory control and it is recommended these remain at the maximum prescribed or as set by regulation.)

Background to the proposed Trading Standards charges is given in B to this report

### **Environmental Health Service**

As with Trading Standards, the level of many Environmental Health fees and charges are at the discretion of the council. The intention has always been that the fees recovered should cover the service costs in terms of officer time. In recent times, fees have been increased at the rate of inflation, and have not always taken into account increased officer time, especially where new legislation or enforcement guidance results in tasks taking up more officer time. In the last year, professional officer costs have increased due to the outcome of job evaluation, and some charges have been increased to reflect this.

Illegal, unreported and unregulated fishing (IUU) certificate charges were provisionally set in 2009 on a cost recovery basis by the Association of Port Health Authorities (APHA) and were due to be reviewed by April 2010 and revised if necessary. No review has taken place so far, and local experience has shown the charging to be far too low to cover the service's costs in carrying out IUU certificate checks. Accordingly, it is proposed to increase the charge to properly reflect the officer time and other resources involved.

Ships sanitation inspection charges are agreed nationally by the Association of Port Health Authorities. Unlike the IUU charges, these charges do reflect the costs to the service and it is proposed that these continue to be adopted.

For pest control services, the principal is that charges should cover costs. Accordingly, due to the cost of treatments for some specific insect pests the charges have been raised to meet the costs incurred although these are still competitive when compared to the private sector.

The majority of the other charges have simply been increased in line with inflation. Where VAT is applicable this will naturally result in an increased cost to the service user.

Details of the proposed Environmental Health charges are given in Appendix C to this report.

## 6. IMPACT

The Environmental Health and Trading Standards Service contributes to the national priorities of Wealthier and Fairer, Safer and Stronger, Healthier, and Greener.

The Environmental Health and Trading standards Service works towards the Community Plan's vision of:

- People who live and work in Aberdeen will have access to services of a high quality that meet their needs.
- Aberdeen will be an attractive, clean, healthy and safe place to live and work, and a City that is welcoming to business and values its business community

The Environmental Health and Trading standards Service proposals for charges links with the Councils 5 year Corporate Business Plan key aim of ensuring efficient and effective delivery of services by the Council. Fees for chargeable services should be realistic and reflect the costs of delivering those services in order to minimise the risk of the chargeable services being subsidised by budgets allocated to non-

chargeable statutory environmental health and trading standards services.

7. BACKGROUND PAPERS

Association of Port Health Authorities website  
<http://www.porthhealth.co.uk/>

LACORS guidance on weights and measures fees  
<http://www.lacors.gov.uk/lacors/upload/25778.doc>

Health and safety (Fees) Regulations 2011 and information regarding forthcoming 2012 Regulations  
<http://www.legislation.gov.uk/uksi/2010/579/contents/made>  
<http://www.hse.gov.uk/legislation/sectionc.htm>

8. REPORT AUTHOR DETAILS

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## SUMMARY OF FEES AND CHARGES 2012/13

SERVICE	CURRENT CHARGES 2011/12	PROPOSED CHARGES 2012/2013	COMMENTS	INCOME 2010/11	EST. INC. 2011/12	EST. INC. 2012/13
<b>WEIGHTS &amp; MEASURES FEES</b>				£2099	£2000	£2000
Work carried out under sections 11(5), 49(4), 74(2), 74(4), 74(5), 76 and 77 of the Weights and Measures Act 1985	<ul style="list-style-type: none"> <li>• <b>£54.45 per hour</b> for a weights and measures inspector, with a technical officer charged at <b>£32.65 per hour</b>.</li> <li>• Work carried out at weekends, public holidays or outside the hours of 8am to 6pm, the rates charged will be <b>£81.68</b> per hour for a weights and measures inspector and <b>£48.98</b> for a technical officer</li> </ul> <p>VAT will be added to the total cost of the work done unless the work is carried out under the Measuring Instruments (EEC Requirements) Regulations 1988</p>	<ul style="list-style-type: none"> <li>• <b>£56.90 per hour</b> for a weights and measures inspector, with a technical officer charged at <b>£34.12 per hour</b>.</li> <li>• Work carried out at weekends, public holidays or outside the hours of 8am to 6pm, the rates charged will be <b>£85.36</b> per hour for a weights and measures inspector and <b>£51.18</b> for a technical officer</li> </ul> <p>VAT will be added to the total cost of the work done unless the work is carried out under the Measuring Instruments (EEC Requirements) Regulations 1988</p>	<p><b>Prices recommended by Local Government Regulation (LGR)</b></p> <ul style="list-style-type: none"> <li>• For equipment certified to lower tolerances than trade tolerances, the hourly rate will be reduced by 30%.</li> <li>• Where the equipment is tested to a higher tolerance, the hourly rate will be increased by 50%</li> <li>• If the equipment operator provides all or part of the testing equipment needed to carry out the work e.g. a Weighbridge Test Unit, then the hourly rate can be discounted. This discount will be at the discretion of the Trading Standards &amp; Commercial Premises Manager</li> </ul>			
Provision of Calibration Certificate	£37.28 + VAT	£38.96 + VAT				
<b>HIRE OF EQUIPMENT</b>						

<b>AND ADDITIONAL CHARGES</b>									
1(a) Hire of 20kg iron weights (accurate to ± 3.2g)	£47.80 + VAT	£47.80 + VAT							
Standing charge	£20.39 + VAT	£20.39 + VAT							
Charge/ton (pro-rata)/day	£32.65 + VAT /officer/hour	£32.65 + VAT /officer/hour							
Cleaning charge if hirer fails to return weights in a clean condition	Refer hirers to Aberdeenshire T.S. (Partner)	Refer hirers to Aberdeenshire T.S. (Partner)							
1(b) Hire of reference meter per day. (Only to other Trading Standards Authorities)									
<b>POISONS: REGISTRATION UNDER PART II OF THE POISONS ACT 1972</b>									
Initial Registration	£32.67	£32.67						Previously these fees are set by LACORS to ensure UK-wide consistency.	£300
Re-registration	£17.22	£17.22						Fees for 2012/13 should be published in late October 2011	£242
Changes in details of registration	£8.80	£8.80							£250

			£2404	£2500	£2500
<b>A MANUFACTURE AND STORAGE OF EXPLOSIVES REGULATIONS 2005</b> Initial Licence to store explosives: Regulation 10 (See Note 1)	<ul style="list-style-type: none"> <li>• 1 year duration £178</li> <li>• 2 year duration £234</li> <li>• 3 year duration £292</li> <li>• 4 year duration £360</li> <li>• 5 year duration £407</li> </ul>	As for previous year until Statutory fee is updated in March 2012	Statutory Fees Minimum period of one year. For details of licensing for part years contact the Service		
Renewal of a Licence: (See Note 2)	<ul style="list-style-type: none"> <li>• 1 year duration £83</li> <li>• 2 year duration £141</li> <li>• 3 year duration £198</li> <li>• 4 year duration £256</li> <li>• 5 year duration £313</li> </ul>	As for previous year until Statutory fee is updated in March 2012	Statutory Fees Minimum period of one year. For details of licensing for part years contact the Service		
Initial Registration in relation to the storage of explosives Regulation 11 (See Note 1)	<ul style="list-style-type: none"> <li>• 1 year duration £105</li> <li>• 2 year duration £136</li> <li>• 3 year duration £166</li> <li>• 4 year duration £198</li> <li>• 5 year duration £229</li> </ul>	As for previous year until Statutory fee is updated in March 2012	Statutory Fees Minimum period of one year. For details of licensing for part years contact the Service		
Renewal of Registration: (See Note 2)	<ul style="list-style-type: none"> <li>• 1 year duration £52</li> <li>• 2 year duration £83</li> <li>• 3 year duration £115</li> <li>• 4 year duration £146</li> <li>• 5 year duration £178</li> </ul>	As for previous year until Statutory fee is updated in March 2012	Statutory Fees Minimum period of one year. For details of licensing for part years contact the Service		

Varying a licence: Regulation 16	<ul style="list-style-type: none"> <li>varying name of licensee or address of site - £35</li> <li>any other kind of variation -</li> </ul>	£35	the reasonable cost to the licensing authority of having the work carried out	As for previous year until Statutory fee is updated in March 2012					
Transfer of licence or registration (Regulation 20) -		- £35		As for previous year until Statutory fee is updated in March 2012					
Replacement of licence or registration (if lost)		£35		As for previous year until Statutory fee is updated in March 2012					
<b>Fireworks Regulations 2004</b>									
Licence to supply fireworks all year round:		£500		As for previous year until Statutory fee is updated in March 2012					
<b>PETROLEUM (REGULATION) ACTS 1928 AND 1936</b>									
Annual licence* to keep			Variable income because renewals are on a three-year cycle, hence peaks and troughs of income		£6296	£4000	£4000		£4000



<p>petroleum spirit of a quantity</p> <ul style="list-style-type: none"> <li>• not exceeding 2500 litres-</li> <li>• exceeding 2500 litres but not exceeding 50000 litres</li> <li>• exceeding 50000 litres</li> </ul>	<p>£42 £58 £120</p>	<p>As for previous year until Statutory fee is updated in March 2012</p>				
<p>Transfer of petroleum spirit licence</p>	<p>£8.00</p>	<p>As for previous year until Statutory fee is updated in March 2012</p>				
<p>Records search for existing or former petroleum storage sites for environmental assessment/development purposes:</p>	<p>£54.45 per hour + VAT (minimum one hour)</p>	<p>£56.90 per hour + VAT (minimum one hour)</p>				
			<b>TOTAL INCOME</b>	<b>£11,042</b>	<b>£8,800</b>	<b>£8,750</b>

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**Appendix B****Trading Standards Service**

Fees 2012/13

## Contents

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<b>Schedule 4 - Petroleum Fees</b>	3
<b>Schedule 5 - Petroleum Records/Archive Search</b>	3

**Schedule 1 - Weights & Measures Fees**

This service charges various fees for work carried out under sections 11(5), 49(4), 74(2), 74(4), 74(5), 76 and 77 of the Weights and Measures Act 1985. The fees not otherwise set by statute have been increased by the prevailing rate of inflation as at September 2011, i.e. 4.5%.

From April 2010, this service will charge per officer hour as opposed to a set fee for each particular piece of equipment. All weights and measures work will be charged at **£56.90 per hour** for a weights and measures inspector, with a technical officer charged at **£34.12 per hour**. With regards to these fees, the following should be noted.

1. VAT (20% rate) will be added to the total cost of the work done unless the work is carried out under the Measuring Instruments (EEC Requirements) Regulations 1988 where VAT does not apply.
2. Where one is requested, a Calibration Certificate can be provided at a cost of £38.96 + VAT.
3. If the equipment operator provides all or part of the testing equipment needed to carry out the work e.g. a Weighbridge Test Unit, then the hourly rate can be discounted. This discount will be at the discretion of the Trading Standards & Commercial Premises Manager.
4. Work carried out at weekends, public holidays or outside the hours of 8am to 6pm, the rates charged will be £85.36 per hour for a weights and measures inspector and £51.18 for a technical officer, if required.
5. For equipment certified to lower tolerances than trade tolerances, the hourly rate will be reduced by 30%.
6. Where the equipment is tested to a higher tolerance, the hourly rate will be increased by 50%.
7. Separate charges will apply to the hiring of equipment and these are detailed below.

**Hire of Equipment and Additional Charges**

1(a)	Hire of 20kg iron weights (accurate to $\pm$ 3.2g)	
	Standing charge	£49.95 + VAT
	Charge/ton (pro-rata)/day	£21.31 + VAT
	Cleaning charge if hirer fails to return weights in a clean condition	£34.12 + VAT /officer/hour

September 2011

- 1(b) Hire of reference meter per day.  
(Only to other Trading Standards Authorities) Refer hirers to  
Aberdeenshire T.S. (Partner)

## SCHEDULE 2

### POISONS ACT 1972

#### POISONS: Registration under Part II of the Poisons Act 1972

1	Initial Registration	£32.67
2	Re-registration	£17.22
3	Changes in details of registration	£8.80

## SCHEDULE 3

### A Manufacture and Storage of Explosives Regulations 2005

(Statutory Fees last updated in March 2011)

**Initial Licence to store explosives:** Regulation 10  
(See Note 1)

- 1 year duration £178
- 2 year duration £234
- 3 year duration £292
- 4 year duration £360
- 5 year duration £407

**Renewal of a Licence:**  
(See Note 2)

- 1 year duration £83
- 2 year duration £141
- 3 year duration £198
- 4 year duration £256
- 5 year duration £313

**Initial Registration in relation to the storage of explosives** Regulation 11  
(See Note 1)

- 1 year duration £105
- 2 year duration £136
- 3 year duration £166
- 4 year duration £198
- 5 year duration £229

**Renewal of Registration:**  
(See Note 2)

- 1 year duration £52
- 2 year duration £83
- 3 year duration £115
- 4 year duration £146
- 5 year duration £178

**Varying a licence:** Regulation 16

- varying name of licensee or address of site - £35
- any other kind of variation - the reasonable cost to the licensing authority of having the work carried out

**Transfer of licence or registration** (Regulation 20) - £35

**Replacement of licence or registration** (if lost) - £35

## Notes:

1. **The initial licence or registration issued by this Council will be for a minimum period of one year plus any additional period leading up to the common annual renewal date of 16<sup>th</sup> October.**

**The fee payable for more than one but less than two year's duration shall be, respectively, the fee set out above for a licence or registration of one year's duration increased proportionately according to the duration of the period for which the licence or registration is granted, subject to a maximum fee of that for a three year licence or registration.**

2. **The fee payable for the renewal of a licence or registration of less than one year's duration shall be, respectively, the fee set out above for the renewal of a licence or registration of one year's duration decreased proportionately according to the duration of the period for which the renewal is granted.**

**B Fireworks Regulations 2004**  
(Statutory Fees last updated in March 2011)

Licence to supply fireworks all year round: £500

**SCHEDULE 4**

**PETROLEUM (REGULATION) ACTS 1928 AND 1936**

1	Annual licence* to keep petroleum spirit of a quantity	
	- not exceeding 2500 litres	£42
	- exceeding 2500 litres but not exceeding 50000 litres	£58
	- exceeding 50000 litres	£120
2	Transfer of petroleum spirit licence	£8.00

(\*The fee for licences issued for a period of more or less than one year shall be increased or decreased proportionately.)

**SCHEDULE 5**

**Petroleum Records/Archive:** Records search for existing or former petroleum storage sites for environmental assessment/development purposes: £56.90 per hour + VAT.

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## Appendix C

## ENVIRONMENTAL HEALTH SERVICE

## SUMMARY OF FEES AND CHARGES 2012/13

SERVICE	CURRENT CHARGES 2011/12	PROPOSED CHARGES 2012/2013	COMMENTS	INCOME 2010/11	ESTIMATED INCOME 2011/12	ESTIMATED INCOME 2012/13
<b>ANIMAL HEALTH AND WELFARE</b>				£8000	£8000	8000
Breeding of Dogs Act 1973						
Breeders Licence	£204 +vets costs	£215 +vets costs				
<b>Dangerous Wild Animals Act 1976</b>						
Licence to keep dangerous wild animals	£204 +vets costs	£215 +vets costs				
<b>Animal Boarding Establishments Act 1963</b>						
Licence for animal boarding establishments	£123 +vets costs	£130 +vets costs				
<b>Riding Establishments Act 1964 &amp; 1970</b>						
Licence for riding establishments	£204 +vets costs	£215 +vets costs				

<b>Pet Animals Act 1951</b>	Licence to keep pet shop	£123 +vets costs	£130 +vets costs						
<b>Performing Animals [Registration] Act 1925</b>	Registration of those having animals for performance	£123 +vets costs	£130 +vets costs						
<b>The Licensing of Animal Dealers [Young Cats and Young Dogs] [Scotland] Regulations 2009</b>	Licensing of animal dealers	£204 +vets costs	£215 +vets costs						
<b>Zoo Licensing Act 1981</b>	Licence to keep a zoo	£204 +vets costs	£215 +vets costs						
<b>PEST CONTROL SERVICES</b>	Infestation by rodents and insects excluding wasps, bees and bed bugs	£53.00 + VAT [per hour/part hour] OR £74.50 + VAT [per course of treatment]	£56.00 + VAT [per hour/part hour] OR £78.50 + VAT [per course of treatment]						
								<b>£199,922</b>	<b>£200,000</b>
									<b>£210,000</b>



Infestation of bed bugs	£53.00 + VAT [per hour/part hour] OR £74.50 + VAT [per course of treatment]	£74.50 per visit + VAT	Increased charge due to the extent of time spent on and the cost of the insecticide treatment		
Infestation by rodents and insects including wasps and bees [all land and premises except dwelling houses used for domestic purposes]	£53.00 + VAT [per hour/part hour]	£56.00 + VAT [per hour/part Hour			
Domestic consultation fee for pest control officer visit to assess and advise where no treatment is carried out.	£20 + VAT	£20 + Vat	New charge introduced as these visits take up time that could be spent on revenue generating work		

<b>DOG WARDEN SERVICE</b>				<b>£42310</b>	<b>£43000</b>	<b>£45,150</b>
<p>Cost of Dog Warden incurred in uplifting and detaining stray dogs</p>	<p>£53.00 * [£25.00 for owners who agree to have their dogs identichipped] *FREE [First uplift for identichipped dogs with no previous history of straying]</p> <p>An additional payment in respect of boarding charges of £8.00 for each day, or part day, of detention will be applicable in all cases.</p>	<p>£56.00 * [£25.00 for owners who agree to have their dogs identichipped] *FREE [First uplift for identichipped dogs with no previous history of straying]</p> <p>An additional payment in respect of boarding charges of £8.00 for each day, or part day, of detention will be applicable in all cases.</p>				
<p>Cost of Dog Warden incurred in uplifting and detaining stray dogs</p>	<p>£53.00 * [£25.00 for owners who agree to have their dogs identichipped] *FREE [First uplift for identichipped dogs with no previous history of straying]</p> <p>An additional payment in respect of boarding charges of £8.00 for each day, or part day, of detention will be applicable in all cases.</p>	<p>56.00 * [£25.00 for owners who agree to have their dogs identichipped] *FREE [First uplift for identichipped dogs with no previous history of straying]</p> <p>An additional payment in respect of boarding charges of £8.00 for each day, or part day, of detention will be applicable in all cases.</p>				

<b>FOOD SAFETY SERVICE</b>								
Inspection and Certification of unfit/unmarketable foods as a result of a freezer or refrigerator breakdown or other incident	£115.00 [To cover 1 <sup>st</sup> hour, travel costs and admin charges. Thereafter recharge hourly rate of £43 per hour]	£121.00 [To cover 1 <sup>st</sup> hour, travel costs and admin charges. Thereafter recharge hourly rate of £45 per hour]	Inspection and Certification of unfit/unmarketable foods as a result of a freezer or refrigerator breakdown or other incident	£760	£500	£500		
Food premises yearbook	£15 + VAT	£16						
<b>Fish Export Certificates</b>			<b>Fish Export Certificates</b>					
[a] Per visit [week days] including cost of first certificate	£45.00 [For requests made before 9.30am Monday-Friday.] Requests made after 9.30am for same day service charge £100.00 + £23.00 per additional certificate	£47.00 [For requests made before 9.30am Monday-Friday.] Requests made after 9.30am for same day service charge £105.00 + £24.00 per additional certificate	[a] Per visit [week days] including cost of first certificate	£14,550	£15,000	£12,000		
[b] Per visit [Saturdays] including cost of certificate	£100.00	£105	Saturday charge reflects the staffing costs associated with standby costs and out of hours working					
[c] Each additional certificate	£23.00.	£24						

<b>Food Export Certificates</b>								
[a] Per visit including cost of first certificate	£100	£105						
[b] Each additional certificate	£30	£32						
<b>Food Hygiene Certificates – Section 50</b>	<b>£214</b>	<b>£224</b>				<b>£8436</b>	<b>£9000</b>	<b>£9400</b>
<b>PRIVATE WATER SUPPLIES</b>								
Private water supply sampling & analysis	£120 per sample	£120 per sample				£240	£240	£360

<b>PORT HEALTH CHARGES</b>						
<b>Ships inspections</b>	<p>Gross tonnage</p> <p>Up to 3000 - £100  3001-10000 - £150  10001-20000 - £200  20001-30000 - £230  Over 30,000 - £300</p> <p>Vessels with the capacity to carry between 50 and 100 persons - £300</p> <p>Vessels with the capacity to carry more than 1000 persons - £500</p> <p>For inspections carried out on Saturdays or before 8am or after 6pm on weekdays, a surcharge of £21.50 per hour of officer time will apply. For inspections on Sundays and Public Holidays a surcharge of £43 per hour will apply</p>	<p>Gross tonnage</p> <p>Up to 1000 - £70  1001-3000 - £105  3001-10000 - £160  10001-20000 - £210  20001-30000 - £265  Over 30,000 - £320</p> <p>Vessels with the capacity to carry between 50 and 100 persons - £320</p> <p>Vessels with the capacity to carry more than 1000 persons - £550</p> <p>For inspections carried out on Saturdays or before 8am or after 6pm on weekdays, a surcharge of £23.00 per hour of officer time will apply. For inspections on Sundays and Public Holidays a surcharge of £45 per hour will apply</p>	<p>Prices suggested by APHA and will be reviewed January 2112</p> <p>Surcharge introduced to cover outwith normal hours payments for staff</p>	£27650	£30,000	£35,000
<b>WATER SAMPLES - SHIPS</b>				£4149	£5,868	£6,162

Chemical	<p>Per sample (less than 5) £80.15 + VAT</p> <p>Per sample (5 or more) £60.15 + VAT</p> <p>Plus £43.00 per hour + VAT for officer time (minimum 1 hour)</p> <p>For sampling carried out on Saturdays or before 8am or after 6pm on weekdays, a surcharge of £21.50 per hour of officer time will apply. For inspections on Sundays and Public Holidays a surcharge of £43 per hour will apply</p>	<p>Per sample (less than 5) £84.15 + VAT</p> <p>Per sample (5 or more) £63.15 + VAT</p> <p>Plus £45.15 per hour + VAT for officer time (minimum 1 hour)</p> <p>For sampling carried out on Saturdays or before 8am or after 6pm on weekdays, a surcharge of £21.50 per hour of officer time will apply. For inspections on Sundays and Public Holidays a surcharge of £45.15 per hour will apply</p>				
Bacteriological	<p>Per sample £33.55 + VAT</p> <p>Plus £43.00 per hour + VAT for officer time (minimum 1 hour)</p> <p>For sampling carried out on Saturdays or before 8am or after 6pm on weekdays, a surcharge of £21.50 per hour of officer time</p>	<p>Per sample £35.55 + VAT</p> <p>Plus £45.15.00 per hour + VAT for officer time (minimum 1 hour)</p> <p>For sampling carried out on Saturdays or before 8am or after 6pm on weekdays, a surcharge of £23 per hour of officer time will</p>				

	<p>will apply. For inspections on Sundays and Public Holidays a surcharge of £43 per hour will apply</p> <p>Per sample (less than 5) £50.00+ VAT</p> <p>Per sample (5 or more) £40.00+ VAT</p> <p>Plus £43.00 per hour + VAT for officer time (minimum 1 hour)</p> <p>For sampling carried out on Saturdays or before 8am or after 6pm on weekdays, a surcharge of £21.50 per hour of officer time will apply. For inspections on Sundays and Public Holidays a surcharge of £43 per hour will apply</p>	<p>apply. For inspections on Sundays and Public Holidays a surcharge of £45.15 per hour will apply</p> <p>Per sample (less than 5) £53+ VAT</p> <p>Per sample (5 or more) £42 + VAT</p> <p>Plus £43.00 per hour + VAT for officer time (minimum 1 hour)</p> <p>For sampling carried out on Saturdays or before 8am or after 6pm on weekdays, a surcharge of £23 per hour of officer time will apply. For inspections on Sundays and Public Holidays a surcharge of £45.15 per hour will apply</p>				
<p>Legionella</p>	<p>Per sample (less than 5) £50.00+ VAT</p> <p>Per sample (5 or more) £40.00+ VAT</p> <p>Plus £43.00 per hour + VAT for officer time (minimum 1 hour)</p> <p>For sampling carried out on Saturdays or before 8am or after 6pm on weekdays, a surcharge of £21.50 per hour of officer time will apply. For inspections on Sundays and Public Holidays a surcharge of £43 per hour will apply</p>	<p>Per sample (less than 5) £53+ VAT</p> <p>Per sample (5 or more) £42 + VAT</p> <p>Plus £43.00 per hour + VAT for officer time (minimum 1 hour)</p> <p>For sampling carried out on Saturdays or before 8am or after 6pm on weekdays, a surcharge of £23 per hour of officer time will apply. For inspections on Sundays and Public Holidays a surcharge of £45.15 per hour will apply</p>				

<p><b>Illegal, Unreported and Unregulated Fishing Regulation(IUU)-Port Health Charges for checking catch certificates</b></p>	<p>£115.00 To cover 1<sup>st</sup> hour, travel costs and admin charges. Thereafter hourly rate of £43 per hour (out of hours £64.50 per hour Mon – Sat or £96 per hour on Sundays and Public Holidays)</p>		<p>Prices suggested by APHA do not reflect the costs incurred by the service and so the proposed costs have been adjusted to reflect true costs.</p>		<p><b>£3000</b></p>
<p><b>Illegal, Unreported and Unregulated Fishing Regulation(IUU)-Port Health Charges for Confirmation document that consignment is outwith the scope of the regulations</b></p>		<p>£25</p>	<p>New charge in response to service demand</p>		





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## ABERDEEN CITY COUNCIL

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COMMITTEE	Enterprise Planning & Infrastructure
DATE	15 <sup>th</sup> November 2011
DIRECTOR	Gordon McIntosh
TITLE OF REPORT	City Events & Twinning Programme 2012-13
REPORT NUMBER:	EPI/11/310

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### 1. PURPOSE OF REPORT

To seek approval for the City Events & Twinning Programme of events and activity for 2012-13.

### 2. RECOMMENDATION(S)

1. That members note the content of this report.
2. That members support the revised City Events & Twinning Programme of events and activity for 2012-13.
3. That members support an increase in financial support from the Common Good Fund as detailed in the report, to ensure the continued success of Aberdeen's existing annual events programme and additional activities that grow and develop the city's events offering.
4. That this report is referred to Finance & Resource Committee to consider the request for monies from the Common Good Fund.

### 3. FINANCIAL IMPLICATIONS

Monies totaling £313,000 have been secured from the E P & I revenue budget and a further £292,352 has been requested from the Common Good Fund.

It should be noted that additional monies have been requested from the Common Good Fund in addition to previous allocations to support the increased delivery costs of key city events and also to deliver new events in 2012.

Please see attached City Events & Twinning Programme 2012-13 Appendix 1.

### 4. OTHER IMPLICATIONS

The proposed City Events & Twinning programme included in this report can only be delivered by a minimum of 3 skilled event officers. Should this number decrease then additional events could not be accommodated to ensure continued safe delivery of existing events.

Since the recent appointment of the International Partnerships Officer, the work associated with twinning activity, is planned to be more closely aligned to the events programme to provide additional input and possibly increase the teams capacity to earn additional income.

At present, resource levels in the City Events & Twinning Team means there is no capacity available to devote time to bidding for events of scale that would have significant economic impact for Aberdeen.

Also, in order to address the ongoing reduction in funding, the City Events Team will look to develop and introduce in 2012, a suitable charging structure for each event delivered in the city, in an effort to offset the increase in costs of delivering events in Aberdeen in the future.

The team will also explore ways to maximise income through sponsorship and the recovery of fees for advice and consultancy time allocated to support the delivery of commercial activities in the city.

## 5. BACKGROUND/MAIN ISSUES

Taking into consideration Enterprise Planning & Infrastructure's Priority Based Budget Plan, the City Events & Twinning Programme of events and activity for 2012-13 continues to reflect the services reduction in revenue budget.

Despite the reduction in staffing numbers and revenue budget the city Events Team continue to provide internal and external advice and support to event organisers to ensure that safe, deliverable and enjoyable events are staged in the city for the local residents, surrounding population and those visiting the city for leisure and business purposes.

The events detailed in Appendix 1 contribute to the common good of the city, are all inclusive, maintain and develop the city's continued Civic pride and showcase Aberdeen's ability to attract and host major sporting and cultural events.

It should also be noted that there are a number of potential new events proposed for 2012 including the Queens Diamond Jubilee, an additional BP Big Screen event to support the 2012 Olympics and also the ongoing financial commitment to the Olympic Torch Relay 2012.

Again, it should be noted that although a sponsor has been identified for the City of Aberdeen Hogmanay Fireworks Display in 2012, the

monies agreed do not meet the full cost of delivering a safe and enjoyable event and there is no financial or staff commitment from the City Events Team allocated to support the delivery of the event.

Aberdeen City Council agreed previously that it would provide a financial contribution to ensure the delivery of the 2011 event but that no further monies would be available to support the event in the future.

## 6. IMPACT

### Vibrant Dynamic & Forward Looking

- Continue to support the best City festivals.
- Recognise the contribution of Sport, Culture and Arts to promoting the area as a tourist destination.
- Promote the City as a tourist destination.
- Economic promotion of Aberdeen locally, nationally and internationally, promoting all aspects of City life, wherever the City is represented.

### Single Outcome Agreement

- National Outcome 1: We live in a Scotland that is the most attractive place for doing business in Europe.
- National Outcome 12: We value and enjoy our built and natural environment and enhance it for future generations.
- National Outcome 13: We take pride in a strong, fair and inclusive national identity.

### Community Plan

- 10% increase in the number of recreational and business tourists by 2011.
- Work with other agencies, including VisitScotland, to encourage tourism and the provision of facilities for tourists.

## 7. BACKGROUND PAPERS

No background papers were used in the production of this report.

## 9. REPORT AUTHOR DETAILS

Dawn Schultz  
City Promotions Manager  
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Ext 2767

## Appendix 1-City Events & Twinning Programme 2012-13

City Events	Revenue Budget	Common Good Fund
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Salaries (1 X G14, 2 X G12)	£130,000	
Galas		£6,000
Summer & Winter Promotions	£30,000	
BP Big Screens x 2 (1 additional event in 2012-13)	£10,000	£10,000
Queens Diamond Jubilee (2012-13 only)		£50,000
Olympic Torch Relay (2012-13 only)		£30,000
Highland Games	£40,000	
British Armed Forces & Veterans Day		£10,000
Tartan Day & Wallace Day Celebrations		£28,000
Fireworks Display	£14,000	£14,000
Xmas Lights Switch On	£25,000	
Santa Parade	£4,000	
Nativity Scene		£3,000
Weekend of Festive Entertainment	£10,000	
Xmas Tree Switch On	£7,000	
Xmas Carol Concert	£4,000	
Hogmanay Community Grants	£25,000	£4,000
Equipment & Maintenance	£10,000	
Training	£4,000	
<b>Twining</b>		
Salaries (1 X G11)		£35,000
Projects		£102,352
Sub-Total	£313,000	£292,352
<b>Total</b>		<b>£605,352</b>

## ABERDEEN CITY COUNCIL

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COMMITTEE	Finance and Resources
DATE	6 December 2011
DIRECTOR	Stewart Carruth, Director of Corporate Governance
TITLE OF REPORT	2011/12 FINANCIAL MONITORING
REPORT NUMBER:	CG/11/148

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### 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; 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 accrued actual expenditure to period 6, September 2011. The forecast is based on information and feedback from budget holders captured in September 2011.

### **Financial Position and Risks Assessment**

- 5.2 The Service report is attached at Appendix A which shows projected net outturn savings £738K (2.7%), across the current net budget of £27.3M, a favourable movement of over £200K from that last reported to Committee. There are not any significant risks at this time, and while the following items are of note they have been accommodated within the projected net outturn:-

- Net savings of £1.6M have been identified across Corporate Governance from the non-filling of staff vacancies, after having met savings allocated to Corporate Governance in the current year.
- Income for Corporate Governance is expected to be £330K below budget. This results from a number of specific areas that can no longer be recovered due to revised accounting practice and guidance including recharges to Capital and the Fairer Scotland Fund can no longer be recovered. Budgeted income for 2012/13 has been adjusted to address these issues.
- The net cost of Housing Benefit is expected to exceed budget by £500K. The cost to the Council arises as of the Housing Benefits paid by the Council to tenants of £50M, on average only 97% is offset by income from the Department of Work and Pensions. The actual level of recovery can vary from year to year and is impacted by factors such as inflation, levels of claims and overpayments. Revised procedures have been established to more regularly review the impact and minimise the risk of the recurrence of a cost pressure. This issue has been fully addressed in the 2012/13 Budget.
- Savings in Insurance costs of £330K have been identified as a result of close monitoring of costs, claims management and favourable market forces.
- The closure of Whitemyres is expected to result in an adverse variance of £300k compared with the original budget. This is as a result of the known costs of closure (£110k), loss of income in the last six months of operation in the wind down period (£100k) and anticipated stock write offs and adjustments (£90k). It should be noted that some £40K of usable stock will be distributed to schools free of charge.



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 4(not attached).

