

Public Document Pack



To: Councillor Young, Convener; Councillor Allan, Vice-Convener; and Councillors Cameron, Crockett, Dickson, Donnelly, Jackie Dunbar, Graham, Laing, Malone, McCaig, Milne, Noble, Reynolds and Yuill.

Town House,
ABERDEEN, 26 September 2012

FINANCE AND RESOURCES COMMITTEE

The Members of the **FINANCE AND RESOURCES COMMITTEE** are requested to meet in the Council Chamber - Town House on **THURSDAY, 4 OCTOBER 2012 at 2.00 pm.**

JANE G. MACEACHRAN
HEAD OF LEGAL AND DEMOCRATIC SERVICES

B U S I N E S S

DETERMINATION OF EXEMPT BUSINESS

- 1.1 Members are requested to resolve that any exempt business be considered with the press and public excluded.

MINUTES, COMMITTEE BUSINESS STATEMENT AND MOTIONS LIST

- 2.1 Minute of Previous Meeting of 21 June 2012 (Pages 1 - 16)
- 2.2 Minute of Additional Meeting of 17 August 2012 (Pages 17 - 20)
- 2.3 Minute of the Lord Provost Sub Committee (Pages 21 - 24)
- 2.4 Committee Business Statement (Pages 25 - 38)
- 2.5 Motions List (Pages 39 - 40)

REFERRALS

- 3.1 City Events Programme 2013-2014 - referred from the Enterprise, Planning and Infrastructure Committee of 11 September 2012 (Pages 41 - 56)
- 3.2 Review of the National Speed Limit on the C128C Road between its junction with the A944 at Kingswells Roundabout and the existing 40MPH restriction to the north of Cults - referred from the Enterprise, Planning and Infrastructure Committee of 11 September 2012 (Pages 57 - 66)

MOTION

- 4.1 Queen's Diamond Jubilee - Motion by Councillor Martin Greig (Pages 67 - 70)

CORPORATE GOVERNANCE SERVICE ISSUES

- 5.1 *Corporate Governance Improvement Discussion Paper (Pages 71 - 74)
- 5.2 Corporate Governance Service Asset Plan (Pages 75 - 88)

FINANCE

- 6.1 2012-13 Financial Monitoring (Pages 89 - 92)
- 6.2 2012-13 Common Good Budget - Monitoring Report Update (Pages 93 - 96)
- 6.3 2012-13 Revenue Budget Monitoring - to follow
- 6.4 Treasury Management - Mid Year Review (Pages 97 - 102)
- 6.5 Applications for Financial Assistance 2012-13 (Pages 103 - 106)

GENERAL BUSINESS

- 7.1 Chief Officer Voluntary Pay Restraint (Pages 107 - 110)
- 7.2 Setting of Charge Rate for Civil Enforcement of Bus Lanes (Pages 111 - 120)
- 7.3 Accord Card - Citizen Roll Out Update (Pages 121 - 126)

- 7.4 Libraries Network (Pages 127 - 130)
- 7.5 City of Aberdeen Hogmanay Celebrations 2012 - to follow

PROPERTY

- 8.1 Property Asset Management Plan 2012 (Pages 131 - 136)
Would members please note that officers will provide a presentation on the Property Asset Management Plan prior to consideration of the report.
- 8.2 Small Sales Procedures (Pages 137 - 144)
- 8.3 Update on Future of Several Garage Sites (Pages 145 - 148)
- 8.4 Future Use - Miscellaneous Surplus Housing and Environment Properties (Pages 149 - 154)

PROCUREMENT

- 9.1 Request for Approval of Expenditure for Wines, Beers and Spirits Tender - Beach Ballroom (Pages 155 - 156)

ITEMS WHICH THE COMMITTEE MAY WISH TO CONSIDER IN PRIVATE

PROPERTY

- 10.1 Property Sales (Pages 157 - 162)
- 10.2 Satrosphere Limited - 2011-12 Financial Update and Property Issues (Pages 163 - 174)
- 10.3 Appeal of Decision Not to Sell Ground Adjacent to 132 Johnston Gardens North (Pages 175 - 180)
- 10.4 Supplementary Review of Advance Factories (Pages 181 - 192)
- 10.5 Property - Vacant and Surplus Assets October 2012 (Pages 193 - 222)
- 10.6 Ferryhill Engine Shed (Pages 223 - 226)
- 10.7 St Nicholas House - Outcome of Stage 1 Marketing (Pages 227 - 248)

- 10.8 Update on Solar Photovoltaic Panel Installation Contract (Pages 249 - 256)
- 10.9 Newhills Expansion - Initial Consultants Appointment (Pages 257 - 278)

Please note that reports marked with an * have implications for agreed Priority Based Budget (PBB) options.

Website Address: www.aberdeencity.gov.uk

To access the Information Bulletins for this Committee please use the following link:
<http://committees.aberdeencity.gov.uk/ecCatDisplay.aspx?sch=doc&cat=13007&path=13004>

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

FINANCE AND RESOURCES COMMITTEE

ABERDEEN, 21 June, 2012 – minute of meeting of the FINANCE AND RESOURCES COMMITTEE. Present: Councillor Young, Convener; Councillor Allan, Vice Convener; and Councillors Cameron, Cooney (as substitute for Councillor Crockett), Corall (as substitute for Councillor Jackie Dunbar), Dickson, Laing, Malik (as substitute for Councillor Graham), Malone, McCaig, Milne, Noble, Reynolds, Thomson (as substitute for Councillor Donnelly), and Yuill.

Also in attendance: Councillor Stewart (for item 7), and Councillor Greig (for item 8)

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=2280&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 9.1 of the agenda (article 21 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 21 (paragraph 6), article 22 (paragraphs 8 and 10), article 23 (paragraph 8), article 24 (paragraph 8), article 25 (paragraph 6), article 26 (paragraphs 6 and 9), article 27 (paragraphs 6 and 9), article 28 (paragraph 6), article 29 (paragraph 6), article 30 (paragraphs 6 and 9), and article 31 (paragraphs 6 and 9).

SCOTTISH ACCOUNTANCY AWARDS

2. The Convener advised members that the Finance Team had been nominated as the Public Sector Finance Team of the Year at the Scottish Accountancy Awards. The Committee wished the Head of Finance and his team the best of luck for this evening's presentation.

MINUTE OF PREVIOUS MEETING

3. With reference to article 10(i) of the minute of meeting of Council of 4 April, 2012, the Committee had before it the minute of its previous meeting of 15 March, 2012, which had been approved as a correct record at the aforementioned meeting of Council.

The Committee resolved:

to note the minute.

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.

During the course of discussion, Councillor McCaig moved a procedural motion as follows –

that further questions in relation to item 17 of the business statement (City Gardens Project) be permitted.

Further to advice from the Senior Democratic Services Manager, Councillor McCaig withdrew his procedural motion.

The Committee resolved:

- (i) to remove items 1 (Leaking of Report – St Nicholas House), 9 (Review of Business Centres), 14 (SCARF – Cotton Street Site), and 15 (Budget Monitoring) from the business statement;
- (ii) in relation to item 11 (Joint Customer Contact Centre), to request in any report back that the costs involved in implementing 0845 numbers be made explicit; and
- (iii) and 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:

to note the updates as contained within the motions list.

APPOINTMENT OF MEMBERS TO SUB COMMITTEES, GROUPS AND COUNCIL SUPPORTED TRUSTS AND BOARDS (CG/12/056)

6. Reference was made to article 7 of the minute of meeting of the Statutory meeting of Council of 16 May, 2012 at which time Council referred the appointment of members to certain sub committees and working groups to the first meetings of the relevant committees. Accordingly, members had before them on this day, the minute extract from the aforementioned meeting of Council, and the Orders of Reference for the Lord Provost Sub Committee.

The Committee resolved:

to disestablish the Lord Provost Sub Committee.

COMMUNITY CENTRES (ECS/12/029)

7. With reference to article 9 of the minute of meeting of Council of 13 June, 2012, and article 9 of the minute of meeting of the Education, Culture and Sport Committee of 7 June, 2012, the Committee had before it a report by the Acting Director of Education, Culture and Sport of which certain aspects had been referred to this Committee at the aforementioned meeting of the Education, Culture and Sport Committee.

The Committee resolved:

to note that this matter had been dealt with in full at the meeting of Council of 13 June, 2012.

HAZLEHEAD RESIDENTIAL AREA – CONSULTATION ON SALE OR LEASE OF AMENITY AREAS (H&E/12/025)

8. With reference to article 7 of the minute of its meeting of 21 April, 2011, the Committee had before it a report by the Director of Housing and Environment which presented the outcome of a consultation exercise which had been undertaken in relation to the potential lease or sale of amenity areas as individual defensible garden areas to the occupiers of the terraced dwellings in the Hazlehead area, which had arisen from a motion presented by Councillor Stewart at the meeting of Council of 9 April, 2008.

Councillor Stewart joined the meeting to speak to the report, and raised a number of concerns and issues.

The report recommended:

- (a) that the Committee notes the results of the consultation; and
- (b) that no further action be taken, other than to apply the existing policy on the sale of amenity ground for any individual applications from residents.

The Committee resolved:

- (i) to remove this item from the outstanding motions list;
- (ii) to note that the Convener and Councillor Stewart would meet outwith this meeting to discuss ways of taking forward the issues raised during discussion of this item; and
- (iii) to otherwise approve the recommendations as contained within the report.

MOTION BY COUNCILLOR GREIG – COMMEMORATION OF DIAMOND JUBILEE

9. With reference to article 18 of the minute of meeting of Council of 13 June, 2012, the Committee had before it a motion by Councillor Greig as follows:

“That this Council produces a report with recommendations for identifying any possible financial sources and fundraising opportunities in order to

create a permanent commemoration in the city of the Diamond Jubilee and of the Queen's reign".

Councillor Greig joined the meeting and spoke in support of his motion.

The Committee resolved:

to instruct that officers consult with all elected members to ask for suggestions as to how to commemorate the Diamond Jubilee and the Queen's reign, and to report back, in terms of the motion at the next meeting of this Committee on 4 October, 2012.

REVENUE BUDGET – MONITORING REPORT – YEAR END (CG/12/079)

10. With reference to article 13 of the minute of its previous meeting, the Committee had before it a report by the Head of Finance which presented the year end revenue position for the Council.

Members congratulated the Finance team in relation to the 0.4% improvement that had been made in respect of collection of Council tax, taking the collection rate to 93.7%.

The Committee resolved:

- (i) to note the positive year end revenue budget position for the financial year 2011/12;
- (ii) to note the draft statement of accounts for 2011/12 was presented to the meeting of Council of 13 June, 2012 (article 13 refers), prior to being sent, as required by statute, to Audit Scotland before 30 June, 2012; and
- (iii) to note that the audited statement of accounts would be presented to the Audit and Risk Committee, along with the external auditor's report to members in the autumn, and thereafter would be presented to Council.

MATTER OF URGENCY

The Convener intimated that he had directed in terms of Section 50(B)(4)(b) of the Local Government (Scotland) Act 1973 that the following report be considered as a matter of urgency in order that the Committee could consider the financial outturn for the Common Good.

COMMON GOOD BUDGET MONITORING – YEAR END (CG/12/026)

11. With reference to article 15 of the minute of its previous meeting of 15 March, 2012, the Committee had before it a report by the Head of Finance which presented the financial outturn for the Common Good for 2011/12, based on information as at 31 March, 2012. The values were subject to the external audit process.

The Committee congratulated the Head of Finance and his team for being in a position to present this report to Committee in the tight timescales further to the meeting of Council of 13 June, 2012.

The Committee resolved:

to note the positive outturn against budget for the Common Good, and the increased value of the fund, based on the revaluation of assets as at 31 March, 2012.

DECLARATION OF INTEREST

Councillor Milne declared a pecuniary interest in the subject matter of the following article, in relation to the Frederick Street development site, by virtue of his employment with NHS Grampian. Councillor Milne withdrew from the meeting during discussion of this item.

NON HOUSING CAPITAL PROGRAMME – MONITORING REPORT (EPI/12/135)

12. With reference to article 14 of the minute of its previous meeting of 15 March, 2012, 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 and advised as to the ongoing work in relation to future years' programmes.

An amended profile in relation to section 5.6 was circulated at the meeting as follows:

Financial Year	Bucksburn / Newhills (£'000)	Riverbank (£'000)	Total Spend by Year (£'000)
2012 / 13	522	700	1,222
2013 / 14	1,215	900	2,115
2014 / 15	7,638	150	7,788
2015 / 16	2,555	-	2,555
2016 / 17	148	-	148
Totals	12,078	1,750	<u>13,828</u>

The Committee resolved:

- (i) to approve the carry forwards for 2012/13 detailed at appendix A to the report;
- (ii) to note the inclusion of item 793C (Frederick Street multi storey car park) in the capital plan; and
- (iii) to approve the updated three year profile for item 759 (school estate strategy), as circulated at the meeting, which had now been reprofiled to show expenditure for the Newhills/ Bucksburn replacement primary school.

TREASURY MANAGEMENT POLICY AND STRATEGY (CG/12/059)

13. With reference to article 16 of the minute of its previous meeting of 15 March, 2012, the Committee had before it a report by the Head of Finance which provided an update to members on the treasury management activities for 2011/12.

The Committee resolved:

- (i) to note the treasury management activities undertaken in 2011/12 as detailed within the report; and
- (ii) to recommend to Council that it notes the treasury management activities undertaken in 2011/12.

APPLICATIONS FOR FINANCIAL ASSISTANCE (CG/12/064)

14. The Committee had before it a report by the Head of Finance which presented a number of applications for financial assistance.

The Committee resolved:

- (i) to approve funding requests as follows –
 - Donor sessions at Music Hall – Scottish National Blood Transfusion Service – £500
 - Annual Alcoholic Anonymous Convention – Aberdeen and District Gathering Committee – £800
 - European Association of Registrars (EAR) Annual Congress – £500
 - Northern Trophy Day – Dancesport Scotland – £850; and
- (ii) to request that officers suggest to Alcoholics Anonymous that they approach the Drugs and Alcohol Partnership in future years for funding.

DECLARATION OF INTEREST

Councillor Reynolds declared an interest in the subject matter of the following article by virtue of his position as a Trustee of the Grampian Japan Trust. Councillor Reynolds withdrew from the meeting prior to consideration of the report.

GRAMPIAN JAPAN TRUST (ECS/12/035)

15. With reference to article 30 of the minute of its previous meeting of 15 March, 2012, the Committee had before it a report by the Acting Director of Education, Culture and Sport which brought members up to date on discussions between the Council and the Grampian Japan Trust.

The Committee resolved:

- (i) to note the current status of the request;
- (ii) to instruct that a report be presented to the next meeting of this Committee on 4 October, 2012, which should either confirm that the further information

- sought has been provided and the loan made, or that the loan offer has been withdrawn; and
- (iii) to request that officers advise members of the Committee, via email (1) as to the current charitable status of the Grampian Japan Trust; and (2) whether the contents of Thomas Glover House have been disposed of.

DECLARATION OF INTEREST

Councillor Corall declared an interest in the subject matter of the following article due to his position as a member of the Aberdeen City Heritage Trust, and withdrew from the meeting prior to consideration of this item.

ABERDEEN CITY HERITAGE TRUST (EPI/12/133)

16. The Committee had before it a report by the Director of Enterprise, Planning and Infrastructure which suggested that members consider making supplementary funding available from the city's conservation fund, for the use of the Aberdeen City Heritage Trust.

The Committee resolved:

- (i) to instruct that £20,000 be made available to the Aberdeen City Heritage Trust from the conservation fund, to be drawn down as required by the expenditure of funds for grants in the period 1 April, 2012 until 31 March, 2015; and
- (ii) that Aberdeen City Heritage Trust be permitted to use these funds with the agreement of Aberdeen City Council, for the provision of grant assistance for managing protected trees in private ownership and the repair or restoration of property in a conservation area, or a listed building.

REQUEST FOR DONATION OF SURPLUS VEHICLES (EPI/12/141)

17. The Committee had before it a report by the Director of Enterprise, Planning and Infrastructure which advised members that an approach had been made from MedicAid Africa for the donation of a number of surplus vehicles to assist with its charity work in Africa.

The Committee resolved:

to agree to the donation of three suitable surplus LDV pick up trucks to MedicAid Africa.

MEMBERS' LAPTOPS AND PRINTED AGENDAS (CG/12/078)

18. With reference to article 19 of the minute of meeting of Council of 15 December, 2010, the Committee had before it a report by the Director of Corporate Governance which advised that prior to the implementation of PBB option

CG_LDS_09 (to maximise the capabilities of the modern.gov package), a number of Councillors had indicated that they wished to continue to receive paper copies of agendas, rather than receiving agendas electronically.

The Committee resolved:

in the interest of the environment, to agree a budget of £7,500 in order to allow Councillors who so wish to receive paper copies of agendas for committees of which they are members.

FINANCIAL PROTOCOL FOR SURPLUS AND VACANT PROPERTIES (EPI/12/130)

19. The Committee had before it a report by the Director of Enterprise, Planning and Infrastructure which presented a new financial protocol for surplus and vacant properties.

The Committee resolved:

to approve the financial protocol for surplus and vacant properties, and to instruct that it be fully implemented.

NON SCHEME MUNICIPAL HOUSES (H&E/12/042)

20. The Committee had before it a report by the Director of Housing and Environment which advised as to the situation regarding a Council owned property at 60 Rosemount Viaduct, Aberdeen.

The Committee resolved:

- (i) to consider the main issues as detailed within the report regarding the necessary works which require to be undertaken;
- (ii) to approve the sale of the property at 60 Rosemount Viaduct, once repairs are complete; and
- (iii) to instruct that a report be brought back on the feasibility of ring fencing the profit made from the sale for affordable (preferably Council) housing.

REQUEST FOR AUTHORITY TO PROCURE DEBT COLLECTION SERVICES (CG/12/063)

21. The Committee had before it a report by the Director of Corporate Governance which sought approval for officers to conduct a tender exercise for the provision of debt collection services.

The Committee resolved:

- (i) to instruct the Recovery Manager, Revenues and Benefits, in conjunction with the aligned Category Manager, Central Procurement Unit, to conduct a competitive tendering exercise in line with Council Standing Orders, Financial Regulations and European Union Legislation for the provision of Debt Collection Services;

- (ii) to instruct officers to award a contract, following a fully compliant tendering exercise, to the bidder who submits the most advantageous tender in accordance with the award criteria stated in the Invitation to Tender and subject to the satisfactory conclusion of the contractual documentation;
- (iii) that the contract be awarded for 4 years with an option to extend up to a further one year; and
- (iv) to approve the total estimated annual expenditure of approximately £800,000 as indicated in section 3 of the report.

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

DECLARATION OF INTEREST

Councillor Milne declared a pecuniary interest in the subject matter of the following article by virtue of his employment by NHS Grampian. Councillor Milne withdrew from the meeting prior to this matter being considered.

BON ACCORD INDOOR BOWLING CENTRE AND THE BON ACCORD 2000 BOWLING CLUB (ECS/12/018)

22. With reference to article 33 of the minute of meeting of its meeting of 6 December, 2012 and article 20 of the minute of meeting of the Education, Culture and Sport Committee of 7 June, 2012, the Committee had before it a report by the Acting Director of Education, Culture and Sport which provided members with an update position in relation to the Bon Accord Bowling Club. The report had been presented to the aforementioned meeting of the Education, Culture and Sport Committee, at which time members had declared the Skyline restaurant/ Bon Accord Indoor Bowling Club surplus to the requirements of the Service, and referred the matter to this Committee.

The Committee resolved:

- (i) to approve the sale and/or distribution of assets owned by the Council pertaining to the provision of bowling currently in the Centre, in order to offset outstanding and future expenditure relating to the facility, and to instruct officers to expedite this in the most financially advantageous way to the Council, and
- (ii) to write off £10,520.99 of debt relating to backdated insurance charges owed to the Council by the Bon Accord 2000 Bowling Club, pending the winding up of the club.

ART GALLERY REDEVELOPMENT (ECS/12/031)

23. With reference to article 19 of the minute of meeting of the Education, Culture and Sport Committee of 7 June, 2012, the Committee had before it a report

by the Acting Director of Education, Culture and Sport which updated members on progress in relation to the Art Gallery redevelopment. The aforementioned meeting of the Education, Culture and Sport Committee had amongst other things recommended that this Committee instruct the Head of Finance to secure funding for the project through the use of capital financing costs and earmarked reserves as appropriate.

The Committee indicated that they did not think the use of earmarked reserves was the best way of funding this project.

The Committee resolved:

to request that the Head of Finance secure funding through the use of capital financing for expenditure up to a maximum of £560,000.

REQUEST FOR AUTHORITY TO PROCURE AN EMPLOYEE COUNSELLING SERVICE AND OCCUPATIONAL HEALTH SERVICE (CG/12/071)

24. The Committee had before it a report by the Director of Corporate Governance which sought approval for officers to conduct a tender exercise for the provision of an employee counselling service and an occupational health service.

The Committee resolved:

- (i) to instruct that competitive tendering exercises for Employee Counselling and Occupational Health Services be undertaken, the latter being undertaken jointly with Aberdeenshire and Moray Councils, in line with the Council's Standing Orders relating to Contracts and Procurement, Financial Regulations and relevant European Union legislation; and
- (ii) to approve the estimated expenditure as follows:
 - Employee Counselling £140,000 over 4 years
 - Occupational Health Services £650,000 over 4 years.

REQUEST FOR AUTHORITY TO PROCURE MANAGEMENT TRAINING (CG/12/072)

25. The Committee had before it a report by the Director of Corporate Governance which sought approval for officers to conduct a tender exercise for the provision of a management training programme.

The Committee resolved:

- (i) to instruct that the Employee Development Team Leader, in conjunction with the aligned Category Manager, Central Procurement Unit, conduct a competitive tendering exercise in line with Council Standing Orders, Financial Regulations and European Union legislation for the further provision of a management training programme;
- (ii) to award of the contract, following a fully compliant tendering exercise, to the bidder which submits the most economically advantageous tender in accordance with the award criteria stated in the Invitation to Tender and subject to the satisfactory conclusion of the contractual documentation; and
- (iii) to approve the estimated expenditure as detailed in the report.

REVIEW OF PROPERTY ACCOUNT MISCELLANEOUS GROUND LEASES (EPI/12/132)

26. 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 presented information pertaining to the miscellaneous ground leases held within the property account investment portfolio.

The Committee resolved:

- (i) for reasons outlined within the report, to instruct that the property account retains ownership of the miscellaneous ground leases held within the property account investment portfolio, with a view to maximising rental income and premium receipts for the property account; and
- (ii) to request that officers provide a briefing note to members, by way of email, explaining the reasons for the differing yield percentages, particularly in relation to the sites at St Ninian's Place, Seaton (Nursery School) and Fairview Street, Danestone.

DECLARATION OF INTEREST

Councillor Milne declared a pecuniary interest in the subject matter of the following article by virtue of his employment by NHS Grampian and withdrew from the meeting during discussion of this item.

VACANT AND SURPLUS ASSETS (EPI/12/137)

27. With reference to article 31 of the minute of the previous meeting of this Committee of 15 March, 2012, the Committee had before it a report by the Director of Enterprise, Planning and Infrastructure which provided members with an update on activities in relation to properties which had been declared surplus to the Council's requirements or were currently vacant awaiting a decision on future use.

The Committee resolved:

- (i) to note the position in relation to all the vacant and surplus assets, as identified in appendices A, B and C of the report;
- (ii) to note (1) that following circulation of the Pittodrie Community Centre to internal services and external partners, the Social Care and Wellbeing Service had noted an interest in the property and that this is being taken forward in accordance with the Surplus Property Procedure; (2) further to this, that title investigations identified that the land on which the property had been constructed lies on the Housing Revenue Account (HRA) and, as such, a request was being made to the next Housing and Environment Committee to declare the site surplus to the HRA; and (3) that at the Corporate Asset Group of 25 April, 2012 the group agreed to the transfer of the property to the Social Care and Wellbeing Service;
- (iii) to note (1) that at the date of preparing this report, the Education Culture and Sport Service was submitting a report to the Service committee to declare

- the Hillylands Centre surplus to requirements; if approved, the property would be circulated to establish if there is any interest from other Services or public sector partners; and (2) if no interest is forthcoming to agree to instruct the Head of Asset Management and Operations to formally market the property;
- (iv) to note that due to complexities in finalising legal agreements between all parties the marketing campaign for the Pinewood/ Hazledene sites would now be advanced in June, 2012, with an intention of reporting the outcome to the October meeting;
- (v) to note that formal closing dates for offers have been set for St Nicholas House, Broad Street and the former Causeywayend School, with the intention of reporting on both properties after the summer recess;
- (vi) (1) to declare the two former janitors lodges at Stockethill Crescent, which were currently vacant, surplus to the requirements of the property account; and (2) to note that their future use/ disposal would now be taken forward in accordance with the surplus property procedure with a future report to committee when appropriate;
- (vii) to note the concluded sales for the following properties since the Finance and Resources Committee on 15 March, 2012:
- Frederick Street (General Services Account – £3,500,000)
 - Shop Portfolio (General Services Account – £1,050,000)
 - 5 Affleck Place (Housing Revenue Account – £89,000)
 - Pylon Site, Kingswells ((General Services Account - £90,000)
- (viii) to note the concluded leases of the following properties held on the tenanted non residential portfolio since the Finance and Resources Committee on 15 March, 2012:
- Office 3, Aberdeen Business Centre (£5,400 per annum)
 - Office 10, Aberdeen Business Centre (£4,800 per annum)
 - Workshop 2, Granitehill Enterprise Centre (£1,700 per annum)
 - 57 Howe Moss Avenue, Dyce (£10,500 per annum)
 - 21 Scotstown Road (£29,000 per annum)
 - Units 6,7 and 8 Kirkton Avenue, Dyce (£57,500 per annum).

