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

Town House,
ABERDEEN 5 June 2013

FINANCE AND RESOURCES COMMITTEE

The Members of the **FINANCE AND RESOURCES COMMITTEE** are requested to meet in Committee Room 2 - Town House on **THURSDAY, 13 JUNE 2013 at 10.00 am.**

Please note that the meeting will commence at 10.00am, and not 2.00pm as originally scheduled.

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 determine that any exempt business be considered with the press and public excluded

REQUESTS FOR DEPUTATIONS

- 2.1 None received at this stage

MINUTE, COMMITTEE BUSINESS STATEMENT AND MOTIONS LIST

- 3.1 Minute of Previous Meeting of 25 April 2013 (Pages 1 - 16)
- 3.2 Minute of the Diamond Jubilee Working Group of 2 May 2013 (Pages 17 - 18)
- 3.3 Committee Business Statement (Pages 19 - 28)
- 3.4 Motions List (Pages 29 - 32)

MOTIONS

4.1 Motion by Councillor Greig - Policing Museum

“That this Council works with Grampian Police, its two successor divisions, Aberdeenshire Council and the Moray Council to set up a policing museum for the North East and that all possible funding sources and sponsorship opportunities are sought.”

CORPORATE GOVERNANCE SERVICE ISSUES

5.1 There are no items under this heading.

FINANCE

6.1 Council Revenue Budget Financial Monitoring - Year End 2012-2013 (Pages 33 - 40)

6.2 Small Financial Assistance Grants (Pages 41 - 50)

6.3 Treasury Management Policy and Strategy (Pages 51 - 58)

6.4 Annual Housing and Council Tax Benefit Report (Pages 59 - 78)

6.5 Financial Contribution to Aberdeenshire Council for North Sea Conference 2014 (Pages 79 - 82)

GENERAL BUSINESS

7.1 Low Carbon Regions in the North Sea (LOWCAP) Final Conference Travel Request (Pages 83 - 100)

7.2 Fees for Citizenship Ceremonies and Nationality Checking Service (Pages 101 - 104)

7.3 Nativity Scene Infrastructure Costs (Pages 105 - 110)

7.4 Haudagain Upgrade - A Way Forward (Middlefield) (Pages 111 - 134)

7.5 Service Review of Legal Services (Pages 135 - 146)

PROCUREMENT

- 8.1 Tender Acceptance Report - Scotland Excel, Government Procurement Service and Eastern Shires Purchasing Organisation Framework Agreements (Pages 147 - 156)
- 8.2 Request for Approval of Expenditure for Destruction of Confidential Waste Tender (Pages 157 - 158)

ITEMS WHICH THE COMMITTEE MAY WISH TO CONSIDER IN PRIVATE

GENERAL BUSINESS

- 9.1 Review of Commercial Car Parks (Pages 159 - 166)

PROPERTY

- 10.1 Property - Vacant and Surplus Assets June 2013 (Pages 167 - 194)
- 10.2 Property Sales (Pages 195 - 204)
- 10.3 Property Sales - 0.62 Ha Site, Tarbothill Road, Balgownie (Pages 205 - 214)
- 10.4 Asset Appraisal of 11/13 and 15/17 Belmont Street (Pages 215 - 220)

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

Website Address: www.aberdeencity.gov.uk

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FINANCE AND RESOURCES COMMITTEE

ABERDEEN, 25 April 2013 - minute of meeting of the FINANCE AND RESOURCES COMMITTEE. Present: Councillor Allan, Convener; and Councillors Cameron, Crockett, Dickson, Jackie Dunbar, Forsyth, Graham, Ironside CBE (as a substitute for Councillor Young), Kiddie (as a substitute for Councillor Noble), Laing, Malone, McCaig, Milne, Reynolds and Yuill.

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=2586&ver=4>

BRIAN ADAM MSP

1. The Convener led tributes to Mr Brian Adam MSP, who had served in public life firstly as a Councillor and thereafter as an MSP. She stated that he had been an excellent servant to the constituents of Aberdeen Donside, the ward he represented and expressed her condolences to his family.

Councillor McCaig spoke of Mr Adam's passion for public life and expressed his admiration for him, stating that he would be a huge loss to Aberdeen, the Scottish Parliament and the SNP. He was proud to have known and admired him and owed him a great deal for his support.

Councillor Malone commended his great service to the people of Aberdeen and expressed her condolences to his family.

Councillor Crockett echoed the previous tributes and emphasised that Mr Adam had always been held in high regard and that further tribute would be paid at the Council meeting on 1 May 2013.

The Committee resolved:-

to concur with the tributes from the various members.

AGENDA ORDER

2. The Convener advised that items 7.6 (Aberdeen Trades Union Council Mayday March) and 12.2 (Local Authority Mortgage Scheme) of the agenda had been withdrawn.

DETERMINATION OF EXEMPT ITEMS OF BUSINESS

3. 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.

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The Committee resolved:-

in terms of Section 50(A)(4) of the Local Government (Scotland) Act 1973, to exclude the press and public from the meeting from item 10.1 of the agenda (article 24 of this minute) onwards so as to avoid disclosure of information of the classes described in the following paragraphs of Schedule 7(A) to the Act: article 24 (paragraph 6), article 25 (paragraphs 8 and 9), article 26 (paragraphs 4, 6, 8 and 9), article 27 (paragraph 1), article 28 (paragraphs 6 and 9), article 29 (paragraphs 6 and 9), article 30 (paragraph 6 and 9), article 31 (paragraphs 6 and 9), and article 31 (paragraphs 6 and 9).

MINUTE OF PREVIOUS MEETING

4. The Committee had before it the minute of its previous meeting of 21 February 2013.

The Committee resolved:-

to approve the minute as a correct record.

COMMITTEE BUSINESS STATEMENT

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

The Committee resolved:-

- (i) to remove items 6 (Joint Customer Contact Centre), 8 (Queen's Links Leisure Park), and 15 (Provost Skene's House) ;
- (ii) to note that reports on items 1 (CAB – Debt Advice Services), 2 (Applications for Financial Assistance – Grant Application System), and 12 (Satrosphere), were to be considered on today's agenda and to remove them subject to the decision taken; and
- (iii) otherwise to note the updates contained therein.

DECLARATIONS OF INTERESTS

Councillors Dickson and Jackie Dunbar declared pecuniary interests in the following item of business by virtue of their employment by Kevin Stewart MSP, and withdrew from the meeting.

MOTIONS LIST

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

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The Committee resolved:-

- (i) in relation to motion 1 (Motion by Councillor Greig – Commemoration of the Diamond Jubilee and Queen’s Reign), to note that the minute of the Diamond Jubilee Working Group was to be considered later on today’s agenda;
- (ii) in relation to motion 2 (Motion by Councillor McCaig – BRIS) to:
 - (a) note that a report was to be considered later on today’s agenda; and
 - (b) note that the Director of Corporate Governance would provide an oral update regarding the independent research study exploring the existing financial settlement and its impact following consideration of the aforementioned report; and
- (iii) in relation to motion 3 (Motion by Councillor Crockett – Comments by Kevin Stewart MSP), to refer the matter simpliciter to Council.

MOTION BY COUNCILLOR GREIG - POLICING MUSEUM

7. With reference to article 25 of the minute of meeting of Council of 6 March, 2013, the Committee had before it a motion in the following terms by Councillor Greig:-

“That this Council works with Grampian Police, its two successor divisions, Aberdeenshire Council and the Moray Council to set up a policing museum for the North East and that all possible funding sources and sponsorship opportunities are sought.”

The Convener explained that Councillor Greig was not able to attend this meeting, and therefore in accordance with Standing Order 21(4) his motion would fall, and be considered at the next meeting.

The Committee resolved:-

to note that this motion would be resubmitted to the next meeting of 13 June 2013, for consideration.

COMMEMORATION OF THE DIAMOND JUBILEE AND QUEEN'S REIGN - MOTION BY COUNCILLOR GREIG - MINUTE OF MEETING OF THE DIAMOND JUBILEE WORKING GROUP OF 28 FEBRUARY 2013

8. With reference to article 11 of the minute of its meeting of 21 February 2013, the Committee had before it, by way of referral, the minute of the Diamond Jubilee Working Group of 28 February 2013, for consideration of resolution (i) at article 4, which requested that specific funding be identified for the development of a commemoration in the city of the Diamond Jubilee and the Queen’s reign.

The Committee resolved:-

- (i) to allocate a maximum of £50,000 from central reserves for a travel scholarship; and

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- (ii) to note that the Council would discuss, as part of the redevelopment of the St Nicholas House site, the possibility of naming part of the development in commemoration of the Diamond Jubilee and the Queen's reign.

MOTION BY COUNCILLOR MCCAIG - BUSINESS RATES INCENTIVISATION SCHEME (CG/13/053)

9. (A) With reference to article 6 of the minute of its meeting of 21 February 2013, the Committee had before it a report by the Director of Corporate Governance which responded to part of the following motion by Councillor McCaig:

"In order to ensure that Aberdeen City Council reaps the financial benefits of the Scottish Government's Business Rates Incentive Scheme, Council instructs the Director of Enterprise, Planning and Infrastructure to consider measures to boost the city's business rates income and agrees that 50% of any additional funding received by the Council as a result of this scheme be reinvested in economic development."

The report recommended –
that the Committee –

- (a) agree to receive a further report on the current position of the scheme, and in conjunction with the Director of Enterprise, Planning and Infrastructure address the remaining aspects of the motion, and
- (b) otherwise note the report.

Councillor Crockett then moved, seconded by Councillor Yuill:-

That the Committee: (1) approve the recommendations contained in the report; (2) note that the Scottish Government introduced a scheme called the Business Rates Incentivisation Scheme in the financial year 2012/2013 which set a target level of Non Domestic Rate income; (3) note that the Council was given a target of £164 million pounds by the Scottish Government; (4) to note that the Council's mid year estimate for the collection of Non Domestic Rate Income was projected to be £176.1million; (5) note that the Scottish Government has increased the Council's target level for 2012/2013 to £175.5million without consultation with Elected Members of the Council; (6) note that if the Scottish Government had agreed to abide by its original agreement with Aberdeen City Council the Council would have received an extra £5.8million in grant; (7) note that due to the Scottish Government reneging on its promise Aberdeen City Council now found itself receiving only £300,000 a difference of £5.5million; (8) note that Aberdeen was the lowest funded Council per capita 32 out of 32 local authorities in Scotland and that the Council no longer receives the 85% floor; and (9) call on Aberdeen's elected representatives at all levels to support the ongoing campaign to receive a fairer funding settlement for Aberdeen.

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Councillor McCaig moved as an amendment, seconded by Councillor Cameron:-

That the Committee approve the recommendations contained in the report; and call on Aberdeen's elected representatives at all levels to support the ongoing campaign to receive a fairer funding settlement for Aberdeen.

On a division, there voted:- For the motion (10) - the Convener; and Councillors Crockett, Forsyth, Graham, Ironside, Laing, Malone, Milne, Reynolds and Yuill. For the amendment (5) - Councillors Cameron, Dickson, Jacqui Dunbar, Kiddie and McCaig.

The Committee resolved:-

to adopt the motion.

(B) With reference to article 6 of the minute of its meeting of 21 February 2013, the Committee received an oral update from the Director of Corporate Governance regarding progress of the Committee's previous decision to commission an independent consultant to bring forward a report, based on a research study, exploring the existing financial settlement and its impact on the contribution Aberdeen makes to Scotland and the UK and how a different or better funding settlement could benefit Aberdeen and the remainder of Scotland.

The Director advised that a drafting scope for the aforementioned study had been completed and a report would be submitted to the next of the Committee.

The Committee resolved:-

to note the update.

UK CITY OF CULTURE 2017 OUTLINE BID

10. Reference was made to article 20 of the minute of meeting of Council of 6 March 2013, at which time members agreed, amongst other things, to refer the report before them to this Committee for consideration of the requirement for the Council to act as financial guarantor subject to the additional investment identified in the outline bid. The Committee had before it on this day, (1) the report as presented to the Education, Culture and Sport Committee; and (2) a further covering report which recommended that the Committee (a) agree that the Council underwrite any shortfall in the annual spend in its bid to be UK City of Culture up to a maximum of £1,000,000 per annum; and (b) instruct the Director of Education, Culture and Sport to review the proposed budget in conjunction with the Head of Finance in order to take forward as part of the Priority Based Budgeting process.

The Committee resolved:-

to approve the recommendations.

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SISTEMA SCOTLAND AND ABERDEEN (ECS/13/012)

11. Reference was made to article 17 of the minute of meeting of the Education, Culture and Sport Committee of 28 March 2013, at which time members agreed, amongst other things, to refer the report before them on the introduction of a Sistema Scotland Big noise project in the city to this Committee for consideration of the funding required to progress the financial and funding model. The Committee had before it on this day, (1) the report as presented to the Education, Culture and Sport Committee; and (2) a further covering report which recommended that the Committee approve expenditure of up to £50,000 from existing budgets within the Education, Culture and Sport service in order to develop the financial and funding model.

The Committee resolved:-

- (i) to approve the recommendation; and
- (ii) to instruct officers to provide members, by email, with data regarding the number of people living in poverty outwith the recognised deprived datazones, as well as the number of people living in poverty within these datazones.

MUSEUMS' COLLECTION CENTRE - SITE APPRAISAL (ECS/13/026)

12. Reference was made to article 18 of the minute of meeting of the Education, Culture and Sport Committee of 28 March 2013, at which time members agreed, amongst other things, to refer the report before them on recent site appraisals for the proposed new Museums Collection Centre to this Committee to approve transfer of the Granitehill site to the Education, Culture and Sport account for the Centre, on the basis of agreement on the exact boundaries being agreed in advance between that service and the Enterprise, Planning and Infrastructure service.

The Committee resolved:-

to approve the recommendation.

2012/2013 FINANCIAL MONITORING - CORPORATE GOVERNANCE SERVICE (CG/13/041)

13. With reference to article 10 of the minute of its meeting of 21 February 2013, the Committee had before it a report by the Head of Finance which provided information to date on the current year's revenue budget to date for the Corporate Governance Service, and advised of any areas of risk and management action being taken in this regard.

The report recommended -

that the Committee -

- (a) note the information on management action and risks contained within the report; and

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- (b) instruct officers continue to review budget performance and report on Service strategies.

The Committee resolved:-

- (i) to approve the recommendations; and
- (ii) to congratulate staff for their achievements in this regard.

CORPORATE GOVERNANCE IMPROVEMENT BUSINESS CASE (CG/13/049)

14. The Committee had before it a report by the Director of Corporate Governance which presented for approval a business case outlining the proposed approach to continuing improvement within the Corporate Governance directorate.

The report recommended -

that the Committee -

- (a) authorise the Director of Corporate Governance to progress with the planned programme of 31 service improvements as identified in the Corporate Governance Improvement Business Case, appended to the report, which would result in the delivery of £888,000 of savings; and
- (b) authorise the Director of Corporate Governance to progress with the required investment of £4,685,000 as identified in the business case for which funding had already been identified.

The Convener then moved, seconded by Councillor Forsyth:-

That the Committee approve the recommendations.

Councillor McCaig moved as an amendment, seconded by Councillor Cameron:-

That the Committee: (1) authorise the Director of Corporate Governance to progress with the planned programme of service improvements as identified in the Corporate Governance Improvement Business Case, with the exception of the £250,000 reduction in funding to the Fairer Scotland Fund; and (2) to approve recommendation (b).

On a division, there voted:- For the motion (10) - the Convener; and Councillors Crockett, Forsyth, Graham, Ironside, Laing, Malone, Milne, Reynolds and Yuill. For the amendment (5) - Councillors Cameron, Dickson, Jackie Dunbar, Kiddie, and McCaig.

The Committee resolved:-

- (i) to adopt the motion; and
- (ii) to commend all employees involved for their immense effort in the development of the Improvement Business Case.

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COUNCIL REVENUE BUDGET 2012/2013 MONITORING (CG/13/054)

15. With reference to article 11 of the minute of its meeting of 21 February 2013, the Committee had before it a report by the Head of Finance which presented the revenue position for the Council for 2012/13 and advised as to any areas of risk that had been highlighted by Directors.

The report recommended –

that the Committee note the content of the report.

The Convener then moved, seconded by Councillor McCaig:-

That the Committee approve the recommendation and congratulate officers on their prudent management of the 2012/2013 Revenue Budget.

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

That the Committee: (1) congratulate officers on their prudent management of the 2012/2013 Revenue Budget; (2) agree, that given the surplus at the end of period 12 would be significantly more than £5,000,000, to allocate a further £600,000 to carry out additional repair work on the city's roads and pavements and instructs officers to prepare a detailed report on the implementation of this; and (3) otherwise note the report.

On a division, there voted:- For the motion (13) - the Convener; and Councillors Cameron, Crockett, Dickson, Jackie Dunbar, Forsyth, Graham, Ironside, Kiddie, Laing, McCaig, Milne and Reynolds. For the amendment (2) - Councillors Malone and Yuill.

The Committee resolved:-

to adopt the motion.

2012/2013 COMMON GOOD BUDGET - MONITORING REPORT (CG/13/021)

16. With reference to article 9 of the minute of its meeting of 21 February 2013, the Committee had before it a report by the Head of Finance which presented information on the income and expenditure of the Common Good budget for the period to 28 February 2013, and outlined the forecast position of the cash balances.

The report recommended –

that the Committee -

- (a) note the income and expenditure position as at 28 February 2013 and the forecast outturn for the year; and
- (b) note the forecast cash balances as at 31 March 2013 of £6,900,000 based on current estimates, which was within the recommended levels indicated by the Head of Finance.

The Committee resolved:-

to approve the recommendations.

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SMALL FINANCIAL ASSISTANCE GRANTS - APPLICATION PROCESS (CG/13/055)

17. With reference to article 18 of the minute of its meeting of 15 March 2010, the Committee had before it a report by the Director of Corporate Governance which provided an update on the review of the application process for financial assistance.

The report recommended –

that the Committee –

- (a) agree to update the criteria and process for small financial assistance grants; and
- (b) agree to provide information on the criteria and timescales for processing applications on the Council Grants and Funding webpage as detailed in section 5 of the report.

The Committee resolved:-

to approve the recommendations.

CAPITAL MONITORING - NON HOUSING CAPITAL PROGRAMME 2012-2018 (EPI/12/288)

18. With reference to article 13 of the minute of its meeting of 21 February 2013, 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 of projects within the 2012-2018 Non Housing Capital Programme.

The report recommended –

that the Committee note the current position and approve the legally committed projects which required to be carried forward.

The Committee resolved:-

to approve the recommendations.

SCOTTISH NATIONAL WAR MEMORIAL (OCE/13/014)

19. The Committee had before it a report by the Chief Executive which presented an application for financial assistance from the Chairman of the trustees Scottish National War Memorial project.

The report recommended –

that the Committee approve a contribution of £1,500 from the Council's Financial Assistance budget towards the costs of the project, which would commemorate the 100th anniversary of the Great War.

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The Committee resolved:-

to approve the recommendation.

MATTER OF URGENCY

The Convener intimated that she had directed in terms of Section 50(B)(4)(b) of the Local Government (Scotland) Act 1973, that the following item of business be considered as a matter of urgency to enable the documents to be submitted to the Office of Scottish Charities Register without delay.

ABERDEEN CITY COUNCIL CHARITABLE TRUSTS - ANNUAL REPORT 2011/2012 (CG/13/056)

20. With reference to article 12 of the minute of its meeting of 6 December 2012, the Committee had before it a report by the Head of Finance which presented further financial information and the trustees' annual report relating to the charitable trusts administered by the Council, both of which had to be submitted to the Office of Scottish Charities Register (OSCR).

The report recommended –

that the Committee approve the submission of the following information to OSCR:-

- (a) Trustees' Report and Accounts in respect of the Lands of Torry as detailed in Appendix A;
- (b) Trustees' Report and Accounts in respect of the Lands of Skene as detailed in Appendix B;
- (c) Trustees' Report and Accounts in respect of the Education Endowment Investment Trust as detailed in Appendix C; and
- (d) Trustees' Report and Accounts in respect of those trusts with income under £100,000 per annum, not included in a to c, and as detailed in Appendix D.

The Committee resolved:

to approve the recommendations.

JOINT COMMISSIONING STRATEGY FOR OLDER PEOPLE 2013-2023 - FINANCIAL FRAMEWORK (SCW/13/017)

21. The Committee had before it a report by the Director of Social Care and Wellbeing which provided an update on the preparation of the financial framework that supported the development of the Joint Commissioning Strategy for Older People 2013-2023.

The report recommended –

that the Committee

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- (a) note the content of the Financial Framework linked to the Joint Commissioning Strategy for Older People 2013 – 2023, attached as Appendix A to the report;
- (b) note that initial preparatory work had been undertaken to begin to develop a baseline integrated budget, and that this would be an ongoing requirement as details of the integration legislation became clearer; and
- (c) agree to receive a report on the baseline integrated budget, once the work on this was completed.

The Committee resolved:-

to approve the recommendations.

DECLARATION OF INTEREST

Councillors Dickson declared an interest in the subject matter of the following item by virtue of his position on the Citizens' Advice Bureau Management Committee and withdrew from the meeting during consideration of that item only.