8. REPORT AUTHOR DETAILS

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01224346354

## Corporate Governance

## Summary of Income and Expenditure - Year to Period 6 (End of September 2011)

As at end of September 2011		Year to Date			Forecast to Year End		
Accounting Period 6	Full Year Revised Budget £'000	Revised Budget £'000	Actual Expenditure £'000	Variance Amount £'000	Outturn £'000	Variance Amount £'000	Variance Percent %
HEAD OF FINANCE - S.95 OFFICER	6,804	3,377	2,748	(629)	6,443	(361)	(5.3%)
HEAD OF LEGAL AND DEMOCRATIC SERVICES	2,046	1,013	971	(42)	1,965	(81)	(4.0%)
HEAD OF HUMAN RESOURCES AND ORG DEV	4,663	2,346	1,839	(507)	4,276	(387)	(8.3%)
HEAD OF PROCUREMENT	321	166	392	226	757	436	1.4
HEAD OF CUSTOMER SERVICE AND PERFORMANCE	13,475	6,442	5,969	(473)	13,130	(345)	(2.6%)
<b>TOTAL BUDGET</b>	<b>27,309</b>	<b>13,344</b>	<b>11,919</b>	<b>(1,425)</b>	<b>26,571</b>	<b>(738)</b>	<b>(2.7%)</b>

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COMMITTEE	Finance & Resources
DATE	6 December 2011
DIRECTOR	Stewart Carruth
TITLE OF REPORT	Capital Monitoring – Corporate Governance Projects
REPORT NUMBER:	EPI/11/282

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1. PURPOSE OF REPORT

To advise the Committee of the capital spend to date for the Corporate Governance projects included within the Non-Housing Capital Programme.

2. RECOMMENDATION(S)

The Committee note the current position.

3. FINANCIAL IMPLICATIONS

The monies required to fund these projects are achieved through external borrowing, capital receipts and grant income. These projects are all accommodated within the Non-Housing Capital Programme. Any underspend, carry forward or overspend will have implications for the programme. There are no issues at present that would result in such implications.

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 an appropriate Committee.

5. BACKGROUND/MAIN ISSUES

As reported at the Finance & Resources Committee in June 2011 the overall responsibility for the monitoring/management of the Capital Programme lies with the Head of Asset Management & Operations. The Planning & Monitoring Officer within Asset Management & Operations is in regular contact with the Service Representative and the Capital Accountant, reporting in the first instance to the Corporate Asset Group. This ensures that the spend figures are always up to date and accurate.

Corporate Governance has a total of £4.218 million allocated to it from the Non-Housing Capital Programme. The projects included in the programme are:-

- 1) Data Centre Move
- 2) Customer First Programme - Frederick Street
- 3) Police - Capital Grant
- 4) ICT Investment Programme
- 5) ICT Investment Programme - Fleet Management Software

Spend to date for all projects to date is £1.738 million, 41% of the total budget. Discussions so far have identified potential underspend and overspend in individual projects. Variances in monthly spend compared to predicted spend have been identified in some cases, which has resulted in spend profiles being amended.

Item 630 – Data Centre Move is legally committed to overspend by £424,000, as previously reported to Finance & Resources Committee, 29 September 2011. The original budget of this project was £4.4 million. However, including the committed overspend, the project will be completed at a cost of £3.9 million. As previously reported, this overspend has been authorised by the Head of Asset Management & Operations as part of his delegated authority.

Item 657B - Customer First Programme - Frederick Street is profiled to be underspent by £729,000.

Taking the entire service into account, the current spend profile shows an estimated overspend of £122,000. The projected overspend will be offset by underspend in other services, keeping the overall Non - Housing Capital Programme within budget. It is also unknown at this time whether there will be underspend on Item 769 – Police Capital Grant. This will be confirmed at the end of the financial year.

Appendix A provides a detailed breakdown of the service's spend to date.

An update on the Capital position will be reported to this Committee in March.

## 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 to date on Housing & Environment Projects.

## 7. BACKGROUND PAPERS

Non-Housing Capital Programme 2011/12 – Monitoring Report approved at Finance & Resources Committee on 29 September 2011.

## 8. REPORT AUTHOR DETAILS

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 Planning & Monitoring Officer  
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## Appendix A

### Corporate Governance: All Projects spend to October

Capital Item		Total Budget £'000	Year Projection £'000	Spend to October £'000
769	Police - Capital Grant	1,451	*1,898	1,108
630	Data Centre Move	1,111	1,535	390
657B	Customer First Programme - Frederick Street	920	171	58
790	ICT Investment Programme	676	676	182
790B	Fleet Management Software	60	60	0
Totals		4,218	4,340	1,738

\*Includes unapproved carry forward of £447,000.

### Corporate Governance: By Project

#### Capital Item 769: Police - Capital Grant

Total Budget £'000	Year Projection £'000	Spend to October £'000	Spend to Date %
1,451	1,898	1,108	76

- Expenditure on this item is paid to the Police in 12 equal instalments of £158,000. The additional spend of £447,000 will be paid for with carry forward from last year.

- Any underspend will be reported at the end of the financial year and paid back to the Council in full.

### Capital Item 630: Data Centre Move

Total Budget £'000	Year Projection £'000	Spend to October £'000	Spend to Date %
1,111	1,535	390	35

- Approved overspend of £424,000 is now legally committed.
- Milestone payments for Virtual Desktop Environment profiled for January through to March.

### Capital Item 657B: Customer First Programme - Frederick Street

Total Budget £'000	Year Projection £'000	Spend to October £'000	Spend to Date %
920	171	58	6

- Under spend of £729,000 confirmed by budget holder.
- Work profiled to be completed and paid by January's monitoring cycle.

### Capital Item 790: ICT Investment Programme

Total Budget £'000	Year Projection £'000	Spend to October £'000	Spend to Date %
676	676	182	27

- Delays in processing orders for cabling and wireless equipment at Hazlehead Academy due to conflict of technical resources. Payment for these works have been re profiled for January.

### Capital Item 790B: Fleet Management Software

Total Budget £'000	Year Projection £'000	Spend to October £'000	Spend to Date %
60	60	0	0

- Invoice for £38,000 has arrived and will be paid in November.
- Project now expected to be completed in February.

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## ABERDEEN CITY COUNCIL

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<b>COMMITTEE:</b>	Finance and Resources
<b>DATE:</b>	6 December 2011
<b>DIRECTOR:</b>	Stewart Carruth
<b>TITLE OF REPORT:</b>	General Fund Revenue Budget 2012/13 to 2016/17
<b>REPORT NUMBER:</b>	CG/11/152

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### 1. PURPOSE OF REPORT

The purpose of this report is to provide elected members with information to allow the setting of the council tax levels for the financial year 2012/13 as well as provisional levels for 2013/14 to 2016/17. In turn this will allow a balanced budget to be set for 2012/13 and subsequently a capital programme for 2012/13 to 2016/17 to be set.

### 2. RECOMMENDATION(S)

It is recommended that the Committee:

1. Notes the content of the report and refer the report to Council with any recommendations on Service Options;
2. Agree that the Service Options are prioritised;
3. Agree that elected members provide officers with their full budget proposals by 8 February 2012;

And that Council on 14 December 2011:

4. Agree the service options to be implemented for 2012/13 and future years to achieve a balanced budget taking account of growth pressures and feedback obtained as part of the ongoing Priority Based Budgeting (PBB) process (as detailed in Appendix 1 to this report); and
5. Agree the budget for each Service detailed in Appendix 2 to this report; and
6. To agree the level of council tax for the financial year 2012/13 and indicative level for 2016/17; and
7. To agree the recommendation of the Head of Finance to retain working balances of 2.5% or approximately £11.5 million;
8. Agree that the Capital programme be set such that no capital borrowing is undertaken and that the programme be set in line with the level of capital grant, capital receipts and contributions.

### **3. FINANCIAL IMPLICATIONS**

- 3.1 The Council has continued the implementation of a Priority Based Budgeting approach to review and examine all costs over a 5 year period. This builds on the previous exercise undertaken which formulated the Council's 5 Year Business Plan in August 2011.
- 3.2 In undertaking this review cost pressures that were previously inherent within the approved 5 year plan were re-tested and challenged to determine the impact of the assumptions that were used as part of the 2011/12 budget process. While these generally continued to apply there was further modelling work done around the demographic trends and demand led pressures.
- 3.3 This, coupled with the announcement of the Scottish Government on the anticipated level of funding available for the whole of Scotland Local Government spending limits, allowed greater clarity around the financial projections the Council is likely to face in future years.
- 3.4 The full analysis of the funding settlement is still awaited and is anticipated it will be received in early December 2011. While high level assumptions can be made around this, the final allocation for Aberdeen City Council is still awaited and this is covered further in the report.

### **4. OTHER IMPLICATIONS**

- 4.1 The Council is required to set its council tax levels before the 11 March in the financial year preceding that for which it is set as governed by the Local Government Finance Act 1992 but it is not invalid merely because it is set on or after that date.
- 4.2 The Scottish Government has indicated that it expects local authorities to maintain council tax levels at 2011/12 levels. Failure to do so could lead to a reduction in the level of funding that an individual authority may receive.
- 4.3 The Scottish Government has also indicated that all local authorities will receive, as a minimum, funding levels that guarantee each authority at least 85% of the Scottish per head of funding average. Aberdeen City Council currently receives less than this and will therefore benefit, although the final allocation has still to be announced.

## 5. REPORT

### Current Approved 5 Year Business Plan

- 5.1 The Council approved a 5 Year Business plan in August 2011 which demonstrated a balanced budget for 2011/12 and the further work that would be required to continue to strive towards a balanced position over the 5 year period. A balanced 5 year position, while modelled at a very low level, will by necessity contain inherent risks within it, especially given the current economic climate within which many European countries are now experiencing.
- 5.2 However, within this context the Council undertook a PBB exercise that demonstrated the estimated position between 2011/12 and 2015/16. This is illustrated in the table below:

	2011/12 £'000	2012/13 £'000	2013/14 £'000	2014/15 £'000	2015/16 £'000
Funding	(450,311)	(441,662)	(434,959)	(431,560)	(431,354)
Other Funding	(10,276)	0	0	0	0
Projected Spend	476,164	491,655	511,500	526,276	536,717
Indicative Shortfall (10 Feb '11)	15,577	49,993	76,541	94,716	105,363

- 5.3 It can be seen from the table above that the Council faced significant cost pressures over the next 5 years if it did not address the situation. The PBB exercise aimed at identifying how this could be addressed by way of producing far reaching service options. Given the above position, coupled with the service options approved by Council in February and August 2011 the following estimated financial projections were made:

	2011/12 £'000	2012/13 £'000	2013/14 £'000	2014/15 £'000	2015/16 £'000
Indicative Shortfall (10 Feb '11)	15,577	49,993	76,541	94,716	105,363

#### 2011/12 Council Approved Options - 10 February 2011

Total Service Options	(15,577)	(39,735)	(57,195)	(65,308)	(71,575)
Revised Deficit/(Surplus)	0	10,258	19,346	29,408	33,788

- 5.4 As part of the review of this process, and to allow a balanced budget for 2012/13 to be achieved the work around the PBB exercise was continued, and this is detailed later in this report and is shown at Appendix 1 of this report.

- 5.5 It is worth noting that the PBB exercise undertaken by the Council has been nationally recognised and in a recent report published by Audit Scotland the PBB approach adopted by Aberdeen City Council was highlighted as an effective case study for other organisations to follow. This was reported in the local media with the Press and Journal commenting how the council has turned around its financial planning to become “*cited by that very same organisation [Audit Scotland] as the epitome of fiscal prudence that others would do well to emulate*” (P&J editorial, 25 August 2011).
- 5.6 The PBB approach supports the vision for future services in Aberdeen and responds to the drivers for change. In the future services will become more efficient, effective and targeted. A fully inclusive approach to financial planning continues to be crucial in continuing to adopt a priority based budget (PBB) approach. This approach evolved from the council’s vision for the city of Aberdeen: that it is and remains a ‘vibrant, dynamic and aspirational city’.
- 5.7 This vision continues to enable the council’s elected administration leaders and directors to commit to six key priorities for the city:
- Provide for the needs of the most vulnerable people;
  - Help to ensure that all schoolchildren reach their potential;
  - Manage our waste better and increase recycling;
  - Encourage the building of new affordable housing;
  - Ensure a sustainable economic future for the city;
  - Ensure efficient and effective delivery of services by the council and with its partners.

#### **Financial Settlement**

- 5.8 The Scottish Government have announced the outcome of the “Scottish Spending Review 2011 and Draft Budget 2012-13” which provides details of the Local Government allocation for 2012/13 to 2014/15.
- 5.9 The above draft budget document indicates the funding that will be available for Scotland as a whole and does not provide indications of the likely level of funding by individual local authorities. Therefore the following assumptions have been made:
- The projected level of funding for Local Government in Scotland is based on the Scottish Government Settlement announcement;

- It assumes that all GAE indicators remain the same (which will not be the case but any variation is assumed to be minor at this point);
- The new 85% average floor is contained within the total settlement announcement and is therefore distributed and funded from within the total settlement;
- The Mid year 2009 population figures have been used in determining the funding settlement where appropriate, although the final settlement may use more up to date information;
- Specific Grants are contained at 2011/12 levels and do not form part of the overall distributable settlement but are “top sliced”;
- The funding for the Council Tax freeze grant is contained within the overall settlement;
- Unallocated grants remain static at 2011/12 levels and are not subsumed within the overall settlement;
- The Change Funds allocation (2 x £20 million across Scotland and equates to an estimated £1.4 million for Aberdeen) will have to be met from either existing resources or offset by alternative service options;
- The impact of teachers pensions are not known at this time. It is assumed that this cost will now be met from employee contributions;
- Capital Grants will remain constant for the Council at 2011/12 levels. Currently it is understood that there will be a reduction of £130 million across Scotland which could reduce the level of capital grant by £1 to £4 million;
- The settlement contains payments for a Scotland Minimum Wage of £7.20 and payments of £250 per person earning under £21,000 (pro-rata).

5.10 As can be seen from the above it is clear that there are a number of factors that have to be estimated at this point to determine the financial position that the Council may find itself in 2012/13, the first year of the revised draft 5 Year business plan.

5.11 It should be noted that this results in a very favourable position to recent years and is, in part, due to the work undertaken as part of the Priority Based Budgeting process last year.

### **Council Tax Assumptions**

5.12 The current level of Council Tax Band D equivalent is £1,230.39 per annum. This is based on 89,295 Band D equivalent properties.

- Council Tax non-collection rates are maintained at 2011/12 levels for the 5 Year Plan (2.4% per year);
- It is assumed that an additional 400 Band D properties will be added to the charge annually;
- Council Tax levels are frozen at 2011/12 prices until 2015/16 when it is assumed that it will increase by 2% per annum;

### **5 Year Business Plan Assumptions**

- 5.13 Generally, all contractual uplifts reflect the current understanding of the pressure being placed on contracts given the continued high level of interest rates – currently around 4.5%.
- 5.14 Staff increments have been allowed for in full and will cost the Council approximately £4 million. There may be the potential to offset this if performance measures are successfully introduced.
- 5.15 A review of income has been done to identify areas of income that have not been achieved in recent years. This will be due to the economic factors being experienced by the Council or small income streams that are no longer levied or applicable.
- 5.16 Incorporated within the base position is the net PBB Service Options for year 2 subject to any change control that has been approved. Each Service therefore has an inherent saving already incorporated within their base budget position that will have to be delivered for 2012/13 and amounts to approximately £24 million (in addition to the £15 million contained within 2011/12 and subject to change control through the Project Management Office). This delivery is **CRITICAL** to the successful implementation of the 5 year business plan.
- 5.17 There are demand pressures built into the plan based on discussions with Services. These cost pressures have been reviewed further to determine the viability of allowing such growth. Much of the growth was identified as part of the original 5 year plan and is therefore not unexpected. Appendix 2 details the level of spend by Service that is required to meet these demand/cost pressures.

### **Contingencies**

- 5.18 In preparing the budget for the next 5 years the Council has made a number of provisions for anticipated cost pressures, the final cost of which is currently estimated based on the data available at this time.
- 5.19 The contingencies relate to a corporate provision for capital financing charges totalling approximately £3 million, Joint Board requisitions of £36 million and corporate contingencies of approximately £5 million (for items such as Non Domestic Rates, detriment, employer's superannuation, Scottish Government indicative minimum pay awards, utility costs, fuel and a general corporate provision).

## **5 Year Business Plan Cost Pressures**

5.20 The main assumptions that have been built in for anticipated cost pressures are as follows:

- A full allowance has been made for staff in detriment on the basis that it may not be applied or the Council has to meet the “parachute” payments of £250 per person for staff still in detriment;
- There is no pay award for teaching and non-teaching staff (except the minimum wage payment detailed below) in 2012/13 but 1% per annum thereafter which is very optimistic given the current inflationary levels inherent within the UK economy at present;
- An allowance has been made of an increase in non-teaching employer’s superannuation of 0.2% for each of the 5 years;
- A minimum wage of £7.20 has been assumed in 2012/13 with no further increase thereafter (other than nationally assumed pay awards);
- A £250 payment is made to all staff earning below £21,000 per year from 2012/13 (but with no further increase thereafter other than for nationally assumed pay awards);
- Utility Costs are expected to be contained within existing budgeted levels with the exception of Heating Oil which is anticipated will cost the Council an extra £140,000 (assuming Hazelhead Academy is moved to CHP);
- Additional capital financing charges are built into the model based on existing capital investment. This is being reviewed currently as there is an anticipated reduction in funding for Scotland of £130 million;
- The introduction of the new Change Funds is likely to impact on the Council. Nothing is built in at present until further details and discussions can be held, but it is anticipated that this will present a cost to the Council which it is anticipated will be mitigated by existing spend levels or reduced demand levels;
- Fuel costs are currently increasing at approximately 4-5% per annum and an additional £300,000 is therefore included within 2012/13;
- It is assumed that Grampian Police requisition will be maintained at 2011/12 prices;
- It is assumed that Grampian Fire and Rescue requisition will be maintained at 2011/12 prices, but will require clarification;
- No assumption has been made regarding the Tax Incremental Funding, Business Improvement District or Business Rates Incentivisation Scheme at this point;
- There is no provision for the funding for the AWPR on the basis that additional funding is assumed through the GAE allocation (the Council will have longer roads) and as part of any PPP Unitary Charge support from the Scottish Government;

5.21 Given the above and the budget requirements by Service shown at Appendix 2 it is estimated that **the Council requires to identify £3.6 million of savings within 2012/13 subject to confirmation of the final General Revenue Grant the Council will receive from the Scottish Government.**

5.22 The movement from the approved 5 Year Business Plan can be summarised in the table below, and primarily this favourable movement is due to the reduced cost pressures built into the base budget and an anticipated improved settlement from the Scottish Government, primarily due to the introduction of the 85% floor.

*Movement Since 10 February 2011*

	2012/13 £'000	2013/14 £'000	2014/15 £'000	2015/16 £'000	2016/17 £'000
Revised Deficit/(Surplus)	10,258	19,346	29,408	33,788	n/a
Increased Income Projections	(3,559)	(750)	(1,480)	(6,060)	n/a
Reduced Expected Cost Pressures	(3,099)	(10,867)	(18,906)	(19,629)	n/a
<b>Estimated Deficit/(Surplus)</b>	<b>3,600</b>	<b>7,728</b>	<b>9,022</b>	<b>8,099</b>	<b>15,714</b>

### Priority Based Service Options

5.23 Given the above shortfall Appendix 1 illustrates the Service Options that have been put forward by Services. These options were then prioritised by the Corporate Management Team as follows:

	2012/13 £'000	2013/14 £'000	2014/15 £'000	2015/16 £'000	2016/17 £'000
<i>New Service Options (Prioritised)</i>					
- Priority Score is 0	(2,475)	(3,646)	(4,625)	(4,967)	(5,416)
- Priority Score is 1 to 5	(649)	(934)	737	(3,195)	(94)
- Priority Score is 6 to 10	(228)	(228)	(278)	(278)	(278)
- Priority Score is 11 to 15	(380)	(1,957)	(2,102)	(2,102)	(2,102)
- Priority Score is 16 to 20	(584)	(4,949)	(7,612)	(7,592)	(7,592)
- Priority Score is 21 to 25	(7,911)	(4,008)	(14,011)	(18,416)	(18,748)

5.24 The table above shows how the Service Options are grouped within bands for each priority score, where the priority score is 0 the Corporate Management Team feel more comfortable about the option having a low service impact. As each band is moved through there are greater and greater risks associated with the service option. To provide a balanced budget all options down to Priority Score 11 to 15 would require to be taken. It is recommended that elected members undertake a similar exercise to prioritise their Service Options.



5.25 The above table can also be shown by Service, and this is provided below. Both tables should be read in conjunction with Appendix 1 which provides details around the service options which makes these totals.

	2012/13	2013/14	2014/15	2015/16	2016/17
	£'000	£'000	£'000	£'000	£'000
- Corporate Governance	(1,102)	(1,260)	(1,310)	(1,408)	(1,818)
- Social Care and Wellbeing	(196)	(196)	(196)	(196)	(1,796)
- Education, Culture & Sport	(2,692)	(10,623)	(22,542)	(31,121)	(28,351)
- Housing and Environment	(2,070)	(2,683)	(2,683)	(2,665)	(2,666)
- Enterprise, Planning & Infrastructure	(354)	(297)	(497)	(497)	(536)
- Office of Chief Executive	(43)	(43)	(43)	(43)	(43)
- Council Wide	(5,770)	(620)	(620)	(620)	(620)
<i>Total New Service Options</i>	<b>(12,227)</b>	<b>(15,722)</b>	<b>(27,891)</b>	<b>(36,550)</b>	<b>(35,830)</b>

### Working Balances

5.26 The Council aims to retain approximately 2.5% of net cost of services un-earmarked working balances. This equates to approximately £11.5 million.

5.27 As at 31 March 2011 the Council had un-earmarked reserves of £11.3 million. The current out-turn position, while currently forecasting a very small over spend, is anticipated to be within the budget that was set, such that is unlikely that any use of reserves will be required for 2011/12.

### Capital Programme

5.28 The Capital programme is currently being developed in light of the current announcement that capital funding from the Scottish Government will be reduced considerably for 2012/13 and 2013/14.

5.29 However it is important to note that as part of the 5 year business plan the Council has made a clear decision **to not undertake any additional borrowing** for future years and that the programme will be fully funded by way of capital grant and capital receipts.

5.30 The final capital programme for 2012/13 is currently estimated to be £26.5 million reducing to £17.6 million the year after. A report will be presented to Council in due course once the settlement announcement is received and these figures can be revised.

## 6. IMPACT

6.1 As a recognised top priority the Council must take the necessary measures to balance its budget. Therefore, Services are expected to work within a financial constraint as defined by their annual budgets.

- 6.2 Given the service options contained within this report will impact on a number of groups a full consultation exercise has been undertaken to engage with the citizens of Aberdeen, the business community and all other sectors with which the Council does business.
- 6.3 Equality and Human Rights Impact Assessment (EHRIA) forms have been completed as relevant to assess the impact of savings options on any of the diverse groups provided services by Aberdeen City Council. Completed EHRIA forms prepared for Committee reports are published on the Council's web site.

## **7. BACKGROUND PAPERS**

Financial ledger data extracted for the period, and service committee reports on financial monitoring;  
Priority Based Budgeting Report;  
Local Government Finance Circular No. 2/2011;  
Scottish Government 2011 Spending Review.

## **8. REPORT AUTHOR DETAILS**

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**Priority Based Budgeting: Final Draft Report (version 1.1)**

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# Aberdeen City Council

Priority Based Budgeting: Final Draft Report (version 1.1)  
3 November 2011



# Executive Summary (version 1.1)



## Context

In February 2011 the Council approved £71.5m of savings options over 5 year period and has delivered more than £15m of savings in 2011/12. This report identifies further savings options to deliver the Council's approved 5 year Business Plan.

The options contained within this report were identified at service level and subsequently discussed and agreed by the Council's Corporate Management Team.

The Priority Based Budget exercise, which has been recognised by Audit Scotland as an exemplar has replaced the more traditional approach of budget setting. This longer term approach has enabled officers to think radically about how to deliver key services with a reduced cost base.

The 5 year Business Plan outlines a vision for Aberdeen which means that current service delivery models need to be challenged and redesigned to deliver Aberdeen City Council ("ACC") services. This is a challenge for this Council, and will require significant increase in joint working with other public, voluntary and business sector partners within the region, building on the initial conversations that have been undertaken in joining up service delivery to the community.

## Summary of new options by 2016/17

Directorate	Contribution	% of overall saving
Social Care & Wellbeing	£1.8m	5%
Education Culture & Sport	£28.3m	79%
Housing & Environment	£2.7m	8%
Enterprise Planning & Infrastructure	£0.5m	1.4%
Corporate Governance	£1.8m	5%
Corporate Savings	£0.6m	1.6%
<b>Totals</b>	<b>£35.7m</b>	<b>100%</b>

This report outlines an additional £36m of potential savings options over a 5 year period to 2016/17. Of this, £15.6m have been highlighted as having a high implementation risk. This is in addition to the 5 year figure of £71.5m of savings which were approved through the PBB process in 2010/11. These options are included for information only as they have already been approved by Council in February 2011.

# Executive Summary Update on Financial Position

(version 1.1)



The 5 Year Business Plan was approved by Council in August 2011 for the five years 2011/12 to 2015/16. This identified a package of service options which would deliver £71.5m of savings by 2015/16. The value of savings approved for the first year of the Business Plan (2011/12) was £15.6m, of which £15.4m is on track to be delivered. Any shortfall is being covered by efficiencies within services.

Work has been ongoing to update the 5 year Business Plan as it is a rolling programme. The current position regarding expected funding, taking into account the options which were approved by Council on 10 February 2011 for **2011/12 to 2015/16** is as follows:

	2011/12 £000	2012/13 £000	2013/14 £000	2014/15 £000	2015/16 £000
Funding	(450,311)	(441,662)	(434,959)	(431,560)	(431,354)
Other Funding	(10,276)	0	0	0	0
Projected Spend	476,164	491,655	511,500	526,276	536,717
Indicative Shortfall (10 <sup>th</sup> February 2011)	15,577	49,993	76,541	94,716	105,363
Total Service Options Approved (10 <sup>th</sup> February 2011)	(15,577)	(39,735)	(57,195)	(65,308)	(71,575)
Revised Deficit/(Surplus)	0	10,258	19,346	29,408	33,788



# Executive Summary (version 1.1) Update on Financial Position



A review has been undertaken of all cost / demand pressures the Council is likely to have to address, and assumptions made on the expected financial settlement from the Scottish Government. The PBB process has identified savings which, if chosen, can cover the anticipated shortfall for the period 2012/13 to 2016/17; this will feed into an updated 5 year Business Plan.

	2012/13 £000	2013/14 £000	2014/15 £000	2015/16 £000	2016/17 £000
<b>Revised Deficit/(Surplus) (from table Page 3)</b>	<b>10,258</b>	<b>19,346</b>	<b>29,408</b>	<b>33,788</b>	<b>n/a</b>
<b>Increased Income Projections</b>	<b>(3,559)</b>	<b>(750)</b>	<b>(1,480)</b>	<b>(6,060)</b>	<b>n/a</b>
<b>Reduced Expected Cost pressures</b>	<b>(3,099)</b>	<b>(10,867)</b>	<b>(18,906)</b>	<b>(19,629)</b>	<b>n/a</b>
<b>Estimated Deficit/(Surplus)</b>	<b>3,600</b>	<b>7,728</b>	<b>9,022</b>	<b>8,099</b>	<b>15,714</b>
<b>New Service Options</b>					
<b>Total New Service Options</b>	<b>(12,227)</b>	<b>(15,722)</b>	<b>(27,891)</b>	<b>(36,550)</b>	<b>(35,830)</b>
<b>Revised Deficit/(Surplus)</b>	<b>(8,627)</b>	<b>(7,994)</b>	<b>(18,869)</b>	<b>(28,451)</b>	<b>(20,116)</b>

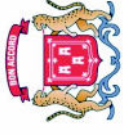


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<b>Section 3</b>	<b>Service Options</b> <ul style="list-style-type: none"><li>» Directorate</li><li>» Council wide and Office of Chief Executive</li></ul>	<b>page 13</b>
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**Note: a glossary of terms is included at the end of this document**



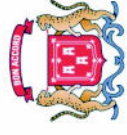
**ABERDEEN**  
CITY COUNCIL

# Section 1

# CONTEXT AND APPROACH

(version 1.1)

## Overview



**ABERDEEN**  
CITY COUNCIL

In 2010, the future funding challenge faced by the Council required a more radical approach to ensure funds were allocated to deliver agreed prioritised service outcomes. A priority-based budget (“PBB”) approach was therefore taken to determine future service and cost commitments to bridge the 5 year funding gap. This is year 2 of the PBB approach to budget setting.

Aberdeen City Council has:

- ▶ The second lowest funding per head in Scotland and
- ▶ Already identified £72m of savings by 2015/16 through the PBB approach.
- ▶ Delivered £15.6m in 2011/12.

However:

- ▶ Expectations and demand for services continues to increase
- ▶ The cost of services is forecast to increase by approximately 5.5% over the next five years and
- ▶ This funding gap is currently estimated to be £16m in 5 years

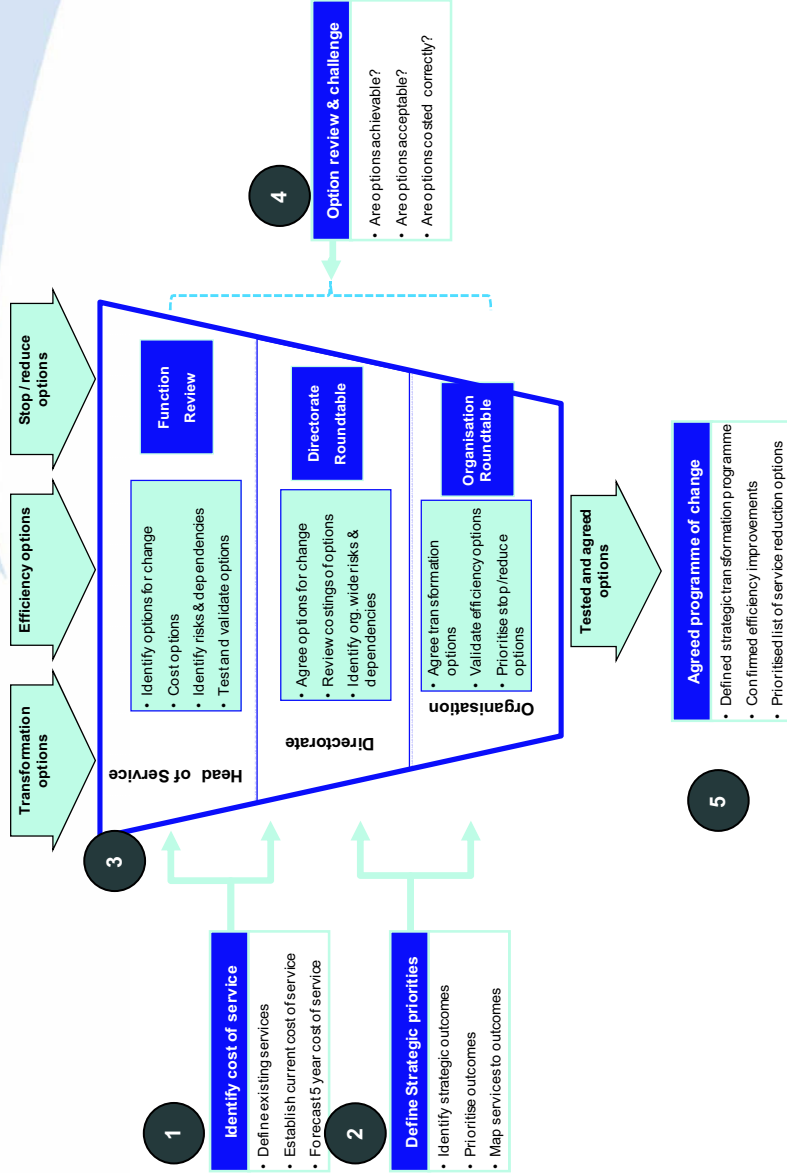
The following are key elements of the priority-based approach:

- ▶ Prioritisation of ACC’s desired outcomes and linking the priorities to services to gain an understanding of services which contributed most and least to the organisation’s goals.
- ▶ Establishment of the current and future costs of services and greater transparency of the drivers of costs and income.
- ▶ Development of a range of options to address the funding gap over the next 5 years.
- ▶ Review of all council services during the project . Options were identified in collaboration with Directors, Heads of Service and Service Delivery Managers.
- ▶ Service Representatives and Service Accountants provided rigour on assumptions and financial modelling during the process.

*A summary of the Priority Based Budgeting (“PBB”) approach is set out on the next page.*

## Section 1 Context and Approach (version 1.1)

# Overview of PBB Process



As outlined in the diagram on the left, there are five key elements to the PBB process:

1. Understand the significant areas of spend and forecast the cost and demand pressures.
2. Understand how services contribute to the organisation's strategic priority outcomes. Map costs to priorities and understand where marginal decisions are needed.
3. Develop transformation, efficiency and stop/reduce options for reducing expenditure.
4. Test the feasibility and benefits of each option throughout the process.
5. Agree a Directorate package of transformation, efficiency and stop/reduce options to take forward which are then prioritised against outcomes.

Following discussion by the Corporate Management Team ("CMT") and approval by elected members, these options will then be translated into the updated 5 Year Business Plan and budget.

The development of service options was an iterative process at Head of Service, Directorate and organisation level. Options evolved and were filtered out during each stage of review.

## Section 1 Context and Approach (version 1.1) Definition of Option Categories



**Service options were categorised into three groups to compare options across Directorates and facilitate decision making at the Corporate Roundtable**

- A. Efficiency options**

Options that do not change the nature of the existing service, but focus on it being delivered more efficiently and effectively.

Some of these options may have barriers to immediate delivery.
- B. Transformation options**

Options which change the nature of the service delivery.

This relates to opportunities that will achieve material benefits to the Council but will require additional resource and planning to achieve the stated savings.

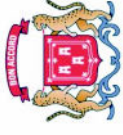
- C. Stop / Reduce options**

Options that stop or reduce the level of service provided or reduce the number of clients it is available to.