DECLARATION OF INTEREST

Councillor Milne declared a pecuniary interest in the subject matter of the following article by virtue of his employment by NHS Grampian and withdrew from the meeting during discussion of this item.

COTTON STREET SITE – REQUEST TO PURCHASE (EPI/12/131)

28. Reference was made to article 35 of the minute of meeting of this Committee of 21 April, 2011 at which time the Committee (1) considered a request by SCARF (Save Cash and Reduce Fuel) to purchase a site on Cotton Street; and (2) resolved

that the offer of purchase be reconsidered in one year. The Committee had before it on this day a report by the Director of Enterprise, Planning and Infrastructure as per the instruction at the aforementioned meeting.

The Committee resolved:

to decline SCARF's proposal to acquire the site which it presently leases.

BELMONT STREET PROPERTY (EPI/12/139)

29. The Committee had before it a report by the Director of Enterprise, Planning and Infrastructure which presented information pertaining to a property lease at Belmont Street, Aberdeen.

The Committee resolved:

- (i) to approve a rental reduction of £8,000 per annum for the remainder of the lease term;
- (ii) to approve the lease holder's request that the lease of the property at Belmont Street be legally renounced on 31 January, 2013 by the tenant giving no less than six months prior written notice, but on condition that before the Council formally conclude the lease renunciation, the lease holder settle any outstanding dilapidation liability and service charges, in terms of the lease; if the lease is renounced at 31 January, 2013, then all legal expenses incurred by the Council shall be reimbursed by the lease holder; and
- (iii) if the break option is exercised, to remit it to 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.

101 GEORGE STREET (EPI/12/140)

30. The Committee had before it a report by the Director of Enterprise, Planning and Infrastructure which presented information pertaining to the Council's lease at 101 George Street.

The Committee resolved:

- (i) to approve, in principle, Home Start Aberdeen's request to sub lease 101 George Street;
- (ii) to instruct the Head of Asset Management and Operations to provisionally agree terms and conditions of a sub lease with Home Start Aberdeen; and
- (iii) to instruct the Head of Legal and Democratic Services to formally conclude the sub lease on terms and conditions as are necessary to protect the Council's interests.

LAND ACQUISITION – MILL OF DYCE (EPI/12/136)

31. With reference to article 43 of the minute of meeting of the Resources Management Committee of 25 November, 2003, the Committee had before it a report by the Director of Enterprise, Planning and Infrastructure which advised members of a long running property dispute at the Mill of Dyce, and presented an officer recommendation as to the way forward.

The Committee resolved:

to instruct the Head of Legal and Democratic Services to conclude the purchase of the property on the basis of the terms outlined within the report.

MATTER OF URGENCY

The Convener intimated that he had directed in terms of Section 50(B)(4)(b) of the Local Government (Scotland) Act 1973 that the following report be considered as a matter of urgency in order that the Committee could consider the issues in a timely manner.

LOIRSTON DEVELOPMENT SITES (EPI/12/138)

32. With reference to article 49 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 advised members of progress in relation to the two areas of land at Bobby Calder Park and Lochinch Farm, Cove.

The report recommended:

- (a) in relation to the Development Agreement with Hermiston Securities Limited (HSL) that –
- (1) the Committee authorise the Head of Legal and Democratic Services to conclude the Development Agreement with HSL, on the terms noted within the report; in particular the Committee notes that further committee approval will not be required for any future sales of the land within the agreement as long as they are demonstrated as being at market value; the parties must also act in the ‘partnership’s’ mutual economic interest;
 - (2) the Committee authorise the Director for Enterprise Planning and Infrastructure to nominate three officers to form part of the Project Team;
 - (3) in the event that recommendation (6) below is approved, the Committee further approves that an area of circa 4.5 acres at Calder Park (as identified in the plans), or such other ground as may become available at Calder Park, and is returned to the Council is included in the Development Agreement with Hermiston Securities Limited (HSL).
- (b) in relation to the requests from Cove Rangers FC Limited (CRFCL) that the Committee –

- (4) authorises the Head of Asset Management and Operations to grant Landlord's Consent for the revised development proposals on the site;
- (5) authorises the Head of Asset Management and Operations to grant Landlord's Consent to the partial assignation of part of the leased area to Aberdeen Football Club PLC (AFC) (this is shown in the assignation plan in the appendix);
- (6) approves that an area of circa 4.5 acres or thereby is surrendered from the lease with CRFCL and returned to the Council;
- (7) authorises that Landlord's Consent is granted to extend the longstop date for the completion of the community facilities at Calder Park to 1 August, 2013; and
- (8) in considering the request from CRFCL to partially assign the lease, and in doing so passing the delivery responsibilities of the community benefits package to AFC, instruct the Head of Asset Management and Operations to agree a market rent with CRFCL for the land they will occupy.

Councillor Noble, seconded by Councillor Malone, moved:
that the report's recommendations be approved.

The Convener, seconded by the Vice Convener, moved as an amendment:

- (A) in relation to the Development Agreement with Hermiston Securities Limited (HSL) -
 - a) to authorise the Head of Legal and Democratic Services to conclude the Development Agreement with HSL, on the terms noted within this report; in particular the Committee notes that further committee approval will not be required for any future sales of the land within the agreement as long as they are demonstrated as being at market value; the parties must also act in the 'partnerships' mutual economic interest;
 - b) to authorise the Director for Enterprise Planning and Infrastructure to nominate 3 officers to form part of the Project Team;
- (B) in relation to the requests from Cove Rangers FC Limited (CRFCL) -
 - c) to instruct the Head of Asset Management and Operations to issue a refusal of Landlord's Consent for the revised development proposals on the site;
 - d) to instruct the Head of Asset Management and Operations to issue a refusal of Landlord's Consent to the partial assignation of part of the leased area to Aberdeen Football Club PLC (AFC) (this is shown in the assignation plan in the appendix);
 - e) to note that an area of circa 4.5 acres or thereby will not be surrendered from the lease with CRFCL and returned to the Council;

- f) to refuse Landlord's Consent to extend the longstop date of 1 September, 2012 for the completion of the community facilities at Calder Park;
- g) to instruct the Head of Legal and Democratic Services, if necessary, to take all steps to initiate irritancy proceedings in relation to the lease between the Council and CRFCL at Bobby Calder Park; and
- h) to instruct officers to undertake a strategic review of the Council landholdings at Bobby Calder Park, giving consideration to the 'Leisure Asset and Pitch Strategy Audit' currently being undertaken, the masterplanning of adjoining sites and other development opportunities with a report being brought back to a future meeting of this Committee on the outcome of these investigations in due course.

On a division, there voted: for the motion (7) – Councillors Cameron, Corall, Dickson, Malone, McCaig, Noble and Yuill; for the amendment (8) – the Convener; the Vice Convener; and Councillors Cooney, Laing, Malik, Milne, Reynolds and Thomson.

The Committee resolved:

to approve the successful amendment.

In terms of Standing Order 36(3), Councillor Noble intimated he would like this matter to be referred to full Council in order for a final decision to be taken. Councillor Noble was supported by Councillors Cameron, Corall, Dickson, Malone, McCaig and Yuill.

- COUNCILLOR WILLIE YOUNG, Convener.

FINANCE AND RESOURCES COMMITTEE

ABERDEEN, 17 August 2012 - minute of meeting of the FINANCE AND RESOURCES COMMITTEE. Present: Councillor Young, Convener; Councillor Allan, Vice Convener; and Councillors Cameron, Dickson, Donnelly, Jackie Dunbar, Grant (as substitute for Councillor Reynolds), Greig (as substitute for Councillor Yuill), Ironside CBE (as substitute for Councillor Crockett), Laing, Malone, McCaig, Milne, Jean Morrison MBE (as substitute for Councillor Graham) and Noble.

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

<http://committees.aberdeencity.gov.uk/ieListDocuments.aspx?CId=146&MI d=2668&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 items 4.1 and 5.1 of the agenda (articles 5 and 6 of this minute) so as to avoid disclosure of information of the class described in the following paragraphs of Schedule 7(A) to the Act: article 5 (paragraphs 6 and 9), and article 6 (paragraph 6).

DECLARATION OF INTEREST

Councillor Milne declared an interest in the following item of business by virtue of the involvement of his employer, NHS Grampian, in one of the projects contained within the Tax Incremental Financing (TIF) Business Case. As his retirement was imminent, he did not consider it necessary to withdraw from the meeting.

ABERDEEN TAX INCREMENTAL FINANCING (TIF) BUSINESS CASE (EPI/12/176)

2. With reference to article 6 of the minute of the meeting of Council of 25 January 2012, the Committee had before it a report by the Director of Enterprise, Planning and Infrastructure which advised members of the current position with regard to the Tax Incremental Financing (TIF) Business Case, produced with the aim of securing investment in five city centre regeneration projects.

The report recommended:-

that the Committee scrutinise and debate the TIF Business Case, which was appended to the report, and refer it to full Council on 22 August 2012 for determination.

FINANCE AND RESOURCES COMMITTEE

17 August 2012

Members asked extensive questions of officers in relation to the documents before them. Council officers, as well as representatives of PricewaterhouseCoopers, responded to the matters raised.

The Committee resolved:-

to approve the recommendation.

POSSIBLE PROPOSAL FOR TEMPORARY CAFÉ AT UNION TERRACE GARDENS (EPI/12/154)

3. The Committee had before it a report by the Director of Enterprise, Planning and Infrastructure which advised members of an unsolicited approach for a temporary lease or license to operate a café business from a proposed temporary structure to be housed in one of the existing arches in Union Terrace Gardens, under Union Terrace.

The report recommended:-

that the Committee instruct officers to advertise the availability of a lease for a temporary café at Union Terrace Gardens which would satisfy all regulatory requirements.

The Committee resolved:-

to approve the recommendation.

CHIEF OFFICER VOLUNTARY PAY RESTRAINT (OCE/12/017)

4. With reference to article 4 of the minute of its meeting 10 December 2009, the Committee had before it a report by the Chief Executive which (a) indicated the saving which was achieved by the authority's Chief Officers voluntarily declining to accept the nationally agreed pay award of 2.5% in respect of the financial year 2010/11; and (b) advised that, as the agreed period of non-payment was for twelve months, the pay for all Chief Officers (other than the Chief Executive) should have reverted to the nationally agreed pay-spine as of 1 April 2011.

The report recommended:-

that the Committee -

- (a) note that approximately £67,000 of savings were generated by virtue of the Council's Chief Officers voluntarily agreeing not to accept a national pay award during the financial year 2010/2011;
- (b) note that Chief Officer pay should have been normalised with effect from 1/4/2011 and that steps were being taken to rectify this position;

FINANCE AND RESOURCES COMMITTEE

17 August 2012

- (c) note that the salary for the post of Director of Education, Culture and Sport would be £109,827, i.e. the rate for the job; and
- (d) note that the impact of normalising the pay grades would be met within existing budgets with minor virements as appropriate.

The Committee resolved:-

to defer consideration of the report to the next meeting of the Committee on 4 October 2012.

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

PROPERTY SALES (EPI/12/149)

5. The Committee had before it a report by the Director of Enterprise, Planning and Infrastructure which advised members on the marketing of two properties surplus to the requirements of the Council.

The report recommended:-

that the Committee -

- (a) accept the highest offer submitted by Aberdein Considine, on behalf of their clients, for the former Cairnfield Community Centre, Balgownie Drive; and
- (b) accept the offer submitted by Raeburn Christie Clark and Wallace, on behalf of Grampian and Langstane Housing Associations for the former Causewayend School, Causewayend.

The Committee heard from Mr Mike Duncan, General Manager Asset Management, who advised that the highest offer submitted for the former Cairnfield Community Centre, Balgownie Drive, had been withdrawn. On this basis, officers now recommended that the offer submitted by Seaton Community Enterprise Limited/Grant Smith Law Practice be accepted.

The Committee resolved:-

- (i) to accept the offer from Seaton Community Enterprise Limited/Grant Smith Law Practice for the former Cairnfield Community Centre; and
- (ii) to approve recommendation (b) as contained in the report.

FINANCE AND RESOURCES COMMITTEE

17 August 2012

**NORTH EAST SCOTLAND PENSION FUND - ABERDEEN CITY COUNCIL
GUARANTEES**

6. The Committee had before it a report by the Director of Corporate Governance which provided members with details of the guarantee requirements of organisations seeking membership of the North East Scotland Pension Fund, and sought approval to act as guarantor for the unfunded liabilities of Drugs Action.

The report recommended:-

that the Committee -

- (a) agree to act as guarantor for Drugs Action;
- (b) note the existing commitment of the Council to act as guarantor for Aberdeen Performing Arts, Aberdeen Sports Village and Sport Aberdeen; and
- (c) note that further externalisation of service by the Council would require that it act as guarantor for the outsourced body.

The Committee resolved:-

- (i) to act as guarantor for Drugs Action up to a value of £147,000; and
- (ii) to approve recommendations (b) and (c).

- **COUNCILLOR WILLIE YOUNG, Convener.**

LORD PROVOST SUB-COMMITTEE

ABERDEEN, 26 April 2012 – Minute of Meeting of the LORD PROVOST SUB-COMMITTEE. Present:- Lord Provost Stephen Chairperson; Councillors Cooney and Wisely.

Officers in attendance:- Beverley Graham, Alasdair Ross, Office of the 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 Cormie, the Depute Provost.

MINUTE OF PREVIOUS MEETING

2. The Sub-Committee had before it the minute of the previous meeting of 2 February 2012.

The Sub-Committee resolved:-

to approve the minute as a correct record.

CIVIC HOSPITALITY REQUESTS

3. (A) Financial Reports

The Sub-Committee had before it a financial report pertaining to the Civic Receptions budget for 2012/13 and 2013/14 and the Lord Provost Gift Fund for 2012/13 as at 18 April 2012.

The Lord Provost highlighted that should all of the applications be approved today, a budget of just under £30,000 would remain for the remainder of the financial year for the Civic Reception budget 2012/13. The Lord Provost emphasised however that between now and the end of the financial year, the numbers of attendees at various events would be reduced due to people pulling out etc. As a result the budget for the remainder of the year would be sufficient. The Lord Provost finally reminded the Sub-Committee that the budget for civic hospitality had been reduced two years ago.

The Sub-Committee resolved:-

to note the information provided.

(B) Civic Hospitality Criteria

The Sub-Committee had before it for information, a copy of the current civic hospitality criteria.

The Sub-Committee resolved:-

to note the information provided.

(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 Lord Provost noted that two applications had been received from the Grampian Police Long Service and Good Conduct Awards for the financial year 2012/13. Alasdair Ross explained that the second event was to be held at the end of March 2013, and this was why it was included in this year's budget.

The Sub-Committee resolved:-

to approve the following applications as follows:-

Occasion	Venue	Hospitality to be Granted
City of Aberdeen Highland Championships	Music Hall	Tea/Coffee and sandwiches for 25.
Grampian Police Long Service and Good Conduct Awards	Beach Ballroom	Venue Hire Only
Arts Coalition Aberdeen	Beach Ballroom	Venue Hire Only
Scouts Scottish Awards Celebration of Achievement	Beach Ballroom	Soft Drinks and Sandwiches for 400.
Cameroon Olympic Team	Town and County Hall	Wine/Juice and Finger Buffet for 100.
Scottish Youth Theatre Summer Festival	St Nicholas Room	Soft Drinks and Finger Buffet for 40.
City of Aberdeen Bowling Tournament	Westburn Park Lounge	Wine/Juice and High Tea for 100.
Aurora International Folk Dance and Music Festival	Town and County Hall	Strawberry Cream Tea for 50.
Celtic Games	Northern Lights Suite - Beach Ballroom	Soft Drinks and Finger Buffet for 180.
Society of Core Analysts	AECC	Wine/Juice and Canapés for 200.
Doors Open Day	Town and County Hall	Wine/Juice and Finger Buffet for 100.
International Conference on Mechanics of Solids and Structures	St Nicholas Room	Wine/Juice and Finger Buffet for 50.
Aberdeen In Bloom Garden Competition	Town and County Hall	Wine/Juice and Finger Buffet for 120.
European Optical Society Annual Scientific Meeting	AECC	Wine/Juice and Canapés for 500.
Community Councillors	Beach Ballroom	Wine/Juice and Finger Buffet for 300.

Funolympics	Beach Ballroom	Soft Drinks and Finger Buffet and Disco for 120.
Aberdeen Civic Society Awards	Town and County Hall	Wine/Juice on arrival for 100.
Grampian Police Long Service and Good Conduct Awards	Beach Ballroom	Venue Hire Only..
Blood Donor Awards Ceremony	Beach Ballroom	Wine on Arrival, Finger Buffet and Tea/Coffee for 325.

DECLARATION OF INTEREST

The Lord Provost declared an interest in the following article by virtue of his membership at the Aberdeen Indoor Bowling Club. The Lord Provost did not withdraw from the meeting during consideration of the article.

(D) Civic Hospitality Requests 2013/14

The Sub-Committee had before it an application for the provision of civic hospitality for the financial year 2013/14.

The Sub-Committee resolved:-

to approve the following application as follows:-

Occasion	Venue	Hospitality to be Granted
Aberdeen Indoor Bowling Club 50 th Anniversary	Beach Ballroom	Wine/Beer/Juice and Finger Buffet for 350.

VALEDICTORY

4. The Lord Provost alluded to the fact that this was the last meeting of the Sub-Committee prior to the local government elections in May, and thanked all Councillors and officers for their hard work during the 5 year term.

Councillor Wisely and Cooney also noted their appreciation to both officers and to the Lord Provost for his continued hard work during the last 5 years.

DATE OF NEXT MEETING

5. The Sub-Committee noted that the next meeting would be held on Thursday 5 July 2012 at 10.30am.

-Lord Provost Stephen, Chairperson

This page is intentionally left blank

FINANCE AND RESOURCES COMMITTEE

COMMITTEE BUSINESS

4 OCTOBER 2012

Please note that this statement contains a note of every report which has been instructed for submission to this Committee. All other actions which have been instructed by the Committee are not included, as they are deemed to be operational matters after the point of committee decision.

No.	<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.	<p>Finance and Resources Committee 28/01/10 article 2 & 11/03/10 article 31 & 11/05/10 article 34</p> <p>Audit and Risk 29/03/11 article 12</p>	<p><u>CAB – Debt Advice Service</u></p> <p>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.</p> <p><u>Internal Audit - Summary of Audit Findings - Report by Pricewaterhouse Coopers</u></p> <p>The Committee resolved: to instruct officers to report on the following bodies to their relative Service Committee explaining why no Service Level Agreement was currently in place and to instruct the Service to establish a Service Level Agreement within a strict timeframe:</p> <ul style="list-style-type: none"> • Citizens' Advice Bureau. 	<p>A report will be presented when an SLA has been established.</p> <p>Financial Inclusion has recently become the responsibility of the Head of Housing and Community safety. All of the issues around the commissioning of services from partners including the CAB will of necessity be given consideration as part of our considered response to Welfare reform. Our response to welfare reform is a major piece of work and a bulletin update was provided to members at the last F and R meeting. The major issues for the Council will only become clear over the next few weeks and arrangements are being put in place for joint working arrangements with The Department of Work and Pensions to develop an appropriate response. Consideration of the role to be played by partners will be integral to this. Discussions have been held recently with the CAB about an SLA and agreement to the benefits of this</p>	Head of Finance	19/06/12	06/12/12

<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>
			have been agreed. The CAB has shared key financial information with the City Council as to its cost base etc. A sensible SLA can only be developed once the issues around welfare reform are clear. Council will be kept advised on progress.			
2.	Finance and Resources Committee 11/03/10 article 11	<u>Common Good Budget</u> The Committee resolved: to seek a review of Council funding for all trusts in order to assess Best Value.	Review by internal audit is in its final stages and will be presented to the June meeting of the Audit and Risk Committee.	Head of Finance	28/09/10	06/12/12
3.	Finance and Resources Committee 11/03/10 article 20 Finance and Resources Committee 15/03/10 article 18	<u>Applications for Financial Assistance 2009/10 – Grant Application System</u> The Committee resolved: to instruct officers to bring forward a report detailing ways in which the grant application system can be streamlined especially with regard to reporting to Committee. The Committee resolved: (i) to note the progress in moving towards a more streamlined process for financial assistance and grant applications; and (ii) to request that a final report be brought back on the process when it is implemented.		Head of Finance	06/12/12	

<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>
4.	Finance and Resources Committee 11/05/10 article 42	<p><u>Station House Media Unit</u></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>It is intended to submit a Report to the Enterprise Planning and Infrastructure Committee on the feasibility of opening this site as a public car park (including charging mechanisms and refurbishment costs). This work is still being progressed</p> <p>Recommended for removal.</p>	Head of Asset Management and Operations		
5.	Finance and Resources Committee 17/06/10 article 19	<p><u>Annual Housing and Council Tax Benefit Report</u></p> <p>The Committee resolved: to instruct that an annual report be submitted to this Committee in June each year, which should detail the previous financial year's Housing and Council Tax Benefit Service.</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	04/10/12	06/12/12
6.	Finance and Resources 28/09/10 article 24	<p><u>Access from the North Proposals (Third River Don Crossing) - Compulsory Purchase Order</u></p> <p>The Committee resolved: to note that officers would provide regular updates to Committee in relation to progress with land acquisition against budget.</p>		Head of Asset Management and Operations	As and when required	

<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>
7.	Finance and Resources 28/09/10 article 25	<u>Property Asset Management Plan</u> 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 this Committee.	The final TNRP Reviews (including Common Good Farms) will be on reported to the next Committee meeting.	Head of Asset Management and Operations	04/10/12	06/12/12
8.	Finance and Resources 01/02/11 article 32 & Budget Meeting of Council 10/02/11 article 2.	<u>Accord Card – Citizen Roll Out</u> The Committee resolved: to instruct that a progress report be submitted to this Committee every second cycle.	A progress report is on the agenda.	Head of Customer Service and Performance	04/10/12	04/10/12
9.	Finance and Resources 01/02/11 article 39 Finance and Resources 29/09/11 article 8	<u>Joint Customer Contact Centre</u> The Committee resolved: to instruct that the joint project team report back to this Committee on 16 June, 2011 with a recommendation as to whether to proceed with the development of the Joint Customer Contact Centre. 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	A report was included in the information bulletin at the meeting of 16/06/11. <u>Joint Customer Contact Centre</u> Grampian Police have advised that they have prepared an internal report to be considered in October 2012 recommending that the project be closed given the decision to form a single Scottish police force. If this is approved no further updates / reports will be provided. 0845 Numbers Having consulted the Ofcom website the following should be noted:	Head of Customer Service and Performance	16/06/11	06/12/12

<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>
	Finance and Resources 21/06/12 article 3	included in this report. The Committee resolved: in relation to item 11 (Joint Customer Contact Centre), to request in any report back that the costs involved in implementing 0845 numbers be made explicit.	"Subject to the results of the consultation, Ofcom intends to make a final decision on the new rules by early 2013." Following analysis of Ofcom's decision in 2013 a further update will be provided to committee. In the interim both 0845's and 01224's will continue to be advertised, as previously agreed, for services offered by Customer Service and Performance to enable customers to choose how they wish to access services.			
10.	Finance and Resources 21/04/11 article 4	3Rs Project The Committee resolved: to instruct that progress reports on the 3Rs Project be brought back to appropriate meetings of this Committee.		Head of Asset Management and Operations	As and when required	
11.	Finance and Resources 21/04/11 article 30	Review of Advance Factories 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.	A report is on the agenda.	Head of Asset Management and Operations	19/06/12	04/10/12