SERVICE LEVEL AGREEMENT BETWEEN ABERDEEN CITY COUNCIL AND CITIZENS ADVICE BUREAU 2013-2016 (H&E/13/019)

22. With reference to article 31 of the minute of its meeting of 11 March 2010, the Committee had before it a report by the Director of Housing and Environment which provided an update on the development of a Service Level Agreement between the Council and the Citizens Advice Bureau Aberdeen.

The report recommended –

that the Committee –

- (a) to note that a draft Service Level Agreement had been submitted for consideration by the Citizens Advice Bureau Aberdeen which would be considered at their Board meeting later in April 2013;
- (b) to agree to suspend the Council's procurement standing orders that would otherwise require this service to be competitively tendered; and
- (c) to delegate responsibility to the Director of Housing and Environment and Head of Legal and Democratic Services, in consultation with the Convener of the Finance and Resources Committee, to sign off the Service Level Agreement once agreed by the Citizens Advice Bureau Board and on terms satisfactory to the Council.

The Committee resolved:-

to approve the recommendations.

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ICT INVESTMENT PROGRAMME 2013-2014 (CG/13/052)

23. The Committee had before it a report by the Director of Corporate Governance which sought approval of the provisional ICT Investment Programme included in the approved Revenue Budget for 2013/2014.

The report recommended –
that the Committee -

- (a) approve the programme listed in Appendix A;
- (b) authorise the estimated expenditure in respect of each item;
- (c) instruct appropriate officials to implement the detailed programme;
- (d) delegate authority to the Head of Customer Service and Performance, in consultation with the Convener and Vice Convener of the Committee, to amend the programme should priorities change during the year; and
- (e) grant approval to appropriate officers to award contracts on receipt of a valid tender submission, where appropriate, subject to necessary funding in the approved revenue budget.

The Committee resolved:-
to approve the recommendations.

In accordance with the decision recorded under article 3 of this minute, the following items were considered with the press and public excluded.

UK CITY OF CULTURE 2017 OUTLINE BID - APPENDIX

24. With reference to article 10 of this minute, the Committee had before it a tabled appendix containing financial details of the UK City of Culture 2017 Outline Bid.

The Committee resolved:-
to note that this matter had been dealt with at article 10 of this minute.

CONTRACT - INTERNAL AUDIT SERVICES (CG/13/027)

25. Reference was made to article 14 of the minute of meeting of the Audit and Risk Committee of 16 April 2013, at which time members agreed, amongst other things, to refer the report before them to this Committee for approval of the extension of the contract between the Council and PricewaterhouseCoopers LLP for the provision of internal audit services to 31 March 2015, as allowed by the provisions of Clause 20.2 of the current agreement. The Committee had before it on this day, the report as presented to the Audit and Risk Committee, and a further covering report which recommended that the Committee approve the continued annual estimated expenditure

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of £400,000 for internal audit services under the contractual arrangement, whilst noting that there were no additional budget implications.

The Committee resolved:-

to approve the recommendations.

DECLARATION OF INTEREST

Prior to the consideration of the following item of business, Councillor Malone declared an interest in the subject matter due to her position on the Satrosphere Board and withdrew from the meeting during its consideration.

SATROSPHERE LIMITED - ANNUAL REPORT AND BANK GUARANTEE RENEWAL (ECS/13/025)

26. With reference to article 29 of the minute of its meeting of 4 October 2012, the Committee had before it a report by the Director of Education, Culture and Sport which provided an update on the current financial and operational status of Satrosphere Limited.

The report recommended –

that the Committee -

- (a) note the financial and performance update provided, including the reduction in overdraft levels, and therefore the level of potential Council exposure, delivered within the past 12 months;
- (b) subject to completion of the actions highlighted at Clause 4.3, approve a bank guarantee arrangement at a reduced level of £138,900 until 31 March 2014, based on the Company's 2013/14 financial projections and commitment to work towards a further reduction in the overdraft requirement by a further 5% by this date;
- (c) note the position in respect of both the potential re-development of the premises at 179 Constitution Street and discussions around the establishment of a partnership agreement to formalise continued support of Satrosphere Limited by the Council in accordance with Committee's previous decision; and
- (d) approve the recommendation, contained within section 5.3.8 (i), that oversight of Satrosphere's operational and educational outcomes, linked to the development of a formal partnership framework, be provided annually through the Culture and Sport Sub-Committee with consideration of future renewals of the bank guarantee being considered separately by this Committee.

The Committee resolved:-

to approve the recommendations.

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SOCIAL CARE AND WELLBEING MANAGEMENT STRUCTURE

27. With reference to article 27 of the minute of the meeting of Council of 6 March 2013, the Committee had before it a report by the Director of Social Care and Wellbeing which sought approval of the proposed changes to the Social Care and Wellbeing senior management structure detailed in the business case appended to the report, to be funded from within the service's budget.

The report recommended –

that the Committee -

- (a) approve the retention of the existing Head of Older People and Rehabilitation role to manage the functions and responsibilities not transferring to Bon Accord Care Limited and additional responsibilities from new statutory and strategic developments;
- (b) approve the amendment of the job title of the Head of Older People and Rehabilitation to Head of Older People's Services and Integration; and
- (c) approve the retention of dedicated secretarial support to the Head Older People's Services and Integration role.

The Committee resolved:

- (i) to approve the recommendations;
- (ii) to refer the report to the Audit and Risk Committee for review; and
- (iii) to instruct the Monitoring Officer to conduct an investigation into the leaking of this exempt report to the press and to request that all Councillors and officers make themselves available to be interviewed as part of this process.

GROUND AT KIRKTON AVENUE - FUTURE USE (EPI/13/075)

28. The Committee had before it a report by the Director of Enterprise, Planning and Infrastructure which provided an update on the sale of ground at Pitmedden Road Industrial Estate to Dyce Carriers Limited.

The report recommended –

that the Committee approve the sale of the extended site for £295,000 to Dyce Carriers Limited.

The Committee resolved:-

to approve the recommendation.

LEASE EXTENSION - OFFICES AT CROWN HOUSE, 27-29 CROWN STREET AND CAR PARK AT 43 DEE STREET, ABERDEEN (EPI/13/064)

29. The Committee had before it a report by the Director of Enterprise, Planning and Infrastructure which sought approval of the extension of the lease for the offices at Crown House and the associated car parking at 43 Dee Street, Aberdeen.

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The report recommended –

that the Committee –

- (a) approve the extension of the lease for the offices at Crown House and the associated car parking at 43 Dee Street, Aberdeen; and
- (b) instruct the Head of Legal and Democratic Services to conclude missives for the lease extension of this property on the terms agreed with the Landlord, Garioch Development Company Limited.

The Committee resolved:-

to approve the recommendations.

SALE OF GROUND - SHIPROW/SHORE BRAE (EPI/13/063)

30. The Committee had before it a report by the Director of Enterprise, Planning and Infrastructure which advised on discussions which have been undertaken with the sitting tenant of the ground at Shiprow/Shore Brae, Aberdeen.

The report recommended –

that the Committee

- (a) approve the sale of the ground at Shiprow/Shore Brae to the Aberdeen Douglas Hotel Limited for £250,000; and
- (b) instruct the Head of Legal and Democratic Services to conclude missives for the sale of this property on the terms agreed with the Aberdeen Douglas Hotel Limited.

The Committee resolved:-

to approve the recommendations.

PROPERTY - VACANT AND SURPLUS ASSETS APRIL 2013 (EPI/13/063)

31. With reference to article 27 of the minute of its meeting of 21 February 2013, 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 report recommended –

that the Committee –

- (a) note the position in relation to all the vacant and surplus assets, as identified in appendices A, B and C of the report;
- (b) in relation to Woodside Burgh Hall, note that the building was vacated by the Management Committee in January 2013 and that investigations were ongoing to confirm the title status of the property in particular potential common good issues. Following the outcome of these investigations it was intended to circulate

FINANCE AND RESOURCES COMMITTEE

25 April 2013

- and market the property in accordance with the Council's surplus property procedure;
- (c) in relation to the Raeden Nursery and Walled Garden, to note the current legal status of the site and the intention to take the site to market with a report being brought back to this Committee in due course;
 - (d) note that a closing date had been set for Tarbothill Road and that a report would be submitted to the next meeting of the Committee;
 - (e) note that there had been a final closing date for offers for the site of St Nicholas House and that it was intended that offers would be presented to Council on 1 May 2013;
 - (f) note the sale of the following properties, concluded since the Committee's meeting on 21 February 2013:-
 - Marquis Road, Woodside £ 300,000
 - 105/107 Urquhart Road £3,962,867
 - (g) note that the total capital receipts generated from concluded sales in the financial year 2012/13 was £7,351,691; and
 - (h) note the lease of the following properties held on the tenanted non residential portfolio, concluded since the Committee's meeting on 21 February 2013:-
 - Units 1 and 2 Urquhart Road £7,000
 - Suites A, G and H 15/17 Belmont Street £35,000
 - Units 51 Howe Moss Avenue, Dyce £24,000
 - Office 3 Aberdeen Business Center £5,400
 - 4 acres at Pitmedden Road £2,000
 - Units 5 and 6 Burnbank Business Units, Altens £34,650
 - 39-41 Victoria Road £10,000
 - Restaurant, Duthie Park £10,000
 - South Field, Doonies Farm £320

The Committee resolved:-

to approve the recommendations.

- COUNCILLOR YVONNE ALLAN, Convener.

DIAMOND JUBILEE WORKING GROUP

ABERDEEN, 2 May, 2013 - Minute of meeting of the DIAMOND JUBILEE WORKING GROUP. Present: The Depute Provost Councillor Reynolds (Convener); and Councillors Cormie, Donnelly, Greig and Jaffrey.

APOLOGIES

1. Apologies were intimated on behalf of Councillors Allan and Young and Lesley Thomson.

MINUTE OF PREVIOUS MEETING

2. The Working Group had before it the minute of the previous meeting of 28 February, 2013.

The Working Group resolved:-

to approve the minute as a correct record.

DIAMOND JUBILEE – UPDATE REPORT

3. With reference to article 11 of the minute of meeting of the Finance and Resources Committee of 21 February 2013, the Working Group had before it a report by the Chief Executive which provided the Working Group with an update on the development of the Diamond Jubilee Commonwealth Travel Bursary for young people. At its meeting, the Finance and Resources Committee had considered the Working Group's request to allocate funds in order for decisions to be made on how to commemorate the Queen's Diamond Jubilee and her 60 year reign.

The Committee had resolved that a maximum of £50,000 be made available for a travel bursary.

The report recommended:-

that the Working Group note the update and provide input to assist in finalising the scheme.

The Working Group discussed aspects of the travel scholarship, which would be named the Diamond Jubilee Commonwealth Travel Bursary. Discussion focused on (1) the extent to which any links existed between the bursary scheme and the City of Culture bid, a suggestion which had been submitted by the Chair of the Youth Council; (2) the age range for the bursary scheme; and (3) the development of an application process, including the adoption of risk management procedures to ensure the safety of young people travelling abroad under the scheme.

The Working Group resolved:-

- (i) to note the report and update;
- (ii) to request that officers liaise further with the Youth Council to obtain their views on the operation of the scheme and to highlight the Working Group's concerns about safety, and report back on the outcome to the next meeting;

- (iii) that the age range for the bursary scheme be 16 – 25, bearing in mind that each application would of course be considered on its own merits;
- (iv) that it was appropriate for the scheme to link with Aberdeen's bid to become City of Culture 2017;
- (v) to request that officers liaise with officers in Education, Culture and Sport Committee on promoting and developing the bursary scheme;
- (vi) that participants in the bursary scheme be asked to give a presentation or feedback on their visit to the Working Group;
- (vii) to receive a further report on the application process, including forms and guidelines, taking account of all the above, at the next meeting; and
- (viii) to request the Finance and Resources Committee on 13th June to adjust the remit and name of the Working Group to the following:-
 Diamond Jubilee Commonwealth Travel Bursary Working Group
 To receive and determine applications to the Diamond Jubilee Commonwealth Travel Bursary scheme, within the budget allocated by the Finance and Resources Committee (up to a maximum of £50,000).

DATE OF NEXT MEETING

4. The Working Group agreed that the next meeting would be held on Friday 21 June 2013, at 10am in Committee Room 4 (later changed to Thursday 27 June).

- The Depute Provost, Councillor Reynolds, Convener

FINANCE AND RESOURCES COMMITTEE

COMMITTEE BUSINESS

13 June 2013

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.

<u>No.</u>	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>	<u>Report Expected (if known)</u>
1.	Finance and Resources Committee 28/01/10 article 2 & 11/03/10 article 31 & 11/05/10 article 34 Audit and Risk 29/03/11 article 12	<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>At its meeting on 25 April 2013m the Committee resolved:</p> <p>(i) to note that a draft Service Level Agreement had been submitted for consideration by the Citizens Advice Bureau Aberdeen which would be considered at their Board meeting later in April;</p> <p>(ii) to agree to suspend standing orders that would otherwise require this service to be competitively tendered; and</p> <p>(iii) to delegate responsibility to the Director of Housing and Environment and Head of Legal and Democratic Services, in consultation with the Convener of the Finance and Resources Committee to sign off the Service Level Agreement once agreed by the Citizens Advice Bureau Board and on terms satisfactory to the Council.</p> <p>Recommended for removal.</p>	Head of Housing and Community Safety		

Agenda Item 3.3

<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>
2.	Finance and Resources 28/09/10 article 24	<u>Access from the North Proposals (Third River Don Crossing) - Compulsory Purchase Order</u> The Committee resolved: to note that officers would provide regular updates to Committee in relation to progress with land acquisition against budget.		Head of Asset Management and Operations	As and when required	
3.	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 Committee considered a report in relation to Bucksburn Farm at its meeting on 21 February. A comprehensive report detailing all the issues relating to the current tenancies and Local Plan designations is being developed. It should be noted that this is a complex issue which requires significant work to complete. Due to ongoing work within the Team involved it is unlikely that resources can be identified prior to Summer 2013 to complete the necessary work.	Head of Asset Management and Operations	04/10/12	26/9/13
4.	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 information bulletin report is available. Recommended for removal.	Head of Customer Service and Performance	13/06/13	13/6/13

<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>
5.	Housing and Environment 24/01/12 article 13	<u>Affordable Housing Delivery</u> 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.	A report will be issued on the outcome of consultation with Scottish Government.	Head of Finance/ Revenues and Benefits Manager	06/12/12	26/9/13
6.	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; (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		Enterprise, Planning and Infrastructure	04/10/12	26/9/13

<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 14	<p>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>				
7.	Finance and Resources 15/03/12 article 36	<p><u>Review of Commercial Office Properties</u></p> <p>The Committee resolved:</p> <p>(i) 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>(ii) 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>	<p>A report on (i) is on the agenda.</p> <p>(ii) is currently being researched with a view to reporting to the Committee meeting on 26 September, 2013</p>	Head of Asset Management and Operations	06/12/12	<p>(i) 13/6/13</p> <p>(ii) 26/9/13</p>
8.	Finance and Resources 21/04/11 article 25 Corporate Policy and Performance Committee 14/06/12 article 4	<p><u>External Support to Deliver the Business Plan</u></p> <p>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</p>		Directors as appropriate	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>
		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.				
9.	Finance and Resources 04/10/12 article 29	<u>Satrosphere</u> At its meeting on 4 October 2012 the Committee agreed amongst other things, to instruct officers to provisionally negotiate terms and conditions of lease, or an extension to an existing lease, or other potential property transaction, in the event that consideration leads Satrosphere to the conclusion that either relocation to another venue held on the Council's Property Account or redevelopment of their existing facility at 179 Constitution Street was the preferred option, on the basis that any provisional agreement between the parties be reported to a future meeting of this Committee, in order that members might consider formal approval.	At its meeting on 25 April 2013, the Committee resolved, amongst other things, (a) to note the position in respect of both the potential re-development of the premises at 179 Constitution Street and discussions around the establishment of a Partnership Agreement to formalise continued support of Satrosphere Limited by the Council instructed at the Committee meeting of 4 th October 2012; and (b) to approve the recommendation, identified within 5.3.8 (i) that oversight of Satrosphere's operational and educational outcomes, linked to the development of a formal partnership framework, is provided annually through the Culture and Sports Sub-Committee with consideration of future renewals of the Bank Guarantee being considered separately by this Committee.	Head of Educational Development, Policy and Performance	26/9/13	

<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>
10.	Finance and Resources 04/10/12 article 34	<p><u>Newhills Expansion – Initial Consultants Appointment</u></p> <p>The Committee resolved, amongst other things, to note that this commission would be the 1st phase of the programme of work for the implementation of a Development Framework for the site, and that a further report would be submitted to this Committee.</p>	Initial works have been progressed although discussions with other interested parties are not yet at a stage where they can be reported to Committee. It is hoped that a report will be submitted to the next meeting.	Head of Asset Management and Operations	21/2/13	26/9/13
11.	Finance and Resources 06/12/12 article 18	<p><u>Annual Housing And Council Tax Benefit Report</u></p> <p>The Committee resolved to note that an annual report advising of Housing and Council Tax Benefit Service performance would be presented to the Committee.</p>	A report is on the agenda.	Head of Finance	5/12/13	13/6/13
12.	Housing and Environment 15/01/13 article	<p><u>Local Authority Mortgage Scheme</u></p> <p>The Committee resolved to approve the principle of taking the scheme forward subject to further exploration of the financial and legal position with a detailed report to Finance and Resources Committee on 21 February 2013.</p>	<p>Subsequent to the decision of the Housing and Environment Committee, officers are awaiting advice from legal services regarding the Local Authority Mortgage Scheme. A report will be submitted to the Committee once this information has been received.</p> <p>An information bulletin report was presented to the Committee's meeting on 21 February 2013.</p> <p>A report was withdrawn from the agenda of 25 April.</p> <p>Legal Services provided detailed legal advice in relation to the</p>	Head of Housing and Community Safety	21/2/13	

<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>position of the Council and the Monitoring Officer in advance of the previous Finance and Resources Committee meeting, however the report was withdrawn before consideration by the Committee. The Chancellor of the Exchequer announced a Help To Buy Scheme at the March Budget, which will apply to Scotland and provide the same assistance as the LAMS would do. This is likely to be introduced in January 2014. We are awaiting details of the scheme which will almost certainly result in the need for the aforementioned LAMS scheme to be replaced with this new scheme. Details of the new Scheme and the potential for participation by ACC will be reported to the Housing and Environment Committee once known later this year.</p> <p>Recommended for removal</p>			
13.	Finance and Resources 21/2/13 article 16	<p><u>Centre for Scottish Public Policy</u></p> <p>The Committee resolved to request that a report on the benefit to the Council of membership on this body be submitted to the Committee within one year to enable members to determine if it should continue the membership.</p>		Chief Executive	February 2014	

<u>No.</u>	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>	<u>Report Expected (if known)</u>
14	Finance and Resources 21/2/13 article 28	<p><u>Supplementary Review of Advance Factories 2013</u></p> <p>The Committee resolved amongst other things:</p> <p>(i) instruct the Head of Asset Management and Operations to report to future meetings of this Committee on the outcome of the implementation of recommendations (b), (c) and (d) contained in the report, in order that Committee might consider the approval of offers for advance factories or authorising the implementation of repair and upgrading works programmes, or any other potential property schemes for groups of advance factories; and</p> <p>(ii) instruct the Head of Asset Management and Operations to report to future meetings of the Committee on the outcome of the implementation of recommendations (f) and (g) contained in the report, in order that the Committee might consider the approval, in principle, of such potential development schemes.</p>	The various remits are currently being actioned by the Head of Asset Management and Operations. It is intended that an update report on progress will be submitted to the Finance and Resources Committee meeting on 26/09/13.	Head of Asset Management and Operations	13/6/13	26/9/13
15	Finance and Resources 21/2/13 article 32	<p><u>Ferryhill Engine Shed – Current Status</u></p> <p>The Committee resolved amongst other things:</p> <p>(i) to agree to the continuation of the Licence to Occupy granted to</p>	Discussions are ongoing and a report will be submitted to the Committee on 26 September 2013.	Head of Asset Management and Operations	13/6/13	26/9/2013

<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>
		FRHT on a month to month basis, for up to a maximum of six months, to allow discussions on the key issues to be clarified; and (ii) instruct the Head of Asset Management and Operations to report back to this Committee on any variation of circumstances.				
16	Finance and Resources 21/2/13 article 33	<u>Greenferns Development Update</u> The Committee resolved amongst other things: (i) instruct the Head of Asset Management and Operations to bring a future report to the Committee on the outcome of these actions detailed in the report; and (ii) note that a further report in relation to the Greenferns Holding would be submitted to the Committee in early course.		Head of Asset Management and Operations	13/6/13	26/9/13
17	Finance and Resources 25/4/13 article	<u>Joint Commissioning Strategy for Older People 2013-2023 - Financial Framework</u> The Committee resolved amongst other things to agree to receive a report on the baseline integrated budget, once the work on this was completed		Head of Older People and Rehabilitation	26/9/13	
18	Housing and Environment 14/05/13	<u>Haudagain Upgrade - A Way Forward - Middlefield</u> The Committee resolved amongst other things:	The meeting with Transport Scotland has been rearranged to be held on 28 June 2013. Further to that meeting a report will be submitted to the next meeting of the Committee.	Head of Regeneration and Housing Investment	13/6/13	13/6/13

<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>(i) to report to the relevant Committees as soon as possible to advise on the project and at each stage of the project thereafter; and</p> <p>(ii) to note the meeting with Transport Scotland in May 2013 to discuss the way forward for regeneration in association with the Haudagain upgrade and instruct officers to report to the next meeting of Finance and Resources Committee outlining the financial implications for the project.</p>	An report is on the agenda.			