All options have been ranked in the context of the Council's priority outcomes. Within Section 3 of this report items beneath the "red line" within a category received a low ranking and are not recommended for progression.

Some options may have risk associated with delivery, for example requiring changes to legislation or national agreements. These options have been highlighted.

The options which have been previously approved by Council in 2011 are for information only.



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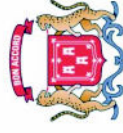
## Section 2

# ACC CONSOLIDATED SUMMARY

(version 1.1)

## Section 2 Consolidated Summary (version 1.1)

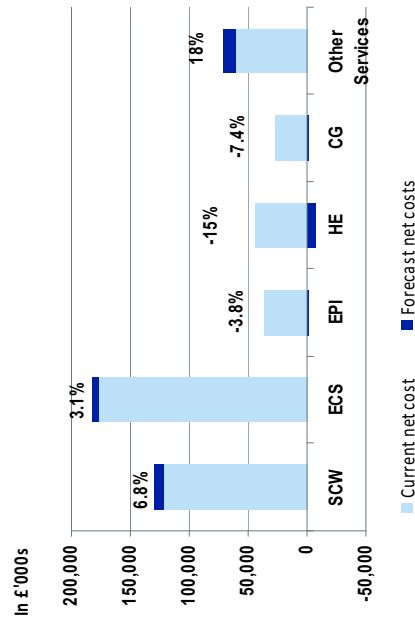
# Current and future cost of services



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**The 2011/12 net cost of all Aberdeen City Council services is £467 m. This cost is forecast to rise to £482m by 2016/17.**

Current and forecast 5 year net cost by Directorate

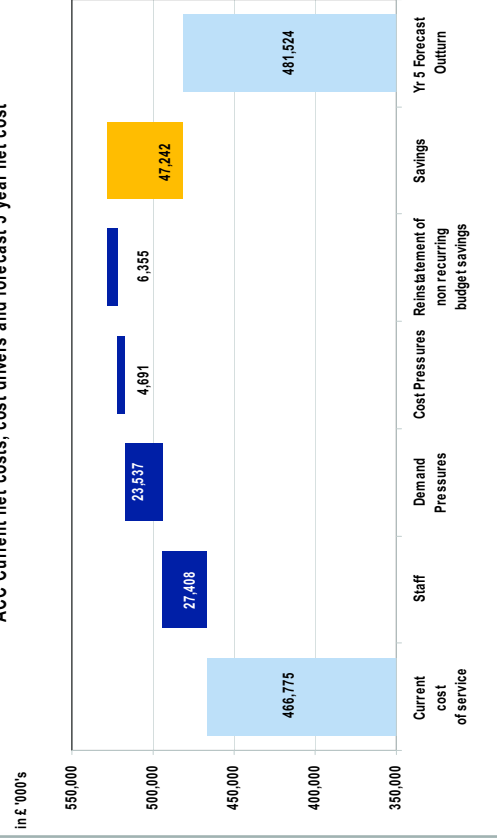


Social Care & Wellbeing along with Education Culture & Sport account for 73.6% of ACC's total net costs (£299m)

The net costs of these two Directorates is forecast to increase by £.14m by 2016/17.

Other Services includes Council Expenses, Joint Boards, Office of Chief Executive and Miscellaneous Services.

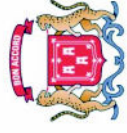
ACC Current net costs, cost drivers and forecast 5 year net cost



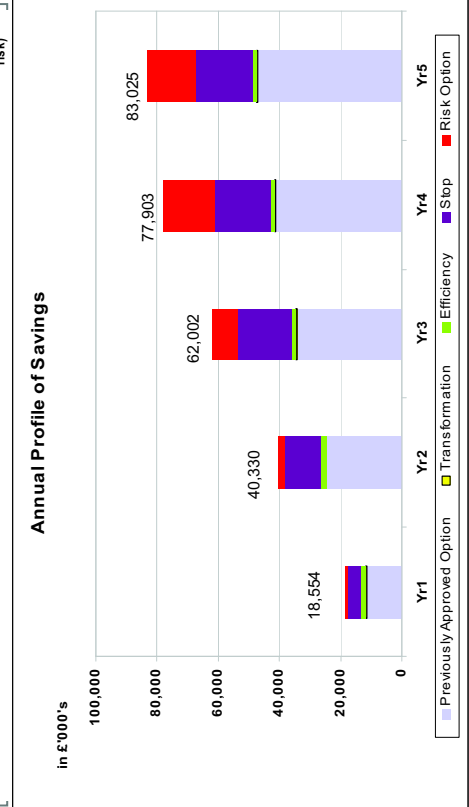
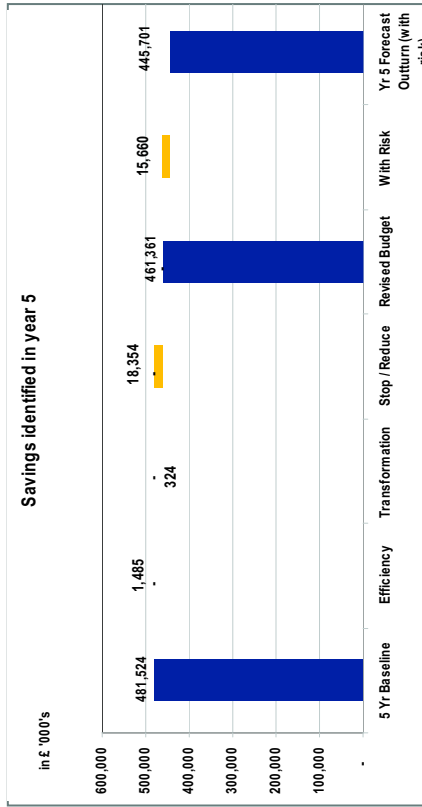
The cost pressures that will impact on services over the next 5 years are driven by:

- Continued inflationary pressures within the economy
- Staff pay awards have not been incorporated into the 2012/13 cost pressures. However, a 1% pay award annually will add another £.3m per year of cost pressures into the 5 year Business Plan
- Demographic changes causing an increase in demand for services
- Increasing costs of externally commissioned services
- Increasing requirements of services (due to environmental considerations and repair and maintenance needs of existing infrastructure and assets).

# Summary of consolidated savings



**Additional savings of £35.7m over 5 years have been identified, representing 8% of the total forecast 5 year baseline. This includes savings from higher risk options that will require national change in policy and the revenue impact of some significant capital investment.**

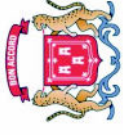


Directorate	Contribution	% of overall Directorate 5 year costs	% of overall saving	Risk adjusted element
SC&W	£1.8m	1.4%	5%	£1.6m
EC&S	£28.3m	15%	79%	£12.8m
H&E	£2.7m	7.6%	8%	£nil
EP&I	£0.5m	2.1%	1.4%	£nil
CG	£1.8m	6.9%	5%	£1.2m
Corporate Savings	£0.6m	n/a	1.6%	£nil
Totals	£35.7m	n/a	100%	£ 15.6m

Risk options are highlighted within individual Directorate summaries in the following pages.

- All savings have been calculated at current costs.
- Redundancy costs are included.
- Unless otherwise stated, capital expenditure and receipts have not been included.





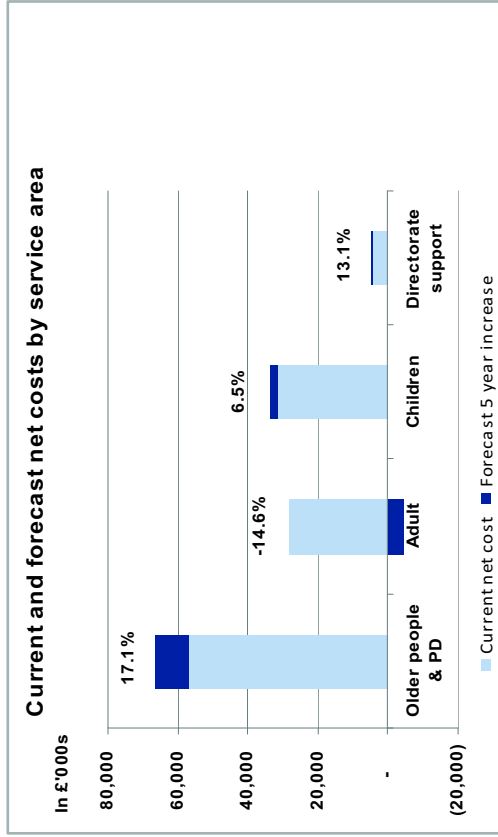
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## Section 3 **SERVICE OPTIONS** (version 1.1)

# Social Care & Wellbeing (SC&W): Cost of services

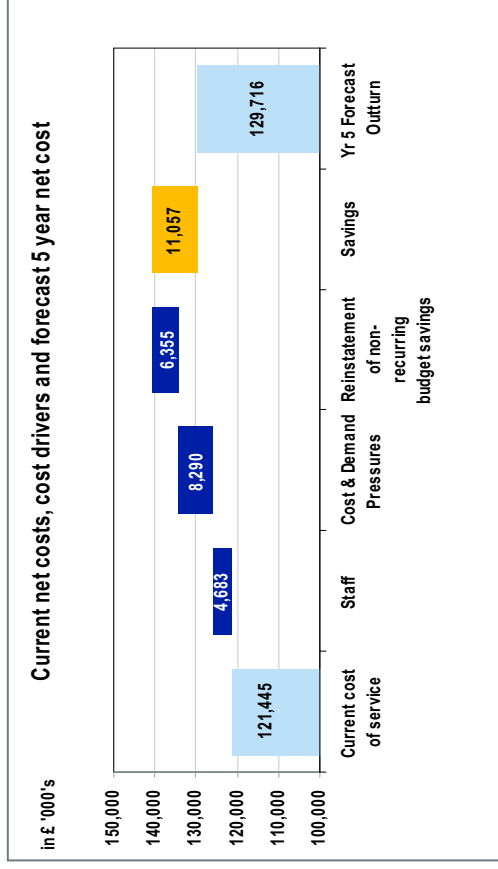


**The 2011/12 net cost of Social Care and Wellbeing services is £121m. This cost is forecast to rise by 6.8% to £130m by 2016/17.**



Older People and Adult Physical Disability services have the largest current net costs (£57m) and have the largest 5 year forecast cost pressures (17.1%).

The effect of the entire Directorate forecast cost pressures will be an increase in the proportion of total net costs incurred by Older People and Adult Physical Disability services, from 46.9% to 51.4%.



The cost pressures that will impact on SC&W services over the next 5 years is driven by:

- An increase in demand for services due to an ageing population;
- Rising ACC staff costs, and
- An increase in the cost of services commissioned externally

These cost pressures are marginally offset by a forecast increase in income due to the rising levels of demand.

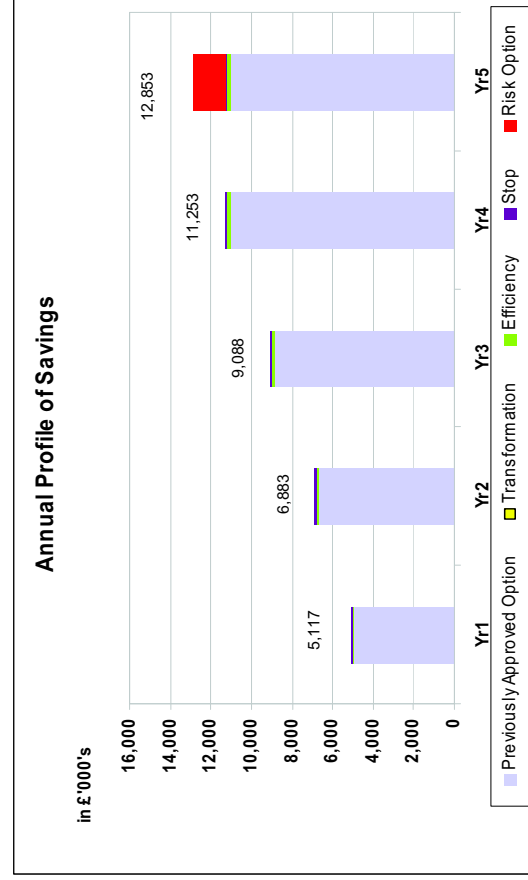
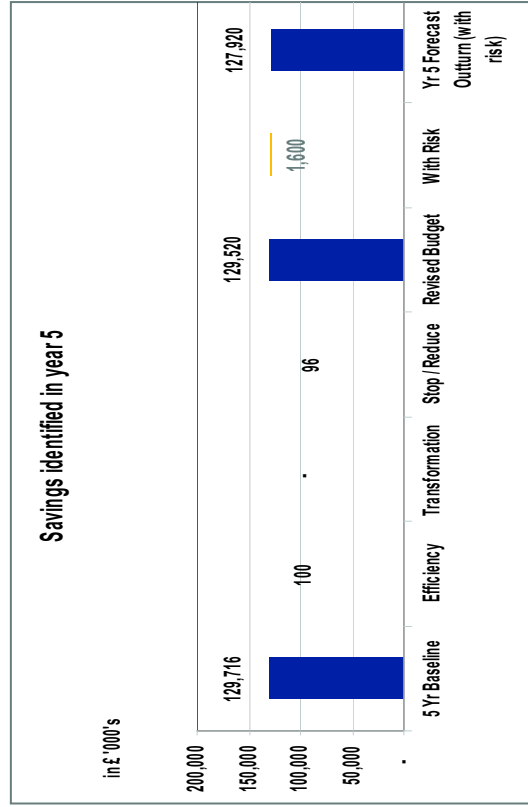
## Section 3 Service Options (SC&W) (version 1.1)

# Summary of SC&W savings



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- A total of £1,796m of new savings options have been identified for Social Care & Wellbeing services. This is in addition to the £11m of savings already approved. These savings represent 5% of the Directorate 5 year baseline.



Savings will be achieved through a combination of more effective assessment and management of client needs such that they can be met by a lower cost of services, and options that seek to reduce the unit cost of services through measures such as externalising services and improved commissioning arrangements.

## Section 3 Service Options (SC&W) (version 1.1) SC&W: Transformation options

Transformation options will manage levels of increasing demand and meet individuals' needs more cost effectively through:

1. Transforming the assessment & care planning process
2. Promoting prevention through early intervention
3. Reducing residential care
4. Re-designing adult day support
5. Delivering outcomes focused commissioning

<b>FOR INFORMATION ONLY: Transformation Options which have already been approved</b>			
Reference	Option description	Value in Yr 5 (£k)	Comment
SCW6	Review workforce skill mix to reduce the number of professional staff and replace with para-professional staff	45	
SCW14	Reduce the number of specialist care placements for children and young people by redesign and small addition to existing local services	700	Requires capital investment
SCW15	Redesign of Family and Community Support Services	316	
SCW16	Investment in local fostering and adoption capacity	223	
SCW18	Move to personalised budgets for people in receipt of home care services	645	
SCW13	Jointly commission service with other organisations	500	
SCW21	Establishment of a LA trading arm	585	
SCW1	Redesign of learning disability	7,308	
SCW22	Introduction of electronic monitoring for care at home services	47	
<b>TOTAL</b>		<b>10,369</b>	

## Section 3 Service Options (SC&W) (version 1.1)

# SC&W: Efficiency options



Efficiency options will deliver better value for money on services provided by:

1. Improving existing commissioning arrangements with 3rd party provider
2. Commissioning more services externally
3. Ensuring individual clients have the most cost effective care packages suitable to meet their level of need
4. Improving internal processes and practices

FOR INFORMATION ONLY: Efficiency Options which have already been approved			
Reference	Option description	Value in Yr 5 (£k)	Comment
SCW8	Stop subsidising criminal justice social work – provide only with Northern Community Justice Authority grant	280	
SCW5	Re-evaluate social work contribution to Integrated Addiction Services	51	
SCW17	Renegotiate commissioned services from the third sector in community & youth justice	44	
<b>TOTAL</b>		<b>375</b>	

New Efficiency Options			
Reference	Option description	Value in Yr 5 (£k)	Comment
SCW32	Review Kinship Payments	50	
SCW31	Review Social Work charging policy	50	
<b>TOTAL</b>		<b>100</b>	

## Section 3 Service Options (SC&W) (version 1.1)

# SC&W: Identified Stop / Reduce options



It is assumed that all of these options are undesirable and implementation of these options is dependent on the size of the funding gap and the savings that can be achieved from transformation and efficiency options.

All Stop / Reduce options have been ranked in order of 'least undesirable' in the context of the Council's priority outcomes. This ranked order reflects the order in which these options would be implemented up to the point that the remaining funding gap could be filled.

FOR INFORMATION ONLY: Stop/Reduce Options which have already been approved			
Reference	Option description	Value in Yr-5 (£k)	Comment
SCW10	Stop funding community carers & room to care	21	
SCW25	Reduce Directorate and policy and strategic development by 50%	292	
New Stop/Reduce Options			
Priority ranking	Reference	Option description	Value in Yr-5 (£k)
34	SCW27	Reduction of Under Commitment in Voluntary Organisation Payments	96
35	SCW29	Request payment holiday from Grampian Data Sharing Partnership	0
88	SCW33	Stop Funding Mental Health Day Care	1,000 RISK
84	SCW34	Reduce threshold for service eligibility/provide emergency care only	0
85	SCW36	Stop provision of Integrated Community Drug rehab Support Services	600 RISK
<b>TOTAL</b>			<b>1,696</b>

CMT preferred order of implementation, ranked against Council priorities. Items below the red line are not recommended for progression

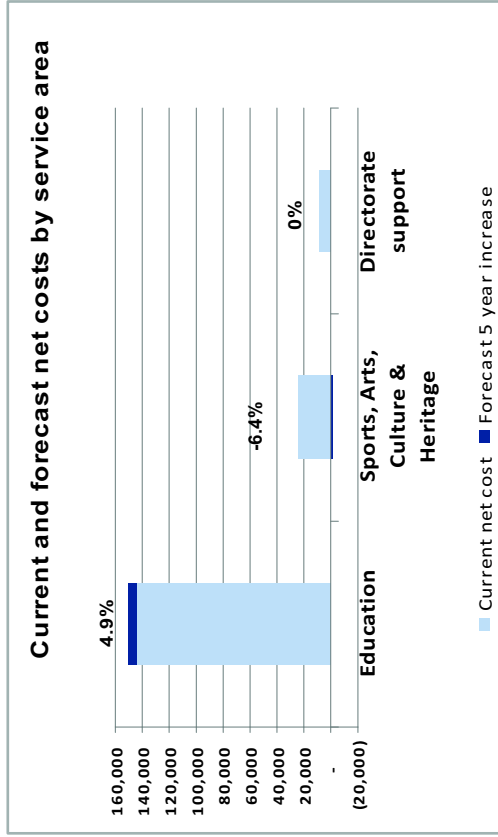
### Section 3 Service Options (EC&S) (version 1.1)

## Education, Culture & Sport (EC&S): Cost of services



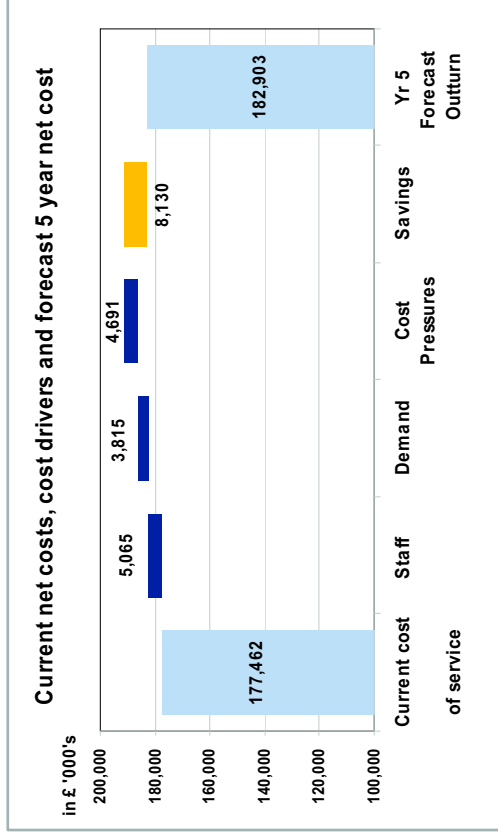
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**The 2011/12 net cost of Education, Culture and Sport services is £177m. This cost is forecast to rise by 3.1% to £183m by 2016/17.**



Within EC&S, Education services account for the majority of current net costs (£144m) and have the largest 5 year forecast cost pressures (4.8%).

The effect of the entire Directorate forecast cost pressures will be a slight increase in the proportion of total net costs incurred by Education services, from 81.3% to 82.5%.



The cost pressures that will impact on EC&S services over the next 5 years are driven by:

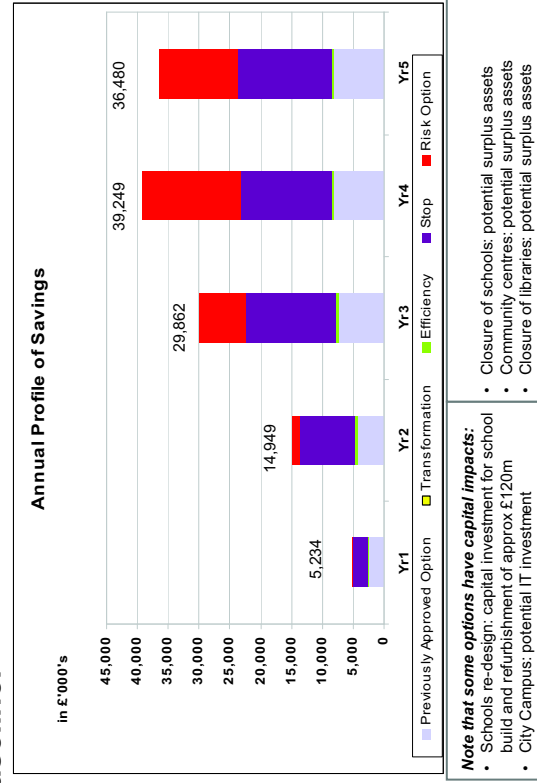
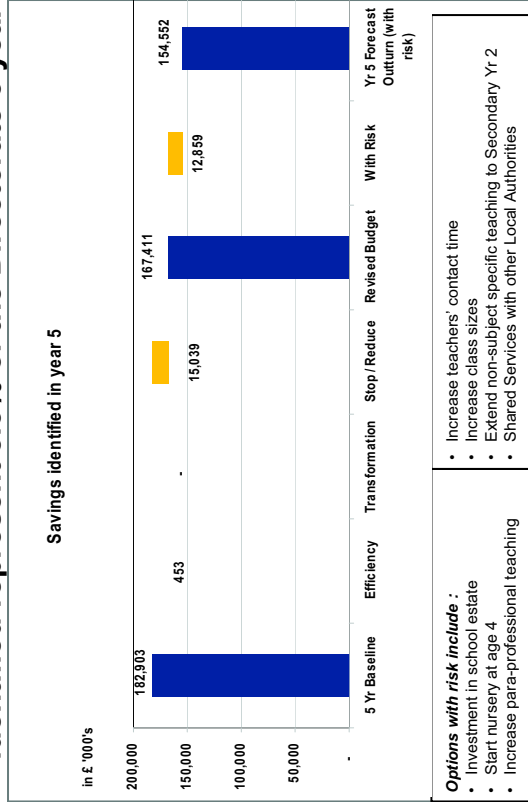
- Rising cost of staff, in particular nationally set teacher's T&Cs
- An increase in demand for services due to changing demographics and rising instances of Additional Needs.



## Section 3 Service Options (EC&S) (version 1.1) Summary of EC&S savings



- A total of £28.3m of new savings options have been identified for Education, Culture & Sport services. This is in addition to £8.1m of savings already approved.
- £12.8m of identified savings come from high risk options and can only be achieved with changes to national agreements.
- Total savings represent 15% of the Directorate baseline. The £15.5m of core savings which have been identified represent 8.5% of the Directorate 5 year baseline.



The greatest savings can be achieved from high risk options relating to changes to traditional staffing models and a significant change in the delivery of Education services. These options require negotiations with unions and national government, along with a shift in public expectation.

Otherwise, the largest savings from this Directorate come from reducing or stopping services.

Phasing of options reflects the lead time needed to implement high risk options.

Implementation costs mainly relate to impacts of staffing. Capital expenditure requirements are not reflected in this chart but the wider schools re-design option assumes a significant capital investment over the next 20 years and service redesign in library, community and cultural services may release capital assets.



## Section 3 Service Options (EC&S) (version 1.1) EC&S: Transformation options



Transformation options will reduce overall costs and focus financial resources on actual service delivery, whilst increasing curriculum choice and encouraging independence and lifelong learning through:

1. Re-designing Education provision and creating a different service delivery model
2. Greater shared provision or commissioning of services in Community Learning and Development and Additional Support for Learning.
3. Consolidation of Cultural and Sports services into a Trust, potentially operating at a regional level for greater synergy.
4. Items below the red line are not recommended for progression.

FOR INFORMATION ONLY: Transformation Options which have already been approved		
Ref	Option description	Value in Yr 5 (£k)
ECS1-C1	Integrated Communities Service	800
ECS1_C26	Reduce the number of out of authority placements by redesign and small addition to existing local services	840
ECS1-C3	Alternative Delivery of Cultural Services	229
ECS_E11	City Campus Senior Phase	2,214
ECS1_C25	To agree a suite of shared services with other local authorities	485
<b>TOTAL</b>		<b>4,568</b>

New Transformation options with risk		
Ref	Option description	Value in Yr 5 (£k)
ECS_E9b	Risk: Redesign of secondary school estate	-3,102*
ECS_E20b	Risk: Redesign the profile of professional staffing in secondary schools	1,500
ECS_E7c	Risk: Redesign the profile of professional staffing in primary schools	650
ECS_E3	Risk: Provide only targeted nursery provision for 3-4 year olds	3,330
<b>TOTAL</b>		<b>2,378</b>

\* This figure represents the revenue impact of potential capital investment in the schools estate and should be read in conjunction with school rationalisation options.

## Section 3 Service Options (EC&S) (version 1.1)

# EC&S: Efficiency options



Efficiency options will deliver better value for money on services provided by:

1. Reviewing commissioned services
2. Increasing productivity through changes to the terms and conditions of teachers
3. Making optimal use of school and other community facilities

Options regarding teachers' terms and conditions have been identified as a higher level of risk due to the required changes to national agreements.  
Items below the red line are not recommended for progression.

FOR INFORMATION ONLY: Efficiency Options which have already been approved			
Reference	Option description	Value in Yr 5 (£k)	Comment
ECS1-C10	Root and branch review of commissioned arts and sports services	1,736	
ECS_E37	Change the delivery model of music tuition	170	
ECS_E19	Rationalise school administration	193	
ECS_E4	Use of Teacher Protection Grant to achieve identified saving	88	
ECS_E30/E35	Changes to terms of engagement of supply teachers	140	
ECS_E5	Nursery nurses to provide non class contact cover for nursery teachers	27	
<b>TOTAL</b>		<b>2,354</b>	
New Efficiency Options			
Reference	Option description	Value in Yr 5 (£k)	Comment
ECS_E8d	Increase class sizes in primary schools – P1 from 18 to 25	440	
ECS_C27	Library & Information Service: new Ways of Working	13	
ECS_E8c	Raise P2 to 3 class sizes to 33 and composite classes in P2 to 3 to 30	120	With Risk
ECS_E26	Increase teaching time to match pupil time in secondary schools	3,200	With Risk
ECS_E6	Increase teaching time to match pupil time in primary schools	1,350	With Risk
ECS_E10	All secondary S1 & S2 classes at 30	700	With Risk
ECS_E31a	Extend non-subject specific/generic teaching until end of S2	4,418	With Risk
<b>TOTAL</b>		<b>10,241</b>	

### Section 3 Service Options (EC&S) (version 1.1)

## EC&S: Identified Stop / Reduce options



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It is assumed that all of these options are undesirable and implementation of these options is dependent on the size of the funding gap and the savings that can be achieved from transformation and efficiency options.

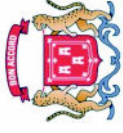
All Stop / Reduce options have been ranked in order of 'least undesirable' in the context of the Council's priority outcomes. This ranked order reflects the order in which these options would be implemented up to the point that the remaining funding gap could be filled.

#### FOR INFORMATION ONLY: Stop/Reduce Options which have already been approved

Reference	Option description	Value in Yr 5 (£k)	Comment
ECS_E22	Reduce Pupil Support Assistants provision by 33% in primary schools	622	
ECS_E24	Reduce Pupil Support Assistants provision by 33% in secondary schools	218	
ECS_E17a	Additional Support Needs: Increase teacher / pupil ratios to 1:10 – Secondary	200	
ECS_E18a	Additional Support Needs: Increase teacher/ pupil ratios to 1:10 – Primary	167	
<b>TOTAL</b>		<b>1,207</b>	

### Section 3 Service Options (EC&S) (version 1.1)

## EC&S: Identified Stop / Reduce options



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New Stop/Reduce Options with priority ranking			
Priority ranking	Reference	Option description	Value in Yr 5 (£k)
16	ECS_E9a	Close 2 Secondary Schools	1,992
17	ECS_E29a	Close 5 Primary Schools	1,015
48	ECS_E34	Stop Curriculum for Excellence training in Modern Foreign Languages	100
57	ECS_E12	Withdraw Music Tuition	793
66	ECS_E14	Reduce Teacher Support for Learning Allocation – Secondary Schools	517
67	ECS_E16	Reduce Teacher Support for Learning Allocation – Primary Schools	600
72	ECS_E21	Reduce remaining Pupil Support Assistants provision by 10% in primary schools	400
73	ECS_E23	Remove remaining Pupil Support Assistants provision by 10% in secondary schools	153
75	ECS_C8	Close all 16 Community Libraries, incorporate heritage centre	868
77	ECS_E28	Close Music School	693 With Risk
82	ECS_C2	Close all art galleries & museum visitor venues (1 year)	735
83	ECS_C13	Cease Communities Team service	4,152
93	ECS_E25	Stop pre-school education	3,714
<b>TOTAL</b>			<b>15,732</b>

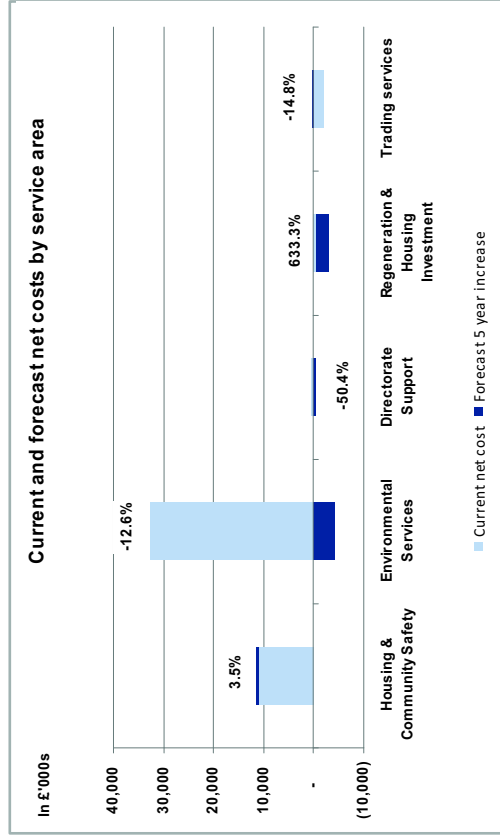
CMT preferred order of implementation, ranked against Council priorities. Items below the red line are not recommended for progression

## Section 3 Service Options (H&E) (version 1.1)

# Housing & Environment (H&E): Cost of services



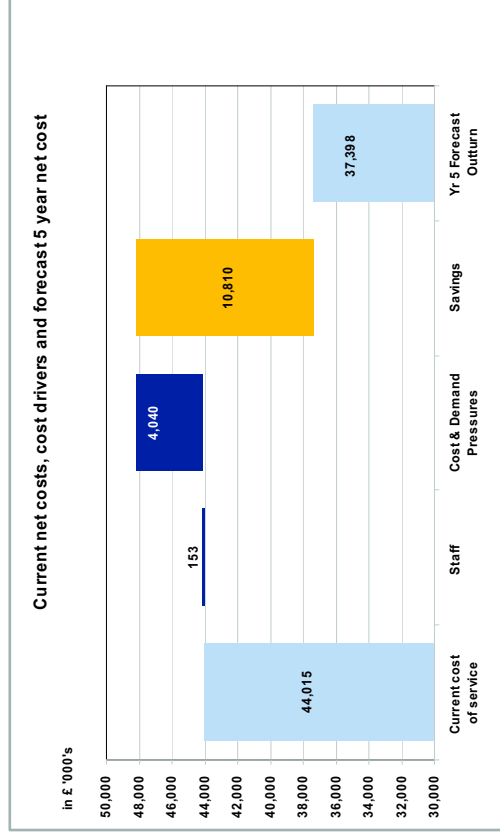
**The 2011/12 net cost of Housing and Environment services (excluding the Housing Revenue Account) is £44 million. This cost is forecast to fall by 15% to £37.3m by 2016/17.**



The above chart separates the net income of trading services. These are not included in the total net cost figures.

Environmental & Waste services account for the majority of current net costs (£32.8m) and has the largest 5 year forecast cost pressure for Grounds Maintenance, Refuse Collection and Waste Disposal (7%).

The Regeneration and Housing Investment Forecast 5 Year Figure includes the operating surplus of £2.8 million anticipated to be generated from approved service option HE\_RHI\_01 (Creation of Property Services LLP).