<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>ensures that ACC is not placed in a position whereby it is exposed to any additional risks, other than the risks highlighted in the attached business case.</p> <p>(v) to require the Finance and Resources Committee to scrutinise the terms of and approve the final TIF Agreement before it is signed by all relevant parties.</p>				
14.	Housing and Environment 24/01/12 article 13	<p><u>Affordable Housing Delivery</u></p> <p>The Committee resolved: to request that officers report to the appropriate committee in due course to advise as to whether there is any evidence to suggest that reducing the Council Tax discount on long term empty properties provides an incentive to owners to bring their empty properties back into use.</p>	<p>A report will be issued on the outcome of consultation with Scottish Government.</p>	Head of Finance/ Revenues and Benefits Manager	06/12/12	06/12/12
15.	Housing and Environment 24/01/12 article 23	<p><u>Trade Waste Charges Review – sensitive information</u></p> <p>The Committee resolved: to request that the Head of Legal and Democratic Services investigate how reports such as this be dealt with in future, in order to protect the Council's position.</p>	<p>An oral update will be provided by the Head of Legal and Democratic Services.</p>	Head of Legal and Democratic Services	16/06/12	04/10/12 – oral report

<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	Council 04/04/12 article 24	<u>Alternative Delivery Model</u> Council resolved: to instruct the Director of Corporate Governance to consult with the relevant Trades Unions and the wider workforce seeking their views on the future direction of the service, and report back to the Finance and Resources Committee with options for how future years' savings can be achieved in the absence of the ADM project.	A report is on the on the agenda.	Director of Corporate Governance	04/10/12	
17	Finance and Resources 15/03/12 article 19	<u>Youth Activities Small Grants Fund</u> The Committee resolved: to instruct that a further report be submitted in order that members can consider whether the power to award this funding should transfer exclusively to the Youth Council.	Update: The Youth Council has not yet met to consider this issue. A report will be prepared to the next suitable committee after the Youth Council has had the opportunity to fully consider the implications of this proposal.	Head of Communities, Culture and Sport	04/10/12	06/12/12
18	Finance and Resources 15/03/12 article 29	<u>Satrosphere Limited</u> The Committee resolved: to instruct that an update on Satrosphere's 2011/12 year end financial position be provided to this committee in six months.	A report is on the agenda.	Head of Communities, Culture and Sport	04/10/12	04/10/12
19	Finance and Resources 15/03/12 article 30	<u>Grampian Japan Trust Loan Request</u> The Committee resolved: (i) to instruct officers to seek further clarification on the Grampian Japan Trust as per paragraph 5.4 of the report;		Director of Education, Culture and Sport	04/10/12	06/12/12

<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>Finance and Resources 21/06/12 article 14</p>	<p>(ii) subject to the above, to approve a secured loan for a period of 12 months of up to £15,000 to Grampian Japan Trust subject to (1) the Head of Legal and Democratic Services being satisfied that the Council has adequate security over the property known as Thomas Glover House; and (2) the Head of Finance being satisfied that there is no financial risk to the Council, and evidence of proper financial stewardship of the Trust; and (iii) to instruct the Director of Education, Culture and Sport to report back to this Committee providing details of the final outcome of the above.</p> <p>The Committee resolved: to instruct that a report be presented to the next meeting of this Committee of 4 October, 2012, which should either confirm that the further information sought has been provided and the loan made, or that the loan offer has been withdrawn.</p>				

<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>
20.	Finance and Resources 15/03/12 article 34	<p><u>Review of Common Good Misc. Properties (Garages in Hilton/Footdee)</u></p> <p>The Committee resolved: to instruct officers to report back to a future meeting of this committee on the management options, costs, etc. in relation to the garage sites located within Hilton and Footdee.</p>	A report is on the agenda.	Head of Asset Management and Operations	04/10/12	04/10/12
21.	Finance and Resources 15/03/12 article 36	<p><u>Review of Commercial Office Properties</u></p> <p>The Committee resolved:</p> <p>(ii) to instruct the Head of Asset Management and Operations to undertake an appraisal on 11/13 and 15/17 Belmont Street, reporting back to this Committee in due course; and</p> <p>(iii) to instruct the Head of Asset Management and Operations to review and report on possible options for the future of 1 Queens Gardens, prior to the current lease expiring in April, 2014.</p>	In relation to item (ii) a report will be reported within two cycles; and item (iii) will be reported during the course of 2013.	Head of Asset Management and Operations	06/12/12	
22.	Finance and Resources 15/03/12 article 38	<p><u>Jessiefield Farm</u></p> <p>The Committee resolved:</p> <p>(i) to instruct the Head of Asset Management and Operations to enter into provisional negotiations with the tenant for the partial renunciation by agreement of the area of land</p>	As at the end of August, the parties are still in provisional negotiation. It is anticipated that this matter can be reported to the next Committee meeting.	Head of Asset Management and Operations	04/10/12	06/12/12

<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>required, and ensure that any compensation payable, in terms of the Agricultural Acts, is paid to the tenant, by Equiworld Club Limited;</p> <p>(ii) to instruct the Head of Asset Management and Operations to enter into provisional negotiations with Equiworld Club Limited in relation to the granting of a new limited duration tenancy lease for an initial period of fifty years of the area of land, in order to facilitate the building of an equestrian centre; and</p> <p>(iii) to instruct the Head of Asset Management and Operations to report back to an appropriate future meeting of this Committee on the provisionally agreed Heads of Terms for (i), and (ii) above.</p>				
23	Finance and Resources 15/03/12 article 42	<p><u>Queen's Links Leisure Park</u></p> <p>The Committee resolved: to instruct the Head of Asset Management and Operations to provisionally negotiate an appropriate grassum payment to be paid by the tenant/ developer, in return for the Council's consent to amend the terms of the ground lease in this way, and to report to a future meeting of this Committee for potential approval of those provisional negotiations.</p>	As at the end of August, the parties are still in provisional negotiation. It is anticipated that this matter can be reported to the next Committee meeting.	Head of Asset Management and Operations	04/10/12	06/12/12

<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>
24.	Finance and Resources 15/03/12 article 43	<u>Ferryhill Engine Shed</u> The Committee resolved: to instruct officers to report back on progress in 6 months.	A report is on the agenda.	Head of Asset Management and Operations	04/10/12	04/10/12
25.	Council 09/02/12 article 5	<u>Non Housing Capital Programme 2012/13 - 2014/15 Budgets</u> The Council instructed officers to bring a report to a suitable meeting of Council on the alternative funding sources identified within the report with a full options appraisal of each stream, noting that it was likely that such an appraisal would also look at a combination of these sources as funding mechanisms going forward.	A report is on the agenda.	Head of Finance	04/10/12	04/10/12
26.	Finance and Resources 2/06/12 article 19	<u>Non Scheme Municipal Houses (60 Rosemount Viaduct)</u> The Committee resolved: to instruct that a report be brought back on the feasibility of ring fencing the profit made from the sale for affordable (preferably Council) housing.	Update: This property is held on the Housing Revenue Account, which is a ring fenced account relating to the Council's social housing stock. Currently, investment decisions around the provision of affordable housing are made as part of the annual financial planning process where the HRA 30 year business plan is reviewed. This process is carried out via the Housing and Environment Committee, and ultimately the Council at the February Budget Meeting. A separate budget line could be created in the HRA to hold the proceeds of this sale as "ring fenced".	Director of Housing and Environment	06/12/12	

<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>
27.	Finance and Resources 21/04/11 article 25 Corporate Policy and Performance Committee 14/06/12 article 4	<u>External Support to Deliver the Business Plan</u> The Committee resolved: to instruct that a report be brought back to the Corporate Policy and Performance Committee (or the Urgent Business Committee if during recess) to deal with any securing of external support that may be required to assist with the delivery of service options relating to external delivery. Updates to be provided by the Director as and when required. At its meeting of 14 June, the Corporate Policy and Performance Committee recommended that this item be transferred to the Finance and Resources Committee.	However, given that the sum raised would be very small in relative terms, this would not really be very useful. It is recommended that the existing budget process as described above is continued. Recommended for removal.	Directors as appropriate	As and when required	
28.	Council 22/08/12	<u>Loirston Development Sites</u> Council resolved amongst other things, to instruct officers to undertake a strategic review of the Council's landholdings at Bobby Calder Park, giving consideration to:- <ul style="list-style-type: none"> • the 'Leisure Asset and Pitch Strategy Audit' • the masterplanning of adjoining 		Asset Management and Operations	February 2013	

<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>sites</p> <ul style="list-style-type: none"> • the outcome of further discussions with CRFCL (see (h)) • other development opportunities in the area including the possibility to establish regional sports facilities with a report being brought back to the meeting of the Finance and Resources Committee in February 2013. 				

FINANCE AND RESOURCES COMMITTEE

MOTIONS LIST

4 OCTOBER 2012

Please note that this statement tracks all Notices of Motion submitted by members, until the point of disposal. The motion will remain on the statement until the Committee has agreed to remove it.

<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.	“That this Council produces a report with recommendations for identifying any possible financial sources and fundraising opportunities in order to create a permanent commemoration in the city of the Diamond Jubilee and of the Queen’s reign”.	13 June, 2012	The Finance and Resources Committee of 21/06/12 resolved: to instruct that officers consult with all elected members to ask for suggestions as to how to commemorate the Diamond Jubilee and the Queen’s reign, and to report back, in terms of the motion at the next meeting of this Committee of 4 October, 2012.	A report is on the agenda.	Head of Office of Chief Executive	04/10/12	No

This page is intentionally left blank

DRAFT

ENTERPRISE, PLANNING AND INFRASTRUCTURE COMMITTEE

11 September 2012

CITY EVENTS PROGRAMME 2013-2014 – EPI/12/146

16. The Committee had before it for consideration a report by the Director of Enterprise, Planning and Infrastructure which sought approval of the 2013-2014 City Events programme and associated budgets which were outlined in appendices 1 and 2 of the report.

The report recommended:-

that the Committee –

- (a) note the content of this report;
- (b) approve the proposed City Events programme for 2013-2014;
- (c) approve the proposed budget to deliver the programme for 2013-2014;
- (d) refer the report to the Finance and Resources Committee to consider the request for monies from the Common Good Fund.

The Committee resolved:-

- (i) to approve the recommendations;
- (ii) that officers report back to the Committee in early 2013 providing information in relation to the Festive Communities Grant, specifically identifying the benefits of the grant, outlining previous and present uptake figures and geographical spread, and advising what the grant monies had been spent on previously; and
- (iii) that officers review the arrangements for the Santa Parade and Christmas Lights Switch-on event, specifically with an option that they be held jointly, and report back to the Committee in early 2013 in this regard.

This page is intentionally left blank

ABERDEEN CITY COUNCIL

COMMITTEE	Enterprise Planning & Infrastructure
DATE	11th September 2012
DIRECTOR	Gordon McIntosh
TITLE OF REPORT	City Events Programme 2013 - 2014
REPORT NUMBER:	EPI/12/146

1. PURPOSE OF REPORT

To seek approval for the 2013 - 2014 City Events programme and associated budget as outlined in Appendices 1 and 2.

2. RECOMMENDATION(S)

1. That members note the content of this report.
2. That members approve the proposed City Events programme for 2013 - 2014.
3. That members approve the proposed budget to deliver the programme for 2013 - 2014.
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 £468,000 were secured from the E P & I revenue budget and the Common Good Fund to deliver a dynamic but compact programme of City Events for Aberdeen in 2012 – 2013 (see Appendix 1 for details of the proposed events, Appendix 2 for a budget breakdown and Appendix 3 for an indication of the main costs items). This report outlines the proposed financial implications in maintaining the programme at current levels, the introduction of a one off event in 2013-2014 and to take into account additional expenditure that requires to be met from the introduction of new legislation that impacts on the delivery of events in the city applicable from 1 April 2012.

It should be noted that there are significant budgetary pressures placed on all the individual event budgets due to rising costs associated with traffic management, Temporary Traffic Restriction Orders (TTRO), Licensing and installation of essential events infrastructure.

Similarly the costs associated with the provision of stewarding, security, medical and welfare also continue to rise annually but are a necessary

requirement to meet our obligations under Health and Safety legislation.

Appendix 3 details the breakdown of expenditure for each event currently delivered by City Events.

4. OTHER IMPLICATIONS

Staffing

Officers in the City Events team possess specialist knowledge and skills that are needed to meet the standards expected within current Health and Safety legislation and public sector guidance, as laid out in “The Event Safety Guide – A Guide to Health, Safety and Welfare at Music and Similar Events” (commonly known as “The Purple Guide”). There is therefore no direct correlation between the number of qualified staff and the number of events that can be organised by the events team. The current staff compliment represents the minimum number of qualified staff needed for a single large event and the proposed programme of work represents the maximum number of events capable of being delivered by this team.

The current team consists of 3 skilled Events Officers (1 x Senior Events Officer and 2 x Events Officers). All these officers have lead responsibilities to deliver specific events and activities within the programme and there is no capacity within current staffing levels for officers to double up should there be one or more officers unable to carry out their duties due to long term absence or illness. Should this number decrease at any significant period of time new staff would need to be recruited or, alternatively, current and additional events would require to be removed to ensure safe delivery. The team is therefore, inevitably, focused on event delivery and has no capacity to plan for the future legacy of the city events programme or its future development. Likewise, there is insufficient capacity to facilitate knowledge transfer between officers or explore opportunities to secure other income streams that would support the future growth of the events programme.

It should also be noted the Senior Events Officer will retire from the Council on 31 March 2013 and that a suitable replacement will need to be found. The next six months will therefore be a time of transition, with increased pressure on existing officers until the newly appointed Senior Events Officer becomes familiar with the role and responsibilities of this position and the current programme of events.

The current Senior Events Officer will also be on a reduced working week from October, as part of the phased retirement scheme, so this will also impact on the ability of other officer's to deliver and develop current and future programmes. Accordingly, to support the City Events Team during this time, it is proposed that one agency staff member with relevant event experience will be appointed for 10 hours

per week to assist through the phased retirement period. The work to be undertaken would relate to both office based duties and event delivery in evenings and at weekends. Costs will be met within existing E, P & I budgets.

Support for twinning and existing civic projects would continue to be core activities, with these planned to be more closely aligned to the events programme, or provide additional input to other promotional events that are being planned by external organisations or individuals.

City Twinning

There is an ambition for activities associated with Aberdeen City Council's Twinning portfolio to become more closely aligned with the work of the City Events Team and to investigate the opportunities of joint working during major events.

The twinning function will benefit from being included in the City Events Team and existing working relationships with our external twinning partners will be strengthened. This will also be mutually beneficial in future years when resources and budgets are challenged. The Twinning budget is wholly funded by the Common Good Fund and is not used to support the development of any joint working between city events and twinning. However, future support for events could be identified where these events have an international dimension.

5. BACKGROUND/MAIN ISSUES

During the development of the Enterprise, Planning & Infrastructure Service Five Year Priority Based Business Plan, it was determined that the City Events Team would face a reduction in its revenue budget in the coming years. This report outlines the proposed programme of events the City Events Team is tasked with delivering on behalf of Aberdeen City Council in 2013 – 2014. It also identifies the associated budgets that ensure events are delivered within our legal responsibilities under Health and Safety legislation.

The City Events Team have for many years provided internal and external advice and support to event organisers to ensure that safe, secure and enjoyable events are delivered in the city for the local residents, surrounding population and those visiting the city for business or leisure purposes. There is ongoing pressure on the team to identify and develop new events in terms of developing the city's offering as well continuing to meet priorities within the existing events programme as a result partnerships with external partners are crucial going forward.

The City Events Team work closely with a number of City agencies including the Aberdeen City and Shire Hotels Association and Aberdeen BID to ensure that events that are held in Aberdeen support

local business and offer exciting activities to support the weekend leisure break market. These events also aim to attract local residents and national and overseas visitors which in turn benefit local traders within the city.

The events detailed in the City Events programme contribute to the Common Good of the city, are inclusive, maintain and develop the city's continued Civic Pride and showcase Aberdeen's ability to attract and host major cultural and sporting events.

The team continues to maximise income opportunities through the recovery of fees for advice, consultancy and event delivery time that is provided to assist external event organisers who run commercial activities in the city. Income is also derived from the hire of our parks and open spaces. Income from sponsorship has proved to be very difficult to secure, especially in these economic times, particularly since the team has limited staff resources to approach potential sponsors and do not have the required skill set to maximise sponsorship opportunities.

6. IMPACT

Corporate

Aberdeen – the Smarter City

- We will promote Aberdeen as a great place to live, bring up a family, do business and visit.
- We will ensure that Union Street regains its position as the heart of the city and move cultural activity centre-stage through re-invigorated cultural leadership.

Smarter Living (Quality of Life)

- We aspire to be recognised as a City of Culture, a place of excellence for culture and arts by promoting Aberdeen as a cultural centre hosting high quality diverse cultural events for the whole community and beyond.

Smarter Economy (Competitiveness)

- We will work with partners to promote the city as a place to invest, live, work and export from.

Community Plan

- Work with other organisations, agencies and groups, including Visit Scotland and Visit Aberdeen, to encourage tourism and the provision of facilities for tourists.

7. BACKGROUND PAPERS

None.

8. REPORT AUTHOR DETAILS

Bill Farquhar
Senior Events Officer
williamf@aberdeencity.gov.uk
Ext 3575

Appendix 1 - City Events Programme 2013-2014

BP Summer Big Screens

For over 20 years, the Royal Opera House has screened live relays from its building at Covent Garden into the Piazza to the delight of thousands and have now extended the relay to cities around the UK.

Aberdeen has now become a popular venue and gives a unique opportunity to watch world class performances live and direct from The Royal Opera House in the beautiful surroundings of the Duthie Park. Anything up to 5,000 people attend the screening, dependant on the weather conditions.

The Summer Big Screens concept is to:

- Introduce opera and ballet in relaxed surroundings to new audiences
- Give people an opportunity to see the world's best
- To provide free world class entertainment to families who might otherwise not be able to purchase tickets

The partners in the Summer Big Screens 2012 are Aberdeen City Council, Royal Opera House and BP.

The budget covers all infrastructure costs to accommodate the event such as barriers, stewarding, first aid, Scottish Ambulance Service, toilets, waste management, tower lights and chairs.

The 2012/2013 programme delivered two BP Summer Big Screens as this was an Olympic year. For the 2013/2014 programme, we will revert back to one event. There is no proposed change to this budget.

Highland Games

For over 50 years, our Highland Games has been an ever popular and long standing event in the programme. It has developed over the years to become a firm favourite for all the family and is always held on the 3rd Sunday in June. The Games are a multi faceted event that includes traditional highland games, free family activities, trade and charity stalls, Scottish traditional music, funfair, beer tent, armed forces displays, catering. The Games are striving hard to portray a family friendly environment with free activities and others that are low cost to use and participate in.

The budget income is dependant on the weather conditions and attendance can fluctuate from 5,000 up to over 15,000. Inclement weather can result in a low attendance and will have an impact on this budget. A low attendance will impact on the ability of the team to deliver the Games within budget and overall will lead to pressure to deliver the overall City Events programme within the agreed budget.

Expenditure covers infrastructure, family activities, stewarding, medical and welfare, traffic management and publicity. Most of this expenditure is spent on the lead up to the event and therefore there is little scope to reduce costs if the income comes in low.

As these infrastructure costs rise every year, it is proposed to increase the budget by £10,000 to £50,000 in order to allow the development of the Games

and to increase activities that reflect the ethos of a family friendly event. 2014 is the Year of Homecoming and in 2013, the Games would be developed to raise the awareness of Homecoming and to look at activities and marketing that will add value to the Games in the lead up to 2014.

Tartan Day

An established and popular event held in the City Centre on the last Saturday in July. The day kicks off with the Tartan Day Parade led by the massed pipe bands from the Royal Scottish Pipe Band Association and participants from the Aberdeen International Youth Festival, Wallace 700 and various re-enactment groups. Other events in the programme are the Wallace 700 Commemoration Ceremony, Tartan Concert, re-enactment displays and combat demonstrations, special film screenings, Royal Scottish Country Dancing Society, Scottish Culture & Tradition and Scottish music being played in a wide variety of intimate outside venues across the city centre.

Numbers attending this year were disappointing due to very wet weather conditions in the afternoon. Awareness of the event continues to be an issue with poor support from the City Centre retailers and businesses. Discussions will be held with Aberdeen BID to address these issues and to start the engagement with the BID's partners and members at an early stage for the 2013 event.

2014 is the Year of Homecoming. Tartan Day played an important role in the last Homecoming in 2009 with an enhanced Wallace Ceremony featuring Clan Wallace members from all over the world attending the ceremony at the Wallace Statue. There was also a Beating Retreat held on Union Terrace where there were a number ex patriots coming home to Scotland to attend. It is envisaged that the 2013 event will raise the awareness of the 2014 Homecoming with a view to increase the profile of the 2014 Tartan Day.

The budget covers traffic management, pipe bands, actors, entertainers, stewarding, infrastructure and publicity.

There is no proposed change to this budget.

Armed Forces Day

Held on the last Saturday in June, the event celebrates the contribution of our veteran and serving armed forces personnel and gives an opportunity for residents of and visitors to the City to show their support and thanks.

The event takes the form of a parade down Aberdeen's premier street consisting of veteran associations and individuals, serving personnel, cadets from all three of our armed forces and vintage military vehicles. Led by over 8 pipe bands, the parade generates great pride and emotion and attracts over 10,000 people. This is a very popular event in our programme.

The budget covers traffic management, stewarding, first aid, pipe bands, transport and promotion. There is not sufficient funding from ACC to deliver this event, however, there is an MOD annual grant applied for and successfully awarded to the Council. The grant for 2012/13 was £6k. The MOD has indicated that this funding is being reduced year on year and will finally be withdrawn. Our original funding from the MOD stood at £10k. The

grant reduction has already impacted on the event with the withdrawal of funds for refreshments for parade participants at the Bridge of Don Barracks. Any further reduction from the MOD will again impact on the event and more elements of the parade will be cut. The application process for funding from the MOD begins at the end of this year and at present, the MOD will not indicate what level of funding may be awarded. There is no proposed change to this budget.

Fireworks Night

An annual event always held on 5 November and attracting well over 15,000 spectators. Venue for the past 8 years has been Aberdeen Beach. A 20 minute display, accompanied by music, set up and delivered by a professional, licensed and competent fireworks company.

Budget covers provision and firing of fireworks, traffic management, medical and welfare, emergency planning, stewarding, park and ride, entertainment and publicity.

The 2012/2013 budget has been increased to reflect the costs associated with delivering the event within a safe environment and robust emergency planning procedures. There is no proposed change to this budget.

Christmas Lights Switch On

A very popular and firm family favourite in our events programme attracting well over 20,000 people. A carnival themed parade led by a pipe band, the Lord Provost and his special helper will travel down Union Street switching on each light as it passes underneath.

Budget covers traffic management, stewarding, entertainers, hire of costumes, infrastructure, confetti canons and publicity.

There is no proposed change to this budget.

Santa Parade

A joint delivery in partnership with Trinity Shopping Centre, this event welcomes the arrival of Father Christmas on his sleigh and being pulled up Union Street by his real reindeer. On average, 3,000 people attend.

ACC contribution covers traffic management and extra stewarding.

There is no proposed change to this budget.

Nativity Scene

A traditional nativity scene c/w with appropriate music set up in the heart of the city centre within the grounds of the St Nicholas Kirk and an opportunity for visitors to enjoy the true message of Christmas.

The budget covers the delivery, set up, dismantle and uplift of the shed and nativity figures. Although it is difficult to deduce the numbers visiting the scene over the period it is open, the team receive many positive and glowing comments from the public and specially on the traditional message that this event symbolises.

There is no proposed change to this budget.

Christmas Tree Switch On

The people of the city of Stavanger, one of Aberdeen's twin cities, very generously gift the city a Christmas tree from Norway, sited on the Castlegate

facing up Union Street. A switch on ceremony takes place to bless the tree featuring members of the Regional Ecumenical Team, the Salvation Army, Lord Provost of the City of Aberdeen and Mayor of the City of Stavanger. Budget covers installation, dressing and dismantle of tree, transport costs and publicity.

There is no proposed change to this budget.

Carol Concerts

A very popular and free event that has grown from delivering one concert to two. Over 1000 attend the David Welch Winter Gardens to enjoy and sing along to all their favourite carols. Mince pies and mulled wine help the audience to enjoy the convivial atmosphere that the Winter Gardens offer.