FINANCE AND RESOURCES COMMITTEE

MOTIONS LIST

13 JUNE 2013

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.	<p><u>Motion by Councillor Greig</u></p> <p>“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”.</p>	13 June, 2012	<p>The Finance and Resources Committee of 21/06/12 resolved:</p> <p>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.</p>	<p>At its meeting on 4 October 2012, the Committee agreed to establish a working group of seven members from the Council (comprising 2 Labour representatives, 2 SNP, 1 Liberal Democrat, 1 Conservative and 1 Independent Alliance), to be chaired by the Deputy Provost, to consider the proposals contained in the report and any other members might make, and that officers report back on a preferred option for approval.</p> <p>At its meeting on 21 February, the Committee resolved to instruct the Diamond Jubilee Working Group to continue looking</p>	Head of Office of Chief Executive	13.6.13	Yes

<u>No.</u>	<u>Motion</u>	<u>Date of Council Meeting</u>	<u>Committee Motion referred to / date/ decision of Committee</u>	<u>Action taken / Proposed Future Action</u>	<u>Responsible Head(s) of Service</u>	<u>Due Date</u>	<u>Is authority sought to remove motion from list?</u>
				<p>into ways in which the Council could create a commemoration in the city of the Diamond Jubilee and of the Queen's Reign excluding delivering a statue, but focussing on a travel scholarship.</p> <p>At its meeting on 25 April 2013 the Committee agreed to advise the Working Group: (a) that a maximum of £50,000 was available for a travel scholarship; and (b) that the Council would discuss, as part of the redevelopment of the St Nicholas House site, the possibility of naming part of the development in commemoration of the Diamond Jubilee and the Queen's reign.</p> <p>The minute of the last meeting of the Diamond Jubilee Working Group is on the agenda.</p>			

<u>No.</u>	<u>Motion</u>	<u>Date of Council Meeting</u>	<u>Committee Motion referred to / date/ decision of Committee</u>	<u>Action taken / Proposed Future Action</u>	<u>Responsible Head(s) of Service</u>	<u>Due Date</u>	<u>Is authority sought to remove motion from list?</u>
2.	<p><u>Motion by Councillor McCaig</u></p> <p>“In order to ensure that Aberdeen City Council reaps the financial benefits of the Scottish Government’s Business Rates Incentive Scheme, Council instructs the Director of Enterprise, Planning and Infrastructure to consider measures to boost the city’s business rates income and agrees that 50% of any additional funding received by the Council as a result of this scheme be reinvested in economic development.”</p>	10 October 2012	<p>The Finance and Resources Committee of 06/12/12 resolved:</p> <p>(i) to instruct officers to report on the terms of the motion and the Council’s current position in relation to the Business Rates Incentive Scheme (BRIS) to the next meeting of the Committee; and</p> <p>(ii) to instruct officers to report on the Council’s current position regarding BRIS at the budget meeting on 7 February 2013.</p>	<p>At its meeting on 21 February, the Committee resolved, amongst other things,</p> <p>(a) to note that officers would report on the terms of Councillor McCaig’s motion to the next meeting of the Committee;</p> <p>(b) to instruct the Director of Corporate Governance to ask an independent consultant to bring forward a report, based on a research study, exploring the existing financial settlement and its impact on the contribution Aberdeen makes to Scotland and the UK and how a different or better funding settlement could benefit Aberdeen and the remainder of Scotland, and that the report be considered by an additional meeting of this Committee, at which time the Committee can</p>	Finance	13.6.13	No

<u>No.</u>	<u>Motion</u>	<u>Date of Council Meeting</u>	<u>Committee Motion referred to / date/ decision of Committee</u>	<u>Action taken / Proposed Future Action</u>	<u>Responsible Head(s) of Service</u>	<u>Due Date</u>	<u>Is authority sought to remove motion from list?</u>
				<p>determine its position on the contents and findings of the study.</p> <p>At its meeting on 25 April 2013, the Committee agreed, amongst other things:</p> <p>(i) to agree to receive a further report on the current position of the scheme, and in conjunction with the Director of Enterprise, Planning and Infrastructure address the remaining aspects of the motion; and</p> <p>(ii) to note the oral update from the Director of Corporate Governance regarding action (b) above.</p> <p>A verbal update will be provided.</p>			

ABERDEEN CITY COUNCIL

COMMITTEE: Finance and Resources

DATE: 13 June 2013

DIRECTOR: Stewart Carruth

TITLE OF REPORT: Revenue Budget Financial Monitoring – Year End 2012/13

REPORT NUMBER: CG/13/072

1. PURPOSE OF REPORT

- 1.1 This report provides an opportunity to consider the financial position for the Council in revenue terms for the end of the 2012/13 financial year. The values reflect a 'Near Actual' position for the year, as reported to management, and the report outlines a number of further adjustments that have been applied when preparing the Draft Statement of Accounts for 2012/13.

2. RECOMMENDATION(S)

- 2.1 It is recommended that the Committee:
- a) note the positive year end Revenue Budget position for the financial year 2012/13;
 - b) note that the Draft Statement of Accounts for 2012/13 will be presented to Council at its meeting of 26 June 2013 prior to being sent, as required by statute, to Audit Scotland before 30 June; and
 - c) note that the audited Statement of Accounts will be presented to the Audit and Risk Committee, along with the external auditor's report to Elected Members in the Autumn, and thereafter will be presented to Council.

3. FINANCIAL IMPLICATIONS

- 3.1 The financial implications of the year end financial position are detailed throughout the body of the report. The 2012/13 year end working balances on the General Fund (excluding the Housing Revenue Account) amount to £11.3 million, in line with Council policy.

- 3.2 The Council has made use of earmarked revenue reserves to mitigate risks and to provide funding for specific projects in future years. This continues to be the case and the Council agreed in October 2012 to set up a Financial Risk Reserve in order to fund, if necessary, identified risks arising in the 2013/14 budget setting process, and to earmark an estimated sum of £5 million. The final calculation of the sum required amounts to £5.541 million and this has been set aside as a specific earmarked sum.
- 3.3 The balance of the surplus has been earmarked to support the de-risking of the balance sheet and provide cash backed reserves to cover guarantees given by the Council.

4. OTHER IMPLICATIONS

- 4.1 Every organisation has to manage the risks inherent in the operation of its services. These risks are minimised by the regular review of financial information by Services and corporately by Elected Members. This report forms part of the end of year reporting cycle and seeks to clarify the overall operating conditions and outcomes that have resulted in the past year.

5. REPORT

5.1 Background

- 5.1.1 During the financial year 2012/13 the Committee has received regular reports on the financial performance of the General Fund – Revenue and Trading Services - ensuring that Elected Members are aware of the financial performance of the Council.
- 5.1.2 This report is a 'Near Actual' position, as reported to management, with the final position being completed for presenting as part of the annual Statement of Accounts.
- 5.1.3 There is a statutory requirement that an abstract of the accounts for each financial year be submitted to the Controller of Audit not later than 30 June in the next financial year.
- 5.1.4 This means that the Draft Statement of Accounts for 2012/13, which is prepared in accordance with Accounting Codes of Practice, requires to be submitted by 30 June 2013 to Audit Scotland.
- 5.1.5 For ease of reference the report is broken down into the following sections:

- 5.2 General Fund (Revenue)
- 5.3 Trading Operations
- 5.4 Summary

5.2 General Fund (Revenue)

- 5.2.1 At its meeting of 25 April 2013 the Committee reviewed the financial performance of the Council in relation to its General Fund Revenue Budget for financial year 2012/13, which was based on expenditure to the end of February 2013 (Period 11).
- 5.2.2 During the intervening period the Corporate Management Team has received reports on the financial performance and is aware of the year end position that is now being reported.
- 5.2.3 Service Committee reports on their financial position have been considered throughout the year too.
- 5.2.4 Information within this report provides a high level expenditure position for the consideration of Elected Members and presents actual financial figures to the end of March 2013 taking account of the various year end entries, accruals and other transactions that are necessary to ensure compliance with the Accounting Code of Practice.
- 5.2.5 Appendix A includes a summary of the 'Near Actual' Council position.
- 5.2.6 In overall terms the statement at Appendix A shows the Council is reporting a positive outturn position, being a favourable £5.7 million variance from budget. This represents a surplus against the balanced revised budget for the year.
- 5.2.7 The Corporate Budgets include the savings associated with the repayment and servicing of borrowing to pay for Capital projects, which has arisen from both the lower value of expenditure on capital projects and, through treasury management, the reduction in the loans pool interest rate that applies to the cost of borrowing.
- 5.2.8 There is also a reduction in the value of requisitions from the three Joint Boards. The savings from the Corporate Budgets provided positive in-year variances to enable a review of the overall financial standing of the Council and the commitments that it has in the short and medium term future. The amended funding agreement for the Western Peripheral Route is particularly relevant and where opportunities exist these are taken to support working towards a strategy of reducing overall General Fund debt levels.
- 5.2.9 Also included in the Corporate Budgets were in-year contingencies. It was identified in the last report that where these remained uncommitted then the risks of the unknown impact of Welfare Reform on the Council could be mitigated by setting this sum aside and a value of £2 million has been earmarked for this purpose.

- 5.2.10 During 2012/13 significant savings were achieved in Service budgets, with all Services delivering savings against budget. This has had the benefit of enabling the Council to support future capital investment and asset management planning, with fleet replacement and the waste disposal strategy being particularly prominent.
- 5.2.11 Overall £5.2 million of the Service budget savings have allowed contributions to be made to the Capital Fund to support the future capital investment programme.
- 5.2.12 Areas of Service expenditure that had significant variance from budget included savings from the continued emphasis on staff management, with the consequential saving in staff costs being achieved. In critical areas of service delivery these cost reductions are offset by the managed use of agency or relief staff and where income generation is linked to staffing resources there was a resultant reduction in the income received / generated by the Council
- 5.2.13 Enterprise, Planning and Infrastructure (EP&I) and Housing and Environment (H&E) were affected in different ways by the General Services and Housing capital works, with EP&I achieving increased, and therefore above budget, architectural design fee receipts while H&E experiencing design fees that were lower than budget. This has been as a result of the profile of capital works included in the two capital programmes during the year.
- 5.2.14 Social Care and Wellbeing was the only Service to experience higher than budget staff costs and resulted from redundancy costs borne by Learning Disability services and the need to cover care at home packages, rather than external agencies delivering them, as they were affected by the availability of staff. The costs of commissioned services particularly in Adult Services, exceeded budget due to the need for and costs associated with services. These were offset by the management of other budget areas such as supplies and services, transport and positive income generation from fees and charges.
- 5.2.15 Housing and Environment benefited from lower waste disposal costs due to lower than budget rates and tonnages. The homelessness and supporting people budgets have also been underspent although the Service has a shortfall in income levels and this reduces the value of the overall under spend.
- 5.2.16 Education Culture and Sport achieved savings across the portfolio of services and through the Devolved Education Management (DEM) arrangements a sum of £600,000 has been drawn down from the earmarked reserves into 2012/13 in support of schools. The schools committed expenditure to supplies and services and per-capita budgets to support their operational needs.

5.2.17 The services delivered under the heading of Trading Operations have been reported throughout the year as making a significant contribution to the General Fund and the 'Near Actual' position reflects this. The value of the contribution is affected by rebates that have been returned to the individual Services (those that have initially paid for the service to be provided). The impact of the rebate is to reduce the surplus that the Corporate Budgets receive. The main impact was in Building Services where a rebate was paid back to the Housing Revenue Account.

5.2.18 The General Revenue Grants and Non-Domestic Rate distribution includes year end redeterminations as announced by the Scottish Government during the year and reflects additional income to the Council that funds Service expenditure.

5.3 Trading Operations

5.3.1 The Local Government in Scotland Act 2003 sets out a statutory duty for Councils to achieve Best Value. It also provides a strong link between the duty of Best Value, the delivery of services and the reporting of financial performance.

5.3.2 Councils are required, under paragraph 10 of the Act, to maintain statutory trading accounts for 'significant trading operations'.

5.3.3 During 2011/12 the services defined as significant trading operations were changed to remove internal charging arrangements and streamline financial administration processes. This was done with full recognition of the requirements of the 2003 Act and in September 2011 this Committee approved the changes. For accounting purposes the Road Maintenance trading account was retained until 31 March 2012, which meant that a further change was incorporated into financial year 2012/13 in relation to trading operations.

5.3.4 The trading operations in place for 2012/13 were:

- Building Maintenance
- Letting of Industrial, Commercial & other Properties
- Provision and Management of Car Parking Facilities

5.3.5 In 2012/13 the total contribution made to the General Fund by the trading operations was £11.4 million.

5.3.6 While Car Parking and the Letting of Commercial properties have an external customer base, Building Services is operated to support an internal need for work to be carried out and while there are some external customers, on the whole the Council will have initially paid for the service to be provided. Year on year when higher than expected contributions are being made to the

General Fund it has been customary to return the additional sum in the form of a rebate.

- 5.3.7 The value of rebates returned to the General Fund in 2012/13 was £nil (with £1.6 million being returned to the Housing Revenue Account).

5.4 Summary

- 5.4.1 Demonstrating strong fiscal management by the Corporate Management Team throughout the year there is a positive year end financial position, which reflects a mixture of cost pressures and favourable circumstances experienced by the various Services of the Council. .
- 5.4.2 The outturn has provided the opportunity for the Council to de-risk itself from potential liabilities and improve its resilience to any risks that may arise as part of the five year business plan in what is an uncertain economic climate.
- 5.4.3 The outturn has enabled the Council to consider costs that it may incur that had not yet been built into the 2013/14 budget. For example, at its meeting on 25 April 2013 the Committee were advised that by retaining the contingencies contained within the budget for 2012/13 there would be an opportunity to set aside funding to mitigate the risk of there being an impact on the Council from Welfare Reform and in presenting this 'Near Actual' position a sum of £2 million has been incorporated into the figures.
- 5.4.4 As a part of the year end procedures, provisions for bad debt, equal pay and waste disposal, amongst others, have been reviewed to ensure they are adequate and relevant adjustments have been incorporated into the reported position. Similarly a review of guarantees provided by the Council is undertaken and where appropriate backed by cash reserves to ensure the Council maintains a robust and sustainable financial position and strong balance sheet.
- 5.4.5 The uncommitted General Fund balance has been maintained at £11.3 million and this remains in line with the Council policy on retention of working balances, where it has been approved that 2.5% of the net revenue budget should be available. In accordance with the regular review of council policies the appropriateness of the value of uncommitted balances will again be considered during 2013/14. In light of the funding changes to Police and Fire services in Scotland the net budget of the Council has reduced and therefore the retention of £11.3 million as uncommitted reserves represents 2.7% of the 2013/14 net revenue budget.

6. IMPACT

- 6.1 It is the aim of the Council to retain working balances to a level that provides sufficient scope to deal with unexpected or unforeseen events in order that this does not have a detrimental and immediate impact on service delivery.
- 6.2 The budget each year is produced in light of the Council priorities, through the priority based budgeting approach and the 5 year business plan.

7. REPORT AUTHOR DETAILS

Jonathan Belford
Corporate Accounting Manager
jbelford@aberdeencity.gov.uk
01224 522573

8. BACKGROUND PAPERS

Financial Monitoring Reports for Financial Year 2012/13;
Redetermination letters received from the Scottish Government;
Previous reports to Finance and Resources Committee on General Fund

APPENDIX A

ABERDEEN CITY COUNCIL FINANCIAL YEAR 2012/13 - YEAR END STATEMENT

As at 31 March 2013	Annual Budget 2012/13	Near Actual 2012/13	Variance from Budget		Forecast Variance at P11	Variance from Last Month	
	£'000	£'000	£'000	%	£'000	£'000	%
Services:							
Office of Chief Executive	1,167	1,049	(118)	(10.1)%	(111)	(7)	6.3%
Corporate Governance	27,806	25,755	(2,051)	(7.4)%	(1,519)	(532)	35.0%
Enterprise Planning and Infrastructure	40,450	39,106	(1,344)	(3.3)%	(1,300)	(44)	3.4%
Housing and Environment	33,456	29,351	(4,105)	(12.3)%	(4,151)	46	(1.1)%
Education Culture and Sport	160,388	158,974	(1,414)	(0.9)%	(1,321)	(93)	7.0%
Social Care and Wellbeing	119,923	119,740	(183)	(0.2)%	(834)	651	(78.1)%
Total Service Budgets	383,190	373,975	(9,215)	(2.4)%	(9,236)	21	(0.2)%
Total Corporate Budgets	68,485	72,419	3,934	5.7%	4,504	(570)	(12.7)%
Total Net Expenditure	451,675	446,394	(5,281)	(1.2)%	(4,732)	(549)	11.6%
Funding:							
General Revenue Grant & NDRI	(343,964)	(344,369)	(405)	(0.1)%	(405)	0	0.0%
Council Tax and Community Charge Arrears	(107,711)	(107,720)	(9)	(0.0)%	(12)	3	25.0%
Total Funding	(451,675)	(452,089)	(414)	(0.1)%	(417)	3	0.7%
General Fund surplus for the year	0	(5,695)	(5,695)		(5,149)	(546)	10.6%

ABERDEEN CITY COUNCIL

COMMITTEE	Finance and Resources
DATE	13 June 2013
DIRECTOR	Stewart Carruth
TITLE OF REPORT	Small Financial Assistance Grants – 2013/14
REPORT NUMBER	CG/13/071

1. PURPOSE OF REPORT

The purpose of this report is to present application 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:-

- i) agree to award the following grants:
 - Doors Open Day - £300
 - Queens Cross Church for Lajee Centre Visit - £320
 - Aberdeen Student Charities Campaign – total 2013 cost of traffic management and barriers, up to value of £2,500 inclusive of VAT

3. FINANCIAL IMPLICATIONS

There is a sum of £58,000 included in the 2013/14 Council Revenue Budget.

At its last meeting the Committee approved funding for Scottish National War Memorial project to commemorate the 100th anniversary of the Great War, at a cost of £1,500. This is an example of the type of funding offered available and if the Committee were to approve the recommended financial assistance grants then a total value of £11,948 will have been committed from this budget for the year to date, leaving £46,052 remaining for future small financial assistance grants.

4. OTHER IMPLICATIONS

The award of grants and financial assistance provide benefits to the City of Aberdeen and its citizens.

5. BACKGROUND

At the meeting of 25 April 2013 the Committee approved a revised set of assessment criteria for the awarding of small financial assistance grants.

These were as follow:

Small Financial Assistance Grants – Assessment Criteria

- a) An application will only be considered where there is no established Council funding budget alternative;
- b) An application can be submitted by an individual, group or organisation for a clear and specific purpose and must include relevant background information and financial circumstances;
- c) If funding is being provided to the applicant from another Council budget the application will not be considered;
- d) Funding, where awarded, will not be available in the subsequent year from this budget;
- e) Funding, where awarded, will not exceed £2,500;
- f) Applications from individuals seeking sponsorship, for taking part in fundraising events abroad or for placements with charitable organisations or trusts in developing countries, will be declined;
- g) Applications from individuals, groups or organisations seeking assistance towards costs of excursions outwith the City will not be supported;
- h) Applications from national organisations will not be supported unless there is some clear and measurable local benefit;
- i) Applications in relation to health related matters, which are seen as the clear responsibility of the health authorities, will not be supported;
- j) Costs associated with hiring the Beach Ballroom either in whole or in part, can be considered, for fund-raising events and gatherings;
- k) An award of financial assistance will only be considered where budget remains available.

In the past the Committee has, where it's deemed it appropriate, approved funding that has not been in line with the assessment criteria however the applications received have been assessed on the basis of the criteria.

Applications:

5.1 Doors Open Day – (Further information at Appendix A)

An application has been received from the Committee responsible for organising the Aberdeen Doors Open Day on an annual basis. Following a reduction in funding from its principal financial support – Aberdeen City Heritage Trust – the organisation is looking for financial support from the Common Good of £300. The Common Good income was fully committed to projects and expenditure when it's budget was set in February 2013 and as such there is no opportunity to access it for further funding purposes.

An alternative option would be the cultural grants budget. It is recognised that the timing of the next round of cultural grants would not assist in the preparation of the event. On this occasion it is recommended that funding of £300 be awarded.

5.2 Queens Cross Church – Visit to Aberdeen by members of Lajee Centre, Palestine – (Further information at Appendix B)

Sixteen teenagers from the Lajee Centre, Palestine are touring Ireland and Scotland in late June / early July 2013 and the church would like to support a visit to Aberdeen, with Queens Cross Church hosting performances. The cost of additional transport to Aberdeen requires fund raising of £1,000 to be achieved.

The Council has a cultural grants budget and an approach was made however it was established that the timing of the next round of cultural grants prohibits an application and if the Committee were minded then it could be recommended to contribute £20 per person, resulting in financial assistance of £320. If approved then it is to be paid only in the event of the visit going ahead.