The cost pressures that will impact on H&E services over the next 5 years are driven by:

- Rising cost of ACC staff, for known and predicted costs
- Increasing requirements for waste management contract payments and landfill tax

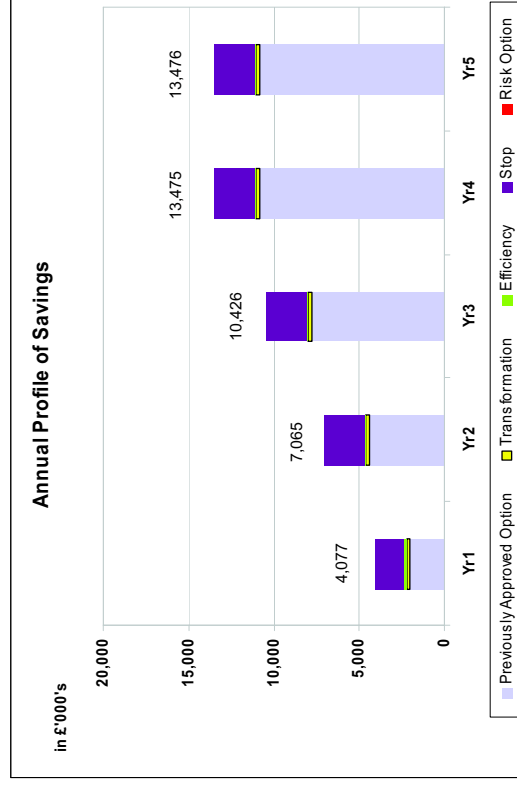
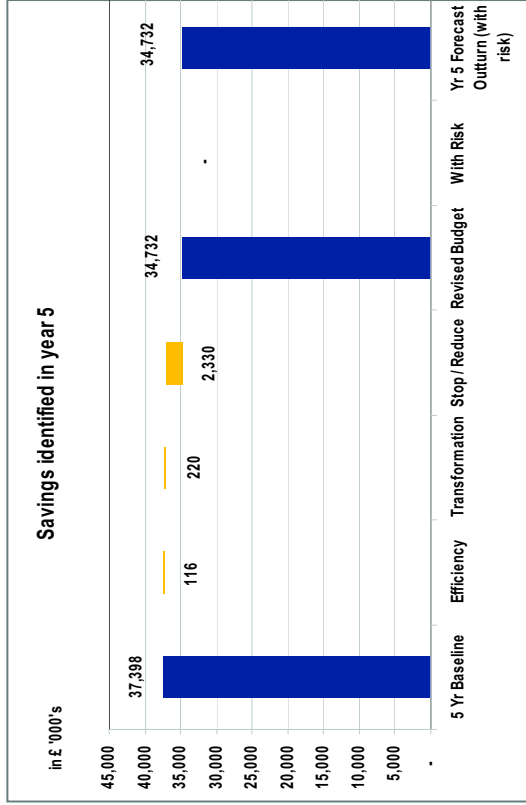
## Section 3 Service Options (H&E) (version 1.1)

# Summary of H&E savings



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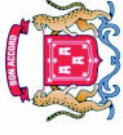
- A total of £2.7 million of new savings options have been identified for Housing & Environment services.
- This is in addition to the £10.8 million of savings already approved.
- The total of new savings represent 7.6% of the Directorate baseline in 2011/12.
- There are no options which have been highlighted as being high risk.



The majority of new savings from Housing and Environment are derived from stop or reduce options, most significantly £1.7 million from reducing expenditure within Housing and Community Safety.

## Section 3 Service Options (H&E) (version 1.1)

# H&E: Transformation options



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<b>FOR INFORMATION ONLY: Transformation Options which have already been approved</b>		
Ref	Option description	Value in Yr 5 (£k)
HE_ES_WS2	Review existing Waste Strategy to determine most cost effective options for diverting waste from landfill	4,822
HE_ES_GM05	External delivery or attain equivalent efficiency savings on grounds maintenance service	451
HE_ES_GM05a	Attain efficiency savings on Grounds Maintenance Service Fleet	208
HE_ES_ST5	External delivery / attain equivalent efficiency savings on street cleaning service	185
HE_ES_ST5a	Attain equivalent efficiency savings on Street Cleansing Service - Fleet	115
HE_HCS_H01(viii)	Increased income from temporary accommodation	100
HE_EP_EP02	Merge Emergency Planning team with SCG support group and potential outsource of some activities	30
HE_RHI_01	Property Services LLP	2,781
HE_ES_WS11	Lobby for removal of landfill tax	580
HE_HCS_CS7	Restructure of the Community Safety Service	56
<b>TOTAL</b>		<b>9,328</b>

Transformation options will create a new service delivery model that is able to meet demands on services and remove cost from the baseline:

1. Waste strategy will implement a long-term waste strategy that changes the way waste is collected and delivers agreed waste targets. It will leverage full benefit from partnership opportunities
2. Core environmental services will be market tested to determine the optimum delivery framework for each service.

Only H&E options that relate to the General Fund have been considered in this document. These include options which may also generate an impact on the HRA.

<b>New Transformation Options</b>		
Ref	Option description	Value in Yr 5 (£k)
HE_ES_PT06	Close all Public Toilets and replace with Community Toilet scheme	220
<b>TOTAL</b>		<b>220</b>



## Section 3 Service Options (H&E) (version 1.1)

# H&E: Efficiency options



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Several efficiency options identified are incompatible with alternative Transformation options that have been agreed. For this reason, their savings have not been recognised. However they remain valid options in the event that the alternative Transformation options are not implemented

FOR INFORMATION ONLY: Efficiency Options which have already been approved		
Reference	Option description	Value in Yr 5 (£k)
HE_ES_WS3	External delivery or attain equivalent efficiency savings in domestic waste collection	288
HE_ES_WS3a	Transfer Fleet Costs to Fleet Service	313
HE_ES_WS9	Increase commercial waste collection charges	218
HE_ES_HT04	Implement mobile working for field staff in Trading Standards and Environmental Health	180
HE_ES_WS10	Within current resources work with communities to divert waste from landfill by improving recycling	75
HE_ES_WS8	Short-term improvements to recycling performance at Recycling Centres	38
HE_ES_ASSL2	Scientific Labs to seek and increase the level of work from the private sector.	8
HE_ES_BSAD1	Increase Bereavement Services charges (Cremation and burial fees) by 10%	142
<b>TOTAL</b>		<b>1,262</b>

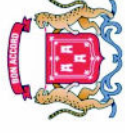
  

New Efficiency Options		
Reference	Option description	Value in Yr 5 (£k)
HE_DSM_01	Re-design of H&E Directorate Support Service	86
HE_ES_ASSL6	Create new working methodologies to retain and capture profitable work at the Scientific Lab	30
HE_HCS_S04(i)	Use Private Sector Housing Unit Surplus (saving of £200k in 2012/13 only)	0
<b>TOTAL</b>		<b>116</b>



## Section 3 Service Options (H&E) (version 1.1)

# H&E: Identified Stop / Reduce options



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It is assumed that all of these options are undesirable and implementation of these options is dependent on the size of the funding gap and the savings that can be achieved from transformation and efficiency options. All Stop / Reduce options have been ranked in order of 'least undesirable' in the context of the Council's priority outcomes. This ranked order reflects the order in which these options would be implemented up to the point that the remaining funding gap could be filled.

FOR INFORMATION ONLY: Stop/Reduce Options which have previously been approved				
Priority ranking	Reference	Option description	Value in Yr 5 (£k)	Comment
HE_ES_ASSL1		Sub contract high cost / low volume testing to companies that can carry out work cheaper than labs	9	
<b>TOTAL</b>			<b>9</b>	
New Stop/Reduce Options				
Priority ranking	Reference	Option description	Value in Yr 5 (£k)	Comment
32	HE_HCS_CS05n	Remove funding contribution for non-HRA activity within the Antisocial Behaviour Investigation Team	25	
33	HE_HCS_CS05o	Remove funding contribution for non-HRA activity within the Aberdeen Families Project	30	
45	HE_HCS_S04(iv)	Stop Occupational Therapist Dedicated Grant Post	38	
47	HE_HCS_CS05(xi)	Remove funding for the deployment of street urinals	8	
49	HE_ES_GM06	Reduce Grounds Maintenance Service (specific service reduction options)	125	
50	HE_HCS_CS05(xii)	Remove funding for the deployment of taxi marshalls	70	
54	HE_HCS_H07	Homelessness - Reduce Furniture Scheme	20	
55	HE_HCS_CS05h	Remove funding for Community Fire Safety Task Group	7	
59	HE_HCS_H06	Homelessness - Reduce Advice, Information & Support	35	
60	HE_ES_PC1	Reduce Service to selected parks and gardens and / or explore alternative funding arrangements	365	

**List continued on next page**

CMT preferred order of implementation, ranked against Council priorities, up to the point that any outstanding funding gap is filled

## Section 3 Service Options (H&E) (version 1.1)

# H&E: Stop / Reduce options (continued)



CMT preferred order of implementation, ranked against Council priorities. Items below the red line are not recommended for progression

Priority ranking	Reference	Option description	Value in Yr 5 (£k)	Comment
		<b>Continued from previous page</b>		
61	HE_HCS_CS05a	Remove funding used by Community Safety Service for local neighbourhood safety initiatives	15	
63	HE_HCS_S03(i)	Reduce housing support budget by 10%	250	
64	HE_HCS_H05	Homelessness - Reduce Prevention	10	
65	HE_HCS_S04(v)	Reduce Funding to SCARF	16	
68	HE_HCS_S04(vii)	Reduce Core Care & Repair Service	42	
69	HE_HCS_CS05(x)	Remove funding for the deployment of street sport activity	5	
71	HE_ES_ST6	Reduce Street Cleaning (specific service reduction options)	80	
76	HE_HCS_S03(ii)	Reduce Housing Support Budget by additional 10% (total reduction 20%)	250	
78	HE_HCS_S04(iii)	Stop Care & Repair Handy Man Service	60	
79	HE_ES_WS5	Remove Paper Recycling in Multi-occupancy areas	0	
81	HE_ES_WS7	Remove Recycling Points Service in Areas Covered by Kerbside Collections	69	
80	HE_HCS_S04(vi)	Stop HECA (Home Energy Conservation) Funding (managed by EP&I)	60	
87	HE_HCS_S03(iii)	Reduce Housing Support Budget by additional 30% (total reduction 50%)	750	
	<b>TOTAL</b>		<b>2,330</b>	

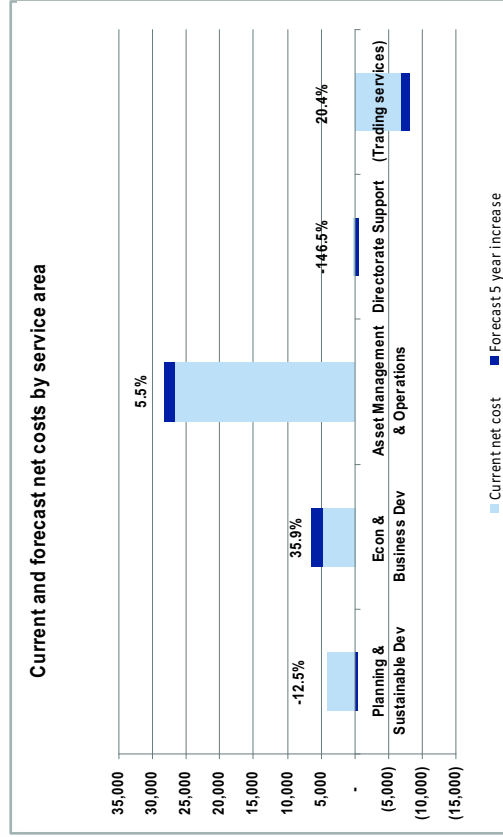
## Section 3 Service Options (EP&I) (version 1.1)

# Enterprise, Planning & Infrastructure (EP&I): Cost of services



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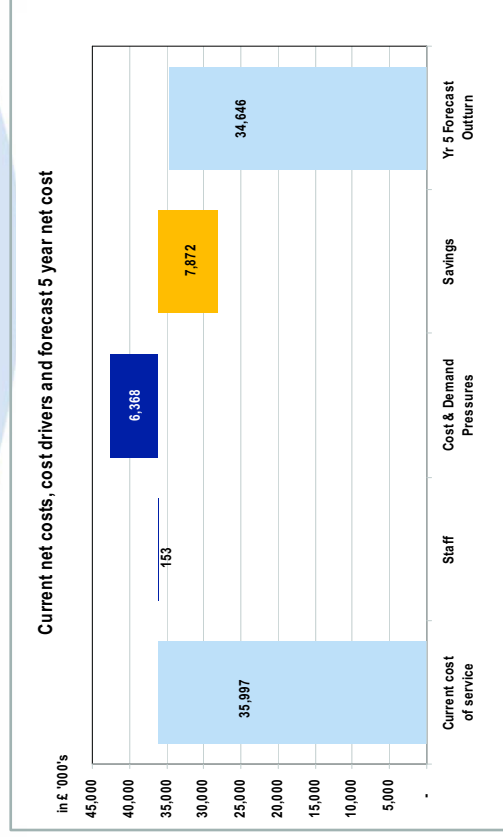
**The 2011/12 net cost of Enterprise, Planning and Infrastructure services is £36 million. This cost is forecast to fall by 3.8% to £34.6 million by 2016/17.**



The above chart separates the net income of trading services. These are not included in the total net cost figures.

Asset Management & Operations account for the majority of current net costs (£27m) and also the majority of non-staffing cost pressures over the next 5 years. These pressures are generated by the maintenance required for the Council's asset base of property and roads.

Directorate support includes service wide staff savings which will be reallocated during the year.



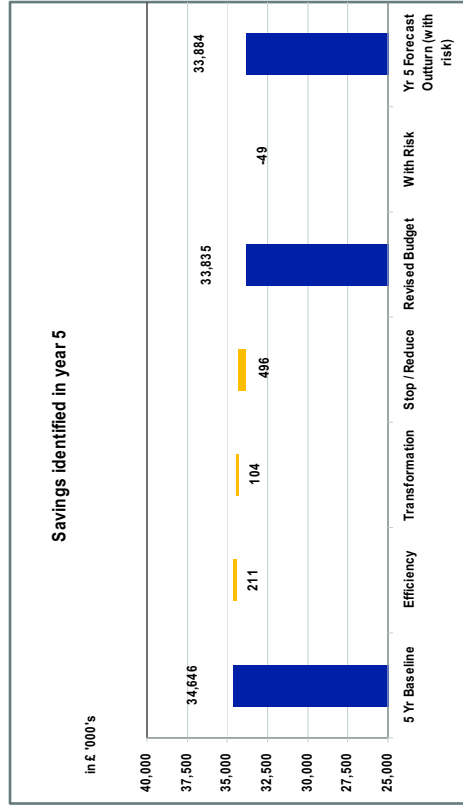
The cost pressures that will impact on EP&I services over the next 5 years are driven by:

- Rising cost of ACC staff, for known and predicted costs
- The deteriorating condition of roads and properties, which requires an increase in the cost to maintain them
- The pressure on revenue budgets created by managing a reduced Non-Housing Capital programme, due to the limited funding the Council has available for major projects

## Section 3 Service Options (EP&I) (version 1.1) Summary of EP&I savings

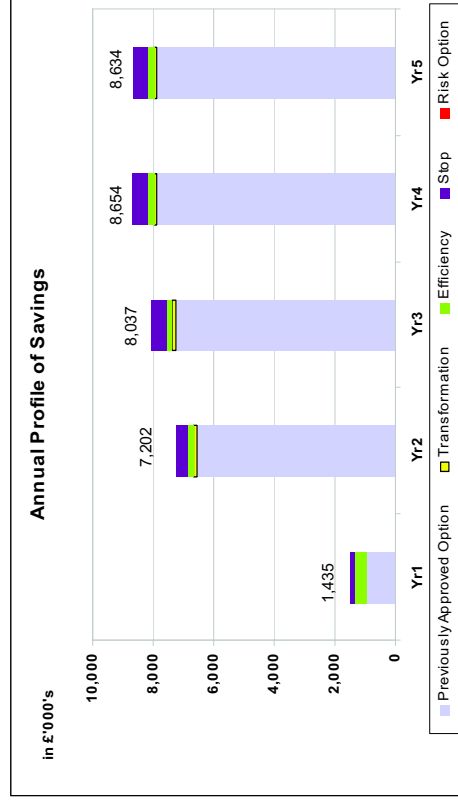


- A total £0.5 million of savings have been identified for EP&I services. This is in addition to the £11.4 million of savings already approved. These are divided between general fund and trading activities.
- The total of new general fund savings represent 2.1% of the Directorate baseline in 2011/12.
- Two options have been identified as high risk



The total identified savings analysed above relate to general fund budgets. The net impact of options relating to trading activities (parking and property letting) are shown in a separate bar on the chart above (impact on trading surpluses).

Two revenue generation options have been identified as having implementation risks as both require national agreement amendments (AMO25 – PCN rate change & AMO26 – congestion charging).



Options involving capital investment are included above, but are limited by the funding available to the Non-Housing Capital Plan. The revenue impact of planned asset sales from the investment property portfolio has been identified.

Saving option EPL\_AM26 (page 33) to introduce congestion charging has been re-assessed. The planning issues involved are considered to require more than 5 years to complete, so no saving can be quoted within the timeframe of the 5 Year Business Plan.

## Section 3 Service Options (EP&I) (version 1.1) EP&I: Transformation options



Transformation options include a combination of targeted investment (where funding is available), changes in service delivery models and optimising use of capital assets, including:

1. A framework of strategic partnerships for delivery services (including Fleet, Facilities Management, Roads and Parking)
2. Optimisation of investment and asset portfolios (making disposals where necessary)
3. Investment in the city's economic development agenda

Options that have been identified as higher risk are those that have significant barriers to implementation, these include:

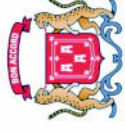
1. Changes in legislation
2. Changes to national agreements or policy
3. Agreement from some other 3<sup>rd</sup> party that cannot be assumed
4. Items below the red line are not recommended for progression.

*Higher risk options (including efficiency) are shown in red*

FOR INFORMATION ONLY: Transformation Options which have already been approved		
Ref	Option description	Value in Yr 5 (£k)
EPI_AMO01	Enter into a partnering arrangement for all asset management & operations services	4,981
EPI_DIR03	Assimilate Environmental & waste services from H&E to EP&I	93
EPI_DIR04	Integration across economic development, planning and regeneration services	93
EPI_AMO19	Shared facilities management services with public sector partners	22
<b>TOTAL</b>		<b>5,189</b>
New Transformation Options		
Ref	Option description	Value in Yr 5 (£k)
EPI_EBD05	Income generation by Economic Development	104
<b>EPI_AMO26</b>	<b>High Risk: Charge a Congestion fee for Aberdeen's central business district</b>	<b>-49</b>
<b>TOTAL</b>		<b>55</b>

## Section 3 Service Options (EP&I) (version 1.1)

### EP&I: Efficiency options



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Efficiency options will deliver better value for money on services provided by:

1. Increasing income opportunities
2. Improving ACC's energy efficiency
3. Introducing new mobile technologies into everyday practice

Efficiencies with risk provide means to raise additional income from motorists, however they require changes in national policy and / or legislation

FOR INFORMATION ONLY: Efficiency Options which have already been approved			
Reference	Option description	Value in Yr 5 (£k)	Comment
EPI_AMO05	Car parking - Increase charges every 2 years	1,334	Trading
EPI_AMO18	Increased mobile and/or remote working for staff throughout the Council	780	
EPI_EBD03a	Increase revenue - advertising on fixed assets	600	
EPI_DIR06	Enable renewable energy network for a low carbon economy (combined heat and power, wind farm etc)	500	
EPI_AMO09	Use of Wi-Fi for roads Urban Traffic Control communications (Traffic Signals)	92	
EPI_EBD03c	Increase revenue - sponsorship of bus shelters / stops	30	
EPI_EBD03d	Only undertake fully funded events	200	
EPI_AMO08	Reduce street lighting whole life costs with energy efficient lanterns	19	
EPI_AMO20	Improved energy efficiency in council buildings	97	
EPI_PSD11b	Investigate further options for generating income from environmental projects	0	
EPI_DS01	Restructuring EP&I Directorate Support Unit	42	With barriers
EPI_AMO24	Optimise parking service operations through different service delivery models	5	Trading : With barriers
<b>EPI_AMO25</b>	<b>Adopt the Scottish Governments proposed change of the Parking Charge Notices rate to £80 or £100</b>	<b>0</b>	<b>Trading : High Risk</b>
<b>TOTAL</b>		<b>3,699</b>	



## Section 3 Service Options (EP&I) Efficiency options

(version1)



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### New Efficiency Options

Reference	Option description	Value in Yr 5 (£k)	Comment
EPI_AMO27	Estates Team to be charged Cost of Capital Sales	111	
EPI_AMO28	Monitoring Officer to be part funded from Developers Fund	4	
EPI_PSD16	Reduction in Net Expenditure for Roads Projects Unit Budget	71	
EPI_AMO31	Re-assess and increase Roads Charges	25	
EPI_AMO29	Introduction of charges to residents for Garthdee CPZ	28	Trading
EPI_AMO30	Increase charge levels for Residents Parking Permits	196	Trading
EPI_AMO11b	Tactically dispose of Selected Property to support Non-Housing Capital Plan	-450*	Trading
<b>TOTAL</b>		<b>-15</b>	

\* This figure represents the impact on the Property Investment Portfolio of reduced rental income as a result of selling selected properties. Receipts are anticipated for 2011/12 and 2012/13.

## Section 3 Service Options (EP&I) (version 1.1)

# EP&I: Identified Stop / Reduce options



It is assumed that all of these options are undesirable and implementation of these options is dependent on the size of the funding gap and the savings that can be achieved from transformation and efficiency options.

All Stop / Reduce options have been ranked in order of 'least undesirable' in the context of the Council's priority outcomes. This ranked order reflects the order in which these options would be implemented up to the point that the remaining funding gap could be filled.

<b>FOR INFORMATION ONLY: Stop/Reduce Options which have previously been approved</b>			
Reference	Option description	Value in Yr 5 (£k)	Comment
EPI_AMO14	Self fund Catering (Town House & Kittybrewster) otherwise stop	98	
EPI_AMO16	Reduce non-housing property maintenance inspections	99	
EPI_EBD02c	Stop all events and twinning activity and reduce marketing costs by 50%	526	
<b>TOTAL</b>		<b>723</b>	
<b>New Stop/Reduce Options with priority ranking</b>			
Priority ranking	Reference	Option description	Value in Yr 5 (£k)
22	EPI_PSD15	Reduction in NESTRANS revenue budget	7
24	EPI_PSD17	Reduce Development Plan Budget	60
25	EPI_PSD18	Reduce Strategic Development Planning Authority Team	50
26	EPI_AMO32	Regional Communications Centre – Move to Frederick Street	30
62	EPI_AMO15	Reduce then Stop School Crossing Patrols (An alternative option to re-design, not stop, School Crossing Patrols is possible but with savings reduced in Year 5 to £60k)	50
<b>TOTAL</b>			<b>496</b>

CMT preferred order of implementation, ranked against Council priorities, up to the point that any outstanding funding gap is filled

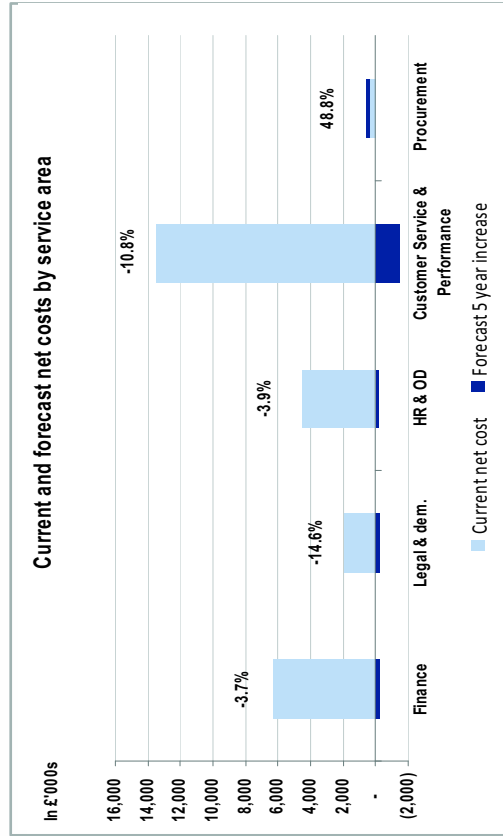


Section 3 Service Options (CG) (version 1.1)

# Corporate Governance (CG): Cost of services

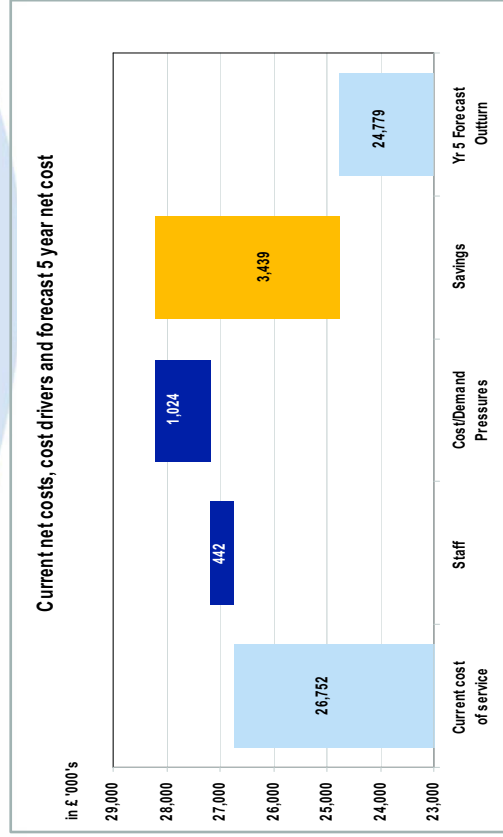


**The 2011/12 net cost of Corporate Governance services is £26.7m. This cost is forecast to fall by 7.4% to £24.8m by 2016/17.**



Customer Services and Performance have the largest current Directorate net costs (£13m).

Procurement savings have been allocated directly to Services.



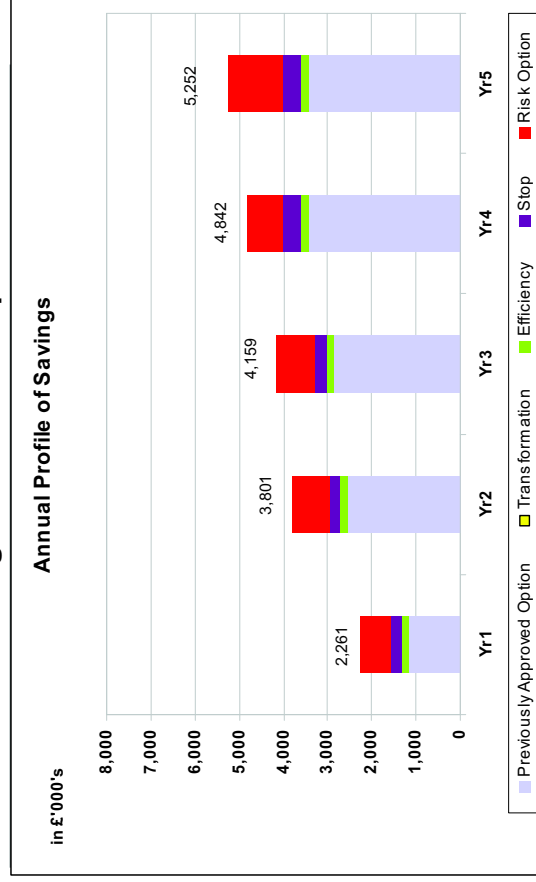
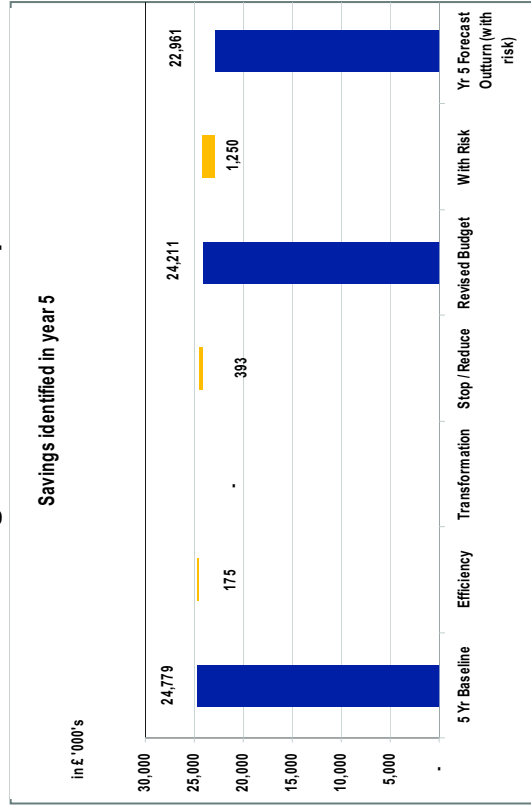
The cost pressures that will impact on Corporate Governance services over the next 5 years are driven by:

- Rising ACC staff costs and
- An increase in demand for Housing benefits service

## Section 3 Service Options (CG) (version 1.1) Summary of CG savings



- A total of £1.8m of new savings options have been identified for Corporate Governance services. This is in addition to the £3.4m previously approved.
- Savings represent 7.2% of the Directorate's forecast five year baseline.
- £1.2m of savings relate to 'risk options' where further clarification of legal barriers is required.



Savings from transformation options relate in the main to of the main back office functions within Finance, CS & P and HR & OD which are part of an Alternative Delivery Model.

It is assumed that those options within the Alternative Delivery Model are to be achieved fully in Year 3.

## Section 3 Service Options (CG) (version 1.1) CG: Transformation options

Transformation options will:

1. Drive greater standardisation and consolidation of activities.
2. Provide a more flexible service able to meet the requirements of a changing customer base.
3. Streamline and effectively manage information.

In the future services will either become increasingly centralised within the Council or be delivered by external providers; Dialogue is underway for the alternative delivery model within Corporate Governance.

FOR INFORMATION ONLY: Transformation Options which have already been approved		
Ref	Option description	Value in Yr 5 (£k)
CG_ADM01	Alternative Delivery of elements of Finance, ICT, Human Resources and Organisational Development and Customer Services	2,273
<b>TOTAL</b>		<b>2,273</b>

## Section 3 Service Options (CG) (version 1.1)

### CG: Efficiency options

Efficiency options will deliver better value for money on services provided by:

1. Changing internal processes and structures
2. Maximising income opportunities
3. Employing external service providers

<b>FOR INFORMATION ONLY: Efficiency Options which have already been approved</b>			
Reference	Option description	Value in Yr 5 (£k)	Comment
CG_LDS_09	Maximise the capabilities of modern.gov capabilities to circulate agendas and change minute style	40	
CG_LDS_04	Efficient delivery of Legal Teams (no longer part of Alternative Delivery Model)	259	
CG_LDS_27	Expand charging in Archives – Family History requests	5	
CG_CS_CPL01	Review of Community Planning	109	
CG_CPU_5	Rationalisation of procurement function	80	
CG_CS_EQ02	Equalities function being delivered by cross-sector partnership	200	With barriers
CG_HR_17	Move away from centralised workforce planning in the longer term	75	With barriers
CG_CS_INT01	Externalise delivery of interpreting and translating service	7	With barriers
<b>TOTAL</b>		<b>775</b>	

## Section 3 Service Options (CG) (version 1.1)

# CG: Efficiency options



New Efficiency Options			
Reference	Option description	Value in Yr 5 (£k)	Comment
CG_F_26	Bed tax – to be examined within context of tourism tax	400	With Risk
CG_CS_FS04	Fairer Scotland Fund – target corporate sponsorship to contribute to fund areas	0	Exercise to determine appetite underway
CGCS_F0S11	Channel shift programme	0	Review underway to determine value
CG_F_28	Accounts Payable – automated process	60	
CG_HR_25	Reduced costs on Occupational Health Contract	10	
CG_HR_26	Reduced costs re Employee Assistance Programme	5	
CG_HR_27	Revision of HR & OD Services	100	
CG_F_30	AECC Swap – Agreement - move to Common Good	500	With Risk
CG_F_31	Explore use of Common Good particularly use of capital receipts	150	With Risk
CG_F_32	Reduce Council tax Relief on second homes	0	With Risk
CG_F_29	Redefine the criteria for relief / discretionary Non Domestic Rates relief	200	With Risk
<b>TOTAL</b>		<b>1,425</b>	

## Section 3 Service Options (CG) (version 1.1)

# CG: Identified Stop / Reduce options



It is assumed that all of these options are undesirable and implementation of these options is dependent on the size of the funding gap and the savings that can be achieved from transformation and efficiency options.

All Stop / Reduce options have been ranked in order of 'least undesirable' in the context of the Council's priority outcomes. This ranked order reflects the order in which these options would be implemented up to the point that the remaining funding gap could be filled.

*CMT preferred order of implementation, ranked against Council priorities, up to the point that any outstanding funding gap is filled*

*Options above this red line have been included in current calculations of total savings. This is based on current predictions of future funding levels and anticipated savings from transformation and efficiency options*

FOR INFORMATION ONLY: Stop/Reduce Options which have already been approved				
Priority ranking	Reference	Option description	Value in Yr 5 (£k)	Comment
	CG_CS_PM01	Programme Management office --fully internal	65	
	CD_CS_FS03	Reduce Fairer Scotland Fund	250	
	CG_CS_PMQ07	Align Corporate Information & Research resource to work demand	76	
<b>Total</b>			<b>391</b>	
New Stop/Reduce Options with priority ranking				
Priority ranking	Reference	Option description	Value in Yr 5 (£k)	Comment
8	CG_CS_FOS10	Discontinue iKiosks	65	
9	CG_CS_ICT10	ICT Education Connectivity Support	100	
10	CG_CS_ICT11	Establishment of ICT Enterprise Architecture Framework	0	Review underway to determine value
12	CG_F_27	Rationalise Administration posts in Finance	70	
39	CG_LDS_7E	Saving of convenor and vice convenor payments if less committees	108	
46	CG_LDS_7B	Reduce the number of Council committees.	50	
<b>TOTAL</b>			<b>393</b>	

## Section 3 Service Options (version 1.1)

# Council wide options



These options relate to council-wide savings opportunities. They have not been included within any individual Directorate savings.