Friends of the Duthie Park is an organisation set up last year to further promote, nurture and protect the Duthie Park as one of Aberdeen's jewels in the crown. The Friends supported the 2011 carol Concerts in terms of staff resources and stewarding. City Events will continue to work with the Friends as we see this as a valuable asset in the support of the delivery of events in the park.

There is no proposed change to this budget.

Festive Community Grants

City Events administer and manage the Festive Community Grant Fund. This budget allows for groups, communities and organisations to apply for up to £500 to help support any festive activity or event that they are organising. The grant can help with staff costs, venue hire, refreshments (no alcohol), publicity and promotion, presents and entertainment. The fund is very popular and in 2011 over 80 applications were received from various groups across the city. All were successful in being awarded grant funding. If demand did exceed the total grant funding, we would ensure that all applicants received some funding albeit not to the sums requested.

There is no proposed change to this budget.

Festive Weekend Entertainment

Over the years, the Team has delivered a programme of festive entertainment within the City Centre over the 3 weekends in the lead up to Christmas. A budget reduction from £30,000 to £10,000 in 2010 - 2011 meant that the programme was not sustainable over the 3 weekends. It was therefore decided to concentrate our resources over 1 weekend. Last year's weekend entertainment was delivered with a high labour resource from the City Events team. This was felt not to be a good return on this activity and it was agreed to use this budget to support other event activities in the festive season that added value to the overall experience of the Winter Festival. Talks are presently being held with various partner agencies and organisations to progress possible ideas and activities that can be supported.

There is no proposed change to this budget.

Galas

City Events administer and manage the Galas budget. This budget allows for groups and organisations that arrange and deliver a gala/fun day in their community to receive grant funding to support associated costs in delivery of

their event. The grant can support towards infrastructure costs, entertainment and publicity. This is a small budget and there is increasing pressure year on year to accommodate all requests from existing and new communities due to the increase in costs of service delivery. It is therefore proposed to increase the budget from £6,000 to £10,000 to meet the demand for support from communities.

Summer/Winter Promotions

A budget of £30000 is set aside for the promotion of our Summer and Winter Festivals. This includes advertising in various local publications such as Beach Ballroom what's on, Raring2Go, Scottish Field, Explore Scotland, Aberdeen Journals and the Leopard Magazine. We have also used radio media for specific events such as our Fireworks Display and publicised the Winter Festival on a First Aberdeen bus and panels on Aberdeen to Perth, Dundee and Inverness trains. We also produce and distribute posters, leaflets and fliers for various events and in particular publish and distribute 10,000 Winter Festival brochures across the City. The brochure will also target audiences that live within 1 hour travel time to the City.

There is no proposed change to this budget.

Equipment

City Events have equipment that is used to assist in the delivery of events. The budget covers upkeep, maintenance and replacement. Our equipment ranges from a PA Caravan, Stage Unit and a portable PA unit to generators, tables, chairs, steward vests and instant shelters. Although it only shows a budget of £10000, there is a larger expenditure to cover the maintenance and purchase of equipment including PPE. This expenditure is offset through income generated by hire costs for our parks and open spaces.

There is no proposed change to this budget.

Events Training

A small budget of £4000 allows City Events staff to maintain/increase their knowledge and experience in the event industry. Staff have in the past attended various national events seminars, workshops, conferences, and exhibitions. They also keep abreast of new trends and/or legislation in the industry and in particular attend accredited courses at the Cabinet Office's Emergency Planning College in York.

There is no proposed change to this budget.

Income

City Events deliver one event that attracts an entry fee. It is the Highland Games. All other events are free and therefore City Events must look at other streams of income generation to help meet the annual budget targets. A new system of charging for use of our parks and open spaces was introduced for 2012/13. A separate report EPI/12/145 has been submitted to Committee outlining the current arrangements in place to manage city events in parks and open spaces and the current pricing structure in place to manage the bookings. The charges are based on a set of criteria that is measured against the event to determine what daily rate will be charged. There are 3 rates of £250, £500 and £1000.

The monies generated will help to maintain, replace and purchase new equipment and also to reinvest back into our parks and open spaces to make them more attractive and fit for purpose for event hire.

Another stream of income introduced in 2012 is to charge event organisers an hourly rate fee for any member of the City Events Team that is called upon to help/support in the delivery of non ACC events within the city. Over many years, City Events have supported the delivery and success of other events in the city in terms of giving professional guidance and expertise, attending meetings both on and off site, assisting with event and contingency planning and supporting the organiser on event day(s). City Events will still commit to helping these event organisers but will agree the level of free and paid support at the point of contact. At present, City Events fees are based on an hourly rate of £20.

Expenditure not accounted for in budget

Over the years, City Events has managed to absorb any new costs that arise through changes in legislation and/or increase in current charges. These charges have covered Public Entertainment Licence (PEL), Market Operators Licence and Temporary Traffic Restriction Orders (TTRO). It has become increasingly difficult to absorb these charges within existing budgets and our ability and capacity to deliver the 2012/2013 programme.

New legislation has been introduced from 1 April 2012 for the granting of a Public Entertainment Licence (PEL) and this has resulted in more of ACC events having to have a PEL in place. Free events such as Fireworks Night, Tartan Day and Carol Concerts now require a PEL and there is an associated cost applied from ACC Licensing. It is envisaged that this will cost in the region of £2,000 per year and it is proposed that there is a budget allocated for this activity as the income received by ACC Licensing is not transferred to City Events.

New Event for 2013 – 2014 only

The regeneration of the Duthie Park is being carried out over the whole of 2012 and into the early months of 2013. Lottery funding was secured to do the works. Initial discussions have been held with the Duthie Park Manager and the Friends of Duthie Park to look at marking the completion of the refurbishment works with an event in the summer of 2013

A highly successful event was delivered in 2008 to mark the 125th anniversary of the opening of the Duthie Park with stalls, exhibitions and activities for all the family.

The Duthie Park can support an event in terms of staffing and venue but a budget will be required to deliver the infrastructure, entertainment, activities and emergency planning. It is proposed to seek funding of £10,000 from the Common Good Fund.

Summary

As costs rise year on year, City Events must ensure that event delivery is not compromised in terms of safety. At present we do not have the capacity to absorb increases in costs for service delivery that impacts on safety and in particular, stewarding, medical and welfare, traffic management and emergency planning.

The proposed 2013 – 2014 programme and associated budgets reflect the need to meet and maintain the highest standards of event safety.

Appendix 2 – Proposed Budget for City Events Programme 2013-2014

CITY EVENTS	Current Budget Revenue	Current Budget Common Good	Proposed Budget Revenue	Proposed Budget Common Good	Proposed Date(s)
Salaries (1 x G14 , 2 x G12)	£130,000		£130,000		n/a
BP Summer Big Screens	£10,000	£10,000	£10,000		TBC
Highland Games	£40,000		£50,000		16 June
Armed Forces Day		£10,000		£10,000	29 June
Tartan Day & Wallace Celebrations		£28,000		£28,000	27 July
Fireworks Display	£14,000	£14,000	£14,000	£14,000	5 Nov
Christmas Lights Switch On	£25,000		£25,000		24 Nov
Santa Parade	£4,000		£4,000		1 Dec
Nativity Scene		£3,000		£3,000	1 Dec
Weekend Festive Entertainment	£10,000		£10,000		TBC
Christmas Tree	£7,000		£7,000		1 Dec
Carol Concerts	£4,000		£4,000		21 Dec
Festive Community Grants	£25,000	£4,000	£25,000	£4,000	By 31 Dec
Galas		£6,000		£10,000	n/a
Equipment	£10,000		£10,000		n/a
Summer/Winter Promotions	£30,000		£30,000		n/a
Events Training	£4,000		£4,000		
New Event (Duthie Park)	n/a	n/a		£10,000	TBC
Public Entertainment Licence	n/a	n/a	£2,000		n/a
Total	£313,000	£75,000	£325,000	£79,000	

Appendix 3

Event	Budget	Event Infrastructure	Traffic Management and Equipment	Stewarding and Security	Medical and Welfare
Highland Games	40,000	25,480	7,250	5,270	2,000
BP Summer Screens	20,000	7,790	4,500	6,360	1,350
Armed Forces Day	13,000	6,703	3,250	3,047	nil
Tartan Day	28,000	19,820	3,850	4,100	230
Fireworks Night	28,000	10,300	10,000	5,300	2,400
Christmas Lights Switch On	25,000	14,400	6,550	3,800	250
Santa Parade	4,000	20	2,400	1,580	nil
Carol Concerts	4,000	3,050	nil	750	200
Galas	6,000	1940	4,060	nil	nil

DRAFT

ENTERPRISE, PLANNING AND INFRASTRUCTURE COMMITTEE

11 September 2012

REVIEW OF THE NATIONAL SPEED LIMIT ON THE C128C ROAD BETWEEN ITS JUNCTION WITH THE A944 AT KINGSWELLS ROUNDABOUT AND THE EXISTING 40MPH RESTRICTION TO THE NORTH OF CULTS – EPI/12/161

27. The Committee had before it a report by the Director of Enterprise, Planning and Infrastructure which (1) provided information relating to Councillor Boulton's earlier motion regarding the implementation of a 40mph speed limit on the currently derestricted section of the C128C road between its junction with the A944 at Kingswells Roundabout and the existing 40mph restriction to the north of Cults; and (2) outlined the effect that the installation of the Vehicle Activated Signs and the retexturing of the carriageway have made on vehicle speeds, accident numbers and severity on the C128C.

The report recommended:-

that the Committee –

- (a) note the content of this report and the results of the follow up surveys/analysis that have been carried out since the road safety measures were installed last year; and
- (b) agree that no further action should be taken with regard to the implementation of a lower speed limit.

Councillor Cameron, seconded by Councillor Corall moved:-

that the recommendations contained within the report be approved.

Councillor Boulton, seconded by Councillor Yuill moved as an amendment:-

to instruct officers to commence a statutory consultation process to reduce the speed limit on the road to 40mph; and to refer the estimated costs (£5,000) for implementation to the Finance and Resources Committee for consideration.

On a division, there voted:- for the motion (5) – Councillors Cameron, Corall, Cormie, Jaffrey and MacGregor; for the amendment (10) – the Convener, the Vice Convener and Councillors Allan, Boulton, Delaney, Finlayson, Grant, Jean Morrison, Thomson and Yuill.

The Committee resolved:-

to adopt the amendment.

This page is intentionally left blank

ABERDEEN CITY COUNCIL

COMMITTEE	Enterprise, Planning and Infrastructure
DATE	11 September 2012
DIRECTOR	Gordon McIntosh
TITLE OF REPORT	Review of the National Speed Limit on the C128C Road between its junction with the A944 at Kingswells Roundabout and the existing 40mph restriction to the north of Cults
REPORT NUMBER	EPI/12/161

1. PURPOSE OF REPORT

- 1.1 This report provides updated information to members of the Committee in relation to Councillor Boulton's motion regarding the implementation of a 40mph speed limit on the currently derestricted section of the C128C road between its junction with the A944 at Kingswells Roundabout and the existing 40mph restriction to the north of Cults.
- 1.2 Officers were instructed to report back to a future committee meeting (after a minimum period of one year) outlining the effect that the installation of the Vehicle Activated Signs (VAS) and the retexturing of the carriageway have made on vehicle speeds, accident numbers and severity on the C128C.

2. RECOMMENDATION(S)

- 2.1 It is recommended that the Committee:
1. Note the content of this report and the results of the follow up surveys / analysis that have been carried out since the road safety measures were installed last year.
 2. Agree that no further action should be taken with regard to the implementation of a lower speed limit.

3. FINANCIAL IMPLICATIONS

- 3.1 There are no financial implications as a result of this report. Members should note that the cost of the previously installed VAS signs and the retexturing of the C128C amounted to £28,973.00 which was funded from the 2010/11 Cycling, Walking and Safer Streets Non-Housing Capital Grant.
- 3.2 The implementation of a 40mph speed limit on the C128C between its junction with the A944 at Kingswells Roundabout and the existing 40mph limit north of Cults is estimated to cost in the region of £5,000.

4. OTHER IMPLICATIONS

- 4.1 Grampian Police are responsible for the enforcement of speed limits across the city. They have stated that they are in agreement with the recommendations outlined in the content of the original report and that the implementation of a reduced speed limit would not be effective without continual enforcement along the entire route. Grampian Police believe that the setting of a 40mph speed limit would set an unwelcome precedent on this type of route.

5. BACKGROUND/MAIN ISSUES

- 5.1 At its meeting on 15 March 2011 the Enterprise, Planning and Infrastructure committee considered a motion raised by Councillor Boulton "That consideration is given to reducing the speed limit on the road from Countesswells to Kingswells due to the high level of accidents".
- 5.2 At its meeting on 13 September 2011 the E P & I committee agreed to approve the recommendations and officers were instructed to report back to a future committee meeting (after a minimum period of one year) outlining the effect that the installation of the Vehicle Activated Signs (VAS) and the retexturing of the carriageway have made on vehicle speeds, accident numbers and severity on the C128C.
- 5.3 The C128C is a busy route to the west of Aberdeen linking Cults in the south to Kingswells in the north. The route is subject to a 30mph speed limit through the southern residential section from its junction with the A93 to a point approximately 45 metres northwest of Kirkbrae Avenue. From this point a 40mph speed limit "buffer zone" is in force for approximately 325m to the northwest. The remainder of the route north through the rural section to Kingswells Roundabout is derestricted (60 mph).

- 5.4 Accident analysis since the beginning of 2005 indicated there were four sites that were giving officers cause for concern along this route. From north to south these were: (see Appendix 1)

Upper Kingshill bend (Site 1);
Bend south of Kingshill Cottage (Site 2);
Newton of Countesswells bend (Site 3);
Bend north of Foggieton Woods (Site 4).

- 5.5 In 2009/10 officers were concerned over the number of reported accidents at these sites. As a result, funding was identified within the 2010/11 Cycling, Walking and Safer Streets Non-Housing Capital Budget for engineering measures to be implemented at each of the sites.
- 5.6 During March to May 2011 road safety engineering measures were undertaken at these four sites. The measures consisted of the retexturing of the carriageway, undertaken by a specialist contractor and this work improves the skid resistance of the carriageway surface. The treatment can extend the life of the existing surface by around five years whilst maintaining skid resistance values. Additionally, five vehicle activated warning signs have been installed along the route to warn motorists of a hazard ahead. These signs will be activated by vehicles travelling above a specified speed and advise motorists to slow down. The threshold speed for the signs has been set at between 35 and 40mph i.e. any vehicle travelling in excess of this speed triggers the warning sign.
- 5.7 Since the installation of the aforementioned measures a scan of collisions recorded by Grampian Police has been carried out and the indications are very positive with regard to the sections of road where the Vehicle Activated Signs are located and where the road surface at the bends was treated. For the 12 months (1 June 2011 to 31 May 2012) following implementation of the aforementioned measures there have been no collisions recorded by Grampian Police. This compares to 7 collisions (2 Slight Injury / 5 Damage) for the same period 2010/11, likewise 5 collisions (2 Slight / 3 Damage) 2009/10, and 4 collisions (2 Slight / 2 Damage) 2008/09.
- 5.8 Speed analysis was also carried out at the bend south of Kingshill Cottage (Site 2 in Appendix 1) prior to and after the introduction of the electronic vehicle activated 'bend ahead' warning sign that faces southbound drivers. In this respect there has been a modest reduction in vehicular speeds, with the 85%tile speed reducing from 43mph to 41mph. (The 85%tile speed being the speed at which 85% of the volume of vehicles recorded was travelling at or below.)

5.9 However, of more interest, when considering the speed analysis, is the percentage distribution of vehicles travelling at specific bands (5 mph bands from 31mph). The following table sets out the detail: -

Percentage distribution of southbound vehicles within specific speed bands approaching bend just south of Kingshill Cottage before and after installation of electronic vehicle activated warning sign (VAS)

Survey	Speed mph						
	31-35	36-40	41-45	46-50	51-55	56-60	>60
Jun 2012 (VAS installed)	29.63%	41.65%	14.67%	2.29%	0.38%	0.08%	0.04%
Sep 2011 (before VAS)	18.42%	44.43%	26.61%	5.34%	0.92%	0.17%	0.10%

This table indicates there has been a clear reduction in vehicular speeds as drivers pass the vehicle activated sign and approach the bend concerned. This reduction most pronounced in the 41 to 45 mph range, with a corresponding significant increase in the number of drivers travelling within the 31 to 35 mph range.

5.10 With regard to collisions on the remaining lengths of this route, over the 12 month period 1 June 2011 to 31 May 2012, there were 2 recorded collisions. Both collisions resulted in damage, one the result of a vehicle colliding with a deer, the other the result of a car and transit van clipping wing mirrors. Excessive speed was not cited as a factor in either case.

5.11 As indicated in the previous report to Committee on the 13 September 2011, the Department for Transport Circular 01/2006 – “Setting Local Speed Limits” provides guidance to local authorities on the setting of speed limits. Paragraph 21 of this document states:-

“Speed limits are, however, only one element of speed management. They should be part of a package along with other measures to manage speeds which includes engineering and landscaping standards that respect the needs of all road users and raise the driver’s awareness of the environment, together with education, driver information, training and publicity. Within their overall network management responsibilities, these measures should enable traffic authorities to deliver speed limits and driven speeds that are safe and appropriate for the road and its surroundings, as well as help drivers to be more readily aware of the road environment and assess their own appropriate speeds at all times”.

Furthermore, paragraph 22 of the same document states:-

“If a speed limit is set in isolation, or is unrealistically low, it is likely to be ineffective and lead to disrespect for the speed limit.

As well as requiring significant, and avoidable, enforcement costs, this may also result in substantial numbers of drivers continuing to travel at unacceptable speeds, thus increasing the risk of collisions and injuries”.

Paragraph 41 goes on to state:-

“Speed limits should not be used to attempt to solve the problem of isolated hazards, for example a single road junction or reduced forward visibility such as a bend, since speed limits are difficult to enforce over such a short length. Other measures such as warning signs, carriageway markings, junction improvements, superelevation of bends and new or improved street lighting are likely to be more effective”.

- 5.12 If a reduced speed limit were to be introduced on the C128C, the responsibility of enforcing traffic speeds lies with Grampian Police. They have stated that the implementation of a reduced speed limit would not be effective without supplementary traffic management measures along the entire route. Grampian Police believe that the setting of a 40mph speed limit would therefore set an unwelcome precedent on this type of route.
- 5.13 The issue of setting a precedent when considering a rural route of this nature is crucial when considering the wider road network. If a reduced speed limit was introduced on this route, the same criteria could be applied to adjacent roads that link to destinations such as Bielside and Brotherfield. Indeed, it would be the case that most rural type roads in the City could be governed by speed limits lower than the national speed limit. Thereafter, the practicalities of introducing additional signs in environmentally sensitive areas, as well as cost would become an issue, as speed limits between the national speed limit and 30mph (where a system of street lighting is in place) require the introduction of repeater signs at regular intervals.
- 5.14 The National Speed Limit must be considered in the context of the environment it generally applies. There are many similar roads to the C128C in Aberdeen City, Aberdeenshire and of course nationwide, and the function of the National Speed Limit is to highlight the maximum speed a vehicle can be driven when the road layout allows such in a safe manner. So, on a narrow rural road a driver must adjust their vehicle speed accordingly and negotiate the road safely. Indeed, the situation is no different than that on a rural A Road, just because the National Speed Limit is 60mph a driver does not negotiate a tight bend at 60mph. Thus, in rural environments drivers have to exercise the utmost care and moderate their speed according to the road layout.
- 5.15 In conclusion, the method of installing measures at isolated hazards to mitigate vehicular collisions has proven effective. It is therefore recommended this committee takes no further action with regard to the possibility of changing the existing speed limit.

6. IMPACT

- 6.1 The content of the report meets with the local Community Plan objectives to continually improve road safety and maximize accessibility for pedestrians and all modes of transport.
- 6.2 The proposals are in line with the Council's Transportation Strategy to improve safety for all road users by continuing to reduce the number of casualties in traffic collisions.

7. BACKGROUND PAPERS

Department for Transport: DfT Circular 01/2006 – "Setting Local Speed Limits", 8 August 2006.

Minute of Enterprise, Planning & Infrastructure Committee meeting, 15 March 2011 (Item 9).

<http://committees.aberdeencity.gov.uk/mgConvert2PDF.aspx?ID=1906&T=1>

"Notice of Motion from Councillor Boulton – "That consideration is given to reducing the speed limit on the road from Countesswells to Kingswells due to the high level of accident." Enterprise, Planning & Infrastructure Committee, 13 September 2012.

<http://committees.aberdeencity.gov.uk/mgConvert2PDF.aspx?ID=1908&T=10>

Minute of Enterprise, Planning & Infrastructure Committee meeting, 13 September 2011 (Item 17).

<http://committees.aberdeencity.gov.uk/mgConvert2PDF.aspx?ID=1908&T=1>

8. REPORT AUTHOR DETAILS

Doug Ritchie
Team Leader
Road Safety and Traffic Management Team
dritchie@aberdeencity.gov.uk
(01224) 538055

Graeme McKenzie
Technical Officer
Road Safety and Traffic Management Team
gmckenzie@aberdeencity.gov.uk
(01224) 538069

Consultees comments

Enterprise, Planning and Infrastructure Committee

Convener: Councillor Barney Crockett

Vice Convener: Councillor Ramsay Milne

Local Members

Councillor Marie Boulton

Councillor M Tauqeer Malik

Councillor Aileen Malone

Council Officers

Barry Jenkins, Head of Finance – ‘No comments’

Jane MacEachran, Head of Legal and Democratic Services

Ciaran Monaghan, Head of Service, Office of Chief Executive

Gordon McIntosh, Director of Enterprise, Planning and Infrastructure

Hugh Murdoch, Head of Asset Management and Operations

Margaret Bochel, Head of Planning and Sustainable Development

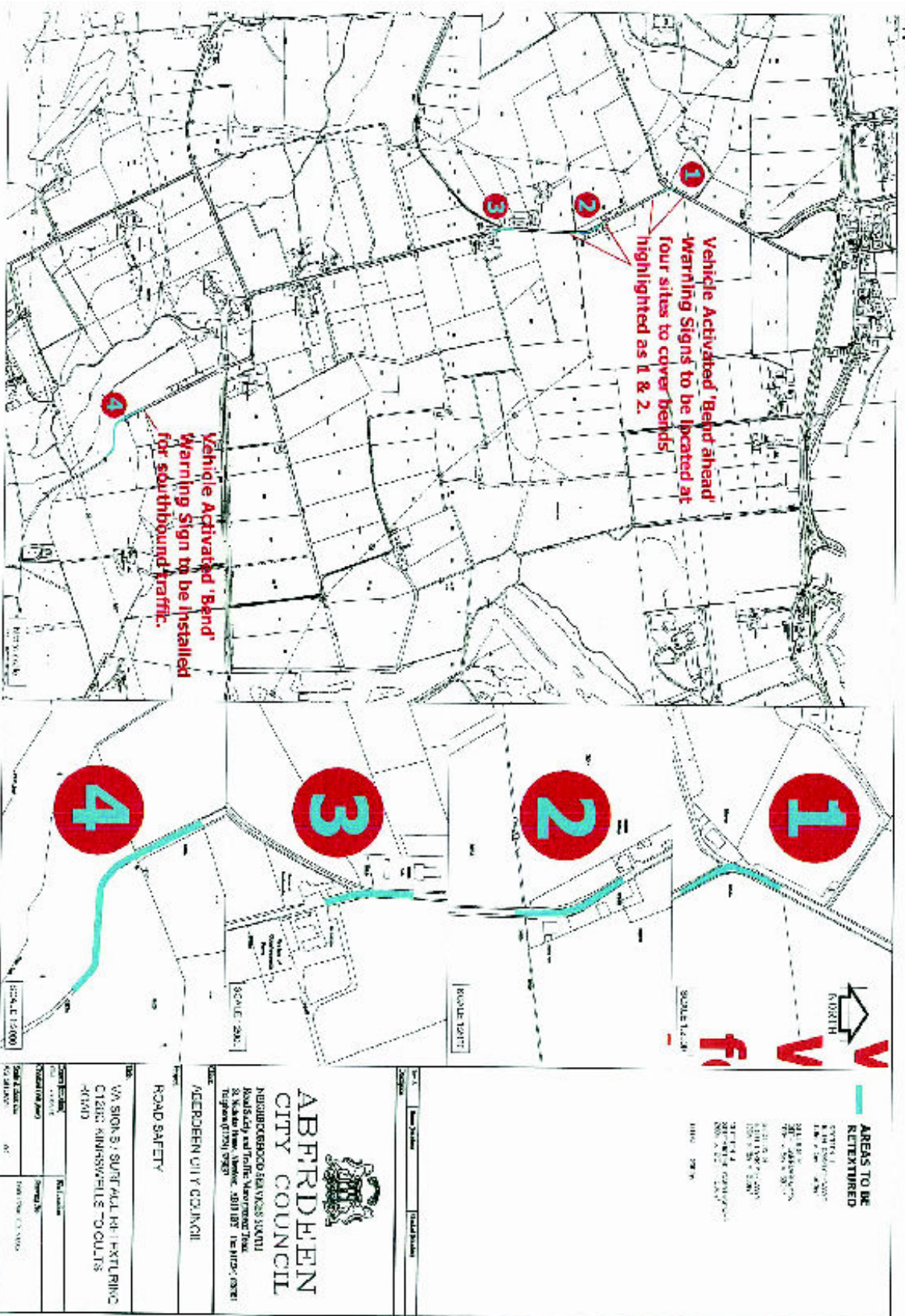
Mike Cheyne, General Manager Operations

Neil Carnegie, Community Safety Manager

Dave Young, Account Manager, Customer Service and Performance

Laura Watson, Corporate Administration Officer

Mark Masson, Committee Services Officer



ABERDEEN CITY COUNCIL

COMMITTEE	Finance and Resources
DATE	4 October 2012
LEAD OFFICER	Chief Executive
TITLE OF REPORT	Queen's Diamond Jubilee – Motion by Councillor Martin Greig
REPORT NUMBER:	OCE/12/019

1. PURPOSE OF REPORT

At its meeting of 21 June 2012 the Committee resolved to instruct that officers consult with all elected members to ask for suggestions as to how to commemorate the Diamond Jubilee and the Queen's reign and to report back in terms of the motion at the meeting of the Committee of 4 October 2012. The report fulfils the Committee's instruction.