5.3 Aberdeen Student Charities Campaign

On an annual basis the Student Charities Torcher parade has required the installation of temporary barriers and traffic management arrangements put in place. This has always been funded by the Campaign itself, with the cost being payable to Aberdeen City Council and in 2012 the cost was £2,400 inclusive of VAT. The 2013 Torcher took place at the end of April and the Committee is asked to consider supporting the Aberdeen Student Charities Campaign by providing financial assistance to cover the costs in 2013, thereby enabling more of the money raised to be used towards the charitable objectives.

It is recommended that financial assistance of £2,500 (or the total cost, inclusive of VAT, if lower) is approved.

6. IMPACT

The City Council will, within financial constraints, seek to support external organisations and partnerships within the City. All applicants will be given equal consideration within the general criteria for the disbursement of grants and donations from the budgets.

7. BACKGROUND PAPERS

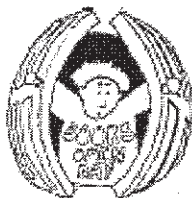
None

8. REPORT AUTHOR DETAILS

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Corporate Accounting Manager
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☎ (52) 2573

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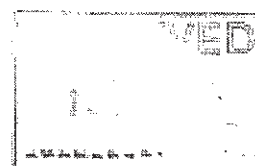
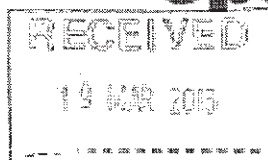
REF 5.1 DOORS OPEN DAY



18 March 2013

City Chamberlain
Corporate Governance
Aberdeen City Council
Town House
Broad Street
Aberdeen
AB10 1AH

doors
open day



3 28834

Dear City Chamberlain

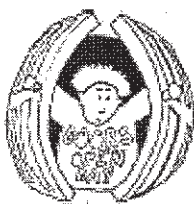
Doors Open Day 2013

In my capacity as Chairman, I am writing to you in respect of possible sponsorship of Doors Open Day event from the Common Good Fund. For as long as Doors Open Day has been running, we have had the support of Aberdeen City Council which has been invaluable in allowing as many people as possible to view the buildings open on the day throughout the city.

We have been fortunate that the cost of Doors Open Day has been underwritten by Aberdeen City Heritage Trust since 2005. The Trust has offered to support the event again in 2013, but it is not in a position to continue to underwrite the whole cost of the event. Like everyone else, we now find ourselves in a dilemma we are actively looking at alternative ways in which we can maintain this event at the present level. As a 'not for profit organization' looking only to cover the expenses incurred in staging the event, this year we could be in a situation where the event has to be scaled back or indeed even cancelled which is the reason for my writing to you today.

Doors Open Day is organized locally as part of Scotland's contribution to European Heritage Days, a joint initiative of the Council of Europe and the European Union. The annual programme offers the chance to explore buildings, monuments and sites, many of which are not normally accessible to the public. Through widening opportunities and access, it aims to encourage care for our architectural and environmental heritage.

Aberdeen's first Doors Open Day took place in 1994 when 20 buildings were opened up to the public. The popularity of the first year guaranteed its continuation and hopefully with support it will celebrate its 20th anniversary in 2014. In Aberdeen the event is held on the second Saturday in September, this year 14 September 2013 which also coincides with the end of Aberdeen's 'Get Oot and Aboot' over 50's Festival.



doors open day

1
18 March 2013
City Chamberlain

Doors Open Day 2013

The Aberdeen event is organized by an independent Doors Open Day committee comprising representation from Aberdeen City Council, the Civic Society, the Royal Incorporation of Architects, the Architectural Heritage Society of Scotland, Aberdeen City Heritage Trust and the wider Arts Community.

We now arrange for more than 30 buildings to be opened on an annual basis and the feedback from the general public and from the participating building owners to the event has always been very positive with visitor numbers to certain individual buildings within the city centre being in excess of 2,500. This has largely been due to the substantial publicity before and during the event.

The annual expenditure is generally in the region of £1,650. The major part of the cost goes towards the printing of about 12,000 pamphlets, 300 posters, and the hire of an open top double deck bus which tours a number of the projects during the day and for which we do not charge the public. The leaflets and posters are all emblazoned with the sponsors' names. There has also been other publicity in the past in the form of articles in Leopard Magazine, a double page spread in the Aberdeen Evening Express preceding the event and interviews on local radio. Wherever possible sponsors' names are also noted and included.

On the evening of the event, at the invitation of the Lord Provost of Aberdeen, there is a reception in the Town and County Hall to which sponsors, organizers and participants are invited. Following the 2012 event, Lord Provost George Adam highlighted the importance of such events for the community of the City and visitors.

Resources to operate Doors Open Day are derived from support in kind offered through Aberdeen City Council who design all publicity and administer meetings of the committee. Other sponsorship has been obtained from a variety of sources in the past, both public and private; but with current financial constraints that funding is more difficult to attract and sustain. The committee has been successful in attracting assistance for this year's event from Aberdeen City Heritage Trust and Vibrant Aberdeen; however, this still leaves a shortfall in funding. Without further sponsorship, there is a doubt about whether the event will run in 2013. A breakdown of funding confirmed and budgeted is attached overleaf.



doors open day

2
16 March 2013
City Chamberlain

Doors Open Day 2013

Doors Open Day	2012	2013 Budget Estimated Costs
Sponsorship: Aberdeen City Heritage Trust	£1344.22	£500.00
Sponsorship: Vibrant Aberdeen		£800.00
Expenses: Printing advertisement and general expenses	£1834.22	£1250.00
Expenses: Bus Hire	£310.00	£350.00
Shortfall	nil	£300.00

A more detailed breakdown of charges and copies of our Constitution and Accounts can be forwarded on request.

We would hope you can look at this request in a favorable way, accepting that we are 'all in the same boat' with cutbacks and reduced income/resources. We feel that we are requesting quite modest financial support considered the amount of pleasure derived from the event by so many of our citizens and their families.

We would be very anxious to know whether The Common Good Fund would be able to assist in sponsoring this year's event.

We hope that this initiative may be of interest to the City and look forward to hearing from you.

Our contact details are noted below if you wish to discuss the matter further.

Yours faithfully,

Gordon Smith
Chairman
for Doors Open Day (Aberdeen)

REF 5.2 QUEENS CROSS CHURCH – LAJEE CENTRE VISIT

My church, Queens Cross Church, along with other churches and groups, are trying to support an Art and Cultural visit to Aberdeen by 16 teenagers from the Lajee Centre in Palestine. They are touring Ireland and Scotland late June early July and are already planned to visit Glasgow and Edinburgh. In order to achieve this we need to raise £1,000 to fund their transport costs.

We have offered to host any performance at our church and are going to have various fundraising events. I am also going to contact my daughters' schools, Hazelhead and Cults, to see if they would wish to get involved and perhaps have the teenagers from Palestine visit the schools.

Would the Council be willing to financially support in any way this visit?

I attach some information about the Lajee Centre.

Best regards,

Stephen.

Stephen Hadden,

Lajee Center

Lajee Center ('Lajee' means 'refugee' in Arabic) was established in Aida Refugee Camp in April 2000 by a group of 11 young individuals from the Camp who wanted to serve the community. Lajee is a community-based, grassroots, creative cultural center that works with new generations of Palestinians as they continue their ongoing struggle for justice and rights for Palestine, and all Palestinians.

Lajee seeks to encourage and enhance the talents of members by supporting and fostering their cultural, artistic and rights-based development through our programmes. We believe that by providing the new generations with developmental opportunities, we will give them the motivation and the skills necessary to pursue their interests and vocations. All the Center's activities aim to provide members with a key to their future and a conviction that they are the makers of their own future.

The Cultural Tour 2013 is one aspect to our diverse and active annual programme.

Cultural Tour 2013

During June 2013, 16 members of Lajee Center will leave Aida Refugee Camp, Palestine, and travel to Scotland and Ireland for a 12 day Arts & Cultural Tour. In an exciting and engaging programme of events, they will be performing traditional Dabka dancing, exhibiting their award-winning photography work, and screening their films. Building on the success of last year's tour, Lajee has organised a diverse and educational programme which is representative of Palestinian culture and life, and an insight into the work and activities of Lajee Center. The tour members are young active artists and dancers aged between 15 to 20 years old. We are currently working on a programme that will include many public events to be held across Scotland and Ireland, and it is expected to attract many visitors.

Lajee Center has started to fundraise and some individuals are already keen to support the project. We are calling on any individual, charity, organisation, society or group around the world who are able to support us in turning this project into a reality. We are close to realising this dream and every pound, dollar or euro that can be donated to the project will bring us one step closer. Please forward this appeal to everyone who may be interested.

For further information please contact: Lajee Center

<http://lajeeculturaltour.wordpress.com/>

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ABERDEEN CITY COUNCIL

COMMITTEE	Finance and Resources
DATE	13 June 2013
DIRECTOR	Stewart Carruth
TITLE OF REPORT	Treasury Management Policy and Strategy
REPORT NUMBER:	CG/13/062

1. PURPOSE OF REPORT

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

2. RECOMMENDATION(S)

The Committee is asked to consider the report and make recommendations to Council for approval as follows:-

- a) Notes the Treasury Management activities undertaken in 2012/13 as detailed,
- b) Recommends to Council that it notes the Treasury Management activities undertaken in 2012/13;and
- c) 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

None.

5. BACKGROUND/MAIN ISSUES

5.1 Introduction

The Council previously approved a Treasury Management policy for 2013/14 to 2015/16 on 21 February 2013. Part of this policy is to report a year-end review to committee on Treasury Management activities undertaken during the financial year 2012/13.

Historically, the Council's annual programme of capital investment has been funded by Treasury Management activities, such as additional long-term borrowing.

It is a requirement of this Code that Treasury Management is carried out in accordance with good professional practice. The Code requires the Council to comply with CIPFA "Code of Practice for Treasury Management in the Public Services", which this Council does.

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

5.2 Treasury Management 2012/13

The following is a summary of the significant Treasury Management activities which were undertaken during 2012/13: -

5.2.1 Loans Pool Rate The Council's average Loans Pool Rate takes account of all loan interest and expenses paid, as well as investment interest received during the financial year.

The Loans Pool Rate for 2012/13 was 4.25%, which can be broken down to 4.22% for interest, and 0.03% for expenses.

This is a reduction from the 2011/12 rate which was 4.45%. This reduction of 0.20% equates to a saving of £1.2m in interest charges.

5.2.2 Long Term Borrowing

One new PWLB (Public Works Loan Board) loan for £10 million was borrowed at an interest rate of 2.95%, in order to assist the financing of the Council's capital programmes. This new loan was borrowed over a repayment term of 9 years, with the Council's existing debt Maturity Profile in mind.

PWLB Interest Rates As a direct result of the Government 2011 Spending Review, there was a major change to PWLB public sector lending rates. There was an immediate increase to all PWLB borrowing rates by some 90 basis points. The rationale behind this major change is that HM Treasury will now set the rates at an average of 100 basis points over the relevant gilt price.

This change presented the Council with 2 challenges:

The first of these was to minimise any rise in borrowing costs. During the 2012/13 financial year, this was achieved using a combination of factors - due to the previously undertaken borrowing at relatively low rates, and by reducing the repayment term of new loans. (e.g. borrowing for up to 10 years, rather than 20-50 years).

The second problem was that, as reported last year, the PWLB introduced "penalty rates" which discourages debt rescheduling by Councils. This reduced the Council's ability to make rescheduling savings, as it had in the past. However, the "Spending Review" 90 basis point rise in rates was not similarly reflected in the penalty rates; thereby further reducing opportunities for the Council.

This discourages the use of PWLB loans and forces the Council to look increasingly to other forms of long term borrowing, such as LOBO loans (Lenders Option Borrowers Option) from financial institutions as well as other innovative methods of financing capital investment.

5.2.3 Short Term Borrowing

Short-term borrowing rates for periods of up to 1 year continued at relatively low levels. The Council's borrowing strategy during the year was to borrow short-term where possible, to take advantage of these lower rates. To illustrate this, as at 31st March 2013, the Council had some £50.9m of Temporary Loans from other Local Authorities, at an average rate of 0.44%. Compared with similar PWLB rates of 1.13%, this represents a saving of £350k in annualised interest costs.

5.2.4 Investments

Over the last few years, the downturn in the global economy has seen many financial institutions removed from the Council's Counterparty list as their credit ratings fell. This significantly reduced range of investment options available to the Council.

The Counterparty list is compiled using credit rating information supplied by the major credit rating agencies to Sector Treasury Services; the Council's appointed Treasury Management advisors.

In April 2010, changes to investment regulations allowed Scottish Local Authorities to use 'AAA rated' Money Market Funds for the first time. These have been used successfully and safely, and assist with the management of short-term fluctuations in the Council's daily cashflow.

As at 31st March 2013, the Council had temporary investments totalling £49.0m at an average rate of 1.30%. These were invested in line with the current Counterparty list to the following institutions -

- Bank of Scotland £15.0m
- Clydesdale Bank plc £ 4.1m
- Royal Bank of Scotland plc £29.9m.

5.2.5 Member Training Session

A Treasury Management workshop was held for members on 18th February 2013. The purpose of this session was to fully explain Elected Members' and Officers' roles and responsibilities within the Treasury Management environment, and how to maintain effective scrutiny of the Treasury Management framework. The latest update of the CIPFA Code of Practice for Treasury Management actively encourages this type of session.

The session was conducted by Sector Treasury Services, and was well received. It would be the intention to run similar sessions later in the financial year 2013/14.

5.2.6 Treasury Management Consultancy Services

The Council's existing Treasury Management Consultancy Services contract with Sector Treasury Services Ltd was due to expire on the 1st of April 2013.

In February 2013, quotes were invited from interested parties for the provision of these services for three years. After the submissions were carefully evaluated, Sector Treasury Services Ltd were awarded the contract, which will run until 31st March 2016.

5.2.7 Banking Services Tender

The Council's existing Banking Services Tender with Clydesdale Bank is due to expire on 1st October 2013. This five-year contract was a joint procurement exercise with Aberdeenshire Council.

Both Councils commenced working together on a new joint Banking Services Tender earlier this year.

With things having changed considerably in the Banking Sector over the past five years, it was deemed appropriate to hold pre-tender meetings with interested parties, to ascertain what options are available to the Councils in the current market.

The Tender is due to be formally advertised shortly, submissions will be evaluated and reported to the relevant Committee in due course.

6. IMPACT

Corporate - 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.

7. MANAGEMENT OF RISK

If the suggested changes to the Council's Counterparty List are not implemented, this would restrict the Council's available investment options, which could result in loss of income to the Council.

8. BACKGROUND PAPERS

CIPFA "Code of Practice for Treasury Management in the Public Services",
Sector Treasury Services "Treasury Management Annual Investment Strategy",
Scottish Government "The Investment of Money by Scottish Local Authorities".

9. REPORT AUTHOR DETAILS

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ABERDEEN CITY COUNCIL COUNTERPARTY LIST

Changes are required to the current counterparty list as follows:

1. Add Handelsbanken to 'Deposits up to 12 months – Other Banks'
2. Add Morgan Stanley Sterling Liquidity Fund and Deutsche Managed Sterling Fund to the list of Money Market Funds within Collective Investment Schemes.

Deposits up to 12 months

UK Nationalised and Part Nationalised Banks - £30m limit

Lloyds Banking Group (includes Lloyds TSB Bank plc, Bank of Scotland)

The Royal Bank of Scotland Group plc
(includes Royal Bank of Scotland plc, National Westminster Bank plc, Ulster Bank Ltd)

UK Banks - £10m limit

HSBC Bank plc

Standard Chartered Bank

Other Banks - £10m limit

Handelsbanken

UK Local Authorities, including Police Authorities - £10m limit

Deposits up to 6 months

UK Building Societies - £10m limit

Nationwide Building Society

Deposits up to 3 months

Council's Bankers - £20m limit

Clydesdale Bank plc

UK Banks - £10m limit

Barclays Bank plc

Collective Investment Schemes - £50m total limit

Money Market Funds - £10m limit

Federated Prime Rate Sterling Liquidity Fund

Goldman Sachs Sterling Liquid Reserve Fund

Ignis Liquidity Fund

Morgan Stanley Sterling Liquidity Fund

Deutsche Managed Sterling Fund

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COMMITTEE	Finance and Resources
DATE	13 June 2013
DIRECTOR	Stewart Carruth
TITLE OF REPORT	Annual Housing and Council Tax Benefit Report
REPORT NUMBER:	CG/13/063

1. PURPOSE OF REPORT

This report updates Members on the performance of Housing and Council Tax Benefit during 2012/13. This is an Audit Scotland recommendation.

2. RECOMMENDATION(S)

It is recommended that Committee note the content and note that a report will be presented annually to advise of the Housing and Council Tax Benefit Service performance for 2013/14.

3. FINANCIAL IMPLICATIONS

Given the key role the Benefit Service plays in delivering aspects of the welfare state and recognising the significant sums involved it is important that the service is properly reviewed in order to minimise any potential subsidy loss and to provide an effective service.

4. OTHER IMPLICATIONS

None

5. BACKGROUND/MAIN ISSUES

See attached document.

6. IMPACT

The service has a key role in:

- helping to ensure that people get the opportunity of a decent home,
- reducing barriers to work,
- helping tackle social exclusion,
- supporting dignity and security in retirement.

7. BACKGROUND PAPERS

Performance Review and Key Objectives review undertaken by management team.

8. REPORT AUTHOR DETAILS

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Revenues and Benefits

Housing & Council Tax Benefit Annual Report

2012/13



1.0 Introduction

Revenues and Benefits is located within the Finance Service which is part of the Corporate Governance Directorate. Revenues and Benefits is responsible for Council Tax Administration, Business Rates Administration, Housing and Council Tax Benefit Administration, Council Tax recovery, Fraud Investigation, Service Income, Social Work Financial Assessments and Scottish Welfare Fund.

The purpose of this report is to review the Housing and Council Tax Benefit Performance for 2012/13 and set Housing and Council Tax Reduction objectives for 2013/14.

The report has been produced in conjunction with Wayne Connell – Revenues and Benefits Manager, Helen Moir – Benefit Processing Manager and Brian Muldoon – Fraud Manager

Benefits Administration is a statutory function placed on Local Authorities which covers much more than just the speedy processing of Benefits. The Benefits Service plays a key, strategic role in meeting the Councils aims which include:-

- To help offer the opportunity of a decent home.
- To deliver a modern, efficient, secure customer focused public service.
- To reduce barriers to work.
- To extend choice and personal responsibility.
- Help tackle social exclusion.
- To support dignity and security in retirement.
- To protect against fraud and error.
- To help reduce Council Tax and rent arrears.
- To work with major local partners such as Registered Social Landlords, Landlords Voluntary Sector, Job Centre Plus.

2.0 Performance Review of 2012/13

2.1 Benefits Administration

A summary of the performance targets set and achieved is shown in Appendix 1, along with targets for 2013/14. Benchmarking with other urban Scottish Authorities will be circulated once the data has been published.

2.1.1 Processing of New Claims

A target was set to process new claims for benefit on average in under 28 days. In 2012/13 the Service achieved an average of 27.07 days. This is an improvement in performance; at the same period in 2011/12 performance was 33 days.

In 2012/13 there were 13,336 new claims for Council Tax Benefit and Housing Benefit actioned.

2.1.2 Processing of Change of Circumstances

A target was set to process change of circumstances for benefit on average in under 14 days. In 2012/13 the Service achieved an average of 15.28 days. The reason for not meeting the target can be attributed to a number of factors but in the main was due to the introduction of the Department of Works and Pensions (DWP) Automated Transfers to Local Authority System (ATLAS) notifications. This new way of receiving information from DWP had a major impact on performance as significant resources were required to test and implement. The Service has found, along with most councils that instead of the automated loading of information which ATLAS initially promised manual intervention is required in the majority of cases to ensure accuracy.

In 2012/13 there were 52,094 changes of circumstances for Council Tax Benefit and Housing Benefit actioned, 8,406 more than in 2011/12.

2.1.3 Right Time

The Right Time Indicator is a combination of average number of days to process a new claim and average number of days to process a change of circumstance. A target of 18 days was set. In 2012/13 the service achieved 17.69 days.

2.1.4 Cost per Benefit Case

Our costs have decreased from £41.41 in 2010/11 to £39.52 in 2011/12. This demonstrates continued lowering of cost of providing the service with an increased benefit caseload. A performance target of £39.00 was set for 2012/13. Although the figures for 2012/13 are not yet available it is anticipated the cost per benefit case of £39.00 will be achieved.

2.2 Housing Benefit Overpayments

The target for the amount of Housing Benefit Overpayments collected in 2012/13 was £1.3m. The Service collected £1,361,758 in 2012/13. Although the recovery rate decreased in 2012/13 to 62.86% from 71.96% in 2011/12 the team have delivered a steady performance in a difficult economic environment.

The Benefit Overpayment Team is part of the Revenues and Benefit Recovery Team. The Recovery team provides a recovery service for Council Tax Debt, Community Charge Debt, Service Income Debt and Housing Benefit Overpayments. This enables the sharing of best practise and to utilise the existing expertise in debt recovery to aid performance improvement.

The processes and procedures for recovering all revenues and benefit debts are currently being reviewed by the Recovery Manager to ensure they are fit for purpose in these difficult times.

It is felt a monetary target is not appropriate as collection depends on the value of the overpayments raised. A more consistent approach is to monitor the percentage collected against overpayments raised; therefore for 2013/14 a target of 65% has been set.