<b>FOR INFORMATION ONLY:</b> Options which have already been approved		
Ref	Option description	Value in Yr 5 (£k)
ACC_SO13	New ways of working (cross council Admin etc)	900
ACC_SO6	Reduce miscellaneous grants	605
ACC_SO11	Review terms and conditions of staff	0
ACC_SO9	Review corporate training / conferences	555
ACC_SO5	Reduce staff advertising	100
ACC_SO4	Stop general advertising	60
ACC_SO22	Electronic mail and send	400
ACC_SO16	Explore commercial opportunities	0
ACC_SO20	Explore expanding use of Common Good for General Fund	0
ACC_SO18	Reduce management teams	1,075
CG_CPU_01/2a/2b/6/7	Procurement savings	2,239
ACC_SO20	Explore expanding use of Common Good for General Fund	0
<b>TOTAL</b>		<b>5,934</b>
<b>New Options</b>		
Ref	Option description	Value in Yr 5 (£k)
ACC_SO25	Salary sacrifice schemes (buying back holidays / reduced working week)	20
ACC_SO26	Procurement savings – additional services / commodities	1,000
ACC_SO8	Corporate Bond Issue	-400
<b>TOTAL</b>		<b>620</b>

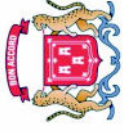
## Section 3 Service Options (version 1.1) Council wide options



These options relate to Office of Chief Executive; the total costs and savings for the Office of Chief Executive are included in the total ACC consolidated position.

New Stop/Reduce Options with priority ranking				
Priority ranking	Reference	Option description	Value in Yr 5 (£k)	Comment
14	OCE_DS01	OCE – Streamline business management	26	
13	OCE_EM01	Election Unit – refocus of administrative assistance	17	
<b>Total</b>			<b>43</b>	





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## Section 4

# DEPENDENCIES

(version 1.1)

## Section 4 Inter-dependencies (version 1.1)

# Key options



### A. City region agenda Approach to Services

During the Corporate Roundtable, it was recognised that a number of services provided by different Directorates all fit within a wider city region agenda, each impacting on the same communities within Aberdeen. It was agreed that these services, and the identified options relating to them, should be collectively reviewed to understand the combined effect of services on these communities and the impact of any changes made.

The services and related options identified as within the city region agenda are:

Directorate	Service	Options identified
Education Culture & Sport	Communities, Culture and Sport	Future delivery of cultural services
Education, Culture & Sport	Potentially all services	Potential shared services with other local authorities
Social Care & Wellbeing	Family & Community Support	Redesign service
Enterprise, Planning & Infrastructure	City Wardens	
Housing & Environment	Community Safety	various options
Housing & Environment	Homelessness	Homeless strategy

### B. Social Care & Wellbeing (SC&W) and Housing & Environment (H&E)

Part of the transformation options within SC&W, aligned to shifting the balance of care, aim to reduce the number of people in residential care. It is anticipated that the Council will need to consider alternative accommodation arrangements to support implementation of this option and this could lead to an increase in demand on Housing Services.

Any cost implications of this demand will need to be considered as the implementation plans become more developed.

Some options newly proposed by the Housing and Environment Service may have an effect to increase numbers needing Social Care services.

### C. Customer contact and Out of Hours services

During the Corporate Roundtable, it was recognised that further efficiencies may be possible by consolidating customer contact points across the Council, especially in relation to contact outside of core business hours.

Directorate	Service
Corporate Governance	Regional Contact Centre
Housing & Environment	Building Services call outs

## Section 4 Inter-dependencies (version 1.1)

# Key options (2)



### D. Education and Social Care & Wellbeing

There are a number of inter-dependencies between the benefits accruing from Education options (increasing teacher productivity [ECS\_E6 & E26], changes to class sizes [ECS\_E8d, E8c & E10] and the use of para-professionals [ECS\_E7c & E20b]). Synergies also exist between transformation options relating to the upper stages of secondary education [ECS\_E11 & E40] in relation to delivery options for cultural services [ECS\_C3 & ECS\_C22] shared services [ECS\_C17 & ECS\_C25].

Further options to reduce or stop classroom and learning support have also been identified. The cumulative financial benefits from the chosen options have been included within the analysis of savings.

Serious consideration would have to be given to the impact these options may have on children's education experience. Financial benefits may not therefore be fully realisable, even if existing implementation barriers around national agreements are overcome.

Further dependencies exist in relation to the Reduction of Out of Authority Placements, [ECS\_C26]. The reduction of demand for these placements together with improved local provision, is a collaborative endeavour between Education, Culture and Sport and Social Care and Wellbeing and additional demands on or reductions in para-professionals may limit the ability to deliver on this option.

Opportunities were identified to develop the role of Educational Psychologists to have greater involvement in Children's Services. Full financial and non-financial impacts of these cross Directorate dependencies need to be confirmed.

### E. Corporate Governance

The future shape of the services delivered by Corporate Governance is dependant on the configuration and nature of delivery of all other services within the Council. Moreover, the options contained in this report will have significant implications for the future governance of the Council.

## Section 4 Inter-dependencies (version 1.1)

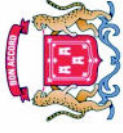
# Impact on Capital Programme



Savings identified relate only to revenue expenditure. It should be noted however that a number of options have, or could result in, a capital impact. Some require capital investment to be implemented, while others may remove the need for a capital asset and thus create the opportunity for a future capital receipt. The most significant potential capital impacts are:

Ref no.	Option	Capital impact	Capital impact where known (£ks)
EPI_AMO08	Reduce street lighting whole life costs	Investment (Lanterns)	£75kpa from existing budgets
EPI_AMO09	Use Wi-Fi for Urban Traffic Control	Investment (UTC equipment)	
EPI_AMO11b	Tactical disposal of property assets	Receipt (Investment Property Portfolio Assets)	Site by site basis
EPI_AMO18	Increase mobile / remote working	Receipt (former Corporate Office Accommodation)	Site by site basis
EPI_AMO20	Improve energy efficiency	Investment (Renewables)	Case by case basis
EPI_DIR06	Enable renewable energy network	Investment / Receipt	Dependent on agreement with potential partners
ECS_E9a	Closure of 2 secondary schools	Receipts	Site by site basis
ECS_E9b	Redesign of secondary schools	Investment (New schools & refurbish 2 existing schools)	£120m – starting in year 5 and lasting beyond 10 year timeframe for capital programme
ECS_E11	City Campus, Senior Phase	Investment (ICT)	
ECS_E19	Rationalisation of school administration	Investment (ICT)	
ECS_E28	Close the Music School	Receipt	
ECS_E29a	Closure of 5 primary schools	Receipts	Site by site basis
ECS_C2 or ECS_C2a	Closure of art gallery & museums	Receipts	Site by site basis
ECS_C27	New Ways of working – Library & Information Services	Receipts	Site by site basis / Vehicle disposal
SCW_14	Reduce the no. of specialist care placements for children and young people by redesign and small addition to existing local service	Investment	Estimate £912k

The Council's Corporate Asset Group is tasked with managing the Non-Housing Capital programme and all related issues concerning capital acquisitions or disposals. Officers from Asset Management and Finance are available to assist services from the early stage of developing service options and assess the potential capital impact, including costs, timescales and possible future receipts. Any impact from service options needs to be considered in the wider context of the Council's requirement to sustain an affordable capital programme.



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## Section 5

# NEXT STEPS

(version 1.1)

## Section 5 Next Steps (version 1.1)

# Ensuring Success



The continued success of delivering against the Council priorities alongside successfully delivering the very ambitious and challenging package of options previously agreed and within this Plan will directly link into the impact on the people of Aberdeen. This link should not be broken and the development of the next phase needs to home in on delivering against a number of outcomes, rather than individual service options.

To deliver this, ACC acknowledged that it will need to ensure that it has the strongest possible capability, capacity and governance in place to ensure the successful delivery of the overall 5 Year Business Plan, not just in regards to the discrete Programme, but as an overall Council. Key to this is the:

- Development of an appropriate culture within the Council to drive, embrace and embed change
- Clear leadership and strategic direction that will steer, guide and continuously support the change
- Customer and community engagement
- Ability to report progress and impact on the local community

To achieve this, ACC has identified key activities. They are discussed in more detail over the following pages:

Key Activities	
1.	Address inter-dependencies
2.	Engagement & Implementation
3	Programme Management
4.	Update 5 Year Financial Plan

## Section 5 Next Steps (version 1.1)

# 1. Address inter-dependencies



- A number of inter-dependencies have been identified during the development of service options which need to be resolved in the next stage of development of the Business Plan.
- Communicate capital impacts arising from Directorate programmes to the Capital Programme.
- Capital expenditure and receipts will need to be profiled for each year.
- Review the totality of Transformation options and identify the degree of change impacting on the organisation .
- Consider how the organisation will manage a change programme and potential risks of initiating the full package of identified options (see Section 5 Next Steps, 3).



## 2. Engagement & Implementation



- Significant progress has been made in the delivery of the Next Five Years Business Plan and key messages and processes used through out the engagement established at the onset of PBB and have been revised to reflect this.
- The elements of the business plan are presented to our citizens, customers, staff, elected members and partners through a programme of engagement activity both internal and external.
- Effective two-way communications throughout change is vital to the success of the implementation of chosen service options.
- At Directorate and Corporate level implementation programmes are critical to the continued successful implementation of chosen service options. These need to consider timing and duration of:
  - Stakeholder engagement
  - Employee consultation and notice periods
  - Negotiations with third parties
  - Sale, build or refurbishment of properties
  - Critical business-as-usual periods.



## Section 5 Next Steps (version 1.1)



### 3. Programme Management

- The Programme Management Office (PMO) was set up in March 2011 to support the delivery of the Five Year Business Plan and the associated PBB savings and options and also to improve the quality of project management and delivery across the Council.
- The Sponsoring Group – made up of the Chief Executive, CMT and the Senior Programme Manager - oversees the work of the PMO and meets fortnightly to monitor the progress of the projects, programmes and other activities that deliver the PBB savings, plus other projects the council is undertaking.
- A mechanism has been set up to continuously track the realisation of targeted PBB savings.
- A corporate change process to monitor and control changes to the PBB options has been set up. Any significant changes to costs, benefits (savings) or scope are considered by the Sponsoring Group for discussion and approval.
- The set up of one elected member working group to ensure one single point of engagement with elected members to monitor the key projects arising from PBB

## Section 5 Next Steps (version 1.1)

# 4. Update 5 Year Financial Plan



- Work continues on inter-dependencies, details of business cases and implementation plans to inform and underpin the success of the implementation of the Financial Plan.
- Ensure no duplication between Directorate and Corporate savings e.g. Procurement.
- Confirmation required on funding levels.
- Additional overlay to Financial Plan for corporate funding options and financing requirements.
- Output from Corporate Asset Group and the setting of future years' non-housing capital plan.
- Perform sensitivity analysis.
- Year 1 of the 5 Year Financial Plan forms the basis for the 2012/13 budget.
- The 5 Year Financial Plan will be incorporated within the Five Year Business Plan.

# Glossary (version 1.1)



- ACC** - Aberdeen City Council
- ADM** - Alternative Delivery Model
- CG** - Corporate Governance
- CMT** - Corporate Management Team
- CS&P** - Customer Service and Performance
- EC&S** - Education Culture and Sport
- EP&I** - Enterprise Planning and Infrastructure
- FTE** - Full Time Equivalent
- H&E** - Housing and Environment
- HR&OD** - Human Resources and Organisational Development
- HRA** - Housing Revenue Account
- PBB** - Priority Based Budgeting
- PMO** - Programme Management Office
- SC&W** - Social Care and Wellbeing
- WPO** - Word Processor Operator



ABERDEEN  
CITY COUNCIL



General Fund Revenue Budget 2012/13 to 2016/17

	2012/13	2013/14	2014/15	2015/16	2016/17
Service	£'000	£'000	£'000	£'000	£'000
Corporate Governance	26,221	26,014	26,021	25,850	26,145
Social Care and Wellbeing	120,131	122,361	124,151	126,020	130,071
Education, Culture and Sport	182,430	183,272	182,697	184,228	185,992
Housing and Environment	43,633	43,755	40,475	37,493	37,578
Enterprise, Planning and Infrastructure	34,196	29,111	29,157	29,572	31,434
Office of Chief Executive	1,110	843	846	849	852
Council Expenses	2,130	2,140	2,156	2,177	2,199
Miscellaneous Services	7,330	10,498	10,948	11,041	10,368
Joint Boards	36,280	36,280	36,643	37,009	37,379
Contingencies	5,257	9,323	13,276	17,268	21,299
<b>Net Cost of Service</b>	<b>458,718</b>	<b>463,597</b>	<b>466,371</b>	<b>471,508</b>	<b>483,318</b>
<b>Funding</b>					
General Revenue Grant	n/a	n/a	n/a	n/a	n/a
Non Domestic Rates	n/a	n/a	n/a	n/a	n/a
Ring Fenced Grants	n/a	n/a	n/a	n/a	n/a
Assumed Settlement Position	(339,677)	(339,677)	(339,677)	(343,074)	(346,504)
Council Tax	(107,711)	(108,192)	(108,672)	(111,335)	(111,624)
Trading Services Surplus	(7,730)	(8,000)	(9,000)	(9,000)	(9,475)
<b>Funding</b>	<b>(455,118)</b>	<b>(455,868)</b>	<b>(457,349)</b>	<b>(463,409)</b>	<b>(467,603)</b>
<b>Budget (Surplus)/Deficit</b>	<b>3,600</b>	<b>7,728</b>	<b>9,022</b>	<b>8,099</b>	<b>15,714</b>

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## ABERDEEN CITY COUNCIL

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<b>COMMITTEE:</b>	Finance and Resources
<b>DATE:</b>	6 December 2011
<b>DIRECTOR:</b>	Stewart Carruth
<b>TITLE OF REPORT:</b>	Revenue Budget 2011/12 Monitoring
<b>REPORT NUMBER:</b>	CG/11/156

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### 1. PURPOSE OF REPORT

- 1.1. The purpose of this report is to inform Members on the forecast outturn and current financial position for the Council for financial year 2011/12 and to advise on areas of risk and management action that have been highlighted by directors.

### 2. RECOMMENDATION(S)

It is recommended that the Committee:

1. notes the content of the report; and
2. instruct directors to continue to take cost reduction opportunities during the remainder of the year to achieve a balanced budget position.

### 3. FINANCIAL IMPLICATIONS

- 3.1 The Corporate Management Team (CMT) aim to achieve a balanced budget position in the current financial year.
- 3.2 The present forecast shows that should the outturn be reflected in the accounts at the end of the year there will be a reduction in the General Fund uncommitted balance of £1.1 million. This is an improvement of £0.9 million since the last report to Committee.
- 3.3 It is important to recognise that the budget has been set with the intention of using one-off funding sources. The use of this funding is either set aside from the uncommitted reserves and balances available in the General Fund or expected as a one-off receipt in 2011/12. Risk remains as to the generation of £4 million from asset utilisation and as such the forecast position has been adjusted to reflect non-recovery.

- 3.4 Uncommitted General Fund balances at year end would be £10.2 million and therefore below the recommended balance of £11.3 million that the Council has previously set, which is defined as 2.5% of the net revenue budget.

#### **4. OTHER IMPLICATIONS**

- 4.1. Every organisation has to manage the risks inherent in the operation of large and complex budgets. These risks are minimised by the regular review of financial information by services and corporately by Members. This report is part of that framework and has been produced to provide an overview of the current operating position.

#### **5. BACKGROUND / MAIN ISSUES**

- 5.1. The report enables the Committee to consider the overall financial position, with specific reference to the General Fund, for this financial year. Building on the previous report considered by the Committee, this report provides the opportunity to recognise the progress that has been made since then.
- 5.2. Since the last Committee the Corporate Management Team has received regular reports on the financial performance and is aware of the risks that exist.
- 5.3. This report considers the projected outturn for the Council as a whole and this builds upon information and analysis provided to the individual Service Committees, in reports that have been considered during the current cycle of meetings.
- 5.4. Information within this report provides a high level expenditure projection for the consideration of Members and presents actual financial figures to the end of September 2011 and the latest available projections for the full year.
- 5.5. Appendix A includes a summary of the overall Council projected position.

##### **Financial Position**

- 5.6. In overall terms the statement at Appendix A shows the Council is managing risk of £1.1 million in relation to the outturn position varying from budget. This represents less than 0.3% variance from budget and the Corporate Management Team believes that a balanced budget position can be achieved for this financial year, despite the challenges that are presented by the tight financial settlement.



- 5.7. The savings that were approved at a corporate level have all been allocated to the service budgets ensuring that there is greater clarity in relation to the availability of financial resources in each service.
- 5.8. The most significant risks and matters arising from the figures that are presented include the following:
- 5.9. Social Care and Wellbeing reports that reduced expenditure on commissioned services, staff cost savings and other miscellaneous running expenses will all contribute to a forecast outturn that is below budget. Against these favourable costs is a shortfall in income which reduces that underspend forecast. This favourable position is in addition to the £4m budget reduction that was agreed by the Committee in June 2011. As part of that budget adjustment, and held within corporate contingencies, is £1 million retained to assist the Service with in year pressures associated with service redesign if required. At this time there has been no requirement to access this funding.
- 5.10. The Social Care and Wellbeing forecast against budget is an improvement of £0.7 million on the last report presented to the Committee and represents £0.7 million below budget at the year end.
- 5.11. Within the Education, Culture and Sport budget there are a number of areas of risk the Service is currently trying to manage. This includes grant funding that are no longer receivable from the Scottish Government, out of authority placements, school transport and cleaning. These are broadly similar issues that the service is managing to those reported in the last Committee. At this time the main risk area is in relation to the variable nature of placements for children outside the authority.
- 5.12. The Education, Culture and Sport forecast against budget has improved by £0.1 million since the last report and represents £0.6 million above budget at the year end.
- 5.13. Enterprise, Planning and Infrastructure continues to recognise the additional cost pressures coming from the architecture design service (£2 million), which is challenged by the income projections that they face on the basis of changes to the capital programmes. A further shortfall in income from building application fees adds to the pressure. This is substantially offset by staff savings and the management of vacancies. The main risk that has been identified is in relation to winter maintenance and the unknown costs that will have to be incurred in dealing with the winter ahead.
- 5.14. The Enterprise, Planning and Infrastructure forecast against budget has improved by £1.5 million since the last report and represents £0.4 million above budget at the year end.

- 5.15. Housing and Environment is forecasting savings are anticipated on waste disposal in the region of £1 million while housing costs for homelessness services are also under budget due to the level of recoveries being seen. Cost pressures of £1.2 million are being experienced in relation to horticultural services (a review is being undertaken of this area at present) and cleansing services are also under pressure due to vehicle expenditure and skip hires. The main risk that has been identified is the ongoing work to finalise the expenditure commitments on supporting people services.
- 5.16. The Housing and Environment forecast against budget has improved by £0.7 million since the last report and represents £0.2 million below budget at the year end.
- 5.17. Corporate Governance is forecasting that staff savings and a further saving on insurance premiums against budget is having a beneficial impact on its ability to work within the budget. Cost pressures exist in relation to the closure of the Whitemyers purchasing centre and a shortfall in income.
- 5.18. The Corporate Governance forecast against budget has improved by £0.2 million since the last report and represents £0.7 million below budget.
- 5.19. The Corporate budgets which are made up of things such as funding to Joint Boards, Council Expenses and funding set aside for contingencies and to pay for service redesign / workforce reduction costs are generally forecast to be in line with budget, with two exceptions.
- 5.20. The first exception is in relation to a reduction in the overall surplus generated by the various trading accounts. This reflects funds being returned to individual services where any additional surplus has been accumulated by the trading activity, and this includes refunds being made to the Housing Revenue Account as well as the General Fund. The trading accounts are forecast to be generating surpluses in the region of £6.8 million and within this the main contributors are Property Letting and Car Parking.
- 5.21. It has been identified that the Car Parking income is expected to be lower than had been budgeted and this is having a direct impact on the overall surplus. Furthermore the Building Services function is forecasting that a surplus approximately half of that budgeted will be achieved. The overall forecast outturn for trading surpluses is a shortfall against budget of £1.6 million.

- 5.22. The other exception is the one-off funding stream that had been budgeted to be received from Asset Utilisation. It has been recognised that this will not be received and adds a cost pressure of £4 million to the corporate budgets. The offsetting factor to balance the position is the adjustment that was made to the Social Care and Wellbeing budget referred to at 5.9 above, with £3 million being held to address this income shortfall.
- 5.23. Within the overall General Fund Budget there are contingencies, that are in addition to the sums that are earmarked against the General Fund balance, and provide a degree of protection against unexpected or unplanned expenditure being incurred. At present the council retains £1.8 million in contingencies.
- 5.24. The figures outlined reflect progress on achieving approved budget savings of approx. £22 million which were incorporated into the budget.

### **Management Actions**

- 5.25. As the financial year progresses it is imperative that Services continue to deliver the Priority Based Budgeting options that are included within Service budgets. Early indications are that while there are a number of areas of risk Services are generally working towards full delivery of the options. This positive momentum also needs to be delivered within the context of the Council's 5 year business plan.
- 5.26. Services should be looking ahead with planning and implementation activity being in place to continue to provide robust financial forecasts and to improve the utilisation of the Collaborative Planning, the financial reporting system that is available to budget holders across the council.
- 5.27. Management continue to work on the complete closure of St Nicholas House, which was budgeted to be vacated by September 2011. While costs have been built into the forecasts to cover an extended period of opening there remains an urgent need to exit the building.
- 5.28. Finance in conjunction with all Services are progressing the implementation of the internal recharge work that was approved at the last meeting of the Committee and in a timescale that will ensure work is complete prior to the start of the new financial year. This will simplify and clarify operational budget arrangements for a number of the trading activities.
- 5.29. Further progress reports will be provided to the Committee throughout the year on both the financial position, the risks that exist for the council and the action being taken by management.

## **6. IMPACT**

- 6.1. As a recognised top priority the Council must take the necessary measures to balance its budget. Therefore, Services are expected to work within a financial constraint as defined by their annual budgets.
- 6.2. Opportunities to balance the budget will be identified by each Director and reported as necessary through the relevant service committee.

## **7. BACKGROUND PAPERS**

Financial ledger data extracted for the period, and service committee reports on financial monitoring;

## **8. REPORT AUTHOR DETAILS**

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**ABERDEEN CITY COUNCIL  
2011/12**

**FINANCIAL MONITORING**

As at end of September 2011	Year to Date			Forecast to Year End			
Accounting Period 6	Full Year Revised Budget £'000	Revised Budget £'000	Actual Expenditure £'000	Variance Amount £'000	Forecast Outturn £'000	Variance Amount £'000	Variance Percent %
<b>Services</b>							
Office of Chief Executive	771	376	330	(46)	816	45	5.84%
Corporate Governance	27,309	13,743	11,919	(1,824)	26,571	(738)	(2.73%)
Enterprise Planning and Infrastructure	32,256	10,981	10,859	(122)	32,680	424	1.33%
Housing and Environment	44,195	20,422	19,437	(985)	44,030	(165)	(0.37%)
Education Culture and Sport	180,551	86,372	82,811	(3,561)	181,134	583	0.32%
Social Care and Wellbeing	121,799	60,274	58,242	(2,032)	121,094	(705)	(0.56%)
<b>Total Service Budgets</b>	<b>406,881</b>	<b>192,168</b>	<b>183,598</b>	<b>(8,570)</b>	<b>406,325</b>	<b>(556)</b>	<b>(0.14%)</b>
<b>Total Corporate Budgets</b>	<b>36,953</b>	<b>15,254</b>	<b>16,441</b>	<b>1,187</b>	<b>38,666</b>	<b>1,713</b>	<b>5.09%</b>
<b>Total Net Expenditure</b>	<b>443,834</b>	<b>207,422</b>	<b>200,039</b>	<b>(7,383)</b>	<b>444,991</b>	<b>1,157</b>	<b>0.26%</b>
<b>Funding:</b>							
<u>Government Support-</u>							
General Revenue Grant & Non-Domestic Rates	(337,199)	(168,599)	(168,599)	0	(337,199)	0	0.00%
<u>Local Taxation-</u>							
Council Tax & Community Charge Arrears	(106,635)	(53,317)	(57,478)	(4,161)	(106,650)	(15)	0.01%
<b>Total Funding</b>	<b>(443,834)</b>	<b>(221,916)</b>	<b>(226,077)</b>	<b>(4,161)</b>	<b>(443,849)</b>	<b>(15)</b>	<b>0.00%</b>
<b>Net Impact on General Fund</b>	<b>0</b>	<b>(14,494)</b>	<b>(26,038)</b>	<b>(11,544)</b>	<b>1,142</b>	<b>1,142</b>	

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## ABERDEEN CITY COUNCIL

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COMMITTEE	Finance & Resources
DATE	6 December 2011
DIRECTOR	Gordon McIntosh Stewart Carruth
TITLE OF REPORT	Capital Monitoring – Non Housing Capital Programme 11/12
REPORT NUMBER:	EPI/11/334

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### 1. PURPOSE OF REPORT

To provide the Committee with a summary to date of the Non-Housing Capital Programme and to advise of the ongoing work in relation to future years' programmes.

### 2. RECOMMENDATIONS

The Committee note the current position.

### 3. FINANCIAL IMPLICATIONS

The monies required to fund the capital programme are achieved through external borrowing, capital receipts and grant income. Any underspend, carry forward or overspend will have implications for the funding of the programme.

Feedback from Service Reps and Budget Holders during October have indicated a currently projected underspend is £3.062 million. This figure is based on projections included in Budget Holder's spend profiles and is subject to change on a monthly basis as spend projections are reprofiled.

In addition, Capital Receipts are currently expected to achieve this year's target, as detailed in section 5.3. Any shortfall in reaching the target of £6.735 million will reduce the above underspend prediction.

The impact of any underspend on the overall financing of the programme is dependant on the projects which underspend and in particular if any are being funded by any specific grant. Given the Council's 5 Year business plan moves the Council to a position where no additional borrowing is undertaken the under spend currently

anticipated would reduce the over all level of borrowing required to the Council and will have a positive revenue impact on the Council's 5 year plan.

It is also important to note that a significant capital receipt is not due to be realised for £3.5 million until February 2012. If this date is not achieved, and the current projected under spend materialises the total programme would still achieve a balanced position for the year.

#### 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 these will be reported to an appropriate Committee.

#### 5. BACKGROUND/MAIN ISSUES

##### 5.1 Introduction

As reported at the Finance & Resources Committee on 29 September 2011 the overall responsibility for the monitoring/management of the Capital Programme lies with the Head of Asset Management & Operations.

The Planning & Monitoring Officer within Asset Management & Operations is in regular contact with the Service Representatives and the Capital Accountant, reporting in the first instance to the Corporate Asset Group. This ensures that the spend figures are accurately updated on a monthly basis.

##### 5.2 Current Overall Position

A summary of the current position can be seen in Appendix A.

The original funded position for the Non Housing Capital Programme in 2011/12 was £40 million. Taking into account adjustments for additional funding, the total funding is now £41.746 million.

The total expenditure at the end of period 7 is £16.899 million. This represents a 39% spend of the total revised budget. A detailed breakdown of expenditure to date by Service and by project is available in the Bulletin Report.

Discussions so far have not identified any overspend prediction in the overall Capital Programme. Variances in monthly spend compared to predicted spend have been identified in some cases, which has resulted in spend profiles being amended.



### 5.3 Capital Receipts

The projected target for Capital Receipts for this Financial Year is £6.735 million. At the end of the current reporting period, a total of £1.520 million has been raised in Capital Receipts. The significant sale of the Frederick Street site to NHS Grampian, totalling £3.5 million, is now profiled for conclusion in February 2012. Details of Capital Receipts concluded to date this financial year is included in the Bulletin Report.

### 5.4 Capital Fund Projects

As reported to Finance & Resources on 17 June 2011 there is one remaining Capital Fund project for Investment in Cleaning which has a budget of £183,000 and current spend of £55,000. These figures are not included in the totals for Housing & Environment.

### 5.5 50m Pool

It should be noted that this project has not been included within the figures in this report due to the nature of the agreed funding mechanism.

The Council has agreed that the Council will purchase additional shares in Aberdeen Sports Village which will allow ASV to construct the facility. The University of Aberdeen will also purchase shares in ASV to cover their contribution to this project. As such, this project is a capital project under the normal definition of Capital Expenditure. Both parties will purchase the shares on completion of the project but in the interim will provide a loan facility to ASV equal to the level of shares that will be purchased.

## 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 to date on Non Housing Capital Projects.

## 7. BACKGROUND PAPERS

Non-Housing Capital Programme 2011/12 – Monitoring Report approved at Finance & Resources Committee on 29 September 2011.

8. REPORT AUTHOR DETAILS

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Appendix A	(Council Feb 11) Approved Budget 2011/2012 £'000	Adjustments & Carry Forward from 2011/2012 £'000	Revised Budget 2011/2012 £'000	Service Determined Projected Outturn 2010/2011 £'000	Actual Spend at Oct 2011 (P7) £'000
<b>Expenditure</b>					
Corporate Governance	3,987	231	4,218	4,340	1,738
Education, Culture and Sport	474	484	958	892	294
Enterprise, Planning and Infrastructure	27,398	683	28,081	24,736	13,919
Housing and Environment	7,491	1,680	9,171	8,066	922
Social Care and Wellbeing	650	0	650	650	26
<b>Total Expenditure</b>	<b>40,000</b>	<b>3,078</b>	<b>43,078</b>	<b>38,684</b>	<b>16,899</b>
<b>Funding</b>					
Supported Borrowing	(10,321)	0	(10,321)	(10,321)	(3,372)
Un-supported Borrowing	(3,331)	0	(3,331)	(3,331)	0
General Capital Grant	(19,306)	0	(19,306)	(19,306)	(11,262)
Specific Capital Grant	(307)	0	(307)	(307)	0
Capital Receipts – Sales	(6,735)	0	(6,735)	(6,735)	(1,520)
Other Grants & Contributions	0	(1,746)	(1,746)	(1,746)	(745)
<b>Total Income</b>	<b>(40,000)</b>	<b>(1,746)</b>	<b>(41,746)</b>	<b>(41,746)</b>	<b>16,899</b>
<b>Projected Over/(Under) Spend</b>	<b>0</b>	<b>1,332</b>	<b>1,332</b>	<b>(3,062)</b>	<b>0</b>

Other Grants and Contributions: Duthie Park Heritage Lottery Funding £391,000; NESTRAN Contribution for Access from the North £250,000; Clinterty Grant £120,000; Energy Efficiency Funding £450,000; AECC Contribution £65,000; Duthie Park Bequest £297,000; Vehicle Grant and Sales £173,000.

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## ABERDEEN CITY COUNCIL

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COMMITTEE	Finance and Resources
DATE	6th December 2011
DIRECTOR	Stewart Carruth
TITLE OF REPORT	2011/12 Common Good Budget – Monitoring Report Update
REPORT NUMBER:	CG/11/147

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### 1. PURPOSE OF REPORT

The purpose of this report is to:

- a) Inform the Committee of the income and expenditure position of the Common Good Fund for the period to 30 September including the forecast outturn for the year to 31 March 2012.
- b) Provide a forecast position of the cash balances as at 31 March 2012.

### 2. RECOMMENDATION(S)

It is recommended that the Committee:

- a) Notes the income and expenditure position as at 30 September 2011 and the forecast outturn for the year.
- b) Notes the forecast cash balances as at 31 March 2012 of £6.1M based on current estimates, which is within the recommended levels indicated by the Head of Finance.

3. FINANCIAL IMPLICATIONS

The financial implications are detailed in the report at section 5.

4. OTHER IMPLICATIONS

None.

5. BACKGROUND/MAIN ISSUES

**Income and Expenditure – Period to 30 September 2011**

5.1 The net Income budget for the period to 30 September is £620K. The actual income for the period is £900K which is a favourable movement of £280K when compared to the budget. Further details are given in Appendix 1 to this report.

5.2 The significant changes in actual expenditure compared to budget result from the following:

	Actual Variance £'000s
<u>Civic Hospitality</u> – Careful monitoring of various civic hospitality budgets have resulted in savings.	(20)
<u>Income from Properties &amp; Estates</u> – Final negotiated rent revisions and back dated rent reviews have resulted in additional income.	(260)
Favourable Variance	<hr/> <hr/> (280)

**Income and Expenditure – Forecast Outturn**

5.3 The outturn for the year to 31 March 2012 shows a forecast position of £150K which is a favourable movement of £400K when compared to the budget. Further details are given in Appendix 1 to this report.