2. RECOMMENDATION

That the Committee notes the suggestions provided by elected members as requested and indicates which, if any, it wishes to see developed as proposals for a permanent commemoration in the City of the Diamond Jubilee and of the Queen's reign.

3. FINANCIAL IMPLICATIONS

The terms of Councillor Martin Greig's motion include a request to identify any possible financial sources and fundraising opportunities in relation to a permanent commemoration. Once the Committee has identified which suggestion, if any, it wishes developed further an outline costing can be produced. This will then provide the basis for the development of an appropriate funding strategy combining some, or all, of fundraising from trusts, individuals, business sponsorship and public subscription. It is envisaged that any Council contribution would be secured from the Common Good.

Members of the Committee will be aware that a sum of £100,000 has been allocated from the Common Good during 2012/2103 towards both the costs of Diamond Jubilee celebrations in Duthie Park and the Council's contribution in supporting events to mark the Jubilee across the City organised by community-based organisations.

4. OTHER IMPLICATIONS

Any other implications will be addressed once any preferred proposal has been identified for further development.

5. BACKGROUND/MAIN ISSUES

At its meeting of 13 June 2012 the Council had before it a Motion by Councillor Martin Greig in the following terms:

That this Council produces a report with recommendations for identifying any possible financial sources and fundraising opportunities in order to create a permanent commemoration in the City of the Diamond Jubilee and of the Queen's reign.

The Motion was considered by the Finance and Resources Committee at its meeting of 21 June 2012 and the Committee resolved to instruct that officers consult with all elected members to ask for suggestions as to how to commemorate the Diamond Jubilee and the Queen's reign, and to report back in terms of the motion at the meeting of the Committee on 4 October 2012.

All elected members were contacted on 22 June 2012 requesting that any suggestions be provided to the Office of Chief Executive by 20 July 2012. Further contact was made with all elected members on 30 August 2012 with a note of the suggestions received at that point and a further request to provide suggestions if desired.

The suggestions received from elected members are as follows:

- A tranquil garden space within a Jubilee square created on the site of St Nicholas House
- A statue of the Queen in a prominent city centre site
- A statue of the Queen enhanced by an appropriate award made to 60 individuals who have made an outstanding contribution to their communities
- Naming the third Don crossing to mark the Jubilee
- Naming the next new school built by the Council in commemoration of the Jubilee
- A Diamond Jubilee garden in the city centre
- A commissioned portrait of the Queen
- A scheme for young people to travel to Commonwealth countries for socially gainful purposes

The Committee is requested to identify which, if any, of the suggestions made by elected members it wishes to see developed as proposals for a permanent commemoration in the City of the Diamond Jubilee and the Queen's reign. For the Committee's information, informal approaches have been made to the Palace with regard to the suggestions for a statue or a portrait and it has been confirmed that Her

Majesty sits for artists on a very limited number of occasions and such sittings are confirmed in her diary very far in advance. It is therefore unlikely that Her Majesty would have time in the near future to sit for any newly-commissioned statue or portrait.

Members of the Committee will also note that Her Majesty the Queen marked the occasion of the Diamond Jubilee with a visit to the City on Monday 24 September 2012.

In developing any of the suggestions into proposals, outline costings will be established and a fundraising strategy appropriate to the proposals will be set out combining some, or all, of fundraising from trusts, individuals, business sponsorship and public subscription. It is envisaged that any Council contribution would be secured from the Common Good.

6. IMPACT

The subject matter of the report is likely to be of interest to the public.

7. BACKGROUND PAPERS

None

8. REPORT AUTHOR DETAILS

Ciaran Monaghan
Head of Service, Office of Chief Executive
cmonaghan@aberdeencity.gov.uk
01224 522293

This page is intentionally left blank

ABERDEEN CITY COUNCIL

COMMITTEE:	Finance and Resources
DATE:	4 October 2012
DIRECTOR:	Stewart Carruth
TITLE OF REPORT:	Corporate Governance Improvement Discussion Paper
REPORT NUMBER:	CG/12/085

1. PURPOSE OF REPORT

The purpose of the report is to update the Finance and Resources Committee on the Corporate Governance Improvement Discussion Paper.

2. RECOMMENDATION(S)

The Finance and Resources Committee notes the publication of the Corporate Governance Improvement Discussion Paper ("Paper") for engagement with staff and other stakeholders.

3. FINANCIAL IMPLICATIONS

The directorate is expected to deliver savings, which was previously allocated to the ADM option, totaling £2,273,000 by 2015/16. In 2012/13, the directorate will deliver £782,000 of £2,273,000 by managing its vacancies. It is currently working as a directorate as part of PBB3 to identify how it will deliver the expected savings of £938,000 for 2013/14.

4. OTHER IMPLICATIONS

There are no other implications at this stage arising from the Corporate Governance Improvement Discussion Paper. The outcome of the engagement may have further legal, resource, workforce and health and safety implications.

5. BACKGROUND/MAIN ISSUES

The council decision of 4 April 2012 was to formally close the ADM Project and to instruct the Director of Corporate Governance to engage with the wider workforce and relevant trade unions seeking their views on the future direction of the service and report back to Finance and Resources Committee with how future years' savings can be achieved in the absence of the ADM Project.

As a consequence of this decision, a comprehensive Corporate Governance Improvement Discussion Paper has been prepared by Corporate Governance to form the basis of that engagement over the next few months.

The paper was distributed to all Corporate Governance staff on 14 August and to all staff on 16 August. The paper was also published on The Zone.

A Corporate Governance Engagement Group has been set up specifically to take forward engagement with stakeholders including the trade unions, councillors, citizens, Corporate Governance and other staff groups.

The paper covers the following:

- Introduction;
- Strategic context;
- Strategic considerations;
- Progress to date;
- Workforce planning;
- Improvement themes;
- Improvement options;
- Programme considerations; and
- Employee and stakeholder engagement.

There is a large emphasis on the directorate's vision and values which provides a cohesion for taking forward a range of services, many of which are professional disciplines in their own right and which builds on the good work of the directorate to date.

The ambition is to create conditions for staff to feel excited and interested in their work and to let them drive forward the improvements that are required.

Performance will be measured and the success of the directorate assessed based on evidence. There will also be a strong push through the new Performance Review and Development Framework to acknowledge appropriate behaviours which underpin our values and reward success. There is also an explicit intent that where performance is not appropriate, it will be managed appropriately.

The three critical success factors are:

- Values – embed behaviours which underpin our values;
- Optimised performance levels – improvement in service quality; and
- Cost reduction – £2.3 million by 2015/16.

The paper also includes a number of key considerations for staff and others to respond to and this includes expanding the scope of the transformation beyond that of the ADM Project to other Corporate Governance services.

It is expected that the engagement will continue until October and following analysis of the engagement, the paper will be updated and a business case prepared for a decision by a future Finance and Resources Committee.

6. IMPACT

Corporate – There are links to the community plan, the Single Outcome Agreement, the council's five-year business plan, and individual service plans as the outcome of the engagement will shape Corporate Governance's response to the five-year business plan and directorate business plan in particular.

Public – An equality and human rights impact assessment (EHRIA) will be relevant to the business case which will be developed following the engagement phase.

7. BACKGROUND PAPERS

Corporate Governance Improvement Discussion Paper, 23/7/2012
<http://www.aberdeencity.gov.uk/nmsruntime/saveasdialog.asp?IID=46402&siD=2050>

8. REPORT AUTHOR DETAILS

Stewart Carruth
Director of Corporate Governance
T: 01224 522550
E: scarruth@aberdeencity.gov.uk

This page is intentionally left blank

ABERDEEN CITY COUNCIL

COMMITTEE	Finance & Resources
DATE	4 October 2012
DIRECTOR	Stewart Carruth
TITLE OF REPORT	Corporate Governance Service Asset Plan
REPORT NUMBER:	CG/12/098

1. PURPOSE OF REPORT

To seek approval of the Corporate Governance Service Asset Management Plan (SAMP)

2. RECOMMENDATION(S)

It is recommended that Committee approve the Service Asset Management Plan for Corporate Governance.

3. FINANCIAL IMPLICATIONS

There are no specific financial implications following from this report. However, if implemented the Service priorities identified within the Service Asset Management Plan will have revenue and capital implications.

4. OTHER IMPLICATIONS

Failure to invest adequately in the Council's asset base may reduce the effectiveness and efficiency of service delivery and furthermore lead to the Council not complying with current health and safety requirements.

The Service priorities identified may have staff time, condition and suitability implications.

5. BACKGROUND/MAIN ISSUES

The Council's Property Asset Management Plan (PAMP) approved by the Resources Management Committee in June 2009 and updated in 2011 identifies the need for Directorate or Service Asset Management Plans (SAMP).

Directorate SAMPs are an integral part of developing corporate asset management planning as they identify key asset problems facing their individual Directorate. Each Directorate makes an assessment of the

key property issues arising from the Council's initiatives and strategies, and also from existing knowledge on issues of property condition and suitability in each area. Service Managers have analysed the available information about their portfolio so that gaps in provision and future needs are identified.

This SAMP focuses on the property assets of Corporate Governance and determines the assets required to deliver our services. The approved AMP will, alongside all the other Service AMP, feed into the Corporate Property AMP and be used to inform bids for Capital investments.

Completion of the SAMP has been co-ordinated by the IT Manager with key input from the Senior Management Team and Service Managers across Corporate Governance. This has been through feedback on current use of the assets, future use and considerations in relation to Directorate Business Plan and the Priority Based Budget options.

The Asset Management plan has been submitted to and approved by the Corporate Governance SMT and submitted to appropriate Corporate Asset Management Group for approval.

6. IMPACT

Corporate – The continued implementation of the Property Asset Management Plan will ensure that the Council is utilizing its Property portfolios to support services in implementing the Single Outcome Agreement. The approved property visions and asset objectives already support 5 year Corporate Business Plan.

Public – Subject to Service Priorities.

7. BACKGROUND PAPERS

Property Asset Management Plan Update (2011)

8. REPORT AUTHOR DETAILS

Sandra Massey
IT Operations Manager
smassey@aberdeencity.gov.uk
01224 52(2778)

Corporate Governance Service Asset Management Plan 2012

Section 1 Introduction

Corporate Governance employs over 600 staff working across the city and is responsible for the council's key Financial, Legal, HR, Customer Services and ICT resources which includes the council's financial records, contracts, staff, ICT infrastructure and systems and the council's document storage and archive collection. In 2011/12, the annual net budget was circa £28M which represents 6.7% of the council's total expenditure. Effective management and utilisation of our assets is key to ensure we achieve our aim to deliver quality, efficient services which have a positive outcome for our customers, against the background of tight financial settlements.

This Asset Management Plan focuses on the property assets of the Directorate and determines the assets required to deliver our services. Completion of the Asset Management Plan has been co-ordinated by the IT Manager, as service representative for Corporate Asset Management with key input from the Senior Management Team and Service Managers. This has been through feedback on current use of the assets, future use and considerations in relation to 5 year Business Plan and the Priority Based Budget options.

Section 2 Description of Service

The Directorate supports Council's strategic priorities expressed in the Corporate Business Plan 2011/12 – 2015/16, and contributes most directly to the corporate strategic priority:-

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

The Directorate delivers services across five sectors.

- **Legal and Democratic Services** The team provides legal services to the Council and partners, including advice, information assurance and the statutory licensing functions. This is operated from Marischal College, Level 1 S with all Title Deed documentation held within Town House, Broad Street.. Registration of births, marriages and deaths is operated from the Customer Service Centre, Ground floor Marischal College while committee administration and democratic services, including provision of support services for Elected Members fall within the team's remit and is operated from the Town House, Broad Street. In addition the team manage the Council's FOI scheme and Records Management, including archives, which is operated primarily from lower ground floor Marischal College with archived documents held at Whitemyres and Old Aberdeen House. The Head of Legal and Democratic Services is also the Council's Monitoring Officer.
- **Human Resources and Organisational Development** The team is responsible for the provision of a range of HR services including: Training and Development; Personnel; Workforce Planning; Health, Safety and Wellbeing; Payroll and Organisational Development. The majority of these services are

provided from Marischal College, 4th floor West with the shared HR/Payroll Service Centre providing all HR transactional services from its base at Balgownie One, 3rd floor. Training facilities are provided from the training suites located at Frederick Street Business Centre, 3rd floor.

- **Procurement** (shared with Aberdeenshire) The procurement team provide policy and advice to services and manage and develop the Council's procurement strategy. Management of suppliers and contracts and delivering benefits through effective business relationships are important functions. The team represents the Council's interests through the Scotland Excel North East Regional Hub. The team operate primarily from its Aberdeenshire base at Woodhill House and through the use of hot desk and meeting room facilities in appropriate Council buildings.
- **Finance** Finance has responsibility for strategic and operational financial advice to the Council. The Corporate Accounting Team provides monthly revenue and capital monitoring, production of Annual Accounts, efficiencies monitoring and administration and monitoring of the Common Good Fund. This is operated from Town House, 3rd floor. The Service Accounting Teams are aligned to each of the Directorates and strive to support the Directors in delivery of effective and efficient service provision and consequently financial balance. These teams operate from Marischal College, 1st floor West. The Finance function incorporates Revenues and Benefits encompassing collection of all local taxes and business rates, administration of council tax and benefits and administration and collection of all other sources of income to the Council which operates from Marischal College, 3rd floor West. The Pensions Team sits within Finance and manages the Pensions for Aberdeen City Council and partner organisations and operates from Balgownie One, 2nd floor. The Finance function also operates a central creditors and invoice processing team which operates from Balgownie One, 2nd floor.
- **Customer Services and Performance** The team's remit covers the strategic development of Customer Service for the Council along with delivering operational customer service via the Customer Contact Centre located at 1st floor Frederick Street Centre and the Customer Service Centre at the Council's corporate headquarters on the ground floor Marischal College. Customer service facilities are also provided at Woodside Customer Access Point. The Regional Communications Centre operates on a 24 x 7 basis from the contact centre, with Disaster Recovery facilities located at Kittybrewster, Powis Terrace. Accord team operation from Marischal College Level 3N with remote support to all establishments using the accord card (e.g. schools and sports centres).

The provision of ICT falls within the team which is primarily operated from Marischal College, 3rd floor North and remotely from all other council properties. Data Centre facilities are currently operated through a Managed Data Centre contract from Livingston, with DR facilities in Edinburgh. ICT assets are located in all Council premises, usually within separate communications rooms and are detailed within the separate Council's ICT Asset Management Plan. The ICT service have temporary rooms allocated at former Braeside Primary school site for the storage and repair of ICT assets for educational establishments. The use of these rooms is reviewed regularly with officers within Education, Culture and Sport.

The performance, audit and risk function covers public performance reporting, the corporate commitment to Best Value, risk management, continuous improvement, and corporate research and information. These functions are operated from Marischal College, 4th floor West. As part of its audit and risk, the team manage the provision of the internal audit service, which is provided by Price Waterhouse Coopers. The team also has responsibility for maintaining and developing the Council's community planning commitments and the Single Outcome Agreement for the delivery of the Council's goals and operation of the Council's Programme Management Office – these functions are both operated from Marischal College Level 2 North.

Section 3 Anticipated Key Changes to the Service

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

The other Services across the Council are changing too and this will impact directly on the type and scale of services provided by Corporate Governance. It is possible that in future other services could decide to commission support services from other organisations and this will drive a greater focus on customer service, price and quality of the service delivered. This is likely to offer opportunities and challenges for Corporate Governance to operate differently and be more receptive to the changing needs of the organisation.

Corporate Governance may explore shared service opportunities which may result in changes to how assets are currently used e.g. Establishment of a joint contact centre may result in the requirement to expand the current operations into the ground floor at Frederick Street. In addition the implementation of mobile and flexible working capabilities would maximise staff productivity and return on property assets.

Within Customer Service we will continue to shift customers to alternative lower costs channels taking into account the different preferences of our citizens and introducing new channels where appropriate. This may therefore require changes such as:

- The reconfiguration of the Customer Service Centre to allow for increased self-service and decreased face-to-face transactions.
- An expanded Contact Centre at Frederick Street due to increased telephony contact.

Section 4 Asset Demand Profile

The majority of Corporate Governance staff require standard office accommodation, which by its nature, is expected to have available adequate number of meeting rooms to suit a variety of meetings (staff and suppliers), areas for quiet working spaces and standard kitchen, vending or canteen facilities. Where employees need to travel between Council locations in the course of their duties, then adequate close parking facilities should be available.

In addition, individual services within corporate Governance have identified the following specific property requirements:

Legal Services

- Easily accessible, secure, fireproof records storage

HR

- One area for all teams to be together (up to 120 staff)
- Secure access for HR records
- Training facilities to be located in same area.

Procurement

- No additional specific demands

Finance

- Needs to be accessible to other colleagues from other Directorates and Services within Corporate Governance.
- Flexible use of space when required

Customer Service & Performance

- Customer Service Centre and Access Points need to be close to public transport for public access as well as welcoming and of a high standard as they are “the face” of the Council.
- Customer Service Centre(s) require access for all disabilities (These could be in any library, school, community centre etc. and not restricted to council headquarters.
- Customer Contact Centre as a 24x7 facility needs to be secure, and accessible out of hours.
- All buildings should have good delivery access points for ICT deliveries and remote support from both ICT and Accord teams. These access points should have no stairs – lifts and ramps only as well as parking for vans
- Office space should be open plan, with adequate meeting rooms and opportunity for quiet working from any location.
- Standard Office Environment with access 24 x 7. Requires good car parking for 2 vans and up to 20 staff (10 on any one day) for planned and unanticipated ICT support at remote sites.
- Storage for Computer Media with access 24 x 7 Area around 20 square metres for locked cabinets.

- Storage for ICT consumables and network equipment. Secure, controlled access to storage – circa 20 square metres.
- ICT Workshop – space to store and build up to 100 desktop/laptop and thin client computers and onward distribution.

DRAFT

Section 5 Asset Supply Profile

This section provides details of the services current property portfolio and gives comments on how well these properties are likely to meet anticipated needs on the basis of location, condition, access, image and facilities provided. Appendix A provides a definition of the grades used.

Property	Use	Overall Condition	Overall Suitability	Comments
Marischal College		A	A	
L1S, L1W, L2N, L3W, L3N and L4W	Office Accommodation for majority of Corporate Governance			
L3N	ICT Build Space			
Ground floor West	Customer Service Centre and Main Council Reception			
Lower Ground South	Main Communications Room			
Lower Ground North	Records Store			
Frederick Street		B	B	
1 st Floor	Contact Centre			
2 nd Floor	Training Facilities			
Ground Floor	Not in use			
Town House		B	B	
3 rd floor and Old Town House	Office accommodation			
Panther Room	ICT Communications Room			
Balgownie One		A	A	
2 nd and 3 rd floor	Office Accommodation			
Other Properties				
Woodside CAP	Customer Access Point	B	B	
Kittybrewster Disaster Recovery Site	Contact Centre DR	B	A	
Braeside School – Rooms by	ICT repair/build of Schools ICT	B	B	Note: Suitability grading is provisional

arrangement with Education Culture & Sport	Equipment			assessment from a Corporate Governance perspective.
Woodhill House	Central Procurement Unit – Office Accommodation	A	A	Note: Condition and Suitability are provisional grades from a Corporate Governance perspective as this property is not owned by Aberdeen City Council.
Old Aberdeen House	Archives	B	B	
Whitemyres	Record Store	B	A	

DRAFT

Section 6 Supply/Demand Comparison

From an analysis of the existing property assets available to Corporate Governance, the following gaps have been identified.

Marischal College

- The building generally meets requirements, but a number of specific issues reported and being managed via the Head of Asset Management & Operations, Planning & Infrastructure are still to be resolved.

Town House

- Generally meets requirements but poor heating and lighting, and in need of redecoration.

Balgownie One

- Generally meets requirements but location is too far from other Corporate Governance accommodation and wasted time for managers travelling to meetings between Marischal College, Town House and Balgownie One.
- Perceived poor heating and ventilation (either too hot or too cold)

Frederick Street

- Leaks in the roof
- It is perceived that having an increased availability of car parking spaces for attendees to training facilities would enhance the reputation of the training service.
- As there are no reception facilities for training rooms, there is an operational requirement to ensure that attendees have access to the building prior to attendance. It is perceived that a reception facility within the building would provide a better service.

In addition, the following specific service gaps have been identified:

Legal and Democratic Services

- **Old Aberdeen House** – internal layout generally inflexible, insufficient storage space for archives, remoteness of location from records at Town House, Marischal College and Whitemyres. There is poor signage and poor accessibility for those with special needs. ICT Infrastructure at site is not as fast as at corporate office accommodation.
-
- **Whitemyres Records Store** – while generally fit for purpose there is concern re general security of the building, the available space for increasing storage requirements, and any implications which may arise as a result of the ongoing review of corporate approach to records management.

Customer Service and Performance

- **Town House Panther Room** – this room is a key ICT Asset as it hosts core network and internet connectivity point of presence. While the room is now adequately protected for power and air conditioning, there is a risk of potential flood damage. Environmental monitoring within the room and

installation of a water tight door to prevent possible water ingress would minimise this single point of failure.

- **Data Centre Facilities** – while Data Centre facilities are currently provided externally by a third party, there is a requirement to carry out a full options appraisal to determine future data centre facilities for ICT infrastructure when this contract expires in January 2016.
- **Marischal College** – there are currently no ICT workshop facilities for storage, build and repair. This leads to ICT equipment being stored kept inappropriately in open plan office areas raising security and Health & Safety concerns. A room has been identified within Marischal College which is suitable for ICT workshop facilities, and will be operational in the immediate future.
- **Marischal College – Customer Service Centre** – The configuration of the Customer Service Centre presents challenges in relation to health and safety, use of self-service pc's etc. Processes are however being implemented to mitigate the risks presented and to work around the constraints of the design.
- **Braeside School rooms** – while the rooms allocated by Education Culture & Sport are ideal in terms of available space, and delivery access for ICT service delivery to educational establishments, there is no Customer Service & Performance controlled secure storage available. As the building is designated as a decant building for schools estate management, there is risk that the premises would need to be vacated and no readily available suitable work area has been identified.

DRAFT

Section 7 Preferred Solutions & Development of Outline 5 Year Plan

Corporate Governance makes significant use of corporate office accommodation and has few property assets registered solely for their use and are generally shared with other services. This plan identifies the following priority areas for development.

High Priority

- Old Aberdeen. This is a shared resource with Housing and Environment (Public Analyst) and while rated acceptable for suitability purposes, it is believed that Corporate Governance services could be provided more efficiently if there were more flexible use of space and better storage facilities available. A review will be carried out to determine options available and business case will be developed and submitted through the Corporate Asset Group.
- Marischal College. The lack of an ICT workshop is causing practical difficulty as well as health and safety risk, due to lack of adequate working space and the accumulation of equipment in corridors. This will be followed up with the General Manager, Asset Management to investigate options to resolve this issue.
- Frederick Street (3rd Floor). Leaky roof needs repaired as a matter of urgency. This is being progressed through the 2012-13 Capital Programme.
- Access to general office accommodation for small project teams of 4 – 6 people is often required at short notice to facilitate external resource demand. Corporate Governance will review this requirement and potential demand with the General Manager, Asset Management to identify options available.