2.3 Fraud

A target of 28 sanctions was set for 2012/13. The team achieved 29 sanctions. This included 15 cases referred to the Procurator Fiscal during the year and a total of £250,000 overpayments identified. This is an improvement in performance at the same period in 2011/12 the team achieved 20 sanctions

When resources allow, the Fraud Team work with DWP fraud colleagues, HMRC and staff in the UK Border Agency.

The Fraud team continue to work with other agencies within the criminal justice system to ensure that the Council meets its obligations to protect the public purse from fraud.

2.4 Appeals

A target of 65% was set for the “Percentage of applications for reconsideration or revision actioned and notified within 4 weeks”. The team achieved 88.81%. A target of 65% was set for the “Percentage of Appeals submitted to the Appeals Service within 4 weeks”. The team achieved 52.63%; this is an improvement from 44% in 2011/12. A target of 95% was set for the “Percentage of Appeals submitted to the Appeals Service within 3 months”. The team achieved 100%.

The team’s performance has shown improvement in all 3 areas in 2012/13.

2.5 Accuracy

The aim of the Benefit Service is to pay the right amount to the right person at the right time. The Quality checking regime is critical to this process and ensures that accuracy performance is measure correctly. The Accuracy target has been set at 95% to be achieved within the next 2 years. The Service achieved 84.39% accuracy in 2012/13 an improvement from 77% in 2011/12.

2.6 Interventions

Claimants are encouraged to report changes in their circumstances on time. Where claimants fail to report changes interventions are a means of identifying them by proactively reviewing the claimants most likely to have had an unreported change. These claims are selected through a risk based assessment.

In 2012/13 1899 Interventions were carried out with 686 resulting in a decreased award, 241 in an increased award, 839 had no change to the current award and 133 awards are still being investigated.

The Service aimed to issue 2,400 Interventions in 2012/13; however, resources were required to help in other areas with Benefit Processing which impacted in the amount of Interventions issued. A target of 2,400 has been set for 2013/14.

3.0 Review of the Key Service Objectives set for 2012/13.

3.1 Closely monitor performance.

Although not meeting targets in some areas there is a significant improvement in performance in 2012/13 compared with 2011/12. This is despite the challenges facing the Service with the changes to Housing Benefit Services contained in the Welfare Reform Act.

The Service undertook a number of measures to aid improved performance:

- Use of specialist contractors to help with the workload.
- The recruitment of staff to fill the significant vacancies
- Managing the workflow on a daily basis to agree priorities, validating performance and checking individual cases where required.

3.2 Continue to benchmark on both cost and performance

External scrutiny can provide assurance that a service is well managed, safe and fit for purpose and that public money is being properly used.

Benchmarking on both cost and performance will be circulated once the data has been published for 2012/13 to provide these assurances.

3.3 Continue to take part in the National Fraud Initiative.

The National Fraud Initiative (NFI) is a data matching exercise that runs every 2 years. The NFI is designed to help participating bodies identify possible cases of fraud and detect and correct any consequential under or overpayments from the public purse.

The 2012/13 initiative has recently commenced. This exercise will take over one year to investigate the 2654 cases.

3.4 Review Quality Checking Regime

The quality checking regime was reviewed during 2012/13 with extra random and targeting checking taking place. In addition to the support and guidance provided to individual members of staff refresher training hours were introduced to consolidate the training programme. Quizzes were incorporated into the training hours and themes were changed on a monthly basis.

3.5 Monitor accuracy and financial impact on subsidy

The accurate and secure administration of Housing Benefit and Council Tax Benefit is a key priority to the Benefits Service. The Quality Checking regime is critical to the process to ensure performance is measured correctly. However, the correct balance between accuracy, speed of response and cost has to be struck.

The audit of Housing Benefit and Council Tax Benefit Subsidy 2011/12 did not identify any major issues. The areas which were identified for improvement were incorporated into the review of the Quality Checking regime during 2012/13.

DWP are looking to reclaim £401,165 from an expenditure of £37,830,175 (0.62% of total spend) for 2011/12 although the final figure has not been confirmed. This is within the provision made within Council accounts to

properly account for the fact that there is a liability that will arise from the audit of the benefit subsidy claim.

3.6 Review intervention strategy and effectiveness of intervention activity

During 2012/13 a new strategy was developed. This will be implemented during 2013/14.

3.7 Continue with the staff led Benefits Improvement groups to improve performance and customer service

During 2012/13 staff were involved along with Customer Service and the Web Team in redesigning the benefit pages in the Aberdeen City Council Website to improve the information available to customers.

3.8 Review of Benefit Take Up Plan for 2012

In 2012/13 the Annual Campaign promoting Housing Benefit and Council Tax Benefit took place at main billing.

The Service provided training to Housing Associations and our Housing colleagues so that vulnerable customers were given assistance when claiming benefit.

Staff also took part in Tenant Open Days to promote the general take up of Housing Benefit and Council Tax Benefit.

3.9 Undertake Customer Survey

A Customer Survey is planned for 2013/14.

3.10 Implementation of on-line claim form in line with Corporate Governance Improvement Plan

Although the Service has purchased an on-line claim form it recognises that the implementation of an on-line claim form will provide some efficiency through more automation and standardisation but that this route is not suitable for all Housing Benefit and Council Tax Benefit customers.

Implementation will require active promotion and involvement of our Customer Service colleagues, IT colleagues and Registered Social Landlords. This work is part of the Corporate Governance Improvement Plan and is subject to the prioritising of all options and overall approach.

3.11 Work closely with colleagues in Housing to improve benefit and rent performance by Rent Assistants gathering evidence in support of claims from tenants.

The Service holds regular meetings with our colleagues in Housing. During 20012/13 training was given to Housing staff in order that they could help their most vulnerable tenants sustain their tenancies and prevent rent arrears and reduce the risk of eviction.

A dedicated resource is available to deal with Rent Management queries in particular for Court and homeless cases. A member of staff from the Benefits Service is present at all Rent Arrears Court proceedings

3.12 Address issues arising from the changes to Housing Benefit Services contained in the Welfare Reform.

The changes to the Welfare System for people of working age is the biggest change to the welfare system for over 60 years and has a significant impact on the services provided by the Benefit Service.

During 2012/13 significant resources were required to prepare for the impact of these changes on the services business. The programme of work that the Service undertook during 2012/13 included:

Planning and implementing the Council Tax Reduction Scheme. This scheme replaced Council Tax Benefit from 1 April 2013.

The Service worked with the Housing Service and Registered Social Landlords to identify tenants affected by the under occupation regulations which came into force on 1 April 2013.

The Service set up a team to deliver a new welfare provision from 1 April 2013 - The Scottish Welfare Fund. This scheme is administered on behalf of the

Scottish Government and provides two types of grants: Crisis Grants and Community Care Grants.

Benefit staff were involved in the Corporate Welfare Reform Working Group and attended meetings and courses with various bodies such as the Institute of Revenues Rating and Valuation, DWP and COSLA.

The Service gave talks to various groups including landlord forums.

The Benefit Processing Manager has also given awareness sessions to Revenues and Benefit staff, Customer Service staff and Registered Social Landlord representatives.

The Service will continue in 2013/13 to address the further changes to Housing Benefits Services contained in the Welfare Reform such as the Benefit Cap and Universal Credit.

4.0 Areas for Improvement 2013/14

A Risk Assessment Audit was undertaken by Audit Scotland in September 2012. From this audit a number of recommendations for improvement were identified. An action plan was agreed with Audit Scotland. This action plan will be the basis for improvement activity during 2013/14. These areas are:

- 4.1 Improve speed of Processing
- 4.2 Review Quality Checking Regime and establish a Quality Assurance Team.
- 4.3 Improve accuracy performance and financial impact on subsidy.
- 4.4 Review intervention strategy and effectiveness of intervention activity

5.0 Key Operational Tasks to be undertaken during 2013/14

- 5.1 Closely monitor performance.
- 5.2 Continue to benchmark on both cost and performance.
- 5.3 Continue to take part in the National Fraud Initiative.

- 5.4 Complete agreed Audit Scotland Action Plan.
- 5.5 Continue with the staff led Benefits Improvement groups to improve performance and customer service.
- 5.6 Review of Benefit Take Up plan for 2013/14.
- 5.7 Undertake Customer Survey
- 5.8 Implementation of on-line claim form in line with Corporate Governance Improvement Plan.
- 5.9 Continue to work closely with colleagues in Housing to improve benefit and rent performance.
- 5.10 Continue to address issues arising from the changes to Housing Benefit Services contained in the Welfare Reform.

APPENDIX I

KEY SERVICE PERFORMANCE OBJECTIVES - 2013/14

The following are seen as key objectives for the Service to be undertaken during the current financial year.

		Target for 2012/13	Achieved	Target 2013/14
1	Processing of New Claims	Less than 28days	27.07 days	26 days
2	Processing of Change of Circumstances	Less than 14 days	15.28 days	14 days
3	Right Time	18 days	17.69 days	17 days
4	Cost per Case	£39.00	To be confirmed	£38.50
5	Percentage of Cases Processed within 14 Days	90%	76.34%	90%
6	Accuracy of Processing	95%	84.39%	95%
7	Interventions	2400	1899	2,400
8	Value of Housing Benefits Recovered	£1.3m	£1,361,758	65%
9	Total Sanctions	28	29	30
10	Percentage of applications for reconsideration or revision actioned and notified within 4 weeks	65%	88.81%	65%
11	Percentage of Appeals submitted to the Appeals Service within 4 weeks	65%	52.63%	65%
12	Percentage of Appeals submitted to the Appeals Service within 3 months	95%	100%	95%

PRINCIPLES TO BE ADOPTED

IN THE ADMINISTRATION OF

HOUSING AND COUNCIL TAX BENEFITS

2013/14

Benefit Uptake

- a) The Council recognises that it has a statutory duty to promote both Council Tax and Housing Benefit.
- b) It will promote Council Tax and Housing Benefit and other reliefs when dealing with customers.
- c) It will produce leaflets/publish articles/posters when appropriate on Benefit Issues.
- d) Promote Council Tax Benefit and Housing Benefit with the issue of Council Tax bills.
- e) Provide resources when practical to attend Benefit uptake promotions/workshops.

General Benefits Administration

- a) Administer the Benefits Scheme in accordance with the statutory provisions.
- b) Ensure that claimants are aware of their statutory appeal rights.
- c) Appeals will be dealt with by a separate team supporting the principle of an independent review.
- d) The Service will work closely with the Job Centre Plus and Pension Service.
- e) Wherever possible to keep documentation clear and simple to "Plain English Standard".
- f) Provide a visiting service for the elderly or infirm in relation to Benefit Issues within 72 hours or on request.
- g) Ensure that staff undertake and receive regular training.

Managing Overpayments

- a) Administer overpayments in accordance with the statutory provisions.
- b) The Council is committed to the recovery of overpaid Benefit and will use all available measures available to it:-
 - By deduction from ongoing Benefit
 - From arrears of Benefit
 - By deduction from Benefit paid direct to the landlord.
 - By deduction from Benefit paid direct to a landlord for other tenants.
 - By recovery of the overpaid sum as a Sundry Debt.
 - By legal action, if appropriate.
- c) Wherever possible the statutory maximum deduction should be made.
- d) The most appropriate method and rate of deduction to be selected dependent on the circumstances of each particular case.
- e) Write off of unrecoverable overpaid Benefit will be in accordance with the procedures applicable to sundry income and in accordance with the Financial Regulations.

Prevention and Detection of Fraud

- a) The Council will use all the statutory provisions available to it in its attempts to prevent and detect Fraud.
- b) The Council will where appropriate seek the prosecution of offenders by referring cases where fraud has occurred to Grampian Police and the Procurator Fiscals Office.

Cases would only be referred for prosecution after all individual circumstances, including family, age, and mental health of the person has been considered.

- c) The Council will also use the powers available to it to “caution” offenders and to improve 30% Administrative Penalties in relevant circumstances instead of prosecution.
- d) Provide investigation staff with regular training. The investigation staff will work under a Code of Conduct.
- e) The Investigation Team will liaise closely with other agencies and other Local Authorities in combating Fraud across all areas of the Welfare State.
- f) Council will seek to promote and develop an audit fraud culture amongst staff and the public to deter fraud.
- g) The Council will publicise any successful prosecutions in order to promote the anti fraud message.

Working with Others

- a) The Council is committed to working with others and in particular with the state agencies including the Pension Service and Job Centre Plus.
- b) The Council will support the signing and monitoring of National Service Level Agreements with such bodies.
- c) The Service will work closely with the Voluntary Sector including CAB by meeting with them formally or on an ad hoc basis as required.
- d) The Service will work with the Housing Service in terms of liaising and presenting Benefit Issues at the Community Services Landlord Forum.
- e) The Service already has strong links within the Registered Social Landlords and will seek to strengthen these by the signing of formal service level agreements.

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ABERDEEN CITY COUNCIL

COMMITTEE	Finance and Resources Committee
DATE	13 th June 2013
DIRECTOR	Gordon McIntosh
TITLE OF REPORT	Financial Contribution to Aberdeenshire Council for Hosting North Sea Conference 2014
REPORT NUMBER:	EPI/13/106

1. PURPOSE OF REPORT

The purpose of this report is to seek a total contribution from Aberdeen City Council to Aberdeenshire Council of up to £20,000 plus a dinner, towards their hosting of the North Sea Conference in June 2014. £5,000 has already been approved from existing service budgets at EP&I Committee on 21 May 2013.

2. RECOMMENDATION(S)

It is recommended that the Committee approve this request for financial support to Aberdeenshire Council with the following conditions attached;

1. A total of £20,000 cash contribution is agreed subject to the main conference plenary sessions being held at the AECC. All conference publications must carry the Aberdeen City Council logo as a conference sponsor.
2. The hosting of a dinner, subject to the dinner being held at AECC or Beach Ballroom.
3. Committee identifies a source of funding for the costs of the dinner, plus the additional £15,000 cash contribution.

3. FINANCIAL IMPLICATIONS

A cash contribution of £20,000 is requested, of which £5,000 is already approved at EP&I Committee from current service budgets. The hosting of a dinner for conference delegates is also requested, with

Aberdeenshire Council forecasting an approximate cost of £54 per head (up to 600 delegates x £54 = up to £32,200).
If the financial contribution is approved then a source of funding will require to be identified by committee.

4. OTHER IMPLICATIONS

Aberdeenshire Council are undertaking a procurement process to select the conference venue based on best value and ability to meet the specified venue requirements. This may have an impact upon their ability to accept the conditions attached to the financial support which committee are asked to agree.

5. BACKGROUND/MAIN ISSUES

The North Sea Commission and the INTERREG North Sea Region Programme host a joint annual conference every June. Aberdeenshire Council offered to host the 2014 conference, and this offer has been accepted. This conference is a key date for stakeholders across northern Europe, and Norway, as it will see the launch of the 2014-2020 North Sea Region Funding Programme.

Due to the mutual benefits for both local authorities of having this event on our doorstep they are looking for a financial contribution to cover some of the costs. A request was made by Aberdeenshire Council that Aberdeen City Council agree to provide cash contribution of £20,000 and to host an official conference dinner.

The request made by Aberdeenshire Council is identical to the request made by Aberdeen City Council to Aberdeenshire Council when the CPMR conference was held in Aberdeen. Aberdeenshire contributed £20,000 and paid for a dinner at Adore House.

6. IMPACT

Corporate – The conference is held jointly by the North Sea Commission and the INTERREG North Sea Region Programme. The 2014 conference will launch the 2014-2020 INTERREG North Sea Region Programme, giving local stakeholders the opportunity to have an increased attendance and look to develop potential projects which could be eligible to receive funding. It is also an opportunity to showcase the area and promote the transnational project activity which Aberdeen City Council has undertaken in the current 2007-13 programme period. This will encourage other regions to continue to want to work with Aberdeen City Council.

Public - This report is unlikely to be of interest to the general public. The funding opportunities to be discussed are of relevance to eligible organisations, not to individual citizens.

7. MANAGEMENT OF RISK

Aberdeenshire Council has indicated that they will follow all necessary procurement procedures to ensure that best value is secured. The recommendations of this report would place an upper limit on the financial contributions made by Aberdeen City Council should the committee agree to provide financial support.

Should the committee agree to provide the financial support requested, there are conditions attached which would ensure that the money is being spent within the City boundaries.

8. BACKGROUND PAPERS

There are no background papers to be taken into consideration.

9. REPORT AUTHOR DETAILS

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ABERDEEN CITY COUNCIL

COMMITTEE	Finance and Resources
DATE	13/06/13
DIRECTOR	Gordon McIntosh
TITLE OF REPORT	LOWCAP Final Conference Travel Request
REPORT NUMBER:	EPI/13/108

1. PURPOSE OF REPORT

This report is to request permission for Councillors to travel to Brussels on the 26th of June to attend the final conference of the Low Carbon Regions in the North Sea (LOWCAP) project, of which Aberdeen City Council is lead partner. It should be noted that consultation with appropriate people is being undertaken and will be reported verbally to the Committee.

2. RECOMMENDATION(S)

That Committee approves the travel for the Leader of the Council and one other elected member to attend the LOWCAP final conference which will be held in Brussels on the 26th of June.

3. FINANCIAL IMPLICATIONS

The cost of travel and accommodation for the two councillors attending the conference will be £1400. This includes travel accommodation and subsistence. This cost will be met by the External Funding budget and is 50% matched by European Regional Development Fund.

4. OTHER IMPLICATIONS

The LOWCAP project presents policy recommendations and best practice for improving energy efficiency and reducing carbon emissions in the North Sea Region. The project supports the Council's objective of representing the interests of the people and organizations of Aberdeen within North East Scotland, the UK, and Europe. The Europe 2020 Strategy aims for a Smart, Sustainable and Inclusive Europe which is in the Council's 2011-2016 5 Year Business Plan.

5. BACKGROUND/MAIN ISSUES

Following Full Council approval on the 25 January 2012, officers have been working to deliver the LOWCAP (Low Carbon Regions in the North Sea) cluster project with eight project partners across the North Sea Region.

The LOWCAP cluster project is an Interreg-funded transnational project which has reviewed and exchanged knowledge and experiences from four carbon reduction and energy efficiency projects (Build with Care, Care NORTH, North Sea Sustainable Energy planning, and Carbon Capture and Storage) in the North Sea Region. The European Union's 2020 targets for carbon reduction and energy efficiency require innovative and practical initiatives to deliver change. LOWCAP has produced and is disseminating policy advice to help meet these targets within the North Sea Region as a key output of the project. Aberdeen City Council is lead partner of the project and is a partner in three of the four partner projects (Build with CaRe, CARE North, North Sea Sustainable Energy Planning). More information about the project and its partner projects can be found on the website: www.lowcap.eu.

The conference is a one-day event in Brussels to be held in Scotland House and in the European Parliament. The event will take place on the 26th of this month during European Sustainable Energy Week (EUSEW) which is from the 24th to 28th of June and is an initiative of the European Commission that first took place in 2006 with hundreds of organisations and individuals participating each year. Through bottom-up efforts, organisers of EUSEW Energy Days, events and activities connect directly with citizens and energy stakeholders at local, regional and national levels. The combined results of EUSEW efforts are helping Europe reach its energy goals.

The project is due to end in June this year and to mark this end and the launch of its findings, the final conference will be held in Brussels to target decision makers during EUSEW. As part of the conference there will also be a reception in the European Parliament hosted by Alyn Smith MEP who sits on the Energy Committee in Brussels and who has given his support to the project. These events will be held jointly with a sister cluster project - Energy Vision North Sea Region, which looks at the transition towards Renewables. All of these activities are endorsed by and encouraged by the Programme Secretariat (the funding body) and are the responsibility of Aberdeen City Council given its position as lead partner. All costs pertaining to the event are 50% funded by ERDF monies and on top of this Aberdeen will receive a management fee from project partners for its role. More information about the details of the conference can be found on the website www.finalconference.eu

This is a very exciting event and it is hoped that it will be a great success with much impact. The two Councillors have been invited in order to show the support that Aberdeen has in pursuing such projects and transnational partnerships/exchange of knowledge. As well as this their presence will represent the importance of energy to the city and how we are proactively approaching the targets and objectives of the EU in order to reach its 2020

targets. This will position us well for further EU funding when budget negotiations are finalised and the new programmes are agreed. Please see the Smart Aberdeen 2020 document, in background papers, for more information.

6. IMPACT

The LOWCAP project supports the Administration's Aberdeen - the Smarter City vision objectives of a Smarter Environment and Smarter Mobility. By attending LOWCAP, Councillors will represent and promote Aberdeen City in Europe therefore increasing inter-regional networking which contributes to the City's overall effort to maximize opportunities and to promote its interests, both at home and overseas with the aim of creating a vibrant and sustainable economy.

7. MANAGEMENT OF RISK

There will inevitably be some risks associated with overseas travel. As far as possible, measures relevant to the destination will be taken to reduce any risks in line with Council Policy.