- 5.4 The significant changes in forecast outturn compared to budget result from the following:

	Forecast Variance £'000s
<u>Receptions</u> – All the major events for the year are accounted for and close monitoring of attendance numbers has resulted in savings.	(25)
<u>Misc. Civic Budgets</u> – A review of the procedure for hospitality to visitors to the Town House and close monitoring of the promotional civic hospitality budget is expected to result in savings.	(5)
<u>Contribution to Duthie Park Project</u> – Approval to the Common Good providing assistance to this project was given at the Finance and Resources Committee of 21 April 2011. Expenditure for the year will depend on how the Project develops and the level of expenditure quoted is indicative of what might be expected in the current year.	15
<u>Income from Properties &amp; Estates</u> – Final negotiated rent revisions and back dated rent reviews have resulted in additional income.	(260)
<u>Non-Recurring Expenditure Items</u> – As a result of a fire at the tenants other farm the Steading at Kepplestone and Kirkhills will not be rebuilt this financial year resulting in a saving. The expenditure will be carried forward to 2012-13 instead.	(125)
Favourable Variance	(400)

### **Cash Balances**

- 5.5 The forecast cash balances as at 31 March 2012 is £6.1M.
- 5.6 The strategy approved by the Finance Monitoring Sub-Committee of 24 August 2004 has been applied. This utilises the Consumer Price Index (CPI) as a basis for calculating indicative cash balances to ensure that the value of the Fund is maintained over the medium to longer term. The calculation of an indicative cash balance using CPI as part of the budget setting process has been adopted as an underlying principle. At August 2004, a cash balance of £4.2M was set for the year ended 31 March 2005.
- 5.7 The Council has previously agreed that the cash balance should be no less than £4.9M in line with the recommendation from the Head of

Finance, after adjusting for the Greenfern Development Site, as at 31 March 2012.

- 5.8 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 any future expenditure from the Common Good deemed appropriate.

6. IMPACT


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 ventures it presently does, in the long term.

7. BACKGROUND PAPERS

None.

9. REPORT AUTHOR DETAILS

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## COMMON GOOD FUND

Figures in Brackets represent income or a favourable variance

As At 30 September 2011	Year to Date				Forecast to Year End		
	Full Year Revised Budget £'000	Revised Budget £'000	Actual Expenditure £'000	Variance Amount £'000	Outturn Note 3 £'000	Variance Amount £'000	Variance Percent %
ACCOUNTING PERIOD 6							
Recurring Expenditure	2,553	551	526	(25)	2,532	(21)	(0.8%)
Recurring income	(2,455)	(1,174)	(1,429)	(255)	(2,710)	(255)	10.39%
<b>Budget after Recurring Items</b>	<b>98</b>	<b>(623)</b>	<b>(903)</b>	<b>(280)</b>	<b>(178)</b>	<b>(276)</b>	<b>(281.6%)</b>
Non Recurring Expenditure	151	5	5	0	25	(126)	-83.44%
<b>TOTAL BUDGET</b>	<b>249</b>	<b>(618)</b>	<b>(898)</b>	<b>(280)</b>	<b>(153)</b>	<b>(402)</b>	<b>(161.4%)</b>

Cash Balances as at 1 April 2011	(5,950)	(5,950)
Estimated Cash Balances as at 31 March 2012	<u>(5,701)</u>	<u>(6,103)</u>
Indicative Cash Balance	(5,430)	(5,430) Note 1
Adjustment for Greenfern Development Site	485	485 Note 2
Revised Cash Balance to maintain value using CPI	<u>(4,945)</u>	<u>(4,945)</u>

**Note 1**

The indicative cash balance is explained in section 5.5 of the main report and is the result of uplifting the original cash balance in 2004 by the CPI figure annually. It is to ensure the maintenance of the Common Good Fund over the medium to long term

**Note 2**

Included in the Common Good budget for 2008/09 was £450K of expenditure approved by Resource Management Committee on 18<sup>th</sup> January 2008 relating to the Greenfern Development Site. While the Common Good has adequate cash funds to meet this expenditure it will put pressure on the maintenance of the recommended minimum cash balances, pending the recouping of this expenditure at the completion of the project. The £450K has been uplifted inline with CPI to give £485K, to allow for the maintenance of its value. In view of this, where indicative cash balances are shown in this report they have been reduced by this amount to allow meaningful comparisons.

**Note 3**

The forecast outturn figure takes into account £1.3M of expenditure that takes place at year end e.g Funding of Twinning activities, Entertainment for the Elderly and Disabled and Contributions to Trusts and Festivals.

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## ABERDEEN CITY COUNCIL

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COMMITTEE	Finance and Resources
DATE	06 December 2011
DIRECTOR	Stewart Carruth
TITLE OF REPORT	Treasury Management – Mid Year Review
REPORT NUMBER:	CG/11/149

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### 1. PURPOSE OF REPORT

To update the Committee on Treasury Management activities undertaken in 2011/12.

### 2. RECOMMENDATION(S)

It is recommended that the Committee considers and recommends this report to Council for approval as follows:

- a) Notes the Treasury Management activities undertaken in 2011/12 as detailed, and
- b) Approves the revised Counterparty list as detailed at Appendix 1.

### 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. 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.

## 5. BACKGROUND/MAIN ISSUES

### 5.1 Introduction

The Council previously approved a Treasury Management policy on 21 April 2011. Part of this policy is to report a mid-year review to committee on Treasury Management activities undertaken.

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 "mid-year" review on activities undertaken is also in line with new reporting requirements from the latest update of the CIPFA Code of Practice.

### 5.2 Treasury Management 2011/12

The following is a summary of Treasury Management activities which have been undertaken thus far in 2011/12: -

#### Long Term Borrowing

New Borrowing Two new PWLB (Public Works Loans Board) loans totalling £10 million were borrowed at relatively low rates (average rate 3.625%) with this years capital requirement in mind.

PWLB Interest Rates As a direct result of the Government Spending Review last October, there was a major change to PWLB public sector lending rates. The rationale behind this major change is that HM Treasury will now set the rates at an average of 100 basis points (or 1 per cent) over the relevant gilt price.

However, this additional rise in PWLB rates by 90 basis points has somewhat discouraged the use of PWLB loans, and forced the Council to consider other forms of long term borrowing, such as LOBO loans (Lenders Option Borrowers Option) from financial institutions, and Bond Issuance.

## Short Term Borrowing

Short-term borrowing rates for periods of up to 1 year continue at relatively low levels. The Council's borrowing strategy both last year and this year has been to borrow short-term where possible, to take advantage of these lower rates. The Council currently has some £72m of Temporary Loans from other Local Authorities, at an average rate of 0.87%.

## Investments

Due to the downturn in the global economy, many previously undoubted financial institutions have been removed from the Council's Counterparty list during the last few years.

The Counterparty list is the approved banks and building societies that the Council may lend to either directly or through the Money Markets, on a temporary basis.

Reviews of the Council's Counterparty list were undertaken and approved by Committee as the situation deteriorated. The proposed amendments were needed to further tighten the Council's lending criteria and further protect the Council's investments in the fragile financial climate. As well as removing certain institutions from the list, maximum lending periods were also reduced.

Upon advice from Sector Treasury Services, the Council's Treasury Management advisors, it is proposed that the maximum lending term for all institutions is reduced to 3 months, with the exception of the Nationalised UK Banks, which are to remain at 12 months.

This is purely a temporary measure, designed to protect the Council's investments in the current volatile climate.

## 6. IMPACT

Corporate – Failure to approve the changes to the Counterparty list could lead to reduced earnings to the Council.

Public – None.

## 7. BACKGROUND PAPERS

None.

## 8. REPORT AUTHOR DETAILS

Neil Stewart, Treasury Officer,  
[nstewart@aberdeencity.gov.uk](mailto:nstewart@aberdeencity.gov.uk), 01224 522696

**ABERDEEN CITY COUNCIL  
REVISED COUNTERPARTY LIST**

**Deposits up to 12 months**

**UK Nationalised and Part Nationalised Banks - £20m limit**

Lloyds Banking Group (includes Lloyds TSB Bank plc, Halifax Bank of Scotland)

The Royal Bank of Scotland plc  
(includes National Westminster Bank plc, Ulster Bank Ltd)

**UK Local Authorities, including Police Authorities - £10m limit**

**Deposits up to 3 months**

**Council's Bankers - £20m limit**

Clydesdale Bank plc

**UK Banks - £10m limit**

Barclays Bank plc

HSBC Bank plc

Santander UK plc (includes Abbey, Alliance & Leicester plc, Cater Allen)

**UK Building Societies - £10m limit**

Nationwide Building Society

## ABERDEEN CITY COUNCIL

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COMMITTEE	Finance and Resources
DATE	6th December 2011
DIRECTOR	Stewart Carruth
TITLE OF REPORT	Aberdeen City Council Charitable Trusts
REPORT NUMBER:	CG/11/146

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### 1. PURPOSE OF REPORT

In order to comply with the requirements of the Office of Scottish Charities Register (OSCR), it is necessary to present financial information and a Trustees' Annual Report relating to the charitable trusts administered by the Council to Committee for approval.

### 2. RECOMMENDATION(S)

It is recommended that the Committee

(a) approves the following information outlined for submission to OSCR:-

(i) Trustees' Report and basic Receipt and Payments Accounts in respect of those trusts with income under £100,000 per annum as detailed in Appendix A.

(ii) Trustees' Report and Fully Accrued Accounts in respect of the Lands of Torry as detailed in Appendix B.

(b) notes the position with regard to the reorganisation of the Trusts

### 3. FINANCIAL IMPLICATIONS

All financial implications are dealt with in section five of the report.

### 4. OTHER IMPLICATIONS

Failure to comply with the requirements of OSCR could result in action being taken against the Council.

5. BACKGROUND/MAIN ISSUES

**Background - Aberdeen City Council Charitable Trusts**

- 5.1 The principal aims of Office of Scottish Charities Register (OSCR) are to enhance public confidence in charities and increase transparency and public accountability. To achieve this, significant independently reviewed financial information is required to be provided by charities on an annual basis. In addition, strict rules apply regarding eligibility and the disposal of assets.
- 5.2 It should be noted that more detailed information and a separate Trustees Annual Report is required to be submitted in relation to the Lands of Torry as its gross annual income exceeds £100,000.

**Proposals and Actions**

- 5.3 It is proposed that the Committee approve the following information for submission to OSCR by Council officers. It should be noted that the financial information presented forms part of the Council's Statutory Accounts and as such was included in their audit :-
- (a) The Trustees' Report and basic Receipt and Payments Accounts in respect of those trusts with income under £100,000 per annum as detailed in Appendix A.
- (b) The Trustees' Report and Fully Accrued Accounts in respect of the Lands of Torry in Appendix B.

6. IMPACT


It is essential that the Trusts are managed in such a way that they continue to support the aims within the community for which they were established.

7. BACKGROUND PAPERS

None.

8. REPORT AUTHOR DETAILS

Catriona Gilmour - Accountant

 (34)6377

Email [cgilmour@aberdeencity.gov.uk](mailto:cgilmour@aberdeencity.gov.uk)



## **Appendix A**

### **Trustees Annual Report 2010/11– Aberdeen City Council Charitable Trusts**

This report relates to the charitable trusts administered by Aberdeen City Council. The names and registered charity numbers, purpose and type of governing document of the trusts are shown in Appendix 1.

#### **Reference and administration details**

The charity names, charity numbers, purposes of the charities, and where available details of governing document for the charities covered by this report are given in Appendix 1 of this document.

The principal address for all these charities is Aberdeen City Council, Town House, Broad Street, Aberdeen. AB10 1AH

The Secretary of these Trusts is Jane MacEachran, Head of Legal & Democratic Services, Aberdeen City Council and the Treasurer is Barry Jenkins, Head of Finance, Aberdeen City Council.

**The Trustees are the Councillors of Aberdeen City Council, as follows:-**

Councillor George Adam	Councillor James Kiddie
Councillor Yvonne Allan	Councillor Jenny Laing
Councillor Marie Boulton	Councillor Gordon Leslie
Councillor Scott Cassie	Councillor Aileen Malone
Councillor Ronald Clark (died February 2011)	Councillor Andrew May
Councillor Norman Collie	Councillor Callum McCaig
Councillor Neil Cooney	Councillor Mark McDonald
Councillor John Corall	Councillor Alan Milne
Councillor Irene Cormack	Councillor Jim Noble
Councillor Bill Cormie	Councillor George Penny
Councillor Barney Crockett	Councillor John Reynolds
Councillor Katharine Dean	Councillor Richard Robertson
Councillor Alan Donnelly	Lord Provost Peter Stephen – (Chairperson)
Councillor Jackie Dunbar	Councillor Jennifer Stewart
Councillor Jim Farquharson	Councillor John Stewart
Councillor Neil Fletcher	Councillor Kevin Stewart
Councillor Gordon Graham	Councillor Wendy Stuart
Councillor Martin Greig	Councillor John West
Councillor James Hunter	Councillor Kirsty West
Councillor Leonard Ironside	Councillor Jillian Wisely
Councillor Muriel Jaffrey	Councillor Willie Young
	Councillor Ian Yuill

All Trustees have served for the whole of the financial year to 31 March 2011 except where indicated.

## **Structure, governance and management**

The type of governing document has been shown in Appendix 1 where available but the venerable nature of some of the trust has made this difficult to provide in all cases.

The Trustees are elected in the course of the Local Authority elections, and new members are supplied with training as part of their induction process.

The positions of Secretary and Treasurer are filled by professionally qualified officers of Aberdeen City Council.

## **Objectives and activities**

In the information given above, the charitable purposes of each Trust have been provided.

In general the charities activities are limited to the accrual of income from investments, which are remitted to appropriate organisations for further disbursement or use as appropriate given the purposes of the charity.

## **Financial Review**

The attached accounts show the income and expenditure for the individual charities along with the surplus or deficit for the year. None of the individual charities are carrying forward a deficit on their reserves.

Where Governance Costs are allocated to charities these are in proportion to the value of the sums invested with the Council and are based on time spent by officers of Aberdeen City Council providing financial and other support to the organisations.

The investment policy of the Trust is to invest any surplus moneys in Aberdeen City Council loans fund.

## STATEMENT OF THE TRUSTEES' RESPONSIBILITIES IN RESPECT OF THE ACCOUNTS

Law applicable to charities in Scotland requires the Trustees to prepare financial statements for each financial year which give a true and fair view of Trust's financial activities during the year and of its financial position at the end of the year. In preparing financial statements, giving a true and fair view, the Trustees are required to:

- select suitable accounting policies and apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards and statement of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Trust will continue in operation.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Trust and which enable them to ensure that the financial statements comply with the Charities and Trustee Investment (Scotland) Act 2005, the Charity Accounts (Scotland) Regulations 2006, the Statement of Recommended Practice for Charity Accounts 2005 and the provisions of the Trust Deed. The Trustees are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention or detection of fraud and other irregularities

The Trustees declare that they have approved the trustees' report above.  
Signed on behalf of the charity's trustees

..... Secretary

.....Treasurer

## Appendix 1

CHARITY NAME	CHARITY NUMBER	PURPOSE	GOVERNING DOCUMENT
Guildry Funds	SC011857	Support the Historic Guildry Activities	
Jean Guild	SC018557	Widows of Burgesses and Aged Virgins 24 December 1634	
Catherine Rolland	SC018544	Widows of Decayed Burgesses 9 December 1659	
Booth Coal Fund	SC018531	Provision of Coal to the Poor in the Parish of Newhills	Trust Deed 17 April 1929
Miss Jane Smith Trust	SC018534	For Deserving Poor in the Parish of Peterculter	
Aberdeen Shipwrecked Seamens' Fund	SC018540	Charitable Purposes	General Meeting 8 July 1815
Mary Duthie Williams	SC018542	Provision of Blankets for Deserving Poor 19 March 1906	Trust 16 March 1906
W D Watson's Trust	SC018543	Poor Deserving Female Factory Workers. A preference being given to Former Employees of Patrick Watson & Sons	Will 1 December 1909
Catherine Rolland	SC018544	Poor of Aberdeen and Kirk Session of King Edward 9 December 1659	
Mollison Fund	SC018546	Upholding Tomb and Poor Widows connected with St Clements Parish Church 4 December 1911	
Lady Durris	SC018559	Charitable Purposes 15 March 1754	
Lady Durris	SC018559	Kirk Session of Durris and Strachan and Poor Families 15 March 1754	
Janet Fordyce	SC018560	Poor of Aberdeen 30 March 1815	
Families of Fishermen and Seamen Lost at Sea	SC018562	Charitable Purposes 18 October 1965	Public Subscription
Old Aberdeen Soup Kitchen and Dalgarno Coal Fund	SC018563	Poor of Aberdeen	Will 2 October 1958
George Davidson	SC018564	Poor of Footdee 30 November 1663	
James Reid	SC018565	Charitable Purposes 15 November 1792	Mortification 15 November 1792
City of Aberdeen Relay Scheme Charitable Trust	SC021305	Charitable Purposes 4 July 1966	Trust Deed 18 October 1965
John Mather	SC018537	Infirmary - 18 February 1807	

CHARITY NAME	CHARITY NUMBER	PURPOSE	GOVERNING DOCUMENT
Bedlam Fund	SCO18538	Persons Deprived of the Use of Reason	Almagamation of funds 1718
Dr Robert Beveridge	SCO18539	Promotion of the Study of Pathology at the Infirmary 18 March 1882 & 19 July 1886	
George Ogilvie	SCO18545	Founding Hospital, now payable to the Infirmary 1 February 1772	
Mrs Henrietta Wood	SCO18541	For use of the Boys' Hoster (Westfield) 19 August 1958	
Alexander Forbes of Morkeu	SCO18552	To provide a Summer Treat to Inmates of Woodend Home (Glenburn Wing) 16 October 1893	Trust 16 October 1893
Miss Eliza Moir	SCO18553	For use of the Boys' Hostel (Westfield) 19 August 1958	Will 12 May 1954
CML Werdmuller	SCO18558	For South African Students at Aberdeen University	Notice of Motion 30 November ?
Mrs Gibson's Bequest	SCO18561	Sermons Against Cruelty to Animals 14 February 1829	Bequest
John Burnett	SCO18567	Chaplain of Prison 2 July 1824	Mortification 2 July 1824
Former Health Dept Prize Fund	SCO18577	For Bi-Annual Prize to Member of Staff for Best Contribution to Welfare of Handicapped Persons 6 June 1960	
Education Endowment Investment Fund	SCO25063	Advancement of Education and the Improvement of General Social Wellbeing	Statute
Leutenant Colonel Charles M. MacQuibban Memorial Fund	SCO18547	Comforts for Non-Commissioned Officers and Men of the 1st Battalion, Gordon Highlanders	Trust Deed 11 September 1974
John Black's Trust	SCO18536	Aberdeen Art Gallery & Industrial Museum	Trust Deed 22 August 1980
Mrs Harvey Loutit	SCO18548	For Display Cases in Regional Museum 14 September 1969	
Captain Harvey Loutit	SCO18549	Building Fund of Regional Museum of Aberdeen City	
Bridge of Don Fund	SCO18551	Upkeep of Bridge	
Sir Thomas Jaffrey's Gift	SCO18554	Purchase of Works of Art for Aberdeen Art Gallery 30 September 1925	Gift Deed 22 April 1929
Miss Margaret Cumming Innes	SCO18555	Purchase of Etchings for Aberdeen Art Gallery 17 June 1929	
Miss Margaret C Hamilton	SCO18556	Purchase of Exhibits for Regional Museum 11 September 1942	

CHARITY NAME	CHARITY NUMBER	PURPOSE	GOVERNING DOCUMENT
Sir John Anderson	SC018566	Public Library	Decree 12 July 1929
Alexander MacDonald's Bequest	SC018568	Purchase of Works of Art for Aberdeen Art Gallery 11 December 1882	Trust Deed 11 December 1882
Sir Alex Lyon Trust	SC018569	Purchase of Works of Art for Aberdeen Art Gallery 6 June 1927	Will 23 February 1927
John Clark	SC018570	Upholding the Bridge of Goval 20 September 1682	
Alexander Webster's Bequest	SC018571	Purchase of Pictures for Aberdeen Art Gallery 15 January 1912	
Sir James Murray's Gift	SC018573	Purchase of Works of Art for Aberdeen Art Gallery 18 April 1927	Gift 10 April 1927
Cowdray Hall & Art Museum Trust	SC018574	For the construction and maangement of the Cowdray Hall	
Aberdeen Art Gallery Trusts	SC018575	For the purposes of the Art Gallery	
Robert Anderson Bequest	SC018576	Public Library	
Bridge of Dee Fund	SC021297	Upkeep of Bridge	
Lands of Skene	SC018533	Various	

DRAFT

Title of Charity	Guildry	Booth Coal Fund	Lands of Skene	Miss Jane Smith Trust	John Black's Trust	John Mather	Bedlam Fund	Dr Robert Beveridge	Aberdeen Shipwrecked Seamen's Fund	Mrs Henrietta Wood	Mary Duthie Williams
Cost Centre	Q79021/022/023	Q79253	Q79610	Q79254	Q79123	Q79403	Q79236	Q79409	Q79247	Q79509	Q79240
Charity No	SCO11857	SCO18531	SCO18533	SCO18534	SCO18536	SCO18537	SCO18538	SCO18539	SCO18540	SCO18541	SCO18542
<b>SECTION A - STATEMENT OF RECEIPTS AND PAYMENTS</b>											
	£s	£s	£s	£s	£s	£s	£s	£s	£s	£s	£s
<b>Receipts</b>											
Donation	520						3				
Investment Income Received	12,129	9	9,253	4	159	2	67	6	1,075	72	55
Rents from Land & Buildings			23,940								
Share of Land Free Revenue	-112										
Proceeds from Sale of Fixed Assets											
<b>Total Receipts</b>	<b>12,537</b>	<b>9</b>	<b>33,193</b>	<b>4</b>	<b>159</b>	<b>2</b>	<b>70</b>	<b>6</b>	<b>1,075</b>	<b>72</b>	<b>55</b>
<b>Sales</b>											
<b>Payments</b>											
Property Repairs			19,969								
Investment Management							20				
Payments relating directly to charitable activities	4,616				354		1				
Grants & Donations	800	3	-282	4		2	49	6			15
Governance Costs	11,904	6	13,506		115				775	52	40
<b>Total Payments</b>	<b>17,320</b>	<b>9</b>	<b>33,193</b>	<b>4</b>	<b>469</b>	<b>2</b>	<b>70</b>	<b>6</b>	<b>775</b>	<b>52</b>	<b>55</b>
Surplus/(deficit) for Year	-4,783	0	0	0	-310	0	0	0	300	20	0
<b>SECTION B - STATEMENT OF BALANCES</b>											
	£s	£s	£s	£s	£s	£s	£s	£s	£s	£s	£s
Aberdeen City Loans Fund as at 1 April 2010											
- Unrestricted Funds	922,197	640	667,260	305	2,944	112	5,418	430	77,540	5,165	3,988
- Restricted Funds					8,528						
Surplus/(Deficit) shown on Receipts & Payments Account	-4,783	0	0	0	-310	0	0	0	300	20	0
Aberdeen City Loans Fund as at 31 March 2011											
- Unrestricted Funds	917,414	640	667,260	305	2,634	112	5,418	430	77,840	5,185	3,988
- Restricted Funds					8,528						
<b>Total Investments as at 31 March 2011</b>	<b>917,414</b>	<b>640</b>	<b>667,260</b>	<b>305</b>	<b>11,162</b>	<b>112</b>	<b>5,418</b>	<b>430</b>	<b>77,840</b>	<b>5,185</b>	<b>3,988</b>
Land as at 1 April 2010	628,184		903,200								
Revaluation	520,240		1,300,600								
<b>Land as at 31 March 2011</b>	<b>1,148,424</b>	<b>0</b>	<b>2,203,800</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Other Assets as at 1 April 2010	300										
Revaluation											
<b>Other Assets as at 31 March 2011</b>	<b>300</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Total Assets as at 1 April 2010	1,550,681	640	1,570,460	305	11,472	112	5,418	430	77,540	5,165	3,988
<b>Total Assets as at 31 March 2011</b>	<b>2,066,138</b>	<b>640</b>	<b>2,871,060</b>	<b>305</b>	<b>11,162</b>	<b>112</b>	<b>5,418</b>	<b>430</b>	<b>77,840</b>	<b>5,185</b>	<b>3,988</b>
Total Liabilities - Amount at Credit of Fund as at 31 March 2010	1,550,681	640	1,570,460	305	11,472	112	5,418	430	77,540	5,165	3,988
<b>Total Liabilities - Amount at Credit of Fund as at 31 March 2011</b>	<b>2,066,138</b>	<b>640</b>	<b>2,871,060</b>	<b>305</b>	<b>11,162</b>	<b>112</b>	<b>5,418</b>	<b>430</b>	<b>77,840</b>	<b>5,185</b>	<b>3,988</b>

Title of Charity	W D Watson's Trust	Catherine Rolland	George Ogilvie	Mollison Fund	Lt Col Charles M MacQuibban Memorial Fund	Mrs Harvey Loutit	Captain Harvey Loutit	Bridge of Don Fund	Alexander Forbes of Morkeu	Miss Eliza S Moir Bequest	Sir Thomas Jaffrey's Gift
Cost Centre Charity No	Q79249 SCO18543	Q79203/204 SCO18544	Q79402 SCO18545	Q79507 SCO18546	Q79251 SCO18547	Q79128 SCO18548	Q79127 SCO18549	Q79011 SCO18551	Q79243 SCO18552	Q79508 SCO18553	Q79120 SCO18554
SECTION A - STATEMENT OF RECEIPTS AND PAYMENTS	£s	£s	£s	£s	£s	£s	£s	£s	£s	£s	£s
<b>Receipts</b>											
Donation											
Investment Income Received	71	119	5	1	21	4	546	1,882	26	79	89
Rents from Land & Buildings											
Share of Land Free Revenue								-85			
Proceed frm Sale of Fixed Assets											
<b>Total Receipts</b>	<b>71</b>	<b>119</b>	<b>5</b>	<b>1</b>	<b>21</b>	<b>4</b>	<b>546</b>	<b>1,797</b>	<b>26</b>	<b>79</b>	<b>89</b>
<b>Sales</b>											
<b>Payments</b>											
Property Repairs											
Investment Management											
Payments relating directly to charitable activities								5,171			
Grants & Donations	19	11	5	1	6						
Governance Costs	52	86			15			1,357	19	57	65
<b>Total Payments</b>	<b>71</b>	<b>97</b>	<b>5</b>	<b>1</b>	<b>21</b>	<b>0</b>	<b>5,564</b>	<b>1,357</b>	<b>19</b>	<b>57</b>	<b>65</b>
Surplus/(deficit) for Year	0	22	0	0	0	4	-5,018	440	7	22	24
<b>SECTION B - STATEMENT OF BALANCES</b>	<b>£s</b>	<b>£s</b>	<b>£s</b>	<b>£s</b>	<b>£s</b>	<b>£s</b>	<b>£s</b>	<b>£s</b>	<b>£s</b>	<b>£s</b>	<b>£s</b>
Aberdeen City Loans Fund as at 1 April 2010											
- Unrestricted Funds	5,156	8,652	343	53	1,531	112	34,105	135,748	1,858	5,703	1,451
- Restricted Funds						207	5,240				5,000
Surplus/(Deficit) shown on Receipts & Payments Account	0	22	0	0	0	4	-5,018	440	7	22	24
Aberdeen City Loans Fund as at 31 March 2011											
- Unrestricted Funds	5,156	8,674	343	53	1,531	116	29,087	136,188	1,865	5,725	1,475
- Restricted Funds						207	5,240				5,000
<b>Total Investments as at 31 March 2011</b>	<b>5,156</b>	<b>8,674</b>	<b>343</b>	<b>53</b>	<b>1,531</b>	<b>323</b>	<b>34,327</b>	<b>136,188</b>	<b>1,865</b>	<b>5,725</b>	<b>6,475</b>
Land as at 1 April 2010								471,538			
Revaluation								390,180			
<b>Land as at 31 March 2011</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>861,718</b>	<b>0</b>	<b>0</b>	<b>0</b>
Other Assets as at 1 April 2010											
Revaluation											
<b>Other Assets as at 31 March 2011</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Total Assets as at 1 April 2010	5,156	8,652	343	53	1,531	319	39,345	607,286	1,858	5,703	6,451
<b>Total Assets as at 31 March 2011</b>	<b>5,156</b>	<b>8,674</b>	<b>343</b>	<b>53</b>	<b>1,531</b>	<b>323</b>	<b>34,327</b>	<b>997,906</b>	<b>1,865</b>	<b>5,725</b>	<b>6,475</b>
Total Liabilities - Amount at Credit of Fund as at 31 March 2010	5,156	8,652	343	53	1,531	319	39,345	607,286	1,858	5,703	6,451
<b>Total Liabilities - Amount at Credit of Fund as at 31 March 2011</b>	<b>5,156</b>	<b>8,674</b>	<b>343</b>	<b>53</b>	<b>1,531</b>	<b>323</b>	<b>34,327</b>	<b>997,906</b>	<b>1,865</b>	<b>5,725</b>	<b>6,475</b>



Title of Charity	Miss Margaret Cumming Innes	Miss Margaret C Hamilton	Jean Guild	C M L Werdmuller	Lady Durris	Janet Fordyce	Mrs Gibson	Families of Fishermen & Seamen Lost at Sea	Old Abdn Soup Kitchen & Dalgarno Coal Fund	George Davidson	James Reid	Education Endowment Investment Fund
Cost Centre Charity No	Q79121 SCO18555	Q79126 SCO18556	Q79202 SCO18557	Q79130 SCO18558	Q79219/220 SCO18559	Q79229 SCO18560	Q79302 SCO18561	Q79248 SCO18562	Q79238 SCO18563	Q79205 SCO18564	Q79227 SCO18565	Q54006 SCO25063
<b>SECTION A - STATEMENT OF RECEIPTS AND PAYMENTS</b>												
	£s	£s	£s	£s	£s	£s	£s	£s	£s	£s	£s	£s
<b>Receipts</b>												
Donation							5					
Investment Income Received	49	13	10	218	52	1	3	132	5		1	15,391
Rents from Land & Buildings												
Share of Land Free Revenue												
Proceeds from Sale of Fixed Assets												
<b>Total Receipts</b>	<u>49</u>	<u>13</u>	<u>10</u>	<u>218</u>	<u>52</u>	<u>1</u>	<u>8</u>	<u>132</u>	<u>5</u>	<u>0</u>	<u>1</u>	<u>15,391</u>
<b>Sales</b>												
<b>Payments</b>												
Property Repairs												
Investment Management												
Payments relating directly to charitable activities				61	10	1			5		1	984
Grants & Donations				157	34							
Governance Costs	35	9	7	218	44	1		95				
Sales	<u>35</u>	<u>9</u>	<u>7</u>	<u>218</u>	<u>44</u>	<u>1</u>	<u>0</u>	<u>95</u>	<u>5</u>	<u>0</u>	<u>1</u>	<u>984</u>
Surplus/(deficit) for Year	<u>14</u>	<u>4</u>	<u>3</u>	<u>0</u>	<u>8</u>	<u>0</u>	<u>8</u>	<u>37</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>14,407</u>
<b>SECTION B - STATEMENT OF BALANCES</b>												
	£s	£s	£s	£s	£s	£s	£s	£s	£s	£s	£s	£s
Aberdeen City Loans Fund as at 1 April 2010												
- Unrestricted Funds	2,543	419	732	15,742	3,768	60	283	9,539	345	6	43	125,582
- Restricted Funds	1,000	500										
Surplus/(Deficit) shown on Receipts & Payments Account	14	4	3	0	8	0	8	37	0	0	0	14,407
Aberdeen City Loans Fund as at 31 March 2011												
- Unrestricted Funds	2,557	423	735	15,742	3,776	60	291	9,576	345	6	43	139,988
- Restricted Funds	1,000	500										
<b>Total Investments as at 31 March 2011</b>	<b>3,557</b>	<b>923</b>	<b>735</b>	<b>15,742</b>	<b>3,776</b>	<b>60</b>	<b>291</b>	<b>9,576</b>	<b>345</b>	<b>6</b>	<b>43</b>	<b>139,988</b>
Land as at 1 April 2010												
Revaluation												
<b>Land as at 31 March 2011</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
Other Assets as at 1 April 2010												740,844
Revaluation												48,118
<b>Other Assets as at 31 March 2011</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>788,962</b>
Total Assets as at 1 April 2010	3,543	919	732	15,742	3,768	60	283	9,539	345	6	43	866,426
<b>Total Assets as at 31 March 2011</b>	<b>3,557</b>	<b>923</b>	<b>735</b>	<b>15,742</b>	<b>3,776</b>	<b>60</b>	<b>291</b>	<b>9,576</b>	<b>345</b>	<b>6</b>	<b>43</b>	<b>928,950</b>
Total Liabilities - Amount at Credit of Fund as at 31 March 2010	3,543	919	732	15,742	3,768	60	283	9,539	345	6	43	866,426
<b>Total Liabilities - Amount at Credit of Fund as at 31 March 2011</b>	<b>3,557</b>	<b>923</b>	<b>735</b>	<b>15,742</b>	<b>3,776</b>	<b>60</b>	<b>291</b>	<b>9,576</b>	<b>345</b>	<b>6</b>	<b>43</b>	<b>928,950</b>

Title of Charity	Sir John Anderson	John Burnett	Alexander MacDonald's Bequest	Sir Alex Lyon Trust	John Clark	Alexander Webster's Bequest	Sir James Murray's Gift	Robert Anderson Bequest	Former Health Dept Prize Fund	Bridge of Dee Fund	City of Abdn Relay Scheme Charitable Trust Q79250	Cowdray Hall & Art Museum Trust	Aberdeen Art Gallery Trusts
Cost Centre Charity No	Q79125 SC018566	Q79301 SCO18567	Q79117 SC018568	Q79122 SC018569	Q79502 SC018570	Q79118 SC018571	Q79119 SC018573	Q79124 SC018576	Q79510 SCO18577	Q79012 SC021297	Q79250 SCO21305	SC018574	SC018575
SECTION A - STATEMENT OF RECEIPTS AND PAYMENTS	£s	£s	£s	£s	£s	£s	£s	£s	£s	£s	£s	£s	£s
<b>Receipts</b>													
Donation												0	0
Investment Income Received	22	5	451	48	58	248	107	1	43	479	10	0	0
Rents from Land & Buildings												0	0
Share of Land Free Revenue												0	0
Proceed from Sale of Fixed Assets												0	0
<b>Total Receipts</b>	<u>22</u>	<u>5</u>	<u>451</u>	<u>48</u>	<u>58</u>	<u>248</u>	<u>107</u>	<u>1</u>	<u>43</u>	<u>479</u>	<u>10</u>	<u>0</u>	<u>0</u>
<b>Sales</b>													
<b>Payments</b>													
Property Repairs												0	0
Investment Management												0	0
Payments relating directly to charitable activities			126									0	0
Grants & Donations	6	5									3	0	0
Governance Costs	16		325	34	42	179	77		31	345	7	0	0
<b>Total Payments</b>	<u>22</u>	<u>5</u>	<u>451</u>	<u>34</u>	<u>42</u>	<u>179</u>	<u>77</u>	<u>0</u>	<u>31</u>	<u>345</u>	<u>10</u>	<u>0</u>	<u>0</u>
Surplus/(deficit) for Year	<u>0</u>	<u>0</u>	<u>0</u>	<u>14</u>	<u>16</u>	<u>69</u>	<u>30</u>	<u>1</u>	<u>12</u>	<u>134</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>SECTION B - STATEMENT OF BALANCES</b>	<b>£s</b>	<b>£s</b>	<b>£s</b>	<b>£s</b>	<b>£s</b>	<b>£s</b>	<b>£s</b>	<b>£s</b>	<b>£s</b>	<b>£s</b>	<b>£s</b>	<b>£s</b>	<b>£s</b>
Aberdeen City Loans Fund as at 1 April 2010													
- Unrestricted Funds	1,562	393	7,505	797	4,206	4,742	2,698	70	3,079	34,530	710	0	0
- Restricted Funds			25,040	2,632		13,143	5,000					0	0
Surplus/(Deficit) shown on Receipts & Payments Account	0	0	0	14	16	69	30	1	12	134	0	0	0
Aberdeen City Loans Fund as at 31 March 2011													
- Unrestricted Funds	1,562	393	7,505	811	4,222	4,811	2,728	71	3,091	34,664	710	0	0
- Restricted Funds			25,040	2,632		13,143	5,000					0	0
<b>Total Investments as at 31 March 2011</b>	<b>1,562</b>	<b>393</b>	<b>32,545</b>	<b>3,443</b>	<b>4,222</b>	<b>17,954</b>	<b>7,728</b>	<b>71</b>	<b>3,091</b>	<b>34,664</b>	<b>710</b>	<b>0</b>	<b>0</b>
Land as at 1 April 2010												0	0
Revaluation												0	0
<b>Land as at 31 March 2011</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Other Assets as at 1 April 2010												0	0
Revaluation												0	0
<b>Other Assets as at 31 March 2011</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Total Assets as at 1 April 2010	1,562	393	32,545	3,429	4,206	17,885	7,698	70	3,079	34,530	710	0	0
<b>Total Assets as at 31 March 2011</b>	<b>1,562</b>	<b>393</b>	<b>32,545</b>	<b>3,443</b>	<b>4,222</b>	<b>17,954</b>	<b>7,728</b>	<b>71</b>	<b>3,091</b>	<b>34,664</b>	<b>710</b>	<b>0</b>	<b>0</b>
Total Liabilities - Amount at Credit of Fund as at 31 March 2010	1,562	393	32,545	3,429	4,206	17,885	7,698	70	3,079	34,530	710	0	0
<b>Total Liabilities - Amount at Credit of Fund as at 31 March 2011</b>	<b>1,562</b>	<b>393</b>	<b>32,545</b>	<b>3,443</b>	<b>4,222</b>	<b>17,954</b>	<b>7,728</b>	<b>71</b>	<b>3,091</b>	<b>34,664</b>	<b>710</b>	<b>0</b>	<b>0</b>

**Trustees Annual Report 2010/11–Lands of Torry  
Registered Charitable Number SC021299**

This report relates to the Lands of Torry, a trust administered by Aberdeen City Council. It is a charitable trust with the registration number SC021299.