Medium Priority

- Marischal College. Investigate and address the reported issues particularly on heating, ventilation, air conditioning and lighting
- AECC. The remote location of this property from other Corporate Governance assets results in unnecessary unproductive time for staff, travelling to meetings
- Identification of suitable accommodation for enabling closer or shared office accommodation for all Finance teams and all HR teams. Corporate Governance will review options with the General Manager, Asset Management.
- Town House Panther Room. Environmental monitoring will be implemented during 2012, which will reduce risks associated with service delivery in the event of floods and a business case will be developed to consider the installation of water tight door to further reduce this risk.

Low Priority

- Customer Service Centre. Continue with review and development of processes within Customer Service Centre to maximise use of the building space.
- Data Centre Facilities – The Service will ensure that bids for Capital funding are submitted at the appropriate time, and will carry out a full options appraisal during 2014/15 to determine future data centre requirements beyond January 2016.
- Marischal College Records / Whitemyres Records Store. The Service will continually monitor its storage requirements and have early discussions with the General Manager, Asset Management to ensure that adequate capacity is built into future plans.

- Review potential for reception facility within Frederick Street.

Section 8 Approval by SMT

This Service Asset Management Plan has been reviewed and approved by Corporate Governance SMT.

Section 9 Comments of the Corporate Asset Group

This Service Asset Management Plan will be presented and approved at an appropriate Corporate Asset Management Group before approval at Finance & Resources Committee.

DRAFT

Appendix A – Condition & Suitability Definitions

Condition

- A: Good - performing well and operating efficiently
- B: Satisfactory - performing adequately but showing minor deterioration
- C: Poor - showing major problems and/or not operating adequately
- D: Bad - life expired and/or serious risk of imminent failure

Suitability

- A: Good - performing well and operating efficiently. The buildings support the delivery of the service and are
- B: Satisfactory - performing well but with minor issues. The buildings generally support the delivery of services and are okay.
- C: Poor - showing major problems and/or not operating optimally. The buildings impede the delivery of services
- D: Bad - does not support the delivery of services at all. The buildings seriously impede the delivery of services

ABERDEEN CITY COUNCIL

COMMITTEE	Finance and Resources
DATE	4 October 2012
DIRECTOR	Stewart Carruth, Director of Corporate Governance
TITLE OF REPORT	2012/13 FINANCIAL MONITORING
REPORT NUMBER:	CG/12/091

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 4, July 2012. The forecast is based on information and feedback from budget holders captured in July 2012.

Financial Position and Risks Assessment

- 5.2 The Service report is attached at Appendix A which shows projected net outturn savings £0.5M (1.8%), across the current net budget of £28.6M. 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 £550K have been identified from the non-filling of staff vacancies.
- Recharge Income for Corporate Governance is expected to be £325K below budget. A number of specific areas can no longer be recovered due to revised accounting practice and identification of significant cost savings which have reduced the level of recoverable expenditure. This is after taking account additional sources of income of £100K expected in relation to Customer Service and Performance.
- Savings relating to borrowing costs of £110K resulting from favourable market forces have been identified and this together with other smaller savings accounts for the remainder of the movement.

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

Hugh Coleman, Finance Partner
hcoleman@aberdeencity.gov.uk
01224346354

Appendix A

As at end of July 2012	Year to Date			Forecast to Year End			
	Full Year Revised Budget £'000	Revised Budget £'000	Actual Expenditure £'000	Variance Amount £'000	Outturn £'000	Variance Amount £'000	Variance Percent %
Accounting Period 4							
HEAD OF FINANCE - S.95 OFFICER	6,993	3,501	3,456	(45)	7,001	8	0.0
HEAD OF LEGAL AND DEMOCRATIC SERVICES	1,736	585	496	(89)	1,736	(0)	-0.01%
HEAD OF HUMAN RESOURCES AND ORG DEV	4,548	1,543	1,415	(128)	4,412	(136)	(3.0%)
HEAD OF PROCUREMENT	445	148	106	(42)	446	1	0.22%
HEAD OF CUSTOMER SERVICE AND PERFORMANCE	14,851	4,721	4,555	(166)	14,460	(391)	(2.6%)
TOTAL BUDGET	28,573	10,498	10,028	(470)	28,055	(518)	(1.8%)

This page is intentionally left blank

ABERDEEN CITY COUNCIL

COMMITTEE	Finance and Resources
DATE	4 th October 2012
DIRECTOR	Stewart Carruth
TITLE OF REPORT	2012/13 Common Good Budget – Monitoring Report Update
REPORT NUMBER:	CG/12/092

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 31 July 2012 including the forecast outturn for the year to 31 March 2013.
- b) Provide a forecast position of the cash balances as at 31 March 2013.

2. RECOMMENDATION(S)

It is recommended that the Committee:

- a) Notes the income and expenditure position as at 31 July 2012 and the forecast outturn for the year.
- b) Notes the forecast cash balances as at 31 March 2013 of £6.5M 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 – Forecast Outturn

- 5.3 The outturn for the year to 31 March 2013 shows a forecast position of £296K which is a favourable movement of £53K when compared to the budget. Further details are given in Appendix A to this report.
- 5.4 The significant changes in forecast outturn compared to budget result from the following:-
- Close monitoring of the Visitors to the Town House budget and a change in procedure means that there are anticipated savings of £3K.
 - The new contract from the Christmas Illuminations has resulted in savings of £50K.

Cash Balances

- 5.5 The forecast cash balances as at 31 March 2013 is £6.5M.
- 5.6 The Council has agreed the budget setting meeting on 9th February 2012 that the cash balance should be equal to the equivalent of two years' worth of expenditure. This equates to £5.4M.
- 5.7 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

Catriona Gilmour - Accountant

 (34)6377

Email cgilmour@aberdeencity.gov.uk

Appendix A

COMMON GOOD FUND

Figures in Brackets represent income or a favourable variance

As At 31 July 2012		Year to Date			Forecast to Year End		
ACCOUNTING PERIOD 4	Full Year Revised Budget £'000	Revised Budget £'000	Actual Expenditure £'000	Variance Amount £'000	Outturn Note 1 £'000	Variance Amount £'000	Variance Percent %
Recurring Expenditure	2,697	465	466	1	2,644	(53)	(2.0%)
Recurring income	(2,675)	(848)	(848)	0	(2,675)	0	0.00%
Budget after Recurring Items	22	(383)	(382)	1	(31)	(53)	(240.9%)
Non Recurring Expenditure	327	0	0	0	327	0	0.00%
TOTAL BUDGET	349	(383)	(382)	1	296	(53)	(15.2%)

Cash Balances as at 1 April 2012 (unaudited)	(6,763)	(6,763)
Estimated Cash Balances as at 31 March 2012	<u>(6,414)</u>	<u>(6,467)</u>
Minimum cash balance requirement per budget report (Council 9th February 2012)	<u>(5,400)</u>	<u>(5,400)</u>

Note 1

The forecast outturn figure takes into account £1.5M 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.

This page is intentionally left blank

ABERDEEN CITY COUNCIL

COMMITTEE	Finance and Resources
DATE	04 October 2012
DIRECTOR	Stewart Carruth
TITLE OF REPORT	Treasury Management – Mid Year Review
REPORT NUMBER:	CG/12/095

1. PURPOSE OF REPORT

To update the Committee on Treasury Management activities undertaken to date, during financial year 2012/13.

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 2012/13 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 15 March 2012. 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 2012/13

The following is a summary of Treasury Management activities which have been undertaken thus far in 2012/13: -

Long Term Borrowing

One new PWLB (Public Works Loans Board) loan for £10 million was borrowed in April 2012, at the relatively low rate of 2.95%, with this year's capital borrowing 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 £55m of Temporary Loans from other Local Authorities, at an average rate of 0.65%.

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 list of 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. Last year, upon advice from Sector Treasury Services, the Council's Treasury Management advisors, the maximum lending term for all institutions was reduced to 3 months, with the exception of the Nationalised UK Banks, which were to remain at 12 months. Although this was purely a temporary measure to protect the Council's investments, there are no plans to review this at present, as the current financial climate remains volatile.

After recent discussions with our Treasury Management advisors, it is proposed that the Council increases the Counterparty Limit of the Nationalised UK Banks from £20m to £30m. This would provide the Council with the additional flexibility required to maximise returns on short-term surplus funds, without compromising on Counterparty quality.

Money Market Funds

Money Market Funds are AAA rated, short term pooled investment vehicles. They offer security, counterparty diversification and instant access to funds, when required.

The Council opened three Money Market Fund accounts in August 2012. This had been approved previously as part of the Council's annual Investment Strategy. These Money Market Fund accounts will greatly assist the Council in spreading its Counterparty risk and also improve cashflow liquidity.

The accounts were opened in August with Goldman Sachs Asset Management, Federated Prime Rate Capital Management and Ignis Asset Management.

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, 01224 522696

**ABERDEEN CITY COUNCIL
REVISED COUNTERPARTY LIST**

Changes are required to the current counterparty list as follows:

1. Increase the limits for the two Part UK Nationalised Banks, Lloyds Banking Group and The Royal Bank of Scotland plc, from £20m to £30m.

Deposits up to 12 months

UK Nationalised and Part Nationalised Banks - £30m 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

UK Building Societies - £10m limit

Nationwide Building Society

Collective Investment Schemes - £30m total limit

Money Market Funds - £10m limit

Federated Prime Rate Sterling Liquidity Fund

Goldman Sachs Sterling Liquid Reserve Fund

Ignis Liquidity Fund

This page is intentionally left blank

ABERDEEN CITY COUNCIL

COMMITTEE	Finance and Resources
DATE	4 October 2012
DIRECTOR	Stewart Carruth
TITLE OF REPORT	Applications for Financial Assistance 2012/13
REPORT NUMBER	CG/12/064

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 funding from the financial assistance budget as it considers appropriate.

3. FINANCIAL IMPLICATIONS

The financial assistance budget for 2012/13 is £54,000. Expenditure incurred to date, plus outstanding approved commitments, yet to be paid out, amounts to £8,169. If approval were given to suggested funding levels detailed in this report (£2,000) then a balance of £43,831 will remain available.

4. OTHER IMPLICATIONS

In some circumstances 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 have been applied, although in the past there have been certain applications that have been supported by the Committee that would ordinarily fail to meet the criteria:-

- a) applications from individuals seeking sponsorship, for taking part in fundraising 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 Robert Gordon University – Interprofessional Education and UK-Japan collaboration in medical research and public health practice.

A request has been received on behalf of the School of Pharmacy and Life Sciences at Robert Gordon University to consider providing financial assistance towards the cost of attendance at the 'All Together Better Health VI' conference in Kobe, Japan from 5th – 8th October 2012.

In accordance with the general criteria (b) above the application would not be supported however in the past specific applications for assistance with travel costs have been approved by the Committee and as such it is for the Committee to determine whether it wishes to support the application.

If the Committee were to be look favourably on the application then it is recommended that funding approved should be £2,000.

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 Aberdeen – the smarter city.

7. BACKGROUND PAPERS

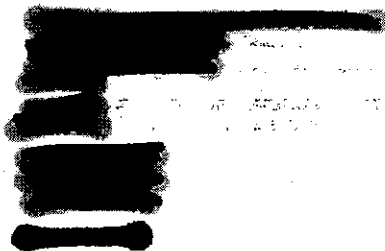
Attached letter

8. REPORT AUTHOR DETAILS

Jonathan Belford
Corporate Accounting Manager
jbelford@aberdeencity.gov.uk
☎ (52) 2573



**ROBERT GORDON
UNIVERSITY • ABERDEEN**



Councillor Willie Young
Convenor Finance and Resource
Aberdeen City Council
Town House
Broad Street
Aberdeen
AB10 1FY

Re: Interprofessional education and UK-Japan collaboration in medical research and public health practice.

Dear Mr Young,

Following our initial telephone conversation this afternoon I am writing to request funding from the Grampian-Japan trust for myself (Dr Morag McFadyen) and my colleagues Dr Sundari Joseph, Dr Lesley Diack and Mrs Jenni Haxton to attend the All Together Better Health VI (ABTH VI) conference in Kobe Japan 5-8th October 2012.

This bi-annual conference is the only one of its kind that gives an international focus solely on IPE. I am delighted to say that we currently have 5 oral papers accepted for presentation at this conference. These papers will showcase the IPE initiatives in Aberdeen and promote the QAA Enhancement theme, putting Scotland on the world map as far as IPE is concerned. Funding will also provide the opportunity to assist in the further development of our existing collaborative exchanges between the two universities in Aberdeen, namely Robert Gordon University and University of Aberdeen and in Japan the Universities of Nagoya and Sendai.

The further development of these collaborations in interprofessional education will integrate with existing IPE initiatives collaborating with the Centre for the Advancement of Interprofessional Education (CAIPE) and the Japanese Association for Interprofessional Education (JAIPE). Together we aim to foster shared educational goals; standards for undergraduate health and social care courses and influence policy and innovative strategies for change.

Please find details of the project team members below.



Head of School
Professor Don Cairns
BSc(Hons) PhD MRPharms CSocSci Hon FRSC

Dr. Sundari Joseph (project lead), Lecturer in Interprofessional Education,
Robert Gordon University and University of Aberdeen UK.
E Mail: [REDACTED]

Dr. Keiko Abe, Assistant Professor, Department of Education for
Community-Oriented Medicine Nagoya University Graduate School of
Medicine, Japan.
E mail: 阿部 恵子 [REDACTED]

Dr. Hyun-Jeong Park, Associate Professor, Faculty of Sport Science, Health
and Welfare Science, Sendai University, Miyagi-ken 989-1693 Japan.
E mail: [REDACTED]

Dr. Lesley Diack, Senior Lecturer E learning, School of Pharmacy and Life
Sciences, Robert Gordon University, Aberdeen, UK. E mail:
[REDACTED]

Mrs. Jenni Haxton, Practice Education Facilitator (Ambulatory Care),
Aberdeen Royal Infirmary, Aberdeen, UK. E mail: [REDACTED]

Dr. Morag McFadyen MPharm admissions tutor Lecturer in Biomedical
Sciences, School of Pharmacy and Life Sciences, Robert Gordon
University, UK E Mail: [REDACTED]

Dr Abe visited the University of Aberdeen medical school and community
hospitals and clinics in Inverness and Aberdeen in August 2010 following
Association of Medical Education in Europe Conference in Glasgow.

Dr. Park is currently on an extended visit to Leicester University, exploring
avenues for interprofessional education (IPE) in Japan. To add to her
portfolio of UK wide understanding she visited and participated in the
Aberdeen IPE programme 21st-23rd March 2012.

Currently, we have received combined assistance of £2000 from Robert
Gordon University and the University of Aberdeen towards costs. In
addition we have applied to the Sasakawa Foundation and the School of
Pharmacy and Life Sciences research committee. We anticipate the flight
and accommodation costs to be £1812 per team member with a further
£400 per member for registration costs. Therefore, approximate costs of
£9,000 for the project team.

A contribution towards conference and travel costs from the Grampian-
Japan trust would be most welcome.

The conference website is here for further information.

<http://www.k-con.co.jp/atbh6.html>

The Aberdeen Interprofessional Health & Social Care Education website is
here for further information <http://www2.rgu.ac.uk/ipe/>

With best wishes,
Your sincerely

[REDACTED]
Morag McFadyen

ABERDEEN CITY COUNCIL

COMMITTEE	Finance and Resources
DATE	4 October 2012
LEAD OFFICER	Chief Executive
TITLE OF REPORT	Chief Officer Voluntary Pay Restraint
REPORT NUMBER:	OCE/12/024

1. PURPOSE OF REPORT

This report indicates the saving which was achieved by the authority's Chief Officers voluntarily declining to accept the nationally agreed pay award of 2.5% in respect of the financial year 2010/11.

It goes on to indicate that, as the agreed period of non-payment was for 12 months, the pay for all Chief Officers (other than the Chief Executive) should have reverted to the nationally agreed pay-spine as of 1 April 2011.

Furthermore, the report confirms that as Chief Officer pay has been 'normalised', the recently advertised post of Director of Education, Culture and Sport will be appointed to on the rate for the job.

2. RECOMMENDATIONS

It is recommended that Members note that:

1. Approximately £67,000 worth of savings were generated by virtue of the Council's Chief Officers voluntarily agreeing not to accept a national pay award during the financial year 2010/11.
2. Chief Officer pay should have been normalised with effect from 1/4/2011 and steps are being taken to rectify this position.
3. The salary for the post of Director of Education, Culture and Sport will be £109,827, i.e. the rate for the job.
4. The impact of normalising the pay grades will be met within existing budgets with minor virements as appropriate.

3. FINANCIAL IMPLICATIONS

The annual cost of normalising Chief Officer pay is £67,000 per annum. These costs will be met from existing budget provision and where appropriate the necessary budget virements will be made on a service by service basis.

The salary savings relating to the voluntary non-acceptance of the 2010/11 pay award £67,000 have already been accounted for in the Council's 2012/13 budget.

4. OTHER IMPLICATIONS

Legal officers advise, that given that the contractual arrangements pertaining to the Chief Officers include salary levels set through national collective agreement following recommendation by the Joint Negotiating Committee for Chief Officers of Local Authorities (Scotland) and given the provisions of the Employment Rights Act with regard to the requirement for individual consent in relation to deductions from wages, there is a risk to the Council of a successful claim to the Employment Tribunal by the Chief Officers in relation to 2011/2012 and 2012/2013.

5. BACKGROUND/MAIN ISSUES

As part of the budget setting process for the financial year 2010/11, the Councils' Chief Officers agreed not to accept a nationally agreed pay award of 2.5%. This was to assist in generating savings for the financial year in question but it was intended that the contractual rate for the job would be re-established with effect from 1 April 2011.

This voluntary decision led to a saving of approximately £67,000 and these savings have been incorporated into the Council's 2012/13 budget.

The Chief Officers concerned wished their pay to revert to the nationally agreed pay spine with effect from 1 April 2011. The position, however, was not adjusted at the time and steps are only now being taken to finally reconcile matters.

The cost of applying the nationally agreed pay spine to all of the 24 affected employees will result in additional salary costs of approximately £67,000 until the end of the current financial year. In addition a similar level of backdated costs will be incurred in normalising the respective pay position with effect from 1 April 2011.

It should be noted that at national level, local authority Chief Executives also declined the 20/10/11 pay award but it is understood this declination was agreed on a longer term basis.

Finally, the post of Director of Education, Culture and Sport was recently advertised at a salary scale of £107,148 (the voluntary pay point agreed by the previous incumbent) to £109,827 (the rate for the job).

The Appointment Panel, at its meeting on 15 June 2012, delegated authority to the Chief Executive in consultation with the Leader of the Council and Convener of the Finance on Resources Committee to determine the specific rate of pay for the post prior to the interviewing process. With the position in

relation to the other Director posts having been clarified, the new appointee to the Director of Education, Culture and Sport will be paid £109,827 (i.e. the rate for the job).

6. IMPACT

The report ensures that Chief Officer Posts below Chief Executive level are paid in accordance with the appropriate nationally prescribed spinal column points.

7. BACKGROUND PAPERS

No background papers were necessary in the compilation of this report.

8. REPORT AUTHOR DETAILS

Valerie Watts
Chief Executive
vwatts@aberdeencity.gov.uk
Tel: 01224 522500

This page is intentionally left blank

ABERDEEN CITY COUNCIL

COMMITTEE Finance and Resources

DATE 4 October 2012

DIRECTOR Gordon McIntosh

TITLE OF REPORT Setting of Charge Rate for Civil Enforcement of Bus Lanes

REPORT NUMBER: EPI/12/179

1. PURPOSE OF REPORT

1.1 To seek Committee's approval to set the rate of penalty charge for civil bus lane enforcement.

2. RECOMMENDATIONS

It is recommended that Committee;

- a) set the level of charge for civil bus lane enforcement at £60 and instruct Officers of Enterprise Planning & Infrastructure to write to the Scottish Ministers to seek approval for this; (paragraph 3.6)
- b) note the award of tender for the upgrade of existing bus lane camera system (paragraph 3.2)
- c) note that civil enforcement of bus lanes in Aberdeen will commence early in 2013;
- d) note that a four week public awareness campaign will be undertaken prior to commencement of civil bus lane enforcement (Appendix 2)

3. FINANCIAL IMPLICATIONS

3.1 Capital and Revenue costs for the upgrade and installation of the camera enforcement system have been approved from Nestrans Capital (£200k) and Revenue (£55k) budgets and Aberdeen City Council's Parking Revenue (£145k) budgets for financial year 2012/13. Further financial details are within Appendix 2.

3.2 A robust European Procurement tender process has been undertaken with regards to upgrading the existing bus lane camera system. The outcome of the tender process confirmed the scheme will be delivered within the approved budget and that Vysionics Intelligent Traffic Solutions Ltd was the successful tenderer. The timescale for implementing the scheme is from September 2012 to February 2013.

- 3.3 The employment of one full time equivalent member of staff will be required for the operation of the BLE system. This person will be responsible for the operation of the system, including enforcement cameras, reviewing offences and the issuing of offence tickets. It is proposed that this member of staff would be located within the City Wardens Team.
- 3.4 It has been estimated, through external benchmarking, that there will be a considerable amount of appeals over the initial three month period therefore there is also a requirement for two fixed term members of staff, one for a three month period and one for a nine month period, which will run in parallel, to deal with the appeals during the first year of operation. These members of the staff would be located within the post enforcement appeals staff within the Parking Appeals Team.
- 3.5 Costs of employing the one full time equivalent and two fixed term posts are tabulated below and have been incorporated within the agreed Revenue budgets. It should be noted that the staffing costs may increase or decrease depending on the volume of penalty notice appeals.

Permanent Staff Costs (1 x FTE)	£35,000
Fixed Term Staff Costs (1 x 3 months, 1 x 9 months)	£35,000

Table 3.1

Year 2 appeals and beyond will be absorbed by the bus lane enforcement officer and post enforcement appeals staff within the Parking Appeals Team, Enterprise Planning & Infrastructure.

- 3.6 SETTING THE RATE OF THE CHARGE NOTICE (CN)
- 3.7 It is a statutory requirement that the local authority sets the rate of charge for bus lane contraventions, which then requires approval from the Scottish Government. Legislation dictates that the amount payable will be reduced by 50% if paid within 14 days of service of the CN.
- 3.8 It is recommended that the rate of charge is set at £60 (reduced to £30 for payment within 14 days), which is consistent with the current rate of charge for parking Penalty Charge Notices. To set the rate any lower may engender public perception that a bus lane contravention is a lesser offence than a parking contravention and result in a lower level of compliance.
- 3.9 Advice has been received from the Scottish Government on the approach that local authorities should take when considering the rate of charge. The factors included
- The current rate of parking Penalty Charge Notices
 - The rate of Police Fixed Penalty Notices for bus lane offences (£30 with no discount option)

- The rate of charge proposed by the other Scottish local authorities that are undertaking civil bus lane enforcement (Glasgow and Edinburgh - £60) and
- The objectives of civil bus lane enforcement

3.10 There is a statutory requirement, as per Scottish Statutory Instrument (SSI) No.42 – Charges, Adjudication and Enforcement, that any surplus revenue is re-invested in facilitating the achievement of Local Transport Strategy policies.

4. OTHER IMPLICATIONS

- 4.1 The consequences of not enforcing the bus lanes are that the continuing abuse of bus lanes will negatively impact on the efficiency of bus services. Bus lane surveys carried out in 2011 indicate a considerable increase in the violations across the city, from approximately 300 violations per month (recorded by Grampian Police in 2007) to over 10,000 violations per month (factored up from 2011 bus lane surveys).
- 4.2 The health and safety considerations for construction, operation and maintenance of the bus lane enforcement system will be de-risked during the design of the system and included within the Construction Design Manual (CDM) Regulations for the project. Only competent, fully trained and qualified personnel will be permitted to work on any machinery associated with the scheme.
- 4.3 Inappropriate use of the bus lanes can constitute a safety risk to cyclists and other authorised bus lane users.