It is important that Aberdeen is fully represented in all European matters and that all opportunities for influencing policy and the development of transnational projects for the City's benefit are grasped in order that opportunities are maximised. If this is not done the Council could be at risk of not being able to draw down European grant monies

8. BACKGROUND PAPERS

LOWCAP Policy Recommendation document
Smart Aberdeen 2020 Document

9. REPORT AUTHOR DETAILS

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The LOWCAP pathway for delivering a low carbon, energy efficient North Sea Region

Policy Recommendations





The LOWCAP pathway for delivering a low carbon, energy efficient North Sea Region

In the LOWCAP (Low Carbon Regions in the North Sea) project a number of policy recommendations for delivering a low carbon, energy efficient North Sea Region have been identified. The LOWCAP cluster project presents a review on the knowledge exchange and experiences from four Interreg projects. Key results from these projects have been compiled and analysed to produce a North Sea Region Programme perspective on low carbon and energy efficiency issues. The recommendations will address both the European [EU] and the North Sea Region level [NSR].

"The LOWCAP project has been extremely valuable not only for the North Sea Region but for the EU as a whole and I'm delighted to be able to support it. The project has tackled a number of key issues which are of significant relevance to help meet the EU 2020 targets for carbon reduction and energy efficiency."

LOWCAP is a great example of member states and regions working together and sharing their experiences and knowledge to work towards a common goal and these policy recommendations are the fruit of this worthwhile collaboration."

Alyn Smith
MEP, member of the Industry,
Research and Energy committee

Reducing carbon emissions and increasing energy efficiency reduces the release of harmful gases attributed to climate change. Not only that but it helps make savings on fossil fuel imports, increases energy security, creates green jobs and improves living standards.

Following the European Commission's 2020 Strategy on climate and energy, member states need to reduce greenhouse gas emissions (GHG) by 20%, increase the share of renewables to 20% and achieve a 20% energy efficiency target by 2020. Beyond 2020, the EU aims to reduce carbon emissions from 80% to 95% by 2050. As is also stated in the North Sea Region Strategy for 2020, the focus should be centered on promoting innovation in low-carbon technologies in sectors such as transport, industry, buildings, climate-proofing land use and planning regulations. Technical innovation can aid the North Sea Region to become a sustainable and competitive low carbon region.

Translating EU-wide targets into practical initiatives which deliver real change is a major challenge for policy makers on all policy levels. Therefore LOWCAP's recommendations are an important contribution from the North Sea Region to the whole EU discourse on carbon reduction and energy efficiency.

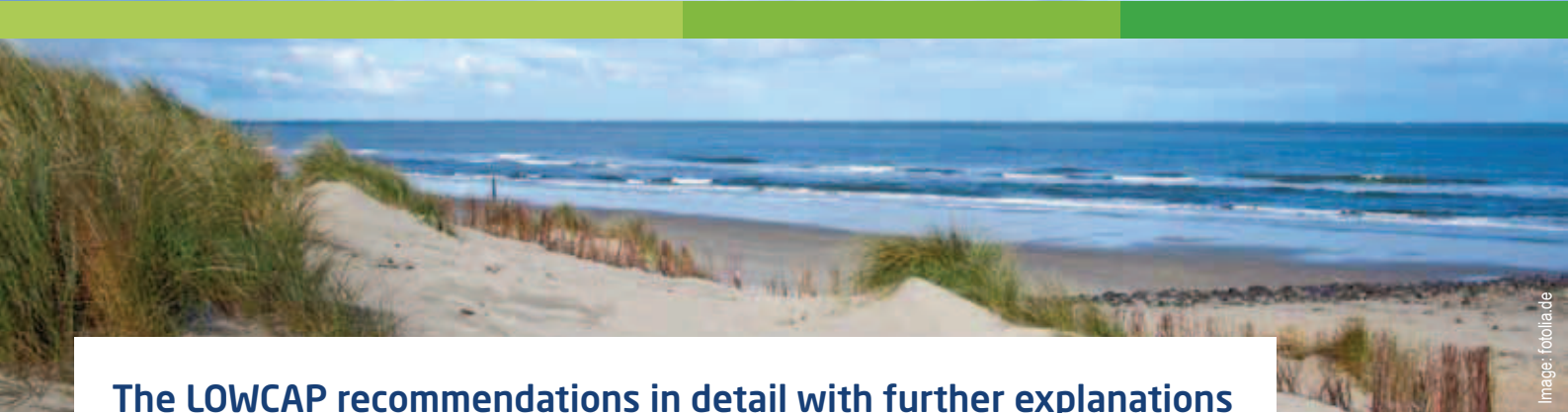


Image: fotoliade

The LOWCAP recommendations in detail with further explanations

Integrated energy planning is key to developing a low carbon and energy efficient North Sea Region.

Adopt integrated sustainable energy planning at EU, national, regional, city and neighbourhood level to foster a sustainable energy transition across Europe. [EU/NSR]

Create networks, collaboration and partnerships between local and regional actors. Stakeholders in public, private, academic sectors and business must work together to define a common vision and strategy. [EU/NSR]

Make energy efficiency a priority at all political levels by introducing legally binding energy efficiency targets at a national level that are in line with the other target areas of the EU climate and energy package. At present only "indicative national energy efficiency targets" are required. [EU]

The energy transition towards a sustainable energy system calls for action within sectors (e.g. building, transport, industry) and in cross-sectorial themes (e.g. land-use) from all policy levels and stakeholders. Integrated sustainable energy planning must involve multi-level and multi-actor arrangements to tackle the issues of energy efficiency, renewable energy, energy poverty, economic competitiveness, carbon reduction and energy dependency in a tuned, coordinated and integrated way which is aligned with the ambitions of the NSR. Local and regional actors play a crucial role: their potential to tackle these challenges is still underestimated, at the same time they lack accountability for low carbon and energy efficiency and are therefore identified as a non-technological barrier within the energy transition.

An energy transition also asks for a stronger European framework. The Energy Efficiency Plan from 2011 establishes a common framework of measures for the promotion of energy efficiency, but needs to be linked with clear binding targets on a national level. At present the Energy Efficiency Directive does not have legally binding targets at national level, but instead has legally "binding measures" such as an obligation to renovate public buildings. Article 3 of the Directive does introduce the notion of national targets however these are stated as "indicative national energy efficiency targets".

A better understanding of **human actions** in relation to low carbon and energy efficiency is crucial.

Develop a policy that addresses people's lifestyle and behaviour. Changing social norms is fundamental to enabling the transition to a low carbon, energy efficient Region. [EU/NSR]

Introduce binding requirements for all new Interreg projects dealing with low carbon and energy efficiency to take into account the consumption, lifestyle and behaviour of the participants involved and those they will impact on. [NSR]

LOWCAP recognises that key to achieving low carbon and energy efficiency is an understanding of the impact that individuals as well as public, private and third sectors can make by changing their behaviour, consumption and lifestyles. Lifestyle and behavior change are cross cutting issues that should be taken into account across all thematic areas. A change in consumption patterns has the largest potential for decreasing carbon emissions and increasing energy efficiency.

These recommendations seek to include elements of social research in all Interreg projects that specifically address the human aspects of a low carbon energy transition.



Image: dreamstime.com



Low carbon mobility needs more than just a change in fuels and propulsion technologies.

An increase in support for low energy, **low carbon building** design, construction and refurbishment is essential.

Give Space to explore and implement new technologies, for example **Carbon Capture and Storage**.

Highlight the negative impacts of an increasing volume of transport on social life, health and the environment to sustain a high quality of life for citizens. [EU/NSR]

Develop innovative mobility solutions and take other considerations into account, because low carbon mobility is more than just a change in fuels and propulsion technologies. [EU/NSR]

Encourage a more car-independent lifestyle and transport policy on a local, national and European level. This includes modern "sharing" options in transport-related research and demonstration activities. [EU/NSR]

Focus new policy on low energy refurbishment of existing buildings. [EU/NSR]

Extend the 3% low energy refurbishment rate within the Energy Efficiency Directive to include all (public) buildings. [EU]

Agree a strong and consistent definition of a "nearly Zero Energy Building" within the North Sea Region. [NSR]

Explore policy related to EU Emissions and Trading Systems, and the EU CCS Directive and take into account the whole implementation chain of industrial CCS, where it is appropriate and needed. [EU]

Establish a broad partnership in the North Sea Region which includes industry, to further develop new technological approaches including CCS, where necessary. [NSR]

The European White Paper on Transport sets ambitious targets with an interim target of 50% clean fuels by 2030, looking at the carbon emission levels of the transport sector still being above the level of the 1990s. The focus remains too much on technology, which will not solve the problems of congestion or space consumption for transport. The potential for organising mobility more efficiently needs to be further explored. Modern mobility services will play a crucial role in delivering alternatives to the private car.

Sharing is an important tool in sustainable transport strategies. Bike-, Ride- and Car-Sharing are good options for the efficient, convenient and cost effective use of transport vehicles. Car-Sharing for example reduces the carbon footprint of transport through the modal shift of customers and through better emission standards of Car-Sharing fleets. The North Sea Region has the potential to become a frontrunner in this field. The potential of (IT-based) sharing systems needs to be further exploited in order to move towards a 'single European mobility service market' - which goes beyond the current White Paper objective of a "single European transport market".

Current EU policy largely focuses on energy efficiency in new buildings; however this is not where the main problem lies. Existing buildings will continue to dominate total emissions from the buildings sector in 2020 and are likely to represent nearly 80 per cent of the EU's building stock, even by 2050. Therefore the 3% goal of the Energy Efficiency Directive needs to be implemented as planned. As it stands at the moment, covering only "central government owned and occupied" buildings, EU member states have greatly decreased the potential energy savings. Whilst in Sweden, France and the Netherlands many buildings are owned by the central government, this is not the case in Germany.

But acknowledging the variations in building culture & climate throughout Europe, European building legislation (Energy Performance of Buildings Directive) does not prescribe a uniform approach for the definition of "nearly Zero-Energy Buildings". The views on how such buildings should be defined, and the means and techniques to achieve almost zero energy consumption show considerable differences. The next logical step for the North Sea Region should be to formulate a common understanding of the principles for "nearly Zero-Energy Buildings" and to conclude on a strong regional definition.

To achieve the EU targets for low carbon several different approaches, including energy efficiency, increased renewable energy and new technologies must be taken into account. In order to achieve the ambitious North Sea Region targets, it might also be necessary to include CCS as a tool. In order to assess the role of CCS it is important to cooperate and work along the whole value chain (Carbon capture, transport and storage and enhanced oil recovery) as well as to evaluate environmental risks and energy balance. Locating and testing safe storage in the North Sea Region as well as developing a business model for common transport infrastructure in the NSR are two of the most important steps for evaluating CCS and should therefore be considered in order to reduce carbon emissions where applicable and necessary.

There are several legal barriers that make CCS across national borders challenging. A re-assessment of these would allow for smooth cooperation and partnership working across national borders as well as across the whole CCS value chain. Such evaluation, a risk assessment and backing by citizens and at the political level are necessary in order to enable an industrial application of CCS, where the demand exists.

The LOWCAP pathway - Summary of recommendations

- An integrated planning approach and multilevel governance arrangements are essential to the realisation of a low carbon and energy efficient North Sea Region.
- A better understanding of human actions in relation to low carbon and energy efficiency is crucial to change consumption patterns in a low carbon region.
- An increase in support for low energy/low carbon building design, construction and refurbishment is essential, as these have the biggest potential to increase the savings made on carbon emissions.
- Low Carbon mobility needs more than just a change in fuels and propulsion technologies, especially in the transport sector as its carbon emissions remain significant.
- More space should be given to explore and implement new technologies, such as Carbon Capture and Storage, where appropriate.

The LOWCAP Project Cluster

Build with CaRe

The 'Build with CaRe (Carbon Reduction)' project aimed to mobilise all forces in order to make energy-efficient building design and construction the mainstream. Local and regional authorities, universities and institutes from 10 regions in 5 countries in the North Sea Region were active in the partnership. The project, which concluded in 2012, resulted in the development of several low energy demonstration projects, a robust evidence base to show the benefits of low energy buildings. Policy recommendations and a range of learning materials which can be used throughout Europe, have been developed.

www.buildwithcare.eu



North Sea Sustainable Energy Planning

This project aimed to improve the regional, sub-regional and local energy planning through joint development, implementation and evaluation of a transnational model for strategic energy planning. Business was at the forefront of this project, delivering energy business cases as well as models, testing of pilot cooperation models. Systematic development of new methods, road maps and tools was achieved through an integrated approach.

www.northseasep.eu



Care North

The aim of CARE-North was to develop a comprehensive, strategic and practical approach to urban and regional transport/ accessibility in the North Sea Region in the context of climate change and declining oil supplies. While the North Sea Region deals with the effects of climate change, the traditional understanding of transport is leading to a continued increase in CO₂ emissions, undermining other climate protection efforts.

CARE-North developed innovative carbon reduction strategies for urban and regional transport to maintain and improve accessibility in a more carbon-responsible way, and to make the NSR a leader in carbon-efficient accessibility.

www.care-north.eu



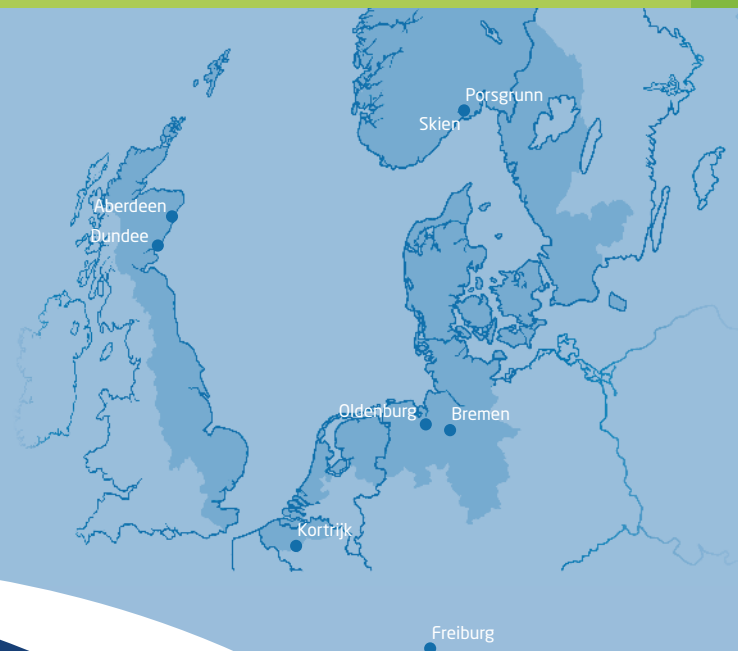
Tel-Tek

The overall aim of this project was to provide a basis for establishing a coordinated Carbon Capture and Storage (CCS) infrastructure in the Scandinavian countries, with special focus on the Interreg region Skagerrak-Kattegat.

Successful implementation of CCS depends on the establishment of cost efficient transportation and storage infrastructure. A prerequisite for such a development is international and regional cooperation between authorities, industry and politicians.

www.ccs-skagerrakkattegat.eu





The North Sea Region is a microcosm of Europe, in its mix of urban and rural, population intensive and sparsely populated, industrial and agricultural economies. It presents challenges and opportunities for carbon reduction and energy efficiency in different areas such as transport or building that mirror the demand of the wider EU community.

Therefore the North Sea Region is a key European player and low carbon and energy efficiency has to be a high priority in the upcoming programme period (2014-2020).

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ABERDEEN
CITY COUNCIL

ABERDEEN
INVESTLIVEVISIT



Smart

ABERDEEN
STRATEGY
FOR
2020
GROWTH

FOREWORD

The European Commission's 2020 Strategy for Growth provides an ambitious vision for Europe for the end of this decade. It recognises the need for economic growth which is smart, sustainable and inclusive to take Europe forward after the financial crisis.

Such an ambitious agenda requires significant investment and co-ordination between different levels of governance including the European Union (EU), Member States, regional and local authorities.

Aberdeen City Council recognises the important influence of this strategy and the impact it will have on the coming years, particularly in terms of European funding. It is for this reason that Aberdeen is dedicated to the alignment of its priorities to Europe's.

For the Europe 2020 Strategy (EU2020) to be realised, public policies and funds need to be applied in a way which is smart, sustainable and inclusive. Aberdeen City Council wishes to use this opportunity to put forward the city's (public and private sector) contribution to the strategy's implementation and progress made so far towards its targets.

*Leader of
Aberdeen City Council,
Barney Crockett*



*Chief Executive,
Valerie Watts*



EXECUTIVE SUMMARY

The economic downturn and the crisis in several national economies have created a sense of urgency to move towards a smart, sustainable and inclusive economy. This has resulted in a determination that every Member State should outline the serious steps it is taking towards progress on long-term targets.

The European Commission's drive for measurable progress brings a renewed focus on demonstrating the effectiveness and long-term impact of actions funded. The European Commission has asked each Member State to develop National Reform Programmes (NRRPs) which outline progress and contribution to the EU2020 targets. It is anticipated that future EU Funding Programmes will also need to demonstrate fit with the EU 2020 Strategy, including meeting the EU's headline targets.

The Scottish Government annually submits a complimentary Scottish National Reform Programme to the European Commission as well as contributing to the UK Government NRP. The purpose of this document is to demonstrate that Aberdeen as a city also has a coherent and integrated set of policies, programmes and projects at a local level that fit within this strategy.

The overall context of change and the unpredictable nature of what EU, UK and Scottish political discussions will mean for Aberdeen-EU engagement in the years ahead will remain a common theme in our work for the coming few years.

With the approval of the Multiannual Financial Framework (MFF) for the coming period 2014-2020 the finalising of the framework will be of critical importance to Scotland and Aberdeen and will hold significant opportunities for Aberdeen. We are prepared and ready to positively engage in developing these opportunities in several areas, aligned with our domestic and regional strategies to support Scottish sustainable, inclusive economic growth.

Europe 2020 is an important strategic document and it is clear that any local authority wishing to be taken seriously must demonstrate its commitment to it. For Aberdeen City Council which is so actively engaged in European partnership working, this document demonstrates its recent successes, current efforts and indicates its future priorities.



ABERDEEN: A SMARTER CITY

Smart: adjective;

1. *Having or showing a quick-witted intelligence, quickness and ease in learning.*
2. *Programmed so as to be capable of some independent action. Capable of making adjustments, especially in response to changing circumstances.*
3. *Fashionable.*
4. *Quick, brisk. Energetic or quick in movement.*
5. *Showing mental alertness and calculation and resourcefulness.*

The earliest royal charters, granted in 1179 (by William I) and 1319 (by Robert the Bruce), indicate that Aberdeen was already a commercial and cultural centre linking North East Scotland to the trading cities of northern Europe and the Baltic.

Aberdeen Harbour is the oldest running business enterprise in the United Kingdom, having been founded by charter signed by King David I in 1136. The commercial importance of Aberdeen from an early date is also illustrated by the fact that it was the first Scottish town outside Edinburgh to have its own bank - the Aberdeen Banking Company founded in 1749.

Aberdeen Grammar School was founded in 1263 and is one of the oldest schools in Britain. **The University of Aberdeen** is Scotland's third oldest (founded in 1495) and the fifth oldest in the UK. The first Chair of Medicine in the English speaking world was established at the University of Aberdeen in 1497.

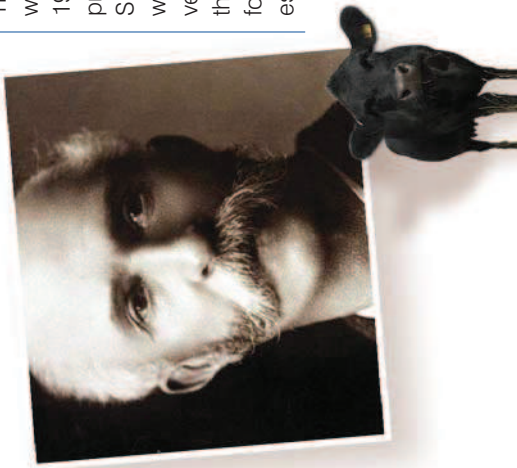
Among the many pioneers who have been associated with the University of Aberdeen are five Nobel Laureates: Nobel Prize in Chemistry 1921, Nobel Prize in Medicine 1923, and the Nobel Prize in Physics 1937. The Rowett Institute in Aberdeen also won a Nobel Prize in Chemistry in 1952 and the Nobel Peace Prize in 1947.

During the Scottish Enlightenment, the

Thomas Glover was born in Aberdeenshire in 1838 and arrived in Japan in 1859. He was one of the founders of Japan's industrial revolution, which has led to the country's present-day prosperity and is a national hero in Japan. He provided expertise as well as the equipment for ship-building and coal mining, helping to found the shipbuilding company which was later to become the Mitsubishi Corporation of Japan.

Chivas Brothers traces its roots to the opening of a grocery store at 13 King St, Aberdeen in 1801. In the early 1900s, Chivas Brothers decided to create their most aged blended Scotch whisky to export to the U.S. The whisky was named Chivas Regal and became a leading brand there.

The **Aberdeen-Angus** breed of cattle was developed in the early part of the 19th century from the polled and predominantly black cattle of North East Scotland. The breed's establishment was entirely due to the efforts of three very progressive lairds and farmers of that time: by line breeding and selection for type, these early pioneers established the foundation for what is arguably the greatest beef breed in the world.



Aberdeen Philosophical Society or 'Wise Club' was founded in 1758. **Thomas Reid**, founder of the Wise Club, also founded the Scottish philosophical school of 'common sense', wrote 'An Inquiry Into the Human Mind on the Principles of Common Sense' and was a professor at King's College Aberdeen.