**Reference and administration details**

The principal address for all this trust is Aberdeen City Council, Town House, Broad Street, Aberdeen AB10 1AH.

The Secretary of this Trust is Jane MacEachran, Head of Legal & Democratic Services, Aberdeen City Council and the Treasurer is Barry Jenkins, Head of Finance, Aberdeen City Council.

The Trustees are the Councillors of Aberdeen City Council, as follows:-

Councillor George Adam	Councillor James Kiddie
Councillor Yvonne Allan	Councillor Jenny Laing
Councillor Marie Boulton	Councillor Gordon Leslie
Councillor Scott Cassie	Councillor Aileen Malone
Councillor Ronald Clark (died February 2011)	Councillor Andrew May
Councillor Norman Collie	Councillor Callum McCaig
Councillor Neil Cooney	Councillor Mark McDonald
Councillor John Corall	Councillor Alan Milne
Councillor Irene Cormack	Councillor Jim Noble
Councillor Bill Cormie	Councillor George Penny
Councillor Barney Crockett	Councillor John Reynolds
Councillor Katharine Dean	Councillor Richard Robertson
Councillor Alan Donnelly	Lord Provost Peter Stephen - Chairperson)
Councillor Jackie Dunbar	Councillor Jennifer Stewart
Councillor Jim Farquharson	Councillor John Stewart
Councillor Neil Fletcher	Councillor Kevin Stewart
Councillor Gordon Graham	Councillor Wendy Stuart
Councillor Martin Greig	Councillor John West
Councillor James Hunter	Councillor Kirsty West
Councillor Leonard Ironside	Councillor Jillian Wisely
Councillor Muriel Jaffrey	Councillor Willie Young
	Councillor Ian Yuill

All Trustees have served for the whole of the financial year to 31 March 2011 except where indicated.

## **Structure, governance and management**

The governing document is unavailable due to the venerable nature of the trust

The trustees are elected in the course of the Local Authority elections and new members are supplied with training as part of their induction process.

The positions of Secretary and Treasurer are filled by professionally qualified officers of Aberdeen City Council.

## **Objectives and Activities**

The Lands of Torry goes back to at least 1704 when one half of the Lands of Torry were purchased on behalf of certain Mortifications Accounts.

The free revenue from the Lands of Torry is split between the following:

Duncan Liddel's Motification – Professor of Mathematics

Duncan Liddel's Motification – Library of College

James Cargill's Mortification – Bursary Fund

Patrick Coplands Mortification – Professor of Divinity

Common Good Fund

In general the charity's activities are limited to the accrual of income from investments, which are remitted to appropriate organisations for further disbursement or use as appropriate.

The Governance Costs are allocated in proportion to the value of the sums invested with the Council and are based on time spent by officers of Aberdeen City Council providing financial and other support to this and similar organisations.

## **Financial Review**

The accounts for the year show gross expenditure of £121,333 and income of £141,733. The surplus for the year amounted to £20,400 which is due to the revaluation of registerable leases, compared to a deficit of (£244,000) in the previous year.

As at 31 March 2011 the Trust's financial position shows an excess of Current Assets over Current Liabilities amounting to £1,918,081.

## STATEMENT OF THE TRUSTEES' RESPONSIBILITIES IN RESPECT OF THE ACCOUNTS

Law applicable to charities in Scotland requires the Trustees to prepare financial statements for each financial year which give a true and fair view of Trust's financial activities during the year and of its financial position at the end of the year. In preparing financial statements, giving a true and fair view, the Trustees are required to:

- select suitable accounting policies and apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards and statement of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Trust will continue in operation.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Trust and which enable them to ensure that the financial statements comply with the Charities and Trustee Investment (Scotland) Act 2005, the Charity Accounts (Scotland) Regulations 2006, the Statement of Recommended Practice for Charity Accounts 2005 and the provisions of the Trust Deed. The Trustees are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention or detection of fraud and other irregularities

The Trustees declare that they have approved the trustees' report above.  
Signed on behalf of the charity's trustees

..... Secretary

.....Treasurer

**Lands of Torry**  
**Statement of Financial Activities**  
**(including Income and Expenditure Account)**  
**For the year to 31 March 2011**

	Note	Unrestricted Funds 2011 Total £	Restricted Funds 2011 Total £	Total 2011 Total £	Total 2010 Total £
<b>Incoming resources</b>	1				
<b>Income from generated funds</b>					
<b>Activities for generating funds</b>					
Interest Received		348	-	348	382
Rent from land and Buildings		120,985		120,985	115,935
Revaluation of Reg Leases		5,000		5,000	(244,000)
Revaluation of Land and Houses at Torry		15,400		15,400	
<b>Total incoming resources</b>		<b>141,733</b>	<b>-</b>	<b>141,733</b>	<b>127,683</b>
<b>Resources expended</b>	2				
<b>Cost of generating funds</b>					
Governance Costs		251	-	251	266
Grants	3	121,082	-	121,082	116,051
<b>Total resources expended</b>		<b>121,333</b>	<b>-</b>	<b>121,333</b>	<b>116,317</b>
<b>Net (outgoing)/incoming resources for the year</b>		<b>20,400</b>	<b>-</b>	<b>20,400</b>	<b>(244,000)</b>
<b>Reconciliation of Funds</b>					
Total funds brought forward		1,897,681		1,897,681	2,141,681
<b>Total funds carried forward</b>		<b>1,918,081</b>	<b>-</b>	<b>1,918,081</b>	<b>1,897,681</b>

**Lands of Torry  
Balance Sheet  
As at 31 March 2011**

	<b>2011</b> £	<b>2010</b> £
<b>Fixed Assets</b>		
Land and Houses at Torry	25,000	9,600
Registable Leases	<u>1,868,000</u>	<u>1,863,000</u>
	<b>1,893,000</b>	<b>1,872,600</b>
<b>Current Assets</b>		
Investment - City of Aberdeen Loans Fund	25,081	25,081
	<u>25,081</u>	<u>25,081</u>
<b>Total Net Assets</b>	<b><u>1,918,081</u></b>	<b><u>1,897,681</u></b>
<b>Represented by:</b>		
General Fund - Unrestricted	1,918,081	1,897,681
<b>Total Funds</b>	<b><u>1,918,081</u></b>	<b><u>1,897,681</u></b>

**Lands of Torry**  
**Notes to the Financial Statements**  
**For the year to 31 March 2011**

<b>1. Incoming Resources</b>	<b>Unrestricted Funds 2011 £</b>	<b>Restricted Funds 2011 £</b>	<b>Total Funds 2011 £</b>
Investment Interest	348	-	348
Rent from land and Buildings	120,985		120,985
	<u>121,333</u>	<u>-</u>	<u>121,333</u>

**2. Resources Expended**

	<b>Unrestricted Funds 2011 £</b>	<b>Restricted Funds 2011 £</b>	<b>Total 2011 £</b>	<b>Total 2010 £</b>
<b>Total Resources Expended</b>				
<b>Cost of Generating Funds</b>				
Governance Costs	251	-	251	266
Grants	121,082	-	121,082	116,051
	<u>121,333</u>	<u>-</u>	<u>121,333</u>	<u>116,318</u>

The trust did not employ any staff during the year to 31 March 2011

**3. Grants**

In accordance with the Charities SORP, Grants over £1,000 should be disclosed. The following Grants fall into this category.

	<b>2011 £</b>	<b>2010 £</b>
Dr Duncan Liddel's Mortification - Professor of Mathematics	30,503	29,236
Dr Duncan Liddel's Mortification - Library of College	1,526	1,462
Bursary Fund (James Cargill Mortification)	12,428	11,911
Patrick Copland's to Professor of Divinity	14,912	14,293
Common Good (Guild Wine)	61,713	59,149
	<u>121,082</u>	<u>116,051</u>



## ABERDEEN CITY COUNCIL

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<b>COMMITTEE</b>	Finance and Resources
<b>DATE</b>	6 December 2011
<b>DIRECTOR</b>	Stewart Carruth
<b>TITLE OF REPORT</b>	Applications for Financial Assistance 2011/12
<b>REPORT NUMBER</b>	CG/11/155

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### 1. **PURPOSE OF REPORT**

The purpose of this report is to present applications for financial assistance which have recently been received by the Head of Finance and to allow Members to make a decision on providing funding from the financial assistance budget.

### 2. **RECOMMENDATION(S)**

It is recommended that the Committee review the applications and suggested funding levels and approve:

- i) £500 towards the hire of the Beach Ballroom, in support of the RNLI.

### 3. **FINANCIAL IMPLICATIONS**

The financial assistance budget for 2011/12 was originally £54k. Prior to this Committee, approvals for support to partner organisations, affiliation fees and grants have amounted to £46.5k. If approval were given to the suggested funding levels detailed in this report then a balance of £7k will be available for future applications.

### 4. **OTHER IMPLICATIONS**

If the proposed assistance is not provided it may raise issues on the sustainability of organisations or their ability to hold specific events which will bring or provide benefits to the City of Aberdeen and its citizens.

### 5. **BACKGROUND**

In considering ad-hoc applications for grants or donations the following general criteria are applied -

a) applications from individuals seeking sponsorship, for taking part in fund-raising events abroad or for placements with charitable organisations or trusts in developing countries, are declined.

b) applications from individuals or groups seeking assistance towards costs of excursions outwith the City are declined.

c) applications which tend not to be supported are those from national organisations unless there was some clear and measurable local benefit, and health related applications which are seen as the clear responsibility of the health authorities.

d) on a number of occasions assistance is provided to both local and national organisations, either in whole or in part, with the costs of hiring accommodation such as the Beach Ballroom for various fund-raising events and gatherings.

## **Applications**

### **5.1 Royal National Lifeboats Institution (RNLI) (letter attached)**

A request has been received from the RNLI to defray the costs of hiring the Beach Ballroom, in order to host their fundraising ball, the “Aberdeen Lifeboat Bon Accord Ball”, which is scheduled to take place on Friday, 20<sup>th</sup> April 2012.

The cost of hiring the Beach Ballroom for the event has been set at £500, which will have to be met from the funds raised.

In order to derive the maximum benefit from the event in support of the running costs of the Aberdeen Lifeboat Station the request is made to cover the costs of the Beach Ballroom hire.

It is suggested that this funding should be approved.

### **6. IMPACT**

The City Council will within financial constraints seek to support the voluntary sector and partnerships with the local community. All applicants will be given equal consideration within the general criteria for the disbursement of grants and donations from this budget.

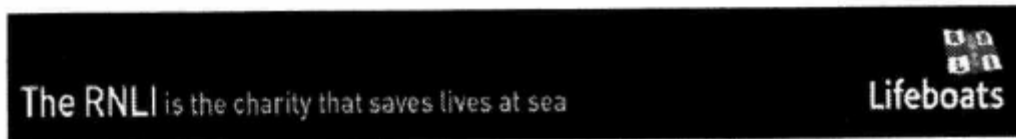
Financial support from this budget can provide beneficial impact to those citizens and local organisations that make application and provide an opportunity to support the objective within the vision of being a Vibrant, Dynamic and Forward Looking council.

### **7. BACKGROUND PAPERS**

Attached letter

### **8. REPORT AUTHOR DETAILS**

Jonathan Belford  
Corporate Accounting Manager  
[jbelford@aberdeencity.gov.uk](mailto:jbelford@aberdeencity.gov.uk)  
☎ (52) 2573



**Aberdeen  
Lifeboat  
Station  
Victoria Dock  
Entrance  
Waterloo Quay  
Aberdeen  
AB11 5DF.**

Date: 14 September 2012

Dear Mr Jenkins

198157  
→ HC ?

**Aberdeen Lifeboat Bon Accord Ball  
Friday 20<sup>th</sup> April 2012  
The Beach Ballroom, Aberdeen**

Aberdeen Lifeboat Station was established in 1802 and our volunteer crew currently operate both a Severn Class All Weather Lifeboat (RNLB Bon Accord) and an IB1 Inshore Lifeboat, averaging over 30 rescues per year.

Every year the Aberdeen branch of the RNLi runs a fundraising ball to raise essential funds for the running and maintenance of the boats and station as well as providing a high standard of training to its volunteer crew. This years ball will be held on **Friday 20<sup>th</sup> April 2012** at the Aberdeen Beach Ballroom. All proceeds will go towards helping the Aberdeen Lifeboat continue its crucial life-saving role.

I have been told that Aberdeen City Council have the means available to assist with the cost of venues for fundraising and charitable events, therefore I am writing to enquire as to whether Aberdeen City Council might be willing to assist with the cost of the Beach Ballroom. If this is possible it would greatly assist us in directing more profit from the event back in to the charity.

Please do not hesitate to call me should you require further information at this time on 07734682735, or at [aberdeenlifeboatball@gmail.com](mailto:aberdeenlifeboatball@gmail.com)

I look forward to hearing from you.

Yours sincerely

Handwritten signature of Kirsten Hastie.

Miss Kirsten Hastie  
Chairman, Aberdeen Lifeboat Ball Committee

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## ABERDEEN CITY COUNCIL

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COMMITTEE	<b>Finance &amp; Resources</b>
DATE	<b>06 December 2011</b>
DIRECTOR	<b>Annette Bruton</b>
TITLE OF REPORT	<b>Applications for Round 3 Funding -Youth Activities Small Grants Fund 2011/12</b>
REPORT NUMBER	<b>ECS/11/072</b>

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### **1. PURPOSE OF REPORT**

The report sets out the recommendations made by the Youth Activities Grant Funding Group for the third round of funding for the financial year 2011/12, the closing date for which was 28 September 2011.

### **2. RECOMMENDATION(S)**

To note the grants awarded as detailed in the appendix to this report.

### **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 10 February 2011

### **4. OTHER IMPLICATIONS**

None

### **5. BACKGROUND/MAIN ISSUES**

- a. 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.
- b. The closing date for this round of funding was 28 September 2011. The Funding Group considered the applications on 11 October 2011.

- c. 7 new applications were received for this round. It is recommended that 7 of those are funded. Appendix 1 holds the detail of applications received and the recommendations made. If council approves the applications, there will be £10,618.07 remaining. 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.

## **7. BACKGROUND PAPERS**

Appendix 1 – shows the detail of received applications and recommendations being made to committee regarding funding.

## **8. REPORT AUTHOR DETAILS**

Craig Singer  
Development Manager  
01224 523103  
csinger@aberdeencity.gov.uk

<b>Youth Activities Small Grants</b>						
<b>Round 3 - Closing Date 28 September 2011</b>						
<b>Group Name &amp; No.</b>	<b>Summary of Application</b>	<b>Amount Requested</b>	<b>Decision &amp; Comment</b>	<b>Amount Awarded</b>	<b>Payment Details</b>	<b>Report Due</b>
				<b>Appendix 1</b>		
YAG11/25 Fuel	Funding requested to take 30 young people away on a confidence/team building course etc.	£1,500.00	Fully fund.	£1,500.00		
YAG11/26 Fersands and Fountain Youth Flat	Funding requested to enable groups of young people to manage their own budgets and programme of activities.	£1,500.00	Fully fund.	£1,500.00		
YAG11/27 Noble Brother's Productions	Funding requested for new camera, battery and lighting to enhance the quality of their work.	£1,400.00	Fully fund.	£1,400.00		
YAG11/28 Aberdeen Scout Network	Funding requested to enable 12 group members to go on a 2 week trip to Greece with the opportunity of gaining their Explorer Belt Award.	£1,500.00	Fully fund.	£1,500.00		
YAG11/29 Aberdeen Ethnic Minority Youth Programme	Funding requested for young people aged 12-16 to improve their presentation skills and gain self-confidence.	£1,200.00	The Funding Group agreed to part fund (£900) and advises the group to shop around for better deals on some of the items requested.	£900.00		
YAG11/30 Lifeskills - Get Ready for Work Group	Funding requested for young people to take part in activities to improve their confidence, problem solving skills and team work as they prepare for the world of work.	£1,500.00	Fully fund.	£1,500.00		
YAG11/31 Grade A	Funding requested to provide transport costs, equipment, publications and stationery etc. to develop and deliver drugs education to young people at schools in Aberdeen.	£1,500.00	Full allocation - on condition that the group provide an immediate break down of the costs involved. (this may be delayed due to school holidays) however, funds will not be released until breakdowns are given.	£1,500.00		
<b>Total amount requested</b>		<b>£10,100.00</b>		<b>Total amount recommended</b>	<b>£9,800.00</b>	
<b>Balance c/f after Round 2</b>		<b>£20,418.07</b>		<b>Balance</b>	<b>£10,618.07</b>	

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## ABERDEEN CITY COUNCIL

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COMMITTEE	Finance & Resources
DATE	6 December 2011
DIRECTOR	Gordon McIntosh
TITLE OF REPORT	Connections to Combined Heat and Power District Heating Network
REPORT NUMBER:	EP&I/11/313

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### 1. PURPOSE OF REPORT

The purpose of this report is:

- to seek authorisation for the connection of three Council owned properties to the extended CHP district heating network - Constitution Court sheltered housing, Hanover Street Community Centre, and, the Town House
- to inform Committee of other connections to the extended district heating network.

### 2. RECOMMENDATIONS

It is recommended that Committee:

- Agree to enter into Installation Agreements with Aberdeen Heat & Power covering the capital costs and specifications of three new connections at Constitution Court sheltered housing, Hanover Street Community Centre, and, the Town House.
- Agree to enter into a Heat Supply and Maintenance Agreement for each of these three properties covering the running costs.
- Agree to the standard Agreements between the Council and Aberdeen Heat & Power being used in respect of these three new connections.

### 3. FINANCIAL IMPLICATIONS

As reported to the Finance & Resources Committee of 2 December 2010, the Scottish Government grant is covering 100% of the cost of extending the district heating network, which is the capital intensive part of the system. The only cost to the Council will be for the connections to the extended heat network as follows:

- Constitution Court sheltered housing: connection cost £10,000, to be covered out of the current year's Housing Capital Programme
- Hanover Street Community Centre: connection cost and upgrade of internal heating system £20,000 to be covered out of the Central Energy Efficiency Fund (CEEF)
- Town House: connection cost and changes to the connection between the old and new boilerhouses work to ensure they work effectively £34,000, to be covered out of CEEF.

These costs for Hanover Community Centre and Town House meet the criteria for use of CEEF funding as savings on the heating costs fully cover the capital outlay in less than five years.

#### 4. SERVICE & COMMUNITY IMPACT

The report supports the “Vibrant, Dynamic & Forward Looking” Policy Statement for Aberdeen, the Corporate Strategy, the Corporate Plan and the Community Plan. The development of CHP schemes, and the support that the Council gives to AH&P, demonstrates the ongoing commitment to sustainable development, improving homes, raising environmental standards, improving access to affordable energy, and tackling fuel poverty.

#### 5. OTHER IMPLICATIONS

Installing CHP district heating schemes reduces the City’s carbon emissions, and tackles fuel poverty.

CHP reduces fuel costs in public buildings which frees up resources that can be redirected into other areas by the Council.

#### 6. REPORT

##### **Combined Heat and Power in Aberdeen – Background**

To date 14 multi storey blocks and 8 public buildings are being provided with space and water heating from the three combined heat and power (CHP) district heating schemes at Stockethill, Hazlehead and Seaton. At present work is on-going to link a further 8 multis storey blocks into the Seaton CHP scheme with completion due mid 2012. These projects have achieved the objectives of:

- Fuel poverty proofing “hard to heat” flats, ensuring the occupants can afford to heat them adequately, and that these flats reach the Scottish Housing Quality Standard in terms of energy efficiency
- Reducing energy related costs in 7 Council owned public buildings (Hazlehead Academy, Hazlehead Swimming Pool, Hazlehead Sports Pavilion, Beach Ballroom, Beach Leisure Centre, Linx Ice Rink and Aulton Sports Pavilion) plus Aberdeen Sports Village
- Reducing CO2 emissions by around 45% across all the properties linked to the CHP district heating systems

AH&P was set up by the Council in 2002 to develop and manage CHP schemes, in particular schemes linked to clusters of multi-storey blocks. AH&P is a not-for-profit company limited by guarantee. It has a board of unpaid Directors and an external CHP consultant who carries out design, procurement and project management. A Framework Agreement is in place between the Council and AH&P and, before each development begins, project specific agreements are drawn up detailing what is to be developed, capital costs, heat charges and maintenance arrangements. The underlying principles of all the CHP schemes developed by AH&P to provide heating to Council owned properties are that:

- AH&P’s procurement is in line with the public procurement policy

- Ownership of all parts of the heating system within Council owned flats or common areas of flatted properties reverts to the ownership of the Council upon installation
- The CHP plant is located on land owned by the Council and all mains distribution pipes run through Council owned land, and that the Council will grant AH&P a license for the long-term use of such land
- Surplus operating profits made by AH&P will be used to offset the capital costs of linking more Council owned multi-storey blocks into CHP schemes in the future.

Aberdeen is a leader in the field of CHP district heating in Scotland. We have a sound reputation for delivering projects and hence have been able to secure external capital funding for CHP schemes. Without such external funding the capital cost of CHP schemes would have been unaffordable.

### **Extension of the Seaton CHP district heating network**

At the Finance & Resources Committee of 2 December 2010 Committee agreed to accept a £1 million grant from the Scottish Government to cover 100% of the cost of extending the CHP district heating network in the City. Aberdeen Heat & Power are currently undertaking this work and during 2012 the heat network will be completed from the Beach Ballroom to the Town House.

Sufficient generating capacity exists at the Seaton CHP station to meet the heat demand from these three additional properties. Some additional back up boiler capacity will be required but that can be provided at no cost by re-using the redundant gas boilers at the Beach Leisure Centre. The heating previously supplied by these boilers was replaced when the building was linked into the Seaton CHP district heating system. Leasing these boilers to Aberdeen Heat & Power at a peppercorn rent for the next 10 years avoids the need for additional capital expenditure on plant.

Committee may also be interested to know that the new NHS Health Village at Frederick Street will also be provided with space and water heating from the CHP district heating scheme.

Discussions are also on-going with Satrosphere about them linking into the extended heat network. The Council leases the Old Tramsheds building to Satrosphere and, in accordance with the lease conditions, any improvements to the building are at Satrosphere's expense. The connection cost and upgrade of internal heating system at the Old Tramsheds is estimated to be £22,000. As the benefit of the lower running costs would not accrue to the Council we are unable to offer Satrosphere the use of CEEF funding. Advice is, however, being provided to them about loan schemes they could access from the Carbon Trust and the Energy Saving Trust with the loan repayments being made out of savings on their heating bills.

## 7. REPORT AUTHOR DETAILS

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## ABERDEEN CITY COUNCIL

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COMMITTEE	Finance and Resources
DATE	6 December 2011
DIRECTOR	Gordon McIntosh
TITLE OF REPORT	Strategic Transport Fund
REPORT NUMBER:	EPI/11/337

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### 1. PURPOSE OF REPORT

This report advises Members of emerging Supplementary Guidance to the Aberdeen City and Shire Structure Plan which proposes a mechanism for securing developer contributions to a Strategic Transport Fund which will enable the delivery of major strategic transport infrastructure and services required to support the growth of Aberdeen City and Aberdeenshire.

### 2. RECOMMENDATION(S)

It is recommended that Members:

- a) approve the proposed mechanism for the Strategic Transport Fund, as detailed in the draft Supplementary Guidance entitled 'Delivering Identified Projects through a Strategic Transport Fund', subject to the approval of this guidance by the Strategic Development Planning Authority at its meeting on 15 December 2011; and
- b) instruct the appropriate officers to report back to the January 2012 meeting of the Enterprise Planning and Infrastructure Committee on the decision of the Strategic Development Planning Authority in December 2011.

### 3. FINANCIAL IMPLICATIONS

The contents of this report refer to a proposed mechanism for securing developer contributions for the delivery of a package of strategic transport interventions required to support sustainable growth in the North East in the coming years. The approach is explained in the attached draft Supplementary Guidance (SG) and would place no additional burden on the Council as it would become an integral part of the development management process. The funding to be generated

from this SG would be held and administered by NESTRANS, the Regional Transport Partnership, and used by them to develop and deliver the package of strategic transport infrastructure and services identified. At this stage, this is a planned, long term initiative where the cost of these infrastructure and services has been distributed proportionately to new developments proposed in a specific area of the region. As such, it is anticipated that developer contributions will match the pace of delivery of new development and will be sufficient to meet the cost of the strategic transport interventions, including development and design costs. Therefore it is anticipated that there is very little financial risk to the Council.

The funds generated for the Strategic Transport Fund will not be able to be used for any other purpose than the delivery of those measures identified in the Cumulative Impact Assessment, or any subsequent review undertaken by NESTRANS in consultation with the City Council, Aberdeenshire Council and the Strategic Development Planning Authority.

There are no implications for approved Priority Based Budget options.

#### 4. OTHER IMPLICATIONS

The draft Supplementary Guidance is currently subject to consultation and is being led by the Strategic Development Planning Authority (SDPA) to support the delivery of the Structure Plan. If approved by the SDPA in December 2011, this will require to be implemented by Aberdeen City and Aberdeenshire Councils as part of the respective Local Development Plans. The Local Development Plans for Aberdeen City and Aberdeenshire both make reference to the proposed approach in their own policies and/or Supplementary Guidance.

#### 5. BACKGROUND/MAIN ISSUES

5.1 Reference is made to the NESTRANS report to their Board of 16<sup>th</sup> February 2011 on the Local Development Plans – Cumulative Impacts, wherein the Board agreed to congratulate the planning teams in both of the Councils for their work on this issue; and approve the recommendations which are as follows:

- note the discussions that have taken place amongst the Working Group;
- support the principles outlined above in relation to mechanisms for developer contributions;
- approve the proposal that Nestrans be the body to manage the fund for delivering strategic infrastructure and manage the processes for prioritisation and delivery;
- note the schemes listed in the appendix to the report; and

- refer this report to the two Councils for approval.

This report and approved recommendations were subsequently referred to the Enterprise Planning and Infrastructure on 15th March 2011 requesting that the Committee support the principles detailed in relation to mechanisms for developer contributions; and approve the proposal that Nestrans be the body to manage the fund for delivering strategic infrastructure and manage the processes for prioritisation and delivery. The Committee resolved:-

- (i) to approve the proposal in principle; and
- (ii) to request officers to submit a further report on the operational impact of the proposal, and seeking final approval of the project, to the Finance and Resources Committee.

A similar report was also considered and approved by Aberdeenshire Council's Infrastructure Services Committee.

- 5.2 Since that time transportation, planning and planning gain officers of Aberdeen City Council, Aberdeenshire Council, NESTRANS and the Strategic Development Plan Authority have worked closely together, and with colleagues in Transport Scotland, to refine this mechanism and prepare a draft Supplementary Guidance document. This group has also consulted with the development industry through the Grampian Housebuilders Committee, Homes for Scotland and a group of surveyors. This has helped to provide a close understanding of the approach proposed and ensures that those affected by the proposed approach are fully aware of the implications for their developments.
- 5.3 At its meeting on 23<sup>rd</sup> September 2011, the SDPA agreed the draft Supplementary Guidance document for consultation. The outcomes of this consultation, which closes on 18 November 2011, are due to be reported to their next meeting on 15<sup>th</sup> December 2011.
- 5.4 Attached at Appendix 1 to this report is the draft Supplementary Planning Guidance which details the need for the SG, how it will be applied to development, and how it will be used to deliver the necessary strategic transport interventions. The key points to note are as follows:
  - Analysis has shown that new development in the north east, proposed through the Structure Plan and emerging Local Development Plans, will have an impact on the region's strategic transport infrastructure and a defined package of transport interventions will be required to mitigate these impacts
  - This defined package is in addition to already committed strategic transport interventions such as the Aberdeen Western Peripheral Route

- All development (subject to criteria set out in the guidance) within both the Aberdeen Housing Market Area AND the Strategic Growth Areas identified in the Structure Plan will require to contribute to this fund – this includes all Aberdeen City Council owned sites that may be subject to future development
- The total estimated cost of the package of strategic transport measures at present day prices is £86.6M
- Contributions have been set at £2,064 per 3-bed house and £62,310 per hectare for Class 3 development with a sliding scale for different sized homes and different classes of business activity in the current year – it is recognised that these will require to be index linked to ensure that sufficient funds are generated in future years to enable implementation as necessary
- The above contributions have been set to create the funds necessary to delivery the required strategic transport initiatives, whilst minimising the impact of development viability
- Contributions will not be upfront – they will be agreed as proportional payments in arrears at specific triggers points as developments build out
- Contributions will go directly to the Strategic Transport Fund which will be managed and administered by NESTRANS for the delivery of the package of agreed measures
- Full and transparent monitoring and reporting of the fund, and review of the package will be routinely undertaken by NESTRANS (4 senior elected Members from Aberdeen City Council form part of the NESTRANS Board)
- The fund cannot be used for any other purpose, nor can it be used to supplement the funding needs of already committed transport projects
- Developers will still be required to mitigate any transport impacts identified from their developments at the local level to ensure that development is acceptable

5.5 Should this guidance be approved by the appropriate bodies, this will complement the suite of similar documents that Aberdeen City and Aberdeenshire Councils as Planning and Roads/Transport Authorities use in the development management process of implementation of our respective local government areas. There will therefore be no additional resource implication for the development management process.



- 5.6 The singular significant benefit of this guidance will be the ability of north east developers and local authorities in the north east to collectively work together to deliver the future strategic transport needs of our region to support continuing sustainable economic growth.