5. BACKGROUND

- 5.1 In July 2008 Aberdeen City Council, along with Glasgow and Edinburgh City Council's, submitted an initial application to the Scottish Government for civil enforcement of bus lane regulations in their respective cities.
- 5.2 The main objective of civil bus lane enforcement in Aberdeen is to improve compliance with the regulations, which will lead to improved bus journey times and assist with encouraging modal shift towards public transport. Higher public transport patronage should result in fewer emissions, which will improve air quality.
- 5.3 At Aberdeen City Council's Resources Management Committee on 30th September 2008 approval was granted to submit a detailed business case for the civil enforcement of bus lane regulations to the Scottish Government for the introduction of the necessary regulations to allow camera enforcement of bus lanes by Aberdeen City Council.
- 5.4 Since this time, officers from the respective Councils have been in discussions with the Scottish Government officials responsible for the

progression of the secondary legislation and other actions required enabling the civil enforcement of bus lanes. The timescale for completion was initially anticipated to be in the Spring of 2009 but was subsequently delayed by the Scottish Government.

- 5.5 The bus lane enforcement secondary legislation by Local Authorities came into force on Monday 6 February 2012.
- 5.6 Funding has been secured from Nestrans and Aberdeen City Councils Parking 2012/13 Capital and Revenue budgets for the introduction and upgrade of a bus lane camera enforcement system.
- 5.7 Eight existing bus lane camera sites and an additional three new locations (Appendix 1) will be upgraded / installed throughout the city as part of this project. Bus lane signage and road markings will be refreshed, where required, prior to commencement of enforcement.

6. IMPACT

- 6.1 Aberdeen City Council's Local Transport Strategy (LTS) sets out the objectives and policies for delivering an integrated transport solution to improve accessibility, social inclusion, safety, environmental and economic issues within the city. Central to these policies is the promotion of public transport to encourage modal shift away from the private car with the associated congestion, environmental and safety benefits.
- 6.2 Civil enforcement of bus lanes regulations is specifically referred to in the LTS to support the effective and efficient delivery of public transport within our City, thereby contributing to encouragement of this mode of sustainable transport, promotes mode choice and creates more reliable, better quality bus services.
- 6.3 The civil enforcement of bus lanes will support the delivery of a fully integrated transport network to support movement and economic growth which is in accordance with the Council's Business Plan 2011/12 – 2015/16 The Next Five Years.
- 6.4 The bus lane enforcement supports The Quality Partnership for Public Transport Agreement 2010 of which Aberdeen City Council is a partner, to achieve improvements to bus punctuality, reliability and journey times at peak and off-peak times. The use of local authority regulatory powers for Bus Lane enforcement has also been highlighted within the Nestrans Bus Action Plan for the North East of Scotland.

7. BACKGROUND PAPERS

Enterprise Planning & Infrastructure Committee September 2012 – Strategic & Local Transportation Project Report

Enterprise Planning & Infrastructure Committee May 2012 – Strategic & Local Transportation Project Report

<http://councilcommittees/mgConvert2PDF.aspx?ID=20279>

Enterprise Planning & Infrastructure Committee January 2012 – Strategic & Local Transportation Project Report

<http://councilcommittees/mgConvert2PDF.aspx?ID=18313>

Enterprise Planning & Infrastructure Committee September 2011 – Strategic & Local Transportation Project Report

<http://councilcommittees/mgConvert2PDF.aspx?ID=15586>

Resources Management Committee September 2008 – Business Case for Bus Lane Enforcement Report

[http://councilcommittees/Data/Resources%20Management%20Committee/20080930/Minutes/SubIndex\\$Minutes.pdf](http://councilcommittees/Data/Resources%20Management%20Committee/20080930/Minutes/SubIndex$Minutes.pdf)

Policy & Strategy Committee October 2007 – Bus Lane - Business Case for Civil Enforcement Report

[http://councilcommittees/Data/Policy%20and%20Strategy%20Committee/20071030/Minutes/SubIndex\\$Minutes.pdf](http://councilcommittees/Data/Policy%20and%20Strategy%20Committee/20071030/Minutes/SubIndex$Minutes.pdf)

8. REPORT AUTHOR DETAILS

Scott Ramsay, Technical Officer, sramsay@aberdeencity.gov.uk
01224 523463

Appendix 1

BUS LANE ENFORCEMENT PROJECT EXISTING FIXED CAMERA LOCATIONS

LO1	King Street	-	90m South of St Machar roundabout looking North
LO2	King Street	-	90m North of St Machar roundabout looking South
LO3	King Street	-	120m South of Beach Esplanade looking North
LO4	Holburn Street	-	90m East of Bridge of Dee roundabout looking West
LO5	Holburn Street	-	30m South of Howburn Place looking North
LO6	Wellington Road	-	30m North of Grampian Place looking North
LO7	Auchmill Road	-	150m West of Haudagain roundabout looking East
LO8	Great Northern Road	-	130m East of Haudagain Roundabout looking West

BUS LANE ENFORCEMENT PROJECT NEW FIXED CAMERA LOCATIONS

LO9	North Donside Road	-	West of Broadfold Drive
LO10	King Street / Castle Street	-	North of Castlegate
LO11	Lang Stracht Busgate	-	Off Lang Stracht / Old Skene Road

Appendix 2 – Further Information

THE ENFORCEMENT PROCESS

The enforcement system is based on Automatic Number Plate Recognition technology (ANPR). When a vehicle enters the enforcement zone within the bus lane, the camera reads the number plate and determines whether it is on the approved list of vehicles (white list). This list contains vehicle registration numbers (VRNs) of approved vehicles (buses, licensed taxis and licensed private hire cars).

If the VRN is not on the white list, the system will generate an evidence pack containing a video clip of the vehicle in the bus lane, which is encrypted and sent to the review server via the 3G (mobile phone) network.

Evidence packs will be reviewed by an Enforcement Officer, who will determine whether the contravention has occurred. If a contravention has occurred a Charge Notice (CN) will automatically be sent by the Council to the registered keeper of the vehicle seeking payment. The CN will include digital images of the contravention printed on them in order to improve compliance and minimize challenges.

There is a mechanism within the legislation for Appeals against Charge Notices to be heard by an Independent Bus Lane Adjudicator. This service will be provided by the Scottish Parking Appeals Service (SPAS).

PUBLICITY

A four week public awareness campaign will be undertaken in the run up to going live with enforcement in order to inform the public of the start date for civil enforcement and explain the objectives of the scheme. Various advertising media will be utilised to promote the scheme including local press, bus panels and various websites.

Warning letters will be issued to motorists caught using the bus lanes during the first two weeks of the publicity campaign, which is in line with best practice and Department for Transport guidance. This is common practice when introducing schemes of this nature and allows motorists the opportunity to change their habits prior to enforcement commencing.

Subject to the necessary Scottish Government approvals, it is anticipated that the detailed timescales in the table below will be followed:-

Milestone	Date
Finance & Resources Committee agree charge notice rate	4 October 2012
Scottish Government approves charge notice rate	November / December 2012
Publicity Campaign (4 weeks)	Jan / Feb 2013

COSTS OF SCHEME

The capital and revenue costs for upgrading and operating the bus lane enforcement (BLE) system are tabulated below. The following key factors have been included.

Bench marked, with Nottingham and Edinburgh City Councils', BLE system costs for 11 sites, using 4 cameras, new offence viewing processing system and web viewing appeals system

One full time staff member for operation and management of system – costing £35,000 per annum.

Two fixed term staff, one for three months, one for nine months running in tandem, to deal with BLE appeals

£20,000 BLE system maintenance costs per annum

Capital costs for the installation of BLE cameras at eleven locations and revenue costs for the backroom equipment and staffing costs are highlighted in tables 3.1 and 3.2 below;

Capital Costs	Costs per Item	Total Costs
Year 1		
4 x New Digital Enforcement Cameras	£25,000	£100,000
11 x Site Installation	£8,000	£88,000
Total Costs		£188,000

Revenue Costs	Costs per Item	Total Costs
Year 1		
Backroom Equipment Details		
Purchase and Install Ticketing System	£10,000	£10,000
Purchase and Install Offence Viewing and Processing System	£55,000	£55,000
Purchase and Install Web Viewing Appeals System	£20,000	£20,000
5 years Maintenance Costs for system	£20,000	£20,000
Total Costs for Backroom Equipment (including Maintenance Contract)		£105,000
Year 1 Staff Costs		
Permanent Staff Costs	£35,000	£35,000
Fixed Term Staff Costs	£35,000	£35,000
Total Staff Costs in Year 1		£70,000
Year 1 Revenue Costs Total		£175,000

- It is recommended that a 5 year maintenance contract is included when the equipment is initially purchased. This removes the necessity to carry out a re-tendering process annually which would have financial and time implications on existing resources.

This page is intentionally left blank

ABERDEEN CITY COUNCIL

COMMITTEE	Finance & Resources
DATE	4 th October 2012
DIRECTOR	Stewart Carruth
TITLE OF REPORT:	Accord Card: Citizen Roll Out Update
REPORT NUMBER:	CG/12/093

1. PURPOSE OF REPORT

To update committee on the progress made to date on allowing Accord Card holders to obtain services offered by Aberdeen City Council and its partner organisations at a preferential rate via the Residents Discount Scheme.

2. RECOMMENDATION(S)

It is recommended that elected members:

- i) Note the content of the report;
- ii) Approve the next steps outlined in section 5.7.

3. FINANCIAL IMPLICATIONS

None.

4. OTHER IMPLICATIONS

Legal

There are no legal issues.

Resource

There are no resource implications.

5.0 MAIN UPDATE

- 5.1 The Residents Discount Scheme was launched on 2nd April 2012 allowing Aberdeen City residents to receive discounts on a wide range of local services and activities. These exclusive offers are available free to all residents of Aberdeen City, all they need to do is present and swipe their Accord Card at participating sites.
- 5.2 The Residents Discount Scheme is carried electronically on the Accord Card and participating services have Accord Card readers to verify the cardholder's entitlement to the scheme.
- 5.3 Recognising that many people live out with city boundaries but frequently travel into Aberdeen, a Visitor Card has been launched alongside the scheme which allows non residents to take advantage of many of the discounts available (excluding those funded via the Common Good Fund).
- 5.4 The scheme was launched with the following services, outlets and venues participating:
- **The Beach Ballroom:** discounts on selected events
 - **1906 Restaurant and Café:** 10% discount on food and non-alcoholic drinks
 - **Music Hall:** 10% discount on food and non-alcoholic drinks
 - **Belmont Picturehouse:** £5 discount on annual membership
 - **Aberdeen International Youth Festival:** discount on selected performances
 - **Sport Aberdeen:** 10% discount on Adult prices at fitness studios and for swimming sessions
 - **Adventure Aberdeen:** Preferential rates on 50+ programme and adult courses
 - **CityMoves:** discount on selected classes
 - **Tramsheds Coffee House and Satrosphere Science Shop:** 10% discount
 - **Libraries:** borrow 5 and get 6th free on all DVD, Blu-Ray and CD loans
 - **Arts Development:** discount on adult classes
 - **Northern Arts Club:** 10% discount on first years membership for new members

In addition to the original twelve participating organisations, a new local business joined in July 2012, ***Shirt By Hand***, who now have an offer for the Residents Discount Scheme.

- 5.5 A crucial element to the success of the Residents Discount Scheme was establishing channels through which interested residents can apply for an Accord Card without impacting on resources while providing an efficient and effective service to customers. This has been

achieved by developing an online application process. This online application enables residents to either apply online at any computer or mobile phone or at one of eight Community Libraries.

Furthermore, officers within Corporate Governance have collaborated to develop a paperless application process via the corporate CRM system, Lagan. This development allows staff at Customer Access Points and the Customer Service Centre to capture all information required to produce an Accord Card, including their photograph, on Lagan.

The benefits of these developments is that no paper application form is required, nor do the customers details need to be manually typed into the Accord Card Management System as they have been captured and managed electronically. The resulting efficiencies in back office processes have significantly reduced the time it takes to produce an Accord Card for these customers.

- 5.6 Since the Resident Discount Scheme launched in April there have been over 4,000 uses of the Accord Card to access the discounts and offers available. The scheme has been promoted through a variety of media including radio, local press and on both the Aberdeen City Council and Accord websites.

Also, work has been undertaken with Spree Publications Ltd in Aberdeen to place an insert into every Spree Book 2012/13 sold in Aberdeen to promote the discounts and offers available through the Residents Discount Scheme.

5.7 Next Steps

- 5.7.1 The Accord Card team will continue to identify, investigate and develop new opportunities to enhance the scheme and broaden its appeal. This will be progressed through both the Chamber of Commerce and the Aberdeen Business Improvement District (BID) for their buy-in and assistance to raise awareness and promote the scheme within the local business community with the aim of expanding the ranger of available offers.
- 5.7.2 Aberdeen Snowsports Centre have confirmed their desire to join the scheme and work will be underway shortly to put appropriate promotional material in place for this new offer.
- 5.7.3 In addition to the Residents Discount Scheme, over the past few months the Accord Card team and a local company called TBEx (The Business Exchange) have been working on developing a customer loyalty point's reward scheme to be implemented in local businesses that will allow citizens to use their Accord Card to gather loyalty points.

The working title of the scheme is *Accord Rewards* and it is envisaged that businesses that are members of The Business Exchange can offer loyalty points to their customers in turn for purchasing their goods and services. Effectively customers collect loyalty points for each pound spent and in turn can redeem this loyalty point as part payment at any participating business.

A bulletin report was presented to the Enterprise Planning & Infrastructure Committee on 11th September 2012 and this is attached as Appendix 1 for additional information.

6. IMPACT

The introduction of a residents discount promotes the vision in the Community Plan that we value our people by giving them access to Council facilities at a preferential rate via a Residents pass.

The aim of the residents discount policy is to increase revenue for the Council and help ensure a sustainable economic future for the City.

This report may be of interest to the public as it deals with the pricing policy for the provision of Council services.

7. BACKGROUND PAPERS

- Report CG/10/205 approved by Finance & Resources Committee on 1st February 2011
- Report CG/11/109 approved by Finance & Resources Committee on 29th September 2011
- Bulletin Report to Enterprise Planning & Infrastructure Committee on 11th September 2012

8. REPORT AUTHOR DETAILS

Bruce Reid
Accord Card Manager
bruce@accordaberdeen.co.uk
(01224) 346838

APPENDIX 1:

BULLETIN REPORT

<u>Name of Committee:</u>	Enterprise, Planning & Infrastructure
<u>Date of Meeting:</u>	11 September 2012
<u>Title of Report:</u>	Accord Card Customer Loyalty Reward Scheme
<u>Lead Officer:</u>	Bruce Reid, Accord Card Manager
<u>Author of Report:</u>	Bruce Reid, Accord Card Manager

Summary of Purpose of Report

To inform members of the progress made to date on implementing a customer loyalty reward scheme for local businesses via the Accord Card.

Accord Rewards Scheme

Over the past few months the Accord Card team has been working in partnership with a company called TBEx (The Business Exchange) to develop a customer loyalty rewards scheme within the local business community.

The loyalty scheme, called *Accord Rewards*, will allow member businesses in The Business Exchange to offer loyalty points to their customers when they purchase their goods and services. When customers purchase goods from these businesses they can collect loyalty points via their Accord Card which they can then redeem as part payment for goods and services at any participating business within The Business Exchange. The loyalty points themselves will be held and managed by TBEx with the Accord Card being the customers 'identifier' into their TBEx loyalty points account.

The aim is to trial this scheme mid to late September in approximately 20 local businesses to ensure the system works and the technology operates as expected. If the trial proves successful the aim is to roll this out to more/ all businesses in the exchange and promote this new service to citizens.

TBEx (The Business Exchange)

The Business Exchange (Scotland) Ltd (TBEx) (www.tbex.com) is an established company that was founded in 1995. TBEx provides businesses with specialist expertise in all aspects of trade enhancement through the exchange of goods and services, through an organised electronic complementary currency system (in this case, loyalty points).

The principal business of TBEx is to provide a full-service solution to businesses, with complementary goods and services requirements that recognise the opportunity to improve cash flow, increase trading, promote local businesses and generate customer loyalty within these local businesses.

Costs

All costs associated with the development of this scheme have been met by Tbx. The only cost to the Council is the provision of smartcard readers to each of the participating businesses (£65 per smartcard reader) which will be met from the Accord Card development budget. There will be no cost to the citizen to join the loyalty scheme and their Accord Card will be provided free of charge.

Next Steps

The trial will commence mid to late September and be assessed thereafter by all parties. The aim of the trial is to ensure the system works and the technology operates as expected. If successful it will be rolled out to more/ all businesses in the exchange and promoted through all appropriate and available channels.

A further bulletin report will be passed to the Enterprise, Planning & Infrastructure Committee meeting of 6th November 2012 with an update on this new Accord Card service.

Bruce Reid
Accord Card Manager
bruce@accordaberdeen.co.uk
(01224) 346838

ABERDEEN CITY COUNCIL

COMMITTEE	Finance & Resources
DATE	4 October 2012
DIRECTOR	Stewart Carruth
TITLE OF REPORT	Libraries Network
REPORT NUMBER:	CG/12/097

1. PURPOSE OF REPORT

The main purpose of this report is to request continuation of circuit requirements for the Aberdeen City Council, Library Network.

2. RECOMMENDATION(S)

- 1) The committee approves to go to tender via the Government Procurement Service, Framework Agreement: PSN Connectivity, Contract ID – RM870.
- 2) The committee authorises the estimated expenditure over a 3 year period, with possibility of a further 2 year extension.

3. FINANCIAL IMPLICATIONS

Expenditure will be in accordance with the Council's approved Revenue Budget.

It is anticipated that annual circuit rental costs will be around £60,000 per annum which will be an anticipated saving of £28,000 from Year 2.

4. OTHER IMPLICATIONS

This project is being managed in accordance with corporate management guidelines with risks managed within that framework.

It will provide public and corporate users with an uninterrupted network performance and a platform for increased capacity in the future. This improves the service offered by Libraries and encourages service use.

5. BACKGROUND/MAIN ISSUES

There are currently 12 networked branch libraries connected via BT point-to-point Ethernet Extension Circuits, which were installed in 2008.

The current circuit rental contract is in its final year and due to expire 31/12/12. The libraries which are affected are:

Bridge of Don Library, AB22 8HH
Culter Library, AB14 0UJ
Tillydrone Library, AB24 2UD
Woodside Library, 356 Clifton Road, AB24 4DX
Torry Library, AB11 9NJ
Cornhill Library, AB16 5UT
Cove Library, AB12 3HE
Ferryhill Library, AB11 6UP
Airyhall Library, AB15 7RF
Cults Library, 429 North Deeside Road, AB15 9SX
Northfield Library, AB16 7LL
Dyce Library, AB21 7NF

In order to continue providing services to these libraries, there is a requirement for ongoing network continuity.

This project will ultimately continue with the current provision of a modern communication infrastructure capable of supporting data, voice and video services for Aberdeen City libraries.

The Council intends for these libraries to continue to be connected using point-to-point Ethernet Extension Circuits. Market test quotations for renewal of these circuits with the up to date equivalent point-to-point Ethernet Extension circuits has been carried out and show a potential saving of around £28,000 per annum from Year 2.

Other connectivity options will be considered during the tender exercise if appropriate.

6. IMPACT

Corporate – This will support and enable corporate staff to work effectively at library locations under the new ways of working.

Existing devices (PC's and printers) will continue to be used within libraries.

Public - This project will continue to provide the libraries with the up-to-date technological infrastructure required to provide the valuable and worthwhile service expected by the public in this day and age.

7. BACKGROUND PAPERS

Libraries Network Report - Item 5.18 Resources Management Committee 22 April 2008.

8. REPORT AUTHOR DETAILS

Louisa Paterson
QA and Configuration Management Analyst
loupaterson@aberdeencity.gov.uk
01224 522431

This page is intentionally left blank

ABERDEEN CITY COUNCIL

COMMITTEE	Finance & Resources
DATE	4 October 2012
DIRECTOR	Gordon McIntosh
TITLE OF REPORT	Property Asset Management Plan 2012
REPORT NUMBER:	EPI/12/186

1. PURPOSE OF REPORT

The Report details the Property Asset Management Plan, explaining the background to Asset Management, and the strategic importance to the City Council in efficiently utilising its property to assist in the delivery of all Council services.

2. RECOMMENDATION

The Committee approve the Property Asset Management Plan and instructs the Corporate Asset Group to implement and develop the Plan.

3. FINANCIAL IMPLICATIONS

There are no specific implications flowing from this report. The further implementation of Property Asset Management Planning will result in additional improvements in efficiency of the utilisation of Council property assets, potentially producing savings in revenue costs and identifying surplus assets, thereby realising capital receipts.

4. OTHER IMPLICATIONS

There are no immediate other implications flowing from this Report.

5. BACKGROUND / MAIN ISSUES

Asset Management is widely recognised by the Scottish Government, Property professionals and Public Bodies as vital to optimising the use and management of property assets with the aim of releasing financial and service benefits. This is identified in a recent publication from the Scottish Futures Trust entitled "Improving Asset Management across the Scottish Public Sector".

This Council has carried out asset management in other guises for many years but it wasn't until 2007 that the Council actively set out to implement asset management. Following on from that, the Council's first Property Asset Management Plan (PAMP) was approved by the Resources Management Committee in June 2009 and has been updated annually thereafter. It is recognised as good practice to have a complete review of the PAMP every three years with annual updates in between.

Asset Management is now well developed within the Council. A small team are dedicated to the development and immediate implementation of Asset Management. Significant improvements have been made in essential processes/procedures as well as improvements to actual assets.

An electronic copy of the Property Asset Management Plan (PAMP) 2012 has been emailed to all members of the Committee, with a copy placed in the Members' Library. Once approved, the PAMP will be available on the Council's Website. An Executive Summary is included at the start of the PAMP. The PAMP was presented at a meeting of the Corporate Asset Group meeting on 29 August and subsequently approved, with minor alterations. The document was also presented to CMT on 20 September.

Some of the key points/findings from the PAMP are as follows:-

Corporate Property – Objectives & Priorities

The key to ensuring that our property assets deliver what is required for Aberdeen, both now and in the future, is ensuring that our use and management of assets is aligned to our strategic objectives and priorities.

In designing our approach to asset management within Aberdeen, in order to deliver our Strategic Priorities, we have identified 7 overarching property aims and objectives that will seek to ensure that the Council's assets are fit for purpose within the current budgetary restraints.

- **Assets must meet the needs of those that use them.**
- **Assets must be economically sustainable.**
- **Assets must be safe and comply with current legal requirements and any future requirements.**
- **Assets must make a strategic impact.**
- **Assets must be environmentally sustainable.**
- **Working with our public sector partners, to encourage the sharing of property assets where practical.**
- **Heritage Assets should be maintained to a high standard.**

Current Asset Management Performance

Improvement:-

- **Required Maintenance down from £66.1m to £60.7m**
- **% of Properties in Satisfactory Condition improved by 5%**
- **5% reduction in energy consumption**
- **4% reduction in water consumption**
- **13% reduction in oil consumption**

No change:-

- **% of Properties suitable**

Decrease:-

- **Public Access down from 86.1% to 83.9%**

Key Challenges & Achievements

Selected Challenges are:-

- Increasing planned maintenance
- A fit for purpose school estate
- Community transfer
- Completing/updating Service Asset Management Plans
- Commercial estate investment

Selected Achievements are:-

- Commencement of the photovoltaic panel Scheme
- A reduction in energy and water consumption
- The advancement of the Tenanted Non Residential Property Review (the commercial estate)
- Reduction in time between buildings closing and being declared surplus
- Completion of the Energy Performance Certificate (EPC) Programme

Key Priorities

The updated priority areas are as follows:-

Priority Area	Responsibility	Target Date for Completion
Complete and Update Suitability Forms	Services	October 2012
Complete Service Asset Management Plans	Services	August 2013
Explore potential to Link Uniform and Confirm	Asset Management	Spring 2013
All Services to have access to Uniform and Confirm	Asset Management/Corporate Governance	December 2013
Repairs & Maintenance Strategy to be developed	Asset Management & Operations	Spring 2013
Complete School Review	Education Culture & Sport	Spring 2013
Complete ASN/Inclusion Review	Education Culture & Sport	TBC
Leisure Asset & Sports Pitch Strategy	Education Culture & Sport	December 2012
Cultural Assets Mapping	Education Culture & Sport	Summer 2013
Water Management Plan (Swimming Pools)	Education Culture & Sport	Spring 2013
Draft Community Transfer policy	Estates Team	Spring 2013
Complete TNRP Review	Investment Team	December 2013
Office Accommodation	Asset Management	Ongoing
Equipment and Storage Review	To be identified	Spring 2013

6. IMPACT

Corporate - The continued implementation of the Property Asset Management Plan will ensure that the Council is utilising its property portfolios to support Services in implementing the Single Outcome Agreement. In addition the plan contributes to achieving the vision set out in 'Aberdeen: The Smarter City'. Property has a particularly important role to play in Smarter Living, Smarter People and Smarter Environment themes.