Sir Thomas Sutherland (1834 - 1 January 1922) was an Aberdonian banker and Liberal Party politician. He founded The Hong Kong and Shanghai Banking Corporation which was the founder member of HSBC Group and directed the P&O Company. He was educated at Aberdeen University.

INTRODUCTION TO EU2020

Europe 2020 is the European Union's 10 year growth strategy. It aims to advance the EU to be a **smart, sustainable** and **inclusive** economy. These three priorities encourage Europe and its member states to deliver high levels of employment, productivity and social cohesion. The EU2020 strategy sets out an ambitious agenda which is built on a partnership between the institutions of the EU, national parliaments and national, local and regional authorities, so that every level of governance is involved in delivering the vision.

The strategy puts forward three mutually reinforcing priorities under which sit seven flagship initiatives to catalyse progress:

- **Smart growth:** developing an economy based on knowledge and innovation
 - Innovation Union
 - Youth on the Move
 - A Digital Agenda for Europe
- **Sustainable growth:** promoting a more resource efficient, greener and more competitive economy
 - Resource Efficient Europe
 - An Industrial Policy for the Globalisation Era
- **Inclusive growth:** fostering a high-employment economy delivering social and territorial cohesion
 - An Agenda for new Skills and Jobs
 - European platform against Poverty

The European Commission also proposes five measurable targets for 2020 that will steer the process and be translated into national targets. They represent the direction each member state should take and gives something against which to measure success. The targets are:

- *75% of the population aged 20-64 should be employed*
- *3% of the EU's GDP should be invested in Research and Development (R&D)*
- *The "2020/20" climate/energy targets should be met*
- *The share of early school leavers should be under 10% and at least 40% of the younger generation should have a tertiary degree*
- *20 million less people should be at risk of poverty*

These targets are backed up by concrete proposals to make sure they are delivered. The flagship initiatives show how the EU can make a decisive contribution.

Europe 2020 will rely on two pillars: the thematic approach outlined above, combining priorities and headline targets; and country reporting, helping Member States to develop their strategies to return to sustainable growth.

Europe can succeed if it acts collectively, as a Union. The strategy is designed to help us come out stronger from the crisis and turn the EU into a smart, sustainable and inclusive economy. All national, regional and local authorities should implement the partnership, closely associating parliaments, as well as social partners and representatives of civil society. By establishing a permanent dialogue between various levels of government, the priorities of the Union are brought closer to citizens, strengthening the ownership needed to deliver the Europe 2020 strategy.

We can see now that all of the above definitions for “Smart” can be applied to Aberdeen in some way:

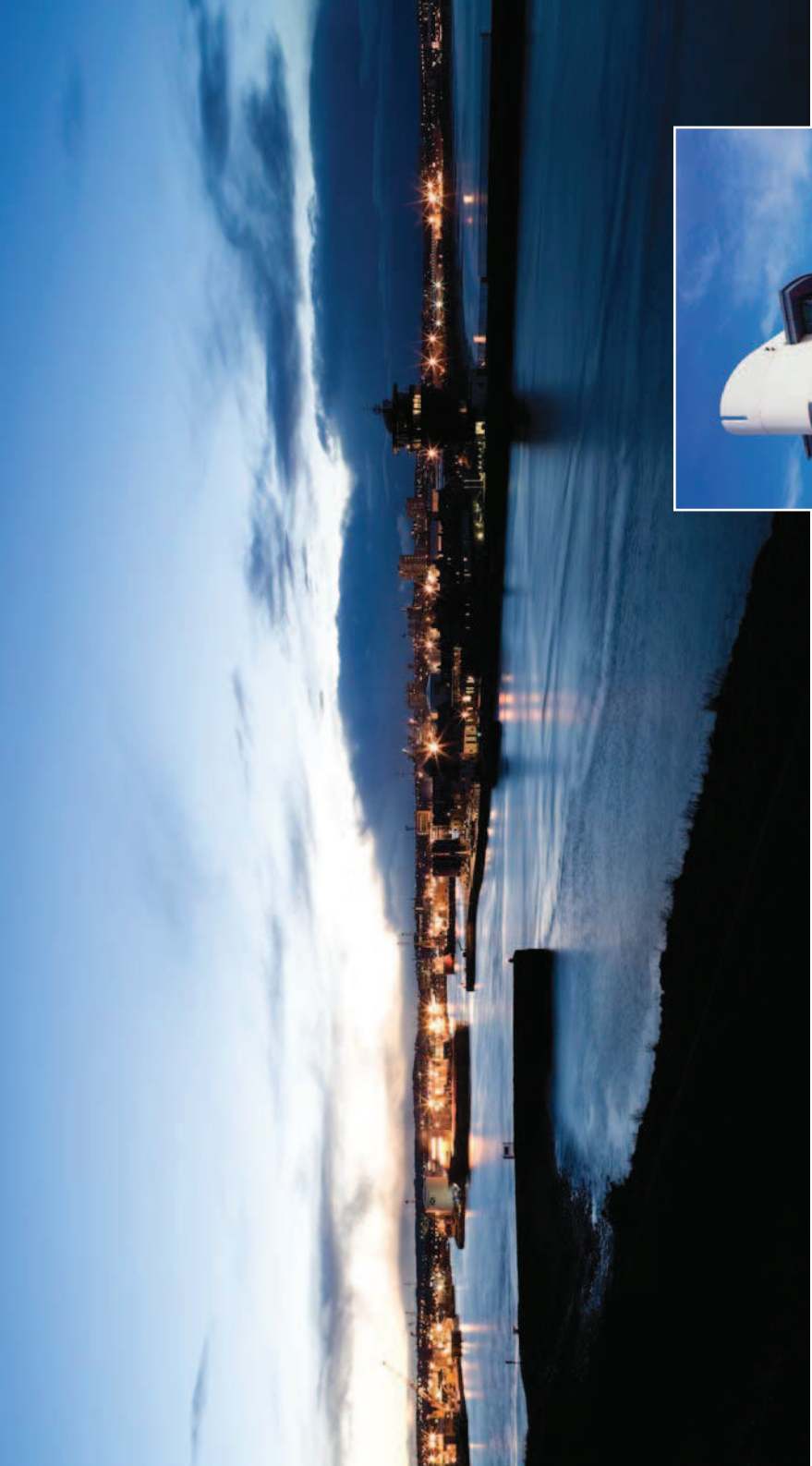
The City has proven itself capable of learning quickly and adapting to changing circumstances and trends – it is innovative and outward looking and always has been. Its intelligence is also evidenced in the outstanding achievements of its academic institutions, the impact that its people have had all over the world and today’s progression in terms of technical developments and innovative solutions.

Aberdeen is independent and thinks independently – geographically it may be one of the most peripheral cities in the UK but it refuses to be left out and plays a major role in the whole of Scotland and the UK. It takes its own direction, driven by its own unique position and reacts rapidly to changing circumstances, much like smart technology today.

Aberdeen is fashion-forward in as much as it is always a step ahead, taking the materials and knowledge that it has and using it to produce what the next generation will demand.

Aberdeen is certainly quick to move when it comes to innovation and developing new technologies, particularly in terms of energy: anchoring the oil and gas industry and embracing renewable energy technologies and their advancement. The City does not wait for opportunities to arise from elsewhere.

Awareness, calculation and resourcefulness describe the strategic approach of the city to capitalise on its position as leading energy hub and to negotiate its way into the best position possible. All of this is done in order to boost the economies of the UK and Europe and play a key role in their recoveries.



Aberdeen is home to the largest concentration of upstream offshore experience in the world outside of Houston with around 1,000 energy-related businesses, agencies, government bodies and research institutes. A number of major energy businesses have significant offices in Aberdeen.

Aberdeen City and Shire boasts the largest concentration of subsea companies, technology, services and experience in the world. A 2011 study by Subsea UK revealed that the country’s subsea oil and gas industry generates £5.9 billion in revenues, of which 50% is export sales. Around 75% of this input is based in Aberdeen City and Shire, making the region a global centre of subsea excellence. The subsea oil and gas sector is effectively transferring its knowledge, expertise and experience into marine renewables.

Launched in August 19th, 1868, THERMOPYLAE was one an extreme composite clipper ship built for the Aberdeen White Star Line. On her maiden voyage, THERMOPYLAE sailed to Melbourne in just 60 days, breaking speed records on each leg of the journey - only steamers had previously matched such speeds and this is still the fastest trip under sail. Elissa is a three-masted, iron-hulled sailing ship built in 1877 in Aberdeen, as a merchant vessel in a time when steamships were overtaking sailing ships.

Over the last 40 years, Aberdeen has reinvented itself from a provincial regional centre dependent upon fishing, farming and tourism to become the centre of the UK's national oil and gas exploration and production activity and Europe's most enterprising energy capital. With a track record of four decades of oil and gas exploration, and pioneering new technologies including marine renewables, Aberdeen is recognised as a Global Energy Hub.

In the last four decades the UK has produced nearly 28 billion barrels of oil and gas and still has substantial potential. It is estimated that 16 – 25 billion barrels of oil and gas remain to be recovered and Aberdeen is set to remain at the heart of the energy industry for the next 20-30 years.

Professor John Mallard, the head of Physics at Aberdeen University, lead the physicists team who developed and tested the MRI (Magnetic Resonance Imaging) body scanning machine and brought its wide spread use to the medical profession.

Bertie Forbes, Scottish financial journalist, author and founder of the Forbes publishing empire was born in New Dear, Aberdeenshire in 1880. The empire's flagship publication, the Forbes magazine, is published biweekly and in 2009 was estimated to value \$750 million.

A century and a half ago Aberdeen was the hub of a thriving fishing industry; its harbours built, housed and skippered trawlers, tall clipper ships, deep sea schooners and whaling vessels. As a merchant marine capital it was second only to Glasgow in Scotland and Liverpool south of the border.



CLEAN POWER FOR TRANSPORT STRATEGY

Aberdeen is working in line with the latest European initiatives and priorities in achieving EU objectives and encouraging innovation. As detailed in a perfect example below, we are on track with highly developed projects which echo the aims of the European Commission and fit perfectly within the Union's own strategies.

The European Commission has an ambitious package of measures to promote an increase of alternative fuel stations across Europe with common standards for their design and use. The Commission is proposing binding targets on Member States for a minimum level of infrastructure for clean fuels such as electricity, hydrogen and natural gas, as well as common EU-wide standards for equipment needed.

The Clean Power for Transport Package looks to steer the development of transport technologies, and focuses on infrastructure and standards to support national research, development and deployment efforts. The package of measures will be examined by the Council of the EU and the European Parliament, for final approval possibly by the end of 2013.

Clean fuel infrastructure is something currently being pioneered by Aberdeen where a number of key industry and public sector players have joined forces to demonstrate the EU's largest integrated renewable hydrogen project. Utilising Scotland's abundance of wind energy, the project both allows the greater development of renewable energy (by easing grid constraints) and the fuelling of Europe's largest fleet of hydrogen fuel cell buses.

The first phase of the project involves a budget of £20 million, which by early 2014 will deliver the following green hydrogen infrastructure in the city of Aberdeen: hydrogen production from a 1MW electrolyser powered by a wind turbine; means of transporting the hydrogen to the refuelling station; a state-of-the-art hydrogen refuelling station; and a fleet of 10 hydrogen buses.

Aberdeen City Council are also lead partner in the European-funded project HyTrEc, which aims to improve access to and advance the adoption of hydrogen as an alternative energy vector across the whole of the North Sea Region. The project is identifying and addressing structural impediments constraining the development of, access to and adoption of this alternative fuel in urban and rural settings.

Through HyTrEc, Aberdeen is providing a platform to support the collaborative development of strategy and initiatives and that will inform and shape the development of infrastructure, technology, skills and financial instruments to support the application of hydrogen based technologies across the entire region. This is very much in line with the principles of the Europe 2020 strategy as well as supporting the principles of the new Clean Power for Transport package.

This approach ties in with the European Commission's ideas for partnership work and for public and private collaboration. The teamwork approach exhibited by the Scottish Cities and the ACSEF strategies show that all players at all levels must work together to achieve such ambitious objectives.

The administrative coalition which constitutes the political power of Aberdeen City Council from the period 2012 – 2017, The Aberdeen City Scottish Labour Party, Conservative and Unionist Party, and Independent Alliance Group of Councillors have adopted a Programme for Aberdeen City Council for their time in office. The vision is for Aberdeen to be an ambitious, achieving, smart city where:

"We will ensure all citizens are encouraged and supported appropriately to make their full contribution... We will define the image of an international 21st century energy city, leading a new leaner, cleaner industrial revolution using the intensity of our social, business and community connections.... At the centre of the vision lies the concept of 21st century sustainable living.... We will take a European lead in adapting new transport and communication technologies to make this possible... We will help every citizen to improve their knowledge and skills, together contributing to our success as a learning city... We will challenge inequalities wherever they exist and bring our communities closer together."

The Programme is composed of 6 headings which neatly fit within the EU's own Strategy for growth:

- Smarter Governance (Participation)
- Smarter Living (Quality of Life)
- Smarter People (Social and Human Capital)
- Smarter Environment (Natural Resources)
- Smarter Economy (Competitiveness)
- Smarter Mobility (Transport and ICT)

ABERDEEN'S STRATEGIC ECONOMIC DIRECTION

From European to National and Regional Levels

The Scottish Government's refreshed Government Economic Strategy (GES) states that:

"Central to our approach will be a renewed focus on cities and their regions, recognising the critical contribution they make as the drivers of economic growth."

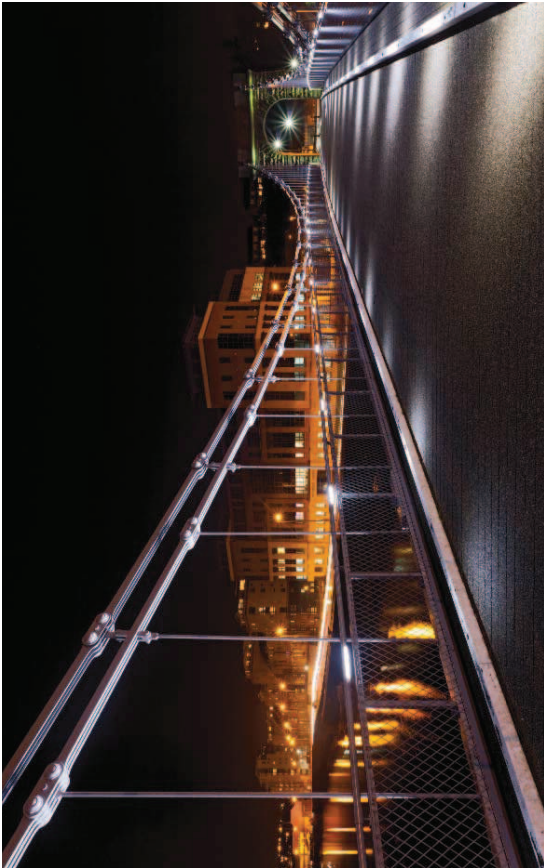
The core of the Agenda focuses on building new partnerships and developing new ways of accessing finance to deliver large scale investment programmes. Scotland needs collaborative approaches that bring together the expertise of the public and private sectors at city region and national levels.

The public and private sectors have different strengths to offer and greater alignment and partnership between them will create even more compelling investment propositions.

At a regional level Aberdeen City Council takes its strategic economic direction from Aberdeen City and Shire Economic Forum (ACSEF), a regional public-private partnership wholly committed to securing economic stability in the short-term and delivering growth in the medium to long-term. It does this by influencing, facilitating and delivering projects and initiatives that ensure the right infrastructure is in place to anchor existing businesses and attract new investment and investors. This collaborative action is very much in keeping with the Scottish Cities strategy.

The public sector partners, Aberdeen City and Aberdeenshire Councils, as well as Scottish Enterprise, VisitScotland and Skills Development Scotland are fully signed up to the delivery of ACSEF's vision for the region for 2025. ACSEF provides a single voice to drive economic development that is absolutely unique in Scotland, if not in the UK.

Vision: "We aim by 2025, for Aberdeen City and Shire to be recognised as one of the most robust and resilient economies in Europe with a reputation for opportunity, enterprise and inventiveness that will attract and retain world-class talent of all ages.... Our environment, our accessibility and our hospitality will make Aberdeen City and Shire one of the most interesting and enjoyable locations in the UK in which to visit, live, work and grow up."



ABERDEEN WITHIN THE EUROPEAN CONTEXT

Over the years, Aberdeen City Council has successfully engaged with the European agenda in a number of ways. With the majority of legislation coming directly from the European Union, it is crucial that Scottish local government is represented in the heart of Europe so our engagement includes influencing European policy development through active membership of European networks. As well as this, Aberdeen City Council has successfully accessed significant amounts of European funding to deliver projects of both local and regional importance which in turn has delivered substantial private investment into the area. Aberdeen may be one of the most peripheral cities in the UK but it nevertheless displays a very active engagement with Europe.

European Networks
Aberdeen City Council is actively engaged in several European networks which support its work relating to the influencing of policy and development of legislation, access to funding and the exchange of best practice:

- **Conference of Peripheral Maritime Regions (CPMR)**
In its dealings with EU institutions and national governments the CPMR has, since 1973, been targeting its action towards ensuring the needs and interests of its member Regions are taken into account in all policies with a high territorial impact. In particular, the CPMR is striving to ensure a strong EU regional policy targeted at all of Europe's regions and is also working towards the delivery of an integrated maritime policy designed to contribute towards Europe's economic growth.

- **Convention of Scottish Local Authorities (COSLA) Brussels Office**
COSLA is the representative voice of Scottish local government and also acts as the employer's association on behalf of all 32 Scottish Councils. COSLA's European work aims to ensure that the interests and rights of Scottish local government are safeguarded and advanced by EU policy and legislation.

- **The Covenant of Mayors**
The Covenant of Mayors is the mainstream European movement involving local and regional authorities, voluntarily committing to

increasing energy efficiency and use of renewable energy sources on their territories. By their commitment, Covenant signatories aim to meet and exceed the European Union 20% CO2 reduction objective by 2020. Covenant signatories undertake to prepare a Baseline Emission Inventory and submit a Sustainable Energy Action Plan outlining the key actions they are undertaking.

- **East of Scotland European Consortium (ESEC)**
Established in 1991, ESEC is a non statutory joint committee representing the interests of its local authority members in Eastern and North Eastern Scotland. Members collaborate on a shared European agenda centred on knowledge and information on EU funding, developing joint EU funded projects, influencing EU policy change and ensuring policy engagement.

- **Energy Cities Association**
Energy Cities is the European Association of local authorities inventing their energy future. Its main objectives are to strengthen local authorities' role and skills in the field of sustainable energy; to represent their interests and influence the policies and proposals made by EU institutions in the fields of energy, and environmental protection; to develop and promote their initiatives through exchange of experiences and the implementation of joint projects.

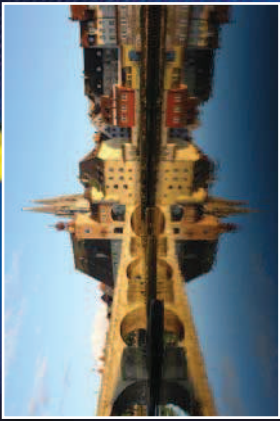
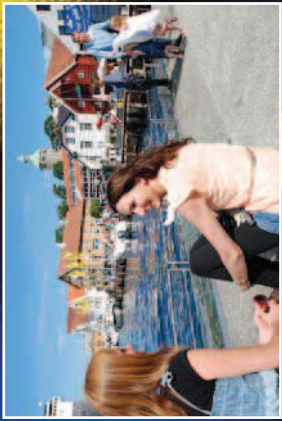
- **Local Authorities International Environmental Organisation (KIMO)**
KIMO was founded by local municipalities with a shared concern for the state of the environment. KIMO is designed to give municipalities a political voice at the international level, to share best practice and to find solutions to marine political problems that affect coastal communities. KIMO engages using practical, diplomatic and research based approaches.

- **North Sea Commission (NSC)**
The North Sea Commission was founded in 1989 to facilitate and enhance partnerships between regions which manage the challenges and opportunities presented by the North Sea. The North Sea Commission also promotes the North Sea Basin as a major economic entity within Europe, by encouraging joint development initiatives and political lobbying at European Union level.

- **Scotland Europa**
Scotland Europa is a membership-based organisation that promotes Scotland's interests across the institutions of the EU and to the representatives of Europe's regions and Member States. Membership comprises a broad range of interests including business, education, local government, trade unions and voluntary sectors. Aberdeen City Council is a member of Scotland Europa through ESEC and this membership provides a direct link to Brussels-based intelligence and conference facilities.

- **World Energy Cities Partnership**
In October 2009, nine WECF members signed the Calgary Climate Change Accord. These cities commit to being environmental leaders and catalysts for change by utilizing official policies and plans to reduce municipal government greenhouse gas (GHG) emissions. The Partnership is committed to addressing challenges through leadership and cooperation in energy capitals around the world.

- **Town Twinning**
Town twinning is an important way of promoting awareness of Europe and of European affairs. Aberdeen has 3 European twin cities: Regensburg (Germany), Clermont-Ferrand (France) and Stavanger (Norway). The links with our twin city partnerships are very active and have involved visits and projects in cultural, music, sport, educational, economic and training aspects. They can help provide a platform for: exchange of experiences and creation of networks, increased cultural awareness, building international relations, finding solutions to common problems and sharing knowledge and best practice.