## 6. IMPACT

The contents of this report supports the emerging Local Development Plan and approved Structure Plan which by delivery will support the vision of Aberdeen becoming an even more attractive place to live and in which to do business. The proposed SG will also ensure that this future new development is supported by and contributes proportionately to the delivery of a continuously improving and fit for purpose strategic transport network, serving the needs of residents and businesses alike while complementing the on-going delivery of the Local, Regional and National Transport Strategies.

## 7. BACKGROUND PAPERS

Strategic Development Planning Authority Report – 23 September 2011 – Delivering Identified Projects Through A Strategic Transport Fund

<http://www.aberdeencityandshire-sdpa.gov.uk/nmsruntime/saveasdialog.asp?IID=881&sID=460>

Appendix 1 to above Report - Draft Supplementary Planning Guidance – Delivering Identified Projects Through A Strategic Transport Fund

<http://www.aberdeencityandshire-sdpa.gov.uk/nmsruntime/saveasdialog.asp?IID=882&sID=460>

Appendix 2 – Estimate of Costs for Intervention Areas

<http://www.aberdeencityandshire-sdpa.gov.uk/nmsruntime/saveasdialog.asp?IID=883&sID=460>

Appendix 3 – Summary of Responses to Pre-Consultation Draft Guidance

<http://www.aberdeencityandshire-sdpa.gov.uk/nmsruntime/saveasdialog.asp?IID=862&sID=460>

Enterprise Planning and Infrastructure Committee Report – 15 March 2011 - 8.10 3b Local Development Plans – Cumulative Impacts

<http://councilcommittees/mgConvert2PDF.aspx?ID=1906&T=10>

NESTRANS – Cumulative Impact Assessment

[http://www.nestrans.org.uk/db\\_docs/docs/LDP\\_Cumulative\\_Appraisal\\_Final\\_Report.pdf](http://www.nestrans.org.uk/db_docs/docs/LDP_Cumulative_Appraisal_Final_Report.pdf)

NESTRANS Board Report 16<sup>th</sup> February 2011 – Local Development Plans – Cumulative Impacts

[http://www.nestrans.org.uk/db\\_docs/File/Board%20meeting%2C%2016%20February%202011/3b%20Local%20Development%20Plans%20-%20Cumulative%20Impacts.doc](http://www.nestrans.org.uk/db_docs/File/Board%20meeting%2C%2016%20February%202011/3b%20Local%20Development%20Plans%20-%20Cumulative%20Impacts.doc)

9. REPORT AUTHOR DETAILS

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# **Delivering Identified Projects through a Strategic Transport Fund**

**DRAFT**  
October 2011

This is non-statutory supplementary guidance in support of the Aberdeen City and Shire Structure Plan 2009. On approval of the Strategic Development Plan (anticipated during the first half of 2014), it is intended that it would be re-published as statutory supplementary guidance. Amongst several aims, the structure plan seeks to create sustainable mixed communities and make the most efficient use of the transport network. To help achieve these aims, the structure plan identifies strategic growth areas as the main focus for development and includes several references to the link between the scale of new development proposed, the need to deliver new infrastructure and the requirement for developer contributions. These messages are reflected in the Proposed Local Development Plans (LDPs) in Aberdeen City and Aberdeenshire and supported by Scottish Government Circular 1/2009: Development Planning and 1/2010: Planning Agreements. Further information on the background to the guidance can be found in Appendix 1.

## **1. What is the purpose of this guidance?**

1.1 The Aberdeen City and Aberdeenshire Cumulative Transport Appraisal (CTA) demonstrates that new development across the north-east will have an impact on transport infrastructure and that movements rely on a network of road, rail and public transport with a high degree of interdependency between the two council areas. A package of defined transport projects are identified by the CTA to mitigate the impacts of new development and the purpose of this guidance is to provide a mechanism for securing contributions from development to fund the delivery of this infrastructure. In doing so, this guidance will help deliver the development potential identified in the structure plan and ensure support for sustainable economic growth priorities in Aberdeen City and Aberdeenshire.

1.2 The projects include road and public transport interventions in a variety of locations where the cumulative impact of new housing and employment uses is likely to cause increased congestion. By sharing the financial burden widely across the region, no one development will be liable for the cost of a specific strategic project or delayed by its implementation. By being upfront about the mechanism for making contributions, developers will have greater certainty over strategic transport requirements.

## **2. Why is it being produced?**

2.1 Good transport connections are essential to the economic prosperity of the region and the quality of life of the people who live and work here. The public sector has delivered, or is committed to delivering transport projects amounting to several hundred million pounds, such as the reopening of Laurencekirk Rail Station, Aberdeen Western Peripheral Route, Balmedie to Tipperty dualling, Third Don Crossing and park and ride sites. However, evidence from the CTA has shown that the impact of delivering the development opportunities identified in the LDPs will, over time, erode many of the benefits of these schemes. The CTA identified a number of locations where intervention is needed to mitigate the impact of new development. More detail on the CTA and package of interventions can be found in Appendix 2.

2.2 The structure plan directs development towards three strategic growth areas and makes it clear that the scale of development will bring about a need for new and improved infrastructure. It also expects that in some cases developers on a range of sites in both council areas will contribute to infrastructure where development has

wider effects. Developer contributions proportionate to the scale of new development will now be sought to meet the costs of this infrastructure.

### 3. Who will be expected to contribute?

3.1 The areas covered by this supplementary guidance are the strategic growth areas (SGAs) within the Aberdeen Housing Market Area (AHMA). All housing, business, industrial, retail and commercial leisure developments (subject to criteria) allocated to meet the structure plan allowances within these areas will be expected to make a contribution to strategic transport projects.. However, any appropriate proposal on an unallocated site within the AHMA will be liable to make a contribution.

3.2 Aberdeen and the SGAs nearest the city are highlighted in Figure 1, with specific allocations and intervention areas shown in Appendix 3. Within the local growth and diversification areas, the level of growth is related to local needs and development is unlikely to have an impact on the wider transport network; sites in such areas will not generally be expected to contribute. The requirements for contributions for each type of development are set out in Appendix 4. There may also be instances where a change of use application requires a contribution to the strategic transport fund.

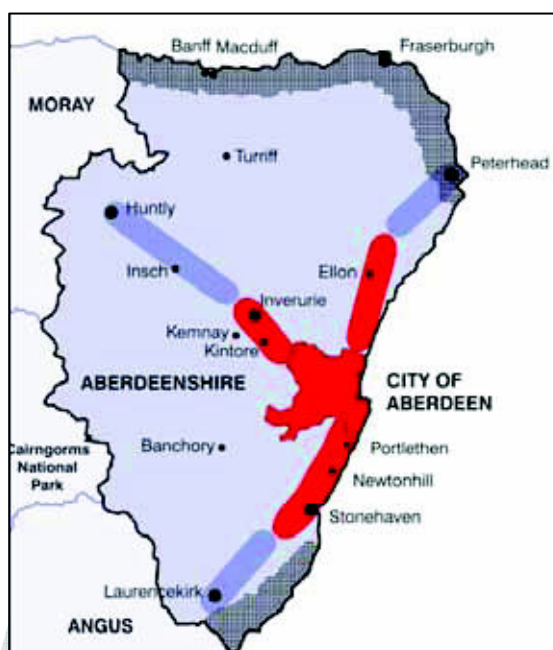


Figure 1: SGAs in the Aberdeen Housing Market Area

### 4. How much will the contributions be?

4.1 The appraisal work undertaken to date has been proportionate and based on the approach outlined within Transport Scotland's Development Planning and Management Transport Appraisal Guidance (DPMTAG). However, the potential interventions have not been fully considered in terms of Scottish Transport Appraisal Guidance (STAG), nor has feasibility or detailed engineering design work been undertaken. The precise details and cost of the projects are therefore not currently known, but must be based on previous experience until this is done. The councils may resolve to secure borrowing to allow up-front funding to develop and deliver some projects; costs associated with such borrowing will have to be repaid as monies accrue.

4.2 The contributions set out in Table 1 are based upon delivering the package of interventions identified in the CTA at an estimated cost of £86.6 million with the scale of development proposed up to 2023. These figures will be revisited at the beginning of each financial year and will take account of the Building Cost Information Service (BCIS) 'All In - Tender Price Index'. Contributions will be adjusted accordingly with immediate effect, but will not fall below the 2011/12 baseline figure. More details on the mechanism and a worked example are provided in Appendix 5.

**Table 1: 2011/12 contribution levels**

RESIDENTIAL			NON-RESIDENTIAL		
unit size	per unit	% weighting	use class	per hectare	% weighting
1 bedroom	£1,239	60%	Class 1	£74,412	120%
2 bedroom	£1,652	80%	Class 3	£62,010	100%
3 bedroom	£2,064	100%	Class 4	£86,814	140%
4 bedroom	£2,477	120%	Class 5	£55,809	90%
5 bedroom+	£2,890	140%	Class 6	£43,407	70%
			Class 7	£55,809	90%
			Class 11	£55,809	90%
<b>Please note:</b> the number of bedrooms will be calculated on the basis that a study or other non-public room could be used for that purpose			<b>Please note:</b> these classes are determined by The Town and Country Planning (Use Classes) (Scotland) Order 1997		

## 5. How and when will contributions be payable?

5.1 A planning obligation or other legal agreement will be used to secure contributions; these will be paid into a dedicated strategic transport fund. Developers will be allowed to defer payment of their contributions until such time as revenue begins to be generated by the site. For residential, first payments will be once 50% of the units applied for are complete and then based on quarterly completions in arrears. Mixed use and employment contribution payment dates can be negotiated with planning gain. Construction on many sites will take several years and in these situations contributions will continue to be linked to the Tender Price Index of construction costs over the duration of the build period.

5.2 On some sites it may be possible for a developer to make 'in kind' contributions to deliver a specific identified intervention; in these limited cases, obligations will be reduced accordingly. Due to the length of time it often takes to deliver strategic transport projects, there will be a requirement to hold contributions for a period of up to 20 years.

## 6. How will contributions be used?

6.1 Nestrans as the Regional Transport Partnership will hold and administer contributions in a strategic transport fund. As contributions are received they will be placed into a ring-fenced account. The monies in this account will only be available for delivering strategic transport projects in the identified locations, including detailed assessment, development and design work. An annual report will be published clearly setting out the balance sheet of the fund and the projects progressed during the year.

6.2 Recommendations about when to deliver each of the interventions will be based on a number of criteria. These include, the order of priority identified in the structure plan, scale and urgency of the problem and anticipated phasing of development. These will be agreed by the Nestrans Board following consultation with the councils, SDPA and Transport Scotland.

6.3 The location and scale of interventions required will only change following a thorough review of the CTA and through the Strategic Development Plan and / or Regional Transport Strategy. More details on the role of Nestrans, prioritisation, monitoring and review of the strategic transport fund can be found in Appendix 6.



## Appendix One: The Background to the Supplementary Guidance

### *Link to the Structure Plan / Local Development Plans / Circular*

The Aberdeen City and Shire Structure Plan was approved in August 2009 and sets the framework for growth by setting targets for the level of new housing and employment land to be allocated across the North East. The structure plan directs development towards 3 strategic growth areas within the North East:

- Aberdeen City
- Huntly to Laurencekirk
- Aberdeen to Peterhead

Paragraph 3.8 of the structure plan highlights that:

*“Development in these areas will bring about a significant need for improvements to the infrastructure, including new primary and secondary schools, improvements to roads and railways, and new water and waste-sustainable mixed communities”.*

Following publication of the structure plan both councils have prepared LDPs to include sites which reflect the development targets, and the aims and objectives, set out in the structure plan. In preparing their LDPs, both councils have taken a new approach to planning and delivering new development by establishing groups known as Future Infrastructure Requirements for Services (FIRS) Groups. These groups helped the councils to investigate the impact of development up-front, assess the capacity of existing infrastructure to accommodate new development, and thereby identify the new infrastructure required to fully mitigate the impact of development. In turn, this has allowed the development industry to be better informed on the infrastructure which will be required to support the delivery of each new development.

The approach taken by the councils reflects the government guidance set out in Circular 1/2010 Planning Agreements (paragraph 18) which states that:

*“Planning agreements must be related in scale and kind to the proposed development. In assessing any contributions planning authorities may take into account the cumulative impact of development over time. The effect of such infrastructure investment may be to confer some wider community benefit but contributions should always be proportionate to the scale of the proposed development.”*

This guidance provides the context for the approach taken by both councils towards infrastructure provision. The CTA takes account of the capacity of the transport network to accommodate new development and provides evidence that a number of transport-related mitigation measures are required but can not be attributed to the impacts of specific developments. On this basis, the SDPA, councils and key partners took a joint decision to find a mechanism for applying the costs of these cumulative items of infrastructure to new development allocated through the structure plan and subsequent LDPs. Fundamentally, this approach seeks to ensure that development in the future does not have a detrimental impact on the transport network.

Given the strategic nature of this work, which relates to both Aberdeen City and Aberdeenshire areas, it is felt that the structure plan provides the most appropriate channel to bring forward the proposed approach to cumulative infrastructure. It is proposed to publish supplementary guidance to the approved structure plan, which would enable both councils to reflect the approach in their emerging supplementary guidance prepared as part of the LDP.

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## Appendix Two: The Cumulative Transport Appraisal (CTA)

Nestrans, in partnership with the Strategic Development Planning Authority, Aberdeen City Council, Aberdeenshire Council and Transport Scotland commissioned a study to carry out a transport appraisal of the impact of development allocated in the emerging LDPs for Aberdeen City and Aberdeenshire. The study used modelling to consider the cumulative strategic transport impacts associated with the scale and distribution of development proposals.

The CTA has enabled, for the first time, a strategic overview of the impact of the proposals being outlined in the LDPs to be taken. The modelling process applies a range of transport infrastructure and planning and development information, along with anticipated changes in demographics and car ownership to calculate and forecast future levels of traffic and travel. The study focussed on the overall strategic and cumulative impacts of all developments on the road network as a whole and predicted the impacts of the full scale of development, as outlined in the emerging LDPs, in the year 2023.

As well as anticipated changes in demographics and car ownership, the appraisal work assumed a number of already committed and proposed transport schemes to also be in place by 2023. These included:

- Strategic rail – improved Edinburgh-Aberdeen, Aberdeen-Inverurie and Aberdeen-Inverness services;
- Laurencekirk rail station and rail service changes (now open);
- Grade separation on the A90 at Findon;
- A956 dual carriageway update (now complete);
- Union Street pedestrianisation and traffic management schemes;
- An A96-to-Aberdeen Airport Link Road;
- A90 Balmedie-Tipperty dualling;
- Aberdeen Western Peripheral Route;
- Proposed new Park & Ride sites and associated bus services;
- Haudagain Roundabout Improvements; and
- The 3rd Don Crossing.

With the scale of development proposed the appraisal showed that the implementation of the full structure plan allowances for housing and employment erodes the benefit achieved through the proposed (and in some cases already completed) transport interventions. Congestion is forecast to increase at some locations beyond current day levels, including locations on the A96, A944, A956 and A90 South.

To mitigate the identified impacts associated with development, a series of potential road and public transport interventions were identified and tested. The appraisal showed that this package of interventions can mitigate the traffic impacts associated with the structure plan and LDPs at strategic locations across Aberdeen and Aberdeenshire and is predicted to bring congestion levels back down to 2010 levels or better at many locations.

This package of high level options, set out in the table below, represents the scope and scale of intervention that may be required to accommodate the LDPs. They aim to mitigate the potential congestion impacts and improve the level of public transport accessibility at new developments.

## Cumulative Infrastructure requirements

<b>Public Transport</b>
New station at Kintore Bus priority measures Bus frequency improvements Additional bus services linking new development sites to city centre and key employment destinations.
<b>Road Network (over and above local road infrastructure requirements)</b>
North Aberdeen Parkway, Persley Bridge & Parkhill junction and capacity improvements
A96 corridor Capacity improvements & upgrade AWPR Kingswells North Junction
A944 Corridor Upgrade A944 junctions and safety / limited capacity improvements on access to A93
A956 / A90 Corridor Junction capacity improvements River Dee Link

It should be noted that the potential interventions identified above have not been fully considered in terms of Scottish Transport Appraisal Guidance (STAG) or subject to detailed engineering design and feasibility and a full appraisal of each location would still be required in order to identify a preferred option. Environmental assessments detailing the potential constraints associated with each intervention have also not been considered through the CTA.

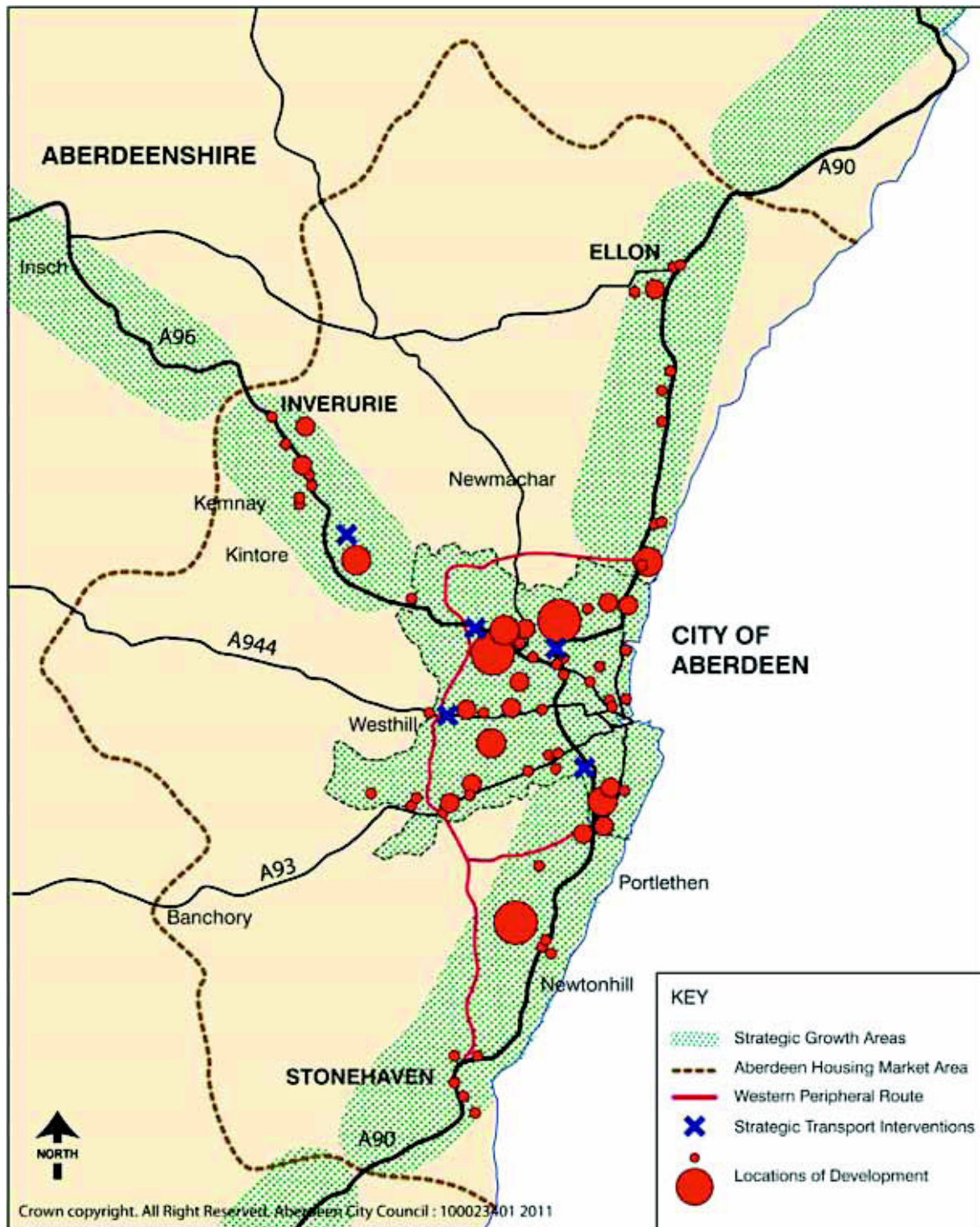
The study does however provide the evidence to enable a more informed view to be taken with regard to the potential cumulative, cross boundary effects of the Aberdeen City and Aberdeenshire Council's LDPs and the likely scale of intervention required to mitigate these impacts. The following conclusions can be made from the work that was undertaken:

1. The scale of development proposed in the structure plan, both the high growth allowance and the medium growth requirement scenarios, will have a significant impact on the transport network of the region, particularly in areas approaching and within the city.
2. There are a number of transport interventions already being delivered or in the pipeline, that have been shown will have a significant benefit on the transport network.
3. However, there will be areas across the network which will still cause major concerns with this scale of development in place.
4. A package of transport interventions has been shown to mitigate these impacts and further work will be required to bring these forward.

The full report of the CTA study can be found at:

[www.nestrans.org.uk/db\\_docs/docs/LDP\\_Cumulative\\_Appraisal\\_Final\\_Report.pdf](http://www.nestrans.org.uk/db_docs/docs/LDP_Cumulative_Appraisal_Final_Report.pdf)

## Appendix Three: Distribution of Development and Intervention Areas



Note: The locations of development are indicative and do not include every site from the LDPs, small sites in particular may not appear on the diagram.

## Appendix Four: The Requirements for Contributions

The requirement for contributions to the Aberdeen City and Aberdeenshire strategic transport fund will apply to housing, business, industrial, retail and commercial leisure developments in the strategic growth areas within the Aberdeen Housing Market Area boundary as set out in the table below.

Within the Local Growth and Diversification areas the level of growth is related to local needs and therefore development is unlikely to have an impact on the strategic transport network. Caveats are however included to capture contributions from any development proposals which are an exception to this rule.

Description of Development	Criteria and / or Threshold
<p><b>Residential (Use Class 9)</b></p> <p>Construction of buildings, structures or erections for use as residential accommodation.</p>	<p>All development proposals on allocated residential and mixed use sites in the Aberdeen City LDP and Aberdeenshire LDP within the Strategic Growth Area and Aberdeen Housing Market Area.</p> <p>All windfall development proposals in the strategic growth areas and Aberdeen Housing Market Area comprising 5 or more dwellings.</p> <p>All windfall development proposals in the Local Growth and Diversification Area and the Aberdeen Housing Market Area comprising 5 or more dwellings where an impact on the strategic transport network has been identified</p>
<p><b>Employment/Commercial (Use Classes 4, 5 and 6)</b></p> <p>Construction of a building, structure or other erection for use for any of the following purposes–</p> <p>(a) as an office;            (b) for research and development of products or processes;            (c) for any industrial process; or            (d) for use for storage or as a distribution centre.</p>	<p>All development proposals on allocated mixed use and employment sites in the Aberdeen City LDP and Aberdeenshire LDP within the Strategic Growth Area and Aberdeen Housing Market Area.</p> <p>All windfall development proposals in the strategic growth areas and Aberdeen Housing Market Area where the gross floorspace of the building exceeds:</p> <p>(a) Class 4: Business 2,500 m<sup>2</sup>            (b) Class 5: General Industrial 5,000 m<sup>2</sup>            (c) Class 6: Storage, Distribution and Warehousing 10,000 m<sup>2</sup></p> <p>All windfall development proposals in the Local Growth and Diversification Area in the Aberdeen Housing Market Area, where the above requirements are met and where an impact on the strategic transport network has been identified.</p>
<p><b>Food and Drink / Hotels / Assembly and Leisure (Use Classes 3, 7 and 11)</b></p> <p>Construction of a building, structure or other erection for use for any of the following purposes–</p> <p>(a) Cinema, Hotels and Conference Facilities            (b) Leisure Facilities – e.g. casinos, bingo or dance halls.            (c) Stadia</p>	<p>All development proposals in the Aberdeen Housing Market Area, both Strategic Growth Area and Local Growth and Diversification Area, where the gross floorspace of the building is or exceeds 1,000m<sup>2</sup> and an impact on the strategic transport network has been identified.</p>
<p><b>Retail (Use Class 1)</b></p> <p>Construction of a building, structure or erections for use for the retail sale of food and/or non food goods</p>	<p>All development proposals in the Aberdeen Housing Market Area, both Strategic Growth Area and Local Growth and Diversification Area, where the gross floorspace of the building is or exceeds 2,500 m<sup>2</sup> and an impact on the strategic transport network has been identified.</p>

Note: Use Classes 2 (Financial, professional and other services), 8 (Residential institutions) and 10 (Non-residential institutions) will not be liable for contributions.



## Appendix Five: The Mechanism and a Worked Example

The mechanism to derive contributions is based upon feedback from both our residential and commercial customers, who believe it fair that contributions be sought from both residential and commercial developments.

The mechanism is based on delivery of 34,650 residential units and 243 ha of employment land in the period up to 2023. For simplicity the methodology works on a split of hectares residential development and hectares employment land:

Residential (ha)	34,650/30 units per ha	1,155 ha
Employment (ha)		243ha

This divides the contributions as follows:

Housing	1,155 ha	82.6%
Employment	243 ha	17.4%
Total	1,398 ha	

The package of strategic interventions will be costed and divided by this split. Currently estimated at £86,600,000 to fund the package of interventions, this would secure average contributions of £2,064 per house unit and £62,010 per hectare for non-residential uses.

Adjustments will be made depending upon the size of house units. A standard house unit is a 3 bed house, and the following adjustments will apply:

Dwelling size	% of average contribution
1 bed unit	60%
2 bed unit	80%
3 bed unit	100%
4 bed unit	120%
5 bed unit	140%

Commercial developments have been calculated using a matrix which takes into consideration trip generation from this land use, land values and the likely split of different uses within the 243 ha. This resulted in a weighting which has been applied to the different Use Classes Order, where the following adjustments will apply:

Use Class	% of per hectare contribution
Class 1 (Retail)	120%
Class 3 (Food and Drink)	100%
Class 4 (Business)	140%
Class 5 (General Industrial)	90%
Class 6 (Storage or Distribution)	70%
Class 7 (Hotels)	90%
Class 11 (Assembly and Leisure)	90%

### Worked example

A development of 100 residential units with 3 ha employment site, within the Aberdeen Housing Market Area and within one of the strategic growth areas.

The 100 units comprise:

10 x 1 bed units @ £1,239 =	£12,390
30 x 2 bed units @ £1,652 =	£49,560
50 x 3 bed units @ £2,064 =	£103,200
10 x 4 bed units @ £2,477 =	£24,770
<b>Total</b>	<b>£189,920</b>

From the commercial sector, using 3 ha of employment land, which comprises:

2 ha of Class 4 use @ £86,814 =	£173,628
1 ha of Class 6 use @ £43,407 =	£43,407
<b>Total</b>	<b>£217,035</b>

Total contributions sought from this example:

Residential	£189,920
Commercial	£217,035
<b>Total</b>	<b>£406,955</b>

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## Appendix Six: The Role of Nestrans and Fund Management

**North East Strategic Transport Fund Executive Group:** This group will be a continuation of the group set up to develop this mechanism for developer contributions to strategic transport infrastructure and include representatives from:

- Nestrans
- Strategic Development Planning Authority
- Aberdeen City Council Planning and Transportation teams
- Aberdeenshire Council Planning and Transportation teams
- Planning Gain for Aberdeen City and Aberdeenshire Councils
- Transport Scotland

The decision making body for this work will be the Nestrans Board which comprises senior councillors from both Aberdeen City and Aberdeenshire Councils. All decisions made at the Nestrans Board would then be referred to the two councils and Transport Scotland for approval as the relevant roads and planning authorities.

Agreement of all recommendations being put forward to the Nestrans Board would be sought at the Executive group first to ensure that a partnership approach is maintained.

**North East Strategic Transport Fund:** Nestrans would hold and manage the strategic transport fund which would be ring-fenced to projects needed to address the cumulative impact of the LDPs and that have been identified through the CTA modelling process.

Contributions would be received into this fund from developers through the agreed developer contributions mechanism that is set out in this supplementary guidance.

### **Prioritisation and delivery**

The areas for intervention, as identified in the CTA, will be prioritised based on priority corridors identified in the structure plan, scale and urgency of the problem and anticipated phasing of development. This process will include appropriate levels of consultation with recommendations agreed by the Nestrans Board and referred to the two councils for approval.

Further development of the strategic infrastructure requirements would be based on the agreed prioritisation and follow Scottish Transport Appraisal Guidance (STAG) methodology to appraise and help identify a preferred option. The commissioning / undertaking of this work will be managed by Nestrans with input from Transport Scotland, but there will likely be requirement to engage consultants and/or the two councils to carry out much of this work.

A STAG appraisal process will identify the problems, set objectives and set out and appraise the range of potential solutions. The results of this work will enable a recommendation to be made on a preferred solution for each identified hotspot. Nestrans would lead on this process in close consultation with the Executive Group, involving all partners, with recommendations on preferred schemes reported to the Nestrans Board and to the two councils and Transport Scotland as roads authorities.

Once decisions have been made on a preferred option each scheme will be required to go through detailed design and costing and the relevant planning and legal

processes. Project teams would be set up to manage the delivery of individual interventions.

### **Annual review and reporting**

The Nestrans Board would be updated on a 6 monthly basis on progress towards developing and delivering strategic transport projects. All reports to the Nestrans Board are publicly available on the Nestrans website and will be made available to all stakeholders.

An annual report would be produced and reported to the Nestrans Board and subsequently referred to the two councils setting out:

- Actions and progress from the previous year;
- A financial report on the funding received into the strategic transport fund, what has been spent and on what;
- Actions and priorities for the coming year based on the prioritisation process and delivery plan.

A five year review will be undertaken which will re-run the CTA using ASAM and include the most up to date information available regarding population, travel to work patterns and development allocations. The priorities will be reviewed and re-assessed on the basis of this analysis to ensure that the priorities and projects remain valid. Any changes to the prioritisation would require to be approved by the Nestrans Board and the two councils.

The outcomes of the CTA work will be incorporated into the review of the Regional Transport Strategy and its subsequent reviews and also into the development and review of the Strategic Development Plan and LDPs, all of which will be subject to appropriate levels of public and stakeholder consultation. Reviews of the supplementary guidance would be tied in with reviews of the Strategic Development Plan. The aim of this is to ensure that the projects that are being taken forward are integrated into the wider strategic aims for the region and part of the overarching strategy for transport in the North East. The STAG process should also ensure that the options that are developed are in line with national, regional and local policy.



## ABERDEEN CITY COUNCIL

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COMMITTEE Finance and Resources

DATE 6<sup>th</sup> December 2011

DIRECTOR Stewart Carruth

TITLE OF REPORT Request for Authority to Tender for Fruit and Vegetables

REPORT NUMBER: CG/11/153

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### 1. PURPOSE OF REPORT

This report seeks the approval of the Committee to conduct a tender exercise for the provision of Fruit and Vegetable supplies to the Council's Education and Social Care establishments.

### 2. RECOMMENDATION(S)

It is recommended that the Committee approve:

- (i) The Central Procurement Unit (CPU) conducting competitive tendering exercises in line with Council Standing Orders, Financial Regulations and EU Legislation for the provision of Fruit and Vegetables.
- (ii) Delegated authority for the Head of Procurement, in conjunction with the Head of Legal & Democratic Services and the Head of Finance to award contracts/ places on frameworks to the highest scoring compliant bidder, on the basis of the most economically advantageous offer, as set out under Standing Order 7 (6) of the Councils' Standing Orders Relating to Contracts and Procurement.

### 3. FINANCIAL IMPLICATIONS

The Council spent approximately £235,000 on Fruit and Vegetable supplies during the 2010/11 financial year. Due to the volatile nature of the market, it is unlikely any marked savings will be made through this tender. However, by using six monthly fixed pricing periods, the Council will be able to ensure predictability of costs which is particularly important for school and care home kitchens.

It is the Council's intention to pursue a collaborative tender in conjunction with Aberdeenshire Council to maximise buying power and improve value for money. A collaborative contract would raise annual

spend to approximately £610,000. The proposed contract duration is for 4 years starting after the summer break in 2012.

#### 4. OTHER IMPLICATIONS

The spend on fruit and vegetables is above the threshold set under the Public Contracts Scotland (2006) Regulations – and so tendering must be undertaken in accordance with these regulations.

There are no EHRIA implications, as any Service delivery to accompany the goods will be delivered as it has previously.

#### 5. BACKGROUND/MAIN ISSUES

This tender process will be run by the CPU in conjunction with all internal stakeholders and Aberdeenshire Council, as a tender for supply throughout the region, split into four lots (City, North, West and South). The tender shall be awarded on the most economically advantageous basis, and shall give consideration to quality of product, service levels, implementation plans and sustainability.

Market analysis has been conducted in the development of the procurement strategy and at least five major suppliers have a stated interest, including suppliers based within or near to the City.

A three year contract shall be awarded with the Council having an option to extend for a further year. Price volatility within the fruit and vegetable market is the key issue in purchasing, and for this reason six monthly price fixes will be agreed, with a facility to exit the contract at six months' notice should both parties fail to agree prices at any point.

#### 6. IMPACT

Given that the fruit and vegetables to be supplied will be consumed by children, citizens in care and employees, there is a clear public interest in this tender.

The following outcomes derived from the SOA are relevant:

**National Outcome 5:** Our children have the best start in life and are ready to succeed.

**Local outcome:** Improve the healthy development of young children and their families, particularly those children most at risk (National Priority for Health Improvement).

**National Outcome 6:** We live longer, healthier lives.

**Local outcome:** Work towards a position where people in Aberdeen experience health that equals or is better than the best in Europe. (Joint Health Improvement Plan & HEAT targets).

**National Outcome 14:** We reduce the local and global environmental impact of our consumption and production.

**Local outcome:** The impact of council activities on the environment is minimised, including a target of being carbon neutral overall by 2020 and a commitment that all new council developments will be carbon neutral. (VD&FL).

7. BACKGROUND PAPERS

N/A

8. REPORT AUTHOR DETAILS

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