Public – The continuing improvement to the Council's properties through good asset management practices will help ensure that services are being delivered from buildings that are "fit for purpose".

7. BACKGROUND PAPERS

Property Asset Management Plan 2009 (Non-Housing)
Property Asset Management Plan Update 2010
Property Asset Management Plan Update 2011
RICS: Public Sector Asset Management Guidance 2008
CIPFA: A Guide to Asset Management & Capital Planning 2008

8. REPORT AUTHOR DETAILS

Alastair Reid
Team Leader – Asset Management
✉ alareid@aberdeencity.gov.uk
☎ 01224 52(2627)

This page is intentionally left blank

ABERDEEN CITY COUNCIL

COMMITTEE	Finance and Resources
DATE	04 October 2012
DIRECTOR	Gordon McIntosh
TITLE OF REPORT	Small Sales Procedures
REPORT NUMBER:	EPI/12/194

1. PURPOSE OF REPORT

This Report advises members of proposals for the updating of the Council's Sale of Areas of Amenity Ground policy.

2. RECOMMENDATIONS

It is recommended that the Committee:-

- (a) agree to update the Council's current Sale of Amenity Ground strategy, as outlined in Appendix 1.
- (b) agree to the revised fee charges proposed within this Report.
- (c) authorise the Head of Asset Management and Operations to undertake regular reviews of the charges and permits any future increase in charges, as required.

3. FINANCIAL IMPLICATIONS

The Council currently charges a fixed fee of £75 plus VAT to all parties seeking to establish if the Council is prepared to dispose of an area of ground. The proposals will increase the level of income generated from these requests to a level which is closer to covering the cost of the time spent on the requests by officials.

This Report has no implications for approved PBB options.

4. OTHER IMPLICATIONS

The only other implication in relation to the proposals is:-

- The increased cost of the application process may result in the reduction in the number of requests.

5. BACKGROUND/MAIN ISSUES

The City Council at its Property Sub-Committee on 2 December 1998 approved a report entitled Proposed Policy on Sale of Amenity Ground which detailed the policy to be adopted for the consideration of applications for the sale of amenity ground. At the Resources Management Committee on 1 March 2000 a policy was approved which levied a cost for undertaking a range of property services including the dealing with requests to purchase amenity ground. The charges were further amended to their current level on 1 December 2004.

The Council currently deals with approximately 25 requests from citizens to acquire areas of ground adjacent to their properties per year. These requests are dealt with under the current policy. However, with changes to the number of Councillors per ward and the passage of time, it was felt appropriate that the policy should be reviewed and amended as necessary. Attached in Appendix 1 is the proposed new amenity strategy which takes into account changes to the Council structure and adds additional criteria which must be met before a sale of amenity ground would be considered.

As is evidenced by the process contained in Appendix 2, a considerable amount of officers time is spent in dealing with each request. On average 20% of requests progress to a sale and in general the level of receipt generated by a sale is very low. Therefore it is appropriate for the Council to charge for this service in the form of an administration fee which is currently £75 plus VAT. Taking account of the cost of dealing with each request it is now appropriate for this charge to be reviewed to a level which more reflects the cost to the Council for undertaking the work required to respond to each enquiry. Taking account of this work it is proposed that that administrative charge be increased to £150 plus VAT.

In addition to dealing with requests from individuals, the Council is also approached by companies seeking to acquire ground adjacent to their properties. These requests are dealt in the same way as outlined above and it is proposed that the charge would be the same. The Council also receives requests for wayleaves and servitudes and it is proposed that the administration charge for dealing with these requests should be increased to £175 plus VAT.

6. IMPACT

Corporate – The proposed changes to the policy will insure that the Council is charging an appropriate administration charge which reflects the level of work which is required for each enquiry received.



Public – The Report will be of interest to the Public due to the increase in the charges.

It is not considered that an Equality and Human Rights Impact Assessment is required.

7. BACKGROUND PAPERS

None.

8. REPORT AUTHOR DETAILS

Neil Strachan
Team Leader Estates
 nstrachan@aberdeencity.gov.uk
 01224 52(3062)

This page is intentionally left blank

Proposed Amenity Ground: Strategy for Sale October 2012

The following criteria must be satisfied before any amenity area may be sold:

1. The area applied for does not form part of a larger area exceeding 100 sq m.
2. The area of ground must be adjacent to ground within the ownership of the applicant.
3. The ground must be within Council ownership and its title must not contain any burdens restricting its use or sale.
4. The Planning Service must in principle agree that planning consent for change of use from public open space would be acceptable.
5. There must be no road traffic issues that would be affected by the sale, in particular no sale will be progressed which is objected to by the Road Section on grounds of safety.
6. The area applied for does not contain special features such as trees or other planting.
7. The sale of the area applied for will not result in any material change in the aesthetic appearance of the area.
8. The local Ward Members are to be included as one of the persons consulted on consideration of the application.

Note

In the event that a sale of amenity ground is approved it should be noted that the sale of the land will be suspensive on the applicant applying for and obtaining Planning consent for a change of use from Public Open Space.

This page is intentionally left blank

Procedure for Dealing with Requests to Purchase Amenity Ground

- Enquiry received requesting if area of amenity land is owned by Aberdeen City Council (ACC) by phone, email, etc.
- Advise the enquirer there is a charge for this enquiry and issue pack detailing procedures, to applicant.
- Pack includes the following:
 - * A property enquiry letter;
 - * The sale of amenity ground - strategy;
 - * A plan: the plan is subsequently used by the customer to mark up the area they wish to purchase/enquire whether it is owned by ACC.

Once Payment Received:

- A consultation memo issued to the following:
 - * The Legal Manager;
 - * Team Leader, Planning;
 - * Roads;
 - * Environmental;
 - * Councillors;
 - * And any other person/department as appropriate e.g. Housing.
- Collate responses from consulters. If responses oppose the sale advise enquirer. If there are no restrictions to the sale and no objections from the parties consulted advise enquirer that the ground will be valued.
- A Surveyor will inspect the ground and prepare valuation.
- Heads of Terms letter will be issued, to enquirer seeking agreement in principle to the terms offered.
- Upon receiving confirmation of acceptance of Heads of Terms instruction issued to Legal Services to conclude transaction.

This page is intentionally left blank

ABERDEEN CITY COUNCIL

COMMITTEE	Finance and Resources
DATE	4 October 2012
DIRECTOR	Gordon McIntosh
TITLE OF REPORT	Update on Future of Several Garage Sites
REPORT NUMBER:	EPI/12/192

1. PURPOSE OF REPORT

This Committee's meeting of 15 March, 2012 considered a report on "*Miscellaneous Leased Properties held on the Common Good Property Investment Portfolio*". One small part of that report discussed garage sites at Hilton and Footdee. After consideration the Committee resolved:-

"...to instruct officers to report back to a future meeting of this Committee on the management options, costs, etc. in relation to the garage sites located within Hilton and Footdee...."

This report is in response to that remit.

2. RECOMMENDATIONS

That the Committee approve:-

That the garage sites at Footdee, Hilton Avenue and Smithfield Drive should be retained within the Common Good Account.

3. FINANCIAL IMPLICATIONS

There are no financial implications as a result of this report.

There are no State Aid implications arising from this report

There are no PBB implications as a result of this report.

4. OTHER IMPLICATIONS

Asset Management and Operations staff input for the future management of the garage sites will be required.

5. BACKGROUND/MAIN ISSUES

- 5.1 This Committee's meeting of 28 September, 2010 considered a report on Property Asset Management Plan - 2010 Update (see Item 25 on pages 20 and 21 of the Minutes). One of the approved recommendations was that:-

"...in respect of the TNRP review, the Head of Asset Management and Operations be instructed, in conjunction with the Head of Finance, to prepare a schedule of property reviews with a view to completing within eighteen months and to report on those reviews, to appropriate meetings of this Committee."

- 5.2 One of the subsequent T.N.R.P. reports was on *Miscellaneous Leased Properties held within the Common Good Property Investment Portfolio* and this was presented to the Committee meeting of 15 March 2012. One small part of the report discussed the future management options, costs etc in relation to the garage sites located within Hilton and Footdee. As per Item 34 on pages 17 & 18 of the Minutes, the Committee resolved :-

- a. notwithstanding the current disposal criteria of the Common Good Account and subject to the overall ongoing option appraisal of all properties detailed, that the Common Good Account retain ownership of the properties detailed within the attached appendix to the report, with the exception of the garage sites located within Hilton and Footdee; and
- b. to instruct officers to report back to a future meeting of this Committee on the management options, costs, etc. in relation to the garage sites located within Hilton and Footdee.

- 5.3 The garage sites are predominantly managed by a Technical Officer on a reactive basis, usually when an existing tenant wishes to assign their interest in the garage site to a new tenant or tenant disputes / lease management issues. An assignation would in general take approximately 2 – 3 hours of Technical Officers time per case, which would be re-charged. Other management issues can be time consuming to resolve. In addition these sites require regular, albeit infrequent, management inspections throughout the year. It is difficult for officers to give precise costs of management time for these properties. In any one year the majority of the garage sites might need little or no management time. On the other hand, an individual garage site lease, if it had all of the features described in this paragraph, might require several hundred pounds worth of management time.

- 5.4 With regard to the 6 garage sites and one parking space at Footdee, one of the garages has been recently re-let with good interest shown from the local community. Given this letting the total rent now being achieved is £1,212 per annum which gives an income yield 12.12% on the 31 March 2012 external valuation of £10,000. It is anticipated that

the lack of alternative car parking in the locality should drive rental levels higher over time. Consequently given the high yield and potential to improve rents, it is recommended these sites are retained in Common Good ownership.

- 5.5 With regard to the 3 garage sites at Hilton Avenue and the 16 garage sites at Smithfield Drive, the total rents are £1,813 per annum and the 31 March 2012 external valuation is £14,800 giving an income yield of 12.25%. The Council owns no other commercial property near either location and neither of the sites is of a size and configuration that would permit residential development to generate substantial capital receipts.
- 5.6 If it were decided to dispose of the garage sites at Hilton Avenue and Smithfield Drive it may also require considerable officer time in dealing with potential disposal of multiple sites and, if some of the tenants do not wish to buy, then the Council could be left with managing a site in multiple ownership with still ongoing management costs and with less rental income.

Conclusion

Taking cognisance of the limited cost in managing these assets and the potential difficulties from partial disposal, it is considered that the Council should continue to let these properties rather than disposing of any of them either to the tenants or on the open market

6. IMPACT

Corporate – The Single Outcome Agreement identifies a requirement to efficiently manage the City Council's resources.



Public – There should be no direct impact on Council staff or service users on the properties in question. As non-operational subjects, the sites do not impinge on the City Council functions.

7. BACKGROUND PAPERS

None


8. REPORT AUTHOR DETAILS

Peter Lowe, Estates Surveyor,
Asset Management & Operations

 - pelowe@aberdeencity.gov.uk
 . - (52)2626

Richard Wood, Technical Officer,
Asset Management & Operations

 - -rwood@aberdeencity.gov.uk

 - (52)3582

ABERDEEN CITY COUNCIL

COMMITTEE	Finance & Resources
DATE	04 October 2012
DIRECTOR	Gordon McIntosh
TITLE OF REPORT	Future Use – Miscellaneous Surplus Housing & Environment Properties
REPORT NUMBER:	EPI/12/190

1. PURPOSE OF REPORT

The purpose of this report is to update the Committee on surplus former Housing and Environment properties, and recommends that five of them be advertised for sale on the open market with the remainder either being retained or returned to their owners.

2. RECOMMENDATIONS

It is recommended that: -

- a) the Cleansing Depot, Sillerton Lane, Kincorth, be retained on the General Services Account until such time as the adjoining building services depot becomes available and that, in the meantime, the Head of Asset Management and Operations give consideration to the possibility of the subjects being made available for lease on a short-terms basis;
- b) the Head of Asset Management and Operations be instructed to further investigate the possibility of utilising part of the Council-owned car park adjacent to the Cleansing Sub-Depot and Public Convenience, Victoria Street, Dyce, and thereafter market the combined site for sale on the open market, and that a further report is submitted to the appropriate meeting of the Finance and Resources Committee in due course detailing the outcome;
- c) the Head of Asset Management and Operations be instructed to market the Cleansing Sub-Depot, Pitmedden Terrace, Kaimhill, for sale on the open market, and that a further report is submitted to the appropriate meeting of the Finance and Resources Committee in due course detailing the outcome;
- d) the Lock-up Garage/Sub-Depot, Watchman Brae, Middlemuir Place, Bucksburn, be included within the mainstream housing garages stock of the Housing Revenue Account, and, as such, this Report should be referred onto the next appropriate meeting of the Housing and Environment Committee to note and act upon as appropriate;

- e) the Cleansing Sub-Depot and Public Convenience, ASDA Shopping Centre, Jesmond Drive, Middleton Park, Bridge of Don, be returned to the owners of the supermarket development;
- f) the Head of Asset Management and Operations be instructed to market the former shop, 33 Richmond Street, Rosemount, for sale on the open market, and that a further report is submitted to the appropriate meeting of the Finance and Resources Committee in due course detailing the outcome;
- g) the Public Convenience, Multi-storey car park, West North Street, be retained on the General Services Account, per Car Parks, as part of the multi-storey car park;
- h) for the Public Convenience, 800 King Street, Seaton, the Head of Asset Management and Operations be instructed to:- (1) submit a Planning Application for Change of Use, for the most likely use of Hot Food Take-away, in terms of Class 3 of The Town and Country Planning (Use Classes) (Scotland) Order 1997 following further investigation into the possibility of also utilising part of the adjacent Council-owned ground, (2) market it thereafter for sale on the open market, and (3) submit a further report to the appropriate meeting of the Finance and Resources Committee in due course detailing the outcome;
- i) the Public Convenience, Inverurie Road, Bucksburn, be returned to the owners of the site;
- j) the Head of Asset Management and Operations be instructed to market the Public Convenience, Cove Road, Cove Bay, for sale on the open market, and that a further report is submitted to the appropriate meeting of the Finance and Resources Committee in due course detailing the outcome; and
- k) the Public Convenience, Kincorth Shopping Centre, Provost Watt Drive, Kincorth, be retained on the General Services Account for inclusion within the Kincorth Shopping Centre as part of the Investment Properties Portfolio, with a view to seeking to lease it.

3. FINANCIAL IMPLICATIONS

The sale of the recommended properties, if successful, is likely to generate a capital receipt in excess of £100,000 for the General Services Account during the 2013/14 financial year.

As the proposed sales will be at Market Value, there are no State Aid implications.

There are also no PBB implications.

4. OTHER IMPLICATIONS

There are no significant other implications in relation to the proposals, although legal and planning resources will be required in the future to conclude any of the proposed sales.

5. BACKGROUND/MAIN ISSUES

The Housing and Environment Committee of 10 May 2011 (Article 11) resolved :-

- (i) to declare the following properties surplus to the requirements of the Housing and Environment Service:- 1) Cleansing Depot, Sillerton Lane, Kincorth; 2) Cleansing Sub-Depot and Public Convenience, Victoria Street, Dyce; 3) Cleansing Sub-Depot, Pitmedden Terrace, Kaimhill; 4) Lock-up Garage, Watchman Brae, Middlemuir Place, Bucksburn; 5) Cleansing Sub-Depot and Public Convenience, ASDA Shopping Centre, Jesmond Drive, Middleton Park, Bridge of Don; 6) Former shop, 33 Richmond Street, Rosemount; 7) Public Convenience, Multi-storey car park, West North Street; 8) Public Convenience, 800 King Street, Seaton; 9) Public Convenience, Inverurie Road, Bucksburn; 10) Public Convenience, Cove Road, Cove Bay; and 11) Public Convenience, Kincorth Shopping Centre, Provost Watt Drive, Kincorth.
- (ii) to refer the properties to the Corporate Asset Group to (1) consider their future use; and (2) make a recommendation to the Finance and Resources Committee in this regard.

In line with disposal procedures, the availability of these properties was circulated to all Council Services and Partners. No interest had been expressed from any Service or Partner.

As such, following consultation with the Head of Planning and Sustainable Development, the Cleansing Sub-Depot and Public Convenience, Victoria Street, Dyce; the Cleansing Sub-Depot, Pitmedden Terrace, Kaimhill; the former shop, 33 Richmond Street, Rosemount; the Public Convenience, 800 King Street, Seaton; and Public Convenience, Cove Road, Cove Bay, are considered appropriate for possible re-development.

Although, in the case of the Cleansing Sub-Depot and Public Convenience, Victoria Street, Dyce, and the Public Convenience, 800 King Street, Seaton, there is likely to be a requirement to also include adjacent Council-owned ground (part car park and part open space, respectively) to provide more realistic site sizes to enable future development to be realised.

Further, in the case of the Public Convenience, 800 King Street, Seaton, it is also felt that the most likely future use of the subjects could be for Hot Food Take-away use. As such, to make the property more marketable, it is felt appropriate that, prior to marketing, a Planning Application be submitted by the Head of Asset Management and Operations seeking Change of Use, for the use of Hot Food Take-away, in terms of Class 3 of The Town and Country Planning (Use Classes) (Scotland) Order 1997.

The Cleansing Depot, Sillerton Lane, Kincorth, is adjacent to the Kincorth Building Services depot, and, as such it is considered appropriate to retain it on the General Services Account until such time

as the Building Services depot also becomes available to enable possible future development of the combined site. Meantime, the possibility of the subjects being leased out on a short-term lease basis be given consideration by the Head of Asset Management and Operations.

The Public Convenience, Multi-storey car park, West North Street; and the Public Convenience, Kincorth Shopping, Centre, Provost Watt Drive, Kincorth; are connected to adjoining Council properties, and, as such, it is considered appropriate for them to be retained on the General Services Account. In the case of the Public Convenience, Kincorth Shopping Centre, whereby it can be included within the Shopping Centre as part of the Investment Properties Portfolio, the possibility of the subjects being leased out be pursued by the Head of Asset Management and Operations.

The Cleansing Sub-Depot and Public Convenience, ASDA Shopping Centre, Jesmond Drive, Middleton Park, Bridge of Don; and the Public Convenience, Inverurie Road, Bucksburn are located within a building and on a site not owned by the Council, respectively. As such, they should be returned to the respective property owners.

The Lock-up Garage, Watchman Brae, Middlemuir Place, Bucksburn, is located within a row of Housing Revenue Account (HRA) Lock-up garages. Two of them within the row were previously combined to create a Large Lock-up Garage/Sub-Depot for the use by Cleansing Services. As such, they shall now revert back to two HRA garage lock-ups and are not, therefore, surplus to the Housing and Environment Service. Accordingly, this Report should be referred onto the next appropriate meeting of the Housing and Environment Committee to note and act upon as appropriate.

6. IMPACT

Corporate –

The nature of this Report is that it is written from a property perspective in ensuring that the Council deals efficiently with its landholdings. This is not only a statutory requirement but also a key consideration in the Single Outcome Agreement and the 5 year Corporate Business Plan, along with the Enterprise Planning and Infrastructure Service Plan. A sale of any of the properties meets the Single Outcome Agreement in relation to the efficient running of the Council and its property portfolio.

The sale of any of the properties in assisting the redevelopment of vacant buildings will have wider economic development benefits.

Public –

It is not anticipated that the sale of these assets will create any significant public interest.

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

7. BACKGROUND PAPERS


None.

8. REPORT AUTHOR DETAILS

Ian Harris

Technical Officer (Estates)

 ianh@aberdeencity.gov.uk

 01224 52(2846)

This page is intentionally left blank

ABERDEEN CITY COUNCIL

COMMITTEE	Finance and Resources
DATE	4 th October 2012
DIRECTOR	Stewart Carruth
TITLE OF REPORT	Request for Approval of Expenditure for Wines, Beers and Spirits Tender – Beach Ballroom
REPORT NUMBER:	CG/12/106

1. PURPOSE OF REPORT

This report advises Committee of the intention to go out to tender for the provision of wines, beers and spirits to the Beach Ballroom for a maximum of four years and seeks approval of the estimated expenditure as detailed in this report.

2. RECOMMENDATION(S)

It is recommended that the Committee approves the estimated expenditure of £85,000 per annum on the provision of Wines, Beers and Spirits, in accordance with SO1(3) of the Council's Standing Orders Relating to Contracts and Procurement. For the four-year period this is a total estimated expenditure of £340,000.

3. FINANCIAL IMPLICATIONS

The Council spent approximately £85,000 on Wines, Beers and Spirits during the 2011/12 financial year. The sale of these items provides a key revenue stream to the Beach Ballroom, through the wide variety of functions and entertainment events hosted. It is anticipated that the cost for the four-year contract will be in the region of £85,000 per annum. However, in the event of price rises it is highly unlikely the Council would be financially impacted as price fluctuations are incorporated within the rate for hire of the facility.

4. OTHER IMPLICATIONS

The total combined spend on Wines, Beers and Spirits for the four-year period is £340,000 which is above the threshold set under the Public Contracts Scotland Regulations 2012 – and so tendering will be undertaken in accordance with these regulations, whereby a full EU tender process is required.

There are no EHRIA implications. Any Service delivery to accompany the goods will be delivered as it has been previously.

5. BACKGROUND/MAIN ISSUES

This tender process will be run by the CPU in conjunction with the management team of the Beach Ballroom. The tender shall be awarded on the most economically advantageous basis, and shall give consideration to price, quality of product, service levels, implementation plans and sustainability.

The tender shall be lotted into:

- Wines;
- Casket Beers; and
- Bottled Beers, Spirits and Mixers.

This will enable Small/Medium sized Enterprises (SMEs) and local business to tender competitively, and allow flexibility and depth of supplier choice to the Beach Ballroom.

A three year contract shall be awarded with the Council having an option to extend for a further year.

6. IMPACT

The Beach Ballroom is one of Aberdeen's best known and biggest entertainment venues and therefore there is likely to be public interest in the tender.

7. BACKGROUND PAPERS

n/a

9. REPORT AUTHOR DETAILS

Michael Annand,
Category Manager, CPU,
miannand@aberdeencity.gov.uk
01224 664695

Exempt information as described in paragraph(s) 6, 9 of Schedule 7A of the Local Government (Scotland) Act 1973.

Document is Restricted

This page is intentionally left blank

Exempt information as described in paragraph(s) 6, 9 of Schedule 7A
of the Local Government (Scotland) Act 1973.

Document is Restricted

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank

Exempt information as described in paragraph(s) 4, 6, 8, 9 of Schedule 7A of the Local Government (Scotland) Act 1973.

Document is Restricted

This page is intentionally left blank

Exempt information as described in paragraph(s) 6, 9 of Schedule 7A of the Local Government (Scotland) Act 1973.

Document is Restricted

This page is intentionally left blank

Exempt information as described in paragraph(s) 6, 9 of Schedule 7A of the Local Government (Scotland) Act 1973.

Document is Restricted

This page is intentionally left blank

Exempt information as described in paragraph(s) 6 of Schedule 7A of the Local Government (Scotland) Act 1973.

Document is Restricted

This page is intentionally left blank

Exempt information as described in paragraph(s) 6 of Schedule 7A
of the Local Government (Scotland) Act 1973.

Document is Restricted

This page is intentionally left blank

Exempt information as described in paragraph(s) 6, 9 of Schedule 7A of the Local Government (Scotland) Act 1973.

Document is Restricted

This page is intentionally left blank

Exempt information as described in paragraph(s) 6, 9 of Schedule 7A of the Local Government (Scotland) Act 1973.

Document is Restricted

This page is intentionally left blank

Exempt information as described in paragraph(s) 6, 9 of Schedule 7A of the Local Government (Scotland) Act 1973.

Document is Restricted

This page is intentionally left blank

Exempt information as described in paragraph(s) 6, 9 of Schedule 7A of the Local Government (Scotland) Act 1973.

Document is Restricted

This page is intentionally left blank

Exempt information as described in paragraph(s) 6, 9 of Schedule 7A of the Local Government (Scotland) Act 1973.

Document is Restricted

This page is intentionally left blank

Exempt information as described in paragraph(s) 6, 9 of Schedule 7A
of the Local Government (Scotland) Act 1973.

Document is Restricted

This page is intentionally left blank

Exempt information as described in paragraph(s) 6, 9 of Schedule 7A of the Local Government (Scotland) Act 1973.

Document is Restricted

This page is intentionally left blank

Exempt information as described in paragraph(s) 6, 9 of Schedule 7A of the Local Government (Scotland) Act 1973.

Document is Restricted

This page is intentionally left blank

Exempt information as described in paragraph(s) 6, 9 of Schedule 7A of the Local Government (Scotland) Act 1973.

Document is Restricted

This page is intentionally left blank