Glossary

<i>ACC</i> <i>ACSEF</i> <i>Best Practice</i>	Aberdeen City Council. Aberdeen City and Shire Economic Forum. a method, process, or activity which conventional wisdom regards as more effective at delivering a particular outcome than any other technique. The European Commission's Strategy for Smart Sustainable and Inclusive Growth by 2020. An essential supporting structure underlying a system, concept or a text A type of rock. Granite is hard and tough and therefore has gained widespread use as a construction stone. An administrative unit of local government. A group of people who exchange information, contacts, and experience for professional or social purposes. National Reform Programme. A cooperative relationship between people or groups who agree to share responsibility for achieving some specific goal. Organizations and entities that are not part of any governmental structure. Includes for-profit and not-for-profit organizations, formal and informal structures, commerce and industry, private emergency response organizations, and private voluntary organizations.	<i>Public Sector</i>	A part of the state that deals with either the production, delivery and allocation of goods and services by and for the government or its citizens, whether national, regional or local/municipal.
<i>EU2020</i>		<i>Rowett Institute</i>	The Rowett Institute of Nutrition and Health was founded in 1913 and has been part of the University of Aberdeen since 2008.
<i>Framework</i>		<i>Subsea</i>	Subsea is a general term frequently used to refer to equipment, technology, and methods employed in offshore oil and gas developments and offshore wind power industries.
<i>Granite</i>		<i>Sustainable</i>	Able to be maintained at a certain rate or level. Able to be upheld or defended. Especially of development, exploitation, or agriculture: conserving an ecological balance by avoiding deletion of natural resources. The cooperative agreements between towns, cities and even counties in geographically and politically distinct areas to promote cultural and commercial ties.
<i>Local Authority Networks</i>		<i>Town Twinning</i>	The upstream oil sector is a term commonly used to refer to the searching for and the recovery and production of crude oil and natural gas. The upstream oil sector is also known as the exploration and production (E&P) sector.
<i>MRP Partnership</i>		<i>Upstream</i>	
<i>Private Sector</i>			

References

- Europe 2020: Scottish National Reform Programme 2011 (Scottish Government, 2011)
- UK Government National Reform Programme (UK Government, 2011)
- ACSEF Economic Manifesto (ACSEF, 22007)
- Cities Outlook (Centre for Cities, 2012)
- "Europe 2020: A European strategy for smart, sustainable and inclusive growth", (European Commission, 2010)
- Scottish Government Economic Strategy (Scottish Government, 2011)
- Scotland's Cities: Delivering for Scotland, (Scottish Government, 2011)
- Aberdeen City Council Business Plan 2011-2012 (ACC, 2011)
- Aberdeen City Council Single Outcome Agreement, (ACC, 2009)
- Aberdeen – The Smarter City, (ACC, 2012)

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www.aberdeencity.gov.uk/planning_environment/environmental/your_environment/cma_europeanprojects.asp
www.aberdeencity.gov.uk/community_life_leisure/grants_and_funding/gras_funding_furtherinfo.asp

ABERDEEN CITY COUNCIL

COMMITTEE	Finance and Resources
DATE	13 th June, 2013
DIRECTOR	Stewart Carruth
TITLE OF REPORT	Fees for Citizenship Ceremonies and Nationality Checking Service
REPORT NUMBER:	CG/13/073

1. PURPOSE OF REPORT

To seek approval (a) to increase the fee charged for individual citizenship ceremonies and (b) for a fee structure for a nationality checking service on behalf of the Home Office.

2. RECOMMENDATION(S)

That the Committee agree -

- (a) to increase the fee charged for individual citizenship ceremonies to £50; and
- (b) a fee structure for a nationality checking service as follows –
 - Single adult - £75
 - Single person under 18 - £40
 - Couples - £120
 - Family - £180
- (c) to delegate authority to the Heads of Finance and Legal and Democratic Services, in consultation with the Convener of the Finance and Resources (or equivalent) Committee, to review these fees annually and make adjustments if deemed necessary.

3. FINANCIAL IMPLICATIONS

Income to the Registrars Service will increase if the recommendations are approved. The additional income from nationality checking will be used to fund a full time post of Nationality Checking Officer. This post will be fixed term until demand for the service is fully established.

4. OTHER IMPLICATIONS

The introduction of a nationality checking service will require space to be set aside within Marischal College to conduct interviews. There will also be an impact on the team of Registrars who will require training in the provision of the service in order to support the Nationality Checking Officer once in post.

5. BACKGROUND/MAIN ISSUES

Citizenship Ceremonies

5.1 The Registrars Service operating within Marischal College conducts ceremonies for people who have been successful in their application to the Home Office to become a British citizen. The ceremony is a requirement of their application, and part of the overall process of naturalisation. Local authorities are reimbursed at a rate of £80 for each person who has a citizenship ceremony - this is included within the overall fee paid by the applicant to the Home Office for British citizenship, currently £851.

5.2 Group ceremonies are held every six weeks in the Town House, and can include up to 150 participants. Individual ceremonies are offered to anyone who does not wish to wait for the group ceremony, or who wishes a more private setting for their celebration. A fee of £25 is charged for this, and the fee has been set at this level since first introduced in 2006. There is no fee charged by the local authority for a group ceremony. Anyone not wishing to pay a fee (on top of the £80 which is paid to the Home Office) can wait for the group ceremony.

5.3 The Home Office allows local authorities to set their own fee for individual ceremonies, and a wide range of fees is in place across Scotland, as shown below -

Glasgow	£100
Edinburgh	£90
Perth	£80
Inverness	£150

5.4 If an application for British citizenship is successful, the Home Office will issue an invitation to attend a citizenship ceremony. This will stipulate the local authority area in which the ceremony is to take place, and this must be the applicant's area of residence in the UK. It is not therefore possible for someone to choose where to have a ceremony.

- 5.5. In light of the varying fee structure above, it is suggested that Aberdeen fees increase from £25 to £50. Any further increase may result in applicants choosing to wait for the group ceremony.
- 5.6 Demand for individual citizenship ceremonies increased from 158 ceremonies in 2011 to 298 in 2012.

Nationality Checking Service

- 5.7 The Registrars Service will introduce a nationality checking service in August of this year, a service provided on behalf of the Home Office to check eligibility to apply for British citizenship, and to check the application and any supporting documentation. This service is only provided in two other Scottish local authorities - Edinburgh and South Lanarkshire – and it is expected that Aberdeen will meet demand from the northern part of Scotland which could be fairly significant, although this cannot be forecast with any precision.
- 5.8 Again, local authorities can set their own fees for this service, and having benchmarked against the other two authorities, it is suggested that the fee structure be set as follows –

Single adult	£75
Single person under 18	£40
Couples	£120

- 5.9 The Home Office has informally confirmed that our proposed fees are not excessive and are at the national average. These fees will be reviewed annually.
- 5.10 The Home Office has also advised that there is a local demand, and that 56.9% of people participating in a citizenship ceremony will opt to use the local nationality checking service.

6. IMPACT

Corporate – This will link with the 5 Year Business Plan, which includes the provision of a nationality checking service.

Public – The charging structures will be of interest to anyone wishing to apply for British citizenship.

7. MANAGEMENT OF RISK

The risks associated with the introduction of a nationality checking service are being managed through the creation of a fixed term post, close

workload monitoring, and liaison with all relevant services of the Council as well as the Home Office.

There are no risks arising directly from the fee structure or the increase in fees for individual citizenship ceremonies.

8. BACKGROUND PAPERS

None.

9. REPORT AUTHOR DETAILS

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ABERDEEN CITY COUNCIL

COMMITTEE	Finance and Resources
DATE	13 June 2013
DIRECTOR	Gordon McIntosh
TITLE OF REPORT	Nativity Scene infrastructure costs
REPORT NUMBER:	

1. PURPOSE OF REPORT

To seek Members approval for staging the Christmas 2013 Nativity Scene and the allocation of an increased budget that reflects the actual costs incurred for staging the December 2012 Nativity Scene and allows for an anticipated 10% inflationary cost increase associated with staging the 2013 Nativity Scene

2. RECOMMENDATION(S)

1. That Members note the content of this report.
2. That Members approve a proposed budget of £6000 to stage the 2013 Nativity Scene and agree that this should be provided from The Common Good Fund.

3. FINANCIAL IMPLICATIONS

The previous budget for staging the Nativity Scene in 2012 was £3000 and this was initially set as a notional budget based on expected costs. After tendering for the work, however, the final cost for staging the event was in fact £5267.42

It is now therefore necessary to increase the budget to reflect the actual 2012 costs associated with the safe delivery, build, dismantle, and uplift of the City's Nativity Scene infrastructure and to allow for anticipated inflationary cost increases when the work is next tendered.

The 2012 budget and proposed 2013 budget are shown in Appendix 1 and it is requested that the budget for staging the event in 2013 be re-set at £6000 to reflect:

- a) the actual cost of delivering the event in 2012, and
- b) anticipated cost increases likely to be incurred when delivering the 2013 event.

4. OTHER IMPLICATIONS

Staffing

Officers within the City Events team possess the 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”). These officers oversaw and delivered the 2012 Nativity Scene as part of the Council’s Winter Festival Programme

The team will plan and deliver the 2013/2014 Nativity Scene as part of the forthcoming Winter Festival celebrations.

5. BACKGROUND/MAIN ISSUES

Aberdeen’s Nativity Scene is an integral and popular element of the City’s Winter Festival Programme. For the past three Festive Periods, the Scene has been installed in the St Nicholas Kirkyard, from Advent Sunday to Twelfth Night.

Prior to this, the Nativity Scene figures, which had been purchased by City Events in September 2009, were placed in a double window display at The Academy Centre, Belmont Street.

However, it was agreed that a more permanent, sterile structure was required to house the life-size figures, in order to maximize longevity so, following a tender process carried out in autumn 2010, the contract was awarded in-house to the Council’s Design and Joinery Team based at Kittybrewster to build a suitable “Stable” type structure.

Although this was an entirely new build, monies were identified in the existing Winter Festival budget, and the work went ahead. A separate budget of £3000 was allocated to cover all current and future costs relating to the uplift from storage, delivery to, on site build, on site dismantle, and uplift return to storage of the Nativity Shed and figures. This budget was very much an approximate costing, and was set untried.

As Appendix 1 details, a review of the total Spend Allocation for the 2012 Winter Festival has shown this budget to be insufficient to cover all of the above elements involved in the safe delivery, build, dismantle, and uplift of the Nativity Scene infrastructure, as well as the onsite costs of effective lighting, sound effects, and dressing of the Scene.

As a result of this cost review, it is expected that the 2013 costs will be closer to £6000. It should also be noted that future projected costs may likely to be higher than this, depending on inflationary cost increases built into future tenders. It is currently estimated that these inflationary

cost increases may be as high as 10% per year. However, the exact increases will only become known after tenders have been received and evaluated.

In the event that a lower winning tender can be secured, or inflationary cost increases are less than 10%, the budget will be revised downwards in subsequent years to account for this.

Tenders will be requested each year through the Scottish Governments Public Contracts E-Portal to ensure award under the auspices of the Council's Best Value regulations.

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.
- We will embrace the distinctive pride the people of Aberdeen take in their city and work with them to enhance the sense of well-being here, building strong communities which look out for, and look after one another.

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

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Appendix 1 – Nativity Scene Infrastructure Costs

Breakdown 2012	£
Materials	513.04
Transport	615.60
Labour	2788.78
PA/LX	1150.00
Dressing/Presentation	200.00
Total	5267.42

Notional Breakdown 2013 onwards		£
(based on an expected 10% increase in costs)		
Materials	564.35	
Transport	677.16	
Labour	3067.66	
PA/LX	1265.00	
Dressing/Presentation	220.00	
Contingency	205.84	
Total	6000.00	

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ABERDEEN CITY COUNCIL

COMMITTEE	Finance and Resources
DATE	13 th June 2013
DIRECTOR	Pete Leonard
TITLE OF REPORT	Haudagain Upgrade – A Way Forward (Middlefield)
REPORT NUMBER:	H&E/13/042

1. PURPOSE OF REPORT

This report provides background information on progress to date and decisions approved most recently by the Housing and Environment Committee on 14th May 2013 on a way forward for the regeneration of Middlefield as a result of the Haudagain Roundabout upgrade.

2. RECOMMENDATION(S)

The Finance and Resources Committee is recommended to note:

- i) Progress to date as recorded in the body of the report;
- ii) the next stages of work for Middlefield as instructed by the Housing and Environment Committee on 14th May 2013 and recorded in the following way:

Further to a vote, the Housing and Environment Committee resolved to approve and instruct the next stages of work for Middlefield:

- a. to review and note the decision to cease relets due to the announcement to upgrade of the Haudagain junction and to offer Short Scottish Secure Tenancy which will be reviewed and reported back as the project develops;
- b. to seek approval from Scottish Government for the exemption to the 'Right to Buy' (RTB) for all properties affected by the upgrade of the Haudagain junction;
- c. to re-evaluate the financial options for redevelopment of the triangle of land in Logie with a view to ring fencing any surplus monies for the regeneration of Middlefield depending on the overall viability of the project;
- d. to note land options with a recommendation to instruct available sites to be considered for housing reprovion. (see appendix 1)
- e. to transfer the assets for the Smithfield School site in order to facilitate the reprovion of housing as a result of the Haudagain upgrade;

- f. to report to the relevant Committees as soon as possible to advise on the project and at each stage of the project thereafter;
- g. report back on the programme progress at a future H&E committee;
- h. to note the meeting with Transport Scotland in May 2013 to discuss the way forward for regeneration in association with the Haudagain upgrade and instruct officers to report to the next meeting of Finance and Resources Committee outlining the financial implications for the project;
- i. where the rent of properties has been phased down and are still to reach the 'model' rent they are reduced to the appropriate model rent with effect from 27th May 2013;
- J. where properties were to be phased up to the 'model' rent they remain fixed at their current level with no future phasing;
- k. any future rent increases should not be applied to these properties; and
- l. to note that a Consultation Framework will be established with the local community to form the strategy for planning and engagement with the Community.

3. FINANCIAL IMPLICATIONS

The HRA asset management team has reserved within its capital plan budget a sum of money to pursue the purchase of the Smithfield School site subject to agreement, land valuation, housing mix and site investigations.

The rent reduction agreed at has been implemented with a total reduction in the rent charge for 2013/14 of £501.

Other financial implications will not be known until a meeting with Transport Scotland and its advisors takes place re-scheduled for June 28th.

4. OTHER IMPLICATIONS

- 4.1 Legal – no immediate implications arising directly from this report, however future involvement will be imperative throughout all stages of this project.
- 4.2 Resources – A fully resourced, multi-disciplinary design team is key to the successful delivery of these projects. Project Managers have been identified to lead on this project and work with coordinating services and personnel working in these areas. This has been progressed with other Council Services.
- 4.3 Personnel – none arising directly from this report.
- 4.4 Property – Both business and residential properties will be affected by the proposals. A meeting planned to take place in May 2013 with

Transport Scotland and mentioned in the recommendations has been rescheduled for 28th June 2013. This is to initiate discussions on the programme and detail going forward. Any future reprovion of new housing in this area will help ease pressure on the Council's housing waiting list whilst providing good quality and sustainable homes for the citizens of Aberdeen.

- 4.5 Equipment – none arising from this report.
- 4.6 Sustainability and Environment – Building and improving homes that are eco friendly will have a positive impact on the environment and add to the sustainability of our communities.
- 4.7 Health and Safety – The junction improvement will deliver localised improvements in terms of health and safety. The improvements in air quality and a more efficient and effective road network will be significant.
- 4.8 Risk Management –Management of risk will be monitored and mitigated in accordance with the ability to meet risk policy and programmed objectives. The projects will form part of the Programme Management Office (PMO) process and progress reports will be scrutinised by CMT at regular PMO Sponsors Board meetings.

5. REPORT

5.1 Background

- 5.1.1 The delivery of our Regeneration Initiatives are a key priority for both Scottish Government and the Council which is committed to increasing housing to meet the demands of its' waiting list and enhancing the environment and creating better places for people to live. The Council is dedicated to driving forward regeneration and improving the quality of life in Middlefield.
- 5.1.2 Middlefield is a largely residential area of Aberdeen and has the highest levels of multiple deprivation in the city. In particular, it is the most deprived area of the city in terms of employment, health, income and education and training.
- 5.1.3 The neighbourhood is located in the northern area of Aberdeen. It is located off the major transport corridor of the A96, which connects Aberdeen City Centre to the airport, major employment centres and Inverness. Middlefield's northern boundary is defined by the Bucksburn neighbourhood.
Middlefield has a population of 2,523 and is home to a large number of young people with 35% of the population under the age of 16 (Aberdeen Population Estimates, 2011) The average household size is much larger than the City average and there are considerably more households with dependent children than the Aberdeen average. This has real implications for local service providers.

- 5.1.4 It has been recognised that this area requires continued intervention if real and lasting change is to be implemented and the lives of the people of Middlefield are to be changed for the better.

6.0 Haudagain Upgrade

- 6.1 Members will recall that NESTRANS and the Scottish Government jointly funded a study to identify options for improving traffic flows at the Haudagain roundabout. The STAG (Scottish Transport Appraisal Guidance) Part 1 which was completed in September 2006. The STAG Part 2 was commissioned and reported to committee on 25 June 2008 to full Council recommending option 5 (the construction of a link road through the Middlefield area – see appendix 4 for map) which was approved.
- 6.1.2 The delivery of this project will facilitate an improved transport infrastructure at what is acknowledged to be one of the regions worst economic/transport bottlenecks. In community regeneration terms, this can contribute positively to the delivery of an improved physical environment, create local employment opportunities, access to goods and new or improved services and further tackle a negative perception of the local area.
- 6.1.1 The impact of this option will, however, involve the demolition of a number of properties owned by Aberdeen City Council and also some privately owned. This will require the re-location of tenants by the Council. Any costs for this re-location and income generated by the sale of required property from the Council to Transport Scotland will be reported back to committee in due course.
- 6.1.2 The triangle of land created by the link road option may not be suitable for future residential use and therefore future options for this site will need to be considered. A soft market testing will be carried out to determine commercial interest for the future. Traffic sensitivity testing has already identified some capacity for commercial use and the land has now also been identified as an opportunity site in the Local Development Plan.
- 6.1.3 At the full council committee on 25th June 2008 members agreed the principle of ring fencing any capital receipts within the Middlefield regeneration area accruing from the Haudagain junction improvements and the realisation of any future development associated with the triangle of land created by a link road, for contributing to the delivery of the regeneration proposals. An updated land valuation will be carried out along with some soft market testing and will be reported back accordingly.

7.0 Analysis of homes and services affected:

- 7.1 Appendix 2 highlights the possible types and numbers that maybe affected by the new road based on the attached indicative road layout, appendix 4. There is as yet no detailed information from government on the financial arrangements to be made to purchase assets required to deliver the Haudagain junction improvements. Early discussions are to take place with Transport Scotland on June 28 and routinely thereafter and the anticipated outcomes will be reported accordingly.
- 7.1.1 Future provision of housing need is currently being explored with Housing Management. Alongside this we will need to review and confirm our currently housing policies to ensure they meet the requirements of this project. It is also therefore prudent to seek approval from the Scottish Government for the exemption to the RTB for all properties affected by the upgrade of the Haudagain junction.
- 7.1.2. It is imperative to fundamentally realign property types with need and current legislation (e.g welfare reform) in order to substantially improve quality, and address need across the area. Wholesale redevelopment will also improve permeability and design quality.
- 7.1.3 Along with the loss of a number of homes, a range of premises which house services in the area will be affected and therefore may require relocation else where in Middlefield. Early discussions have commenced with some of the services regarding possible future requirements and relocation.
- 7.1.4 The importance of continuing to deliver these services will be fundamental to the regeneration and success of any redevelopment in the area.

8.0 Rents

- 8.1 At the Housing & Environment Committee on 28th August 2012 a report on Rent Restructuring was discussed.
- 8.1.2 The report stated “Committee will be aware that the proposal for a relief road at the Haudagain roundabout will lead to the demolition of a few hundred properties if given the go ahead. Once specific properties are identified, a report will be presented to committee to seek agreement on any impact this will have on the rent for these properties. Therefore until such time as the relief road is agreed the rent restructuring should be applied to these specific properties.”
- 8.1.3 Since the report was considered the new rent structure has been implemented for the properties referred to in this report and details of the impact of the road are now clear.
- 8.1.4 These properties are being maintained in a wind and watertight condition but will not have further investment.
- 8.1.5 Where the rent of properties has been phased down and are still to reach the 'model' rent it is proposed that they are now reduced to the appropriate model rent with effect from 27th May 2013. On 15th May

letters were issued to the 16 tenants whose rent will be reduced with effect from 27th May 2013.

- 8.1.6 Where properties were to be phased up to the 'model' rent is it proposed that they are now fixed at their current level with no future phasing.
- 8.1.7 It is also proposed that any future rent increases are not applied to these properties.
- 8.1.8 The proposed reduction in rental would see a potential loss of rental in 2013/14 to a maximum of £501 in relation to 16 properties.
- 8.1.9 The impact for future years is difficult to predict as properties will start to be removed from charge as they are not relet

9.0 Site Analysis:

- 9.1 Based on the principal of re-provisioning the approximate loss of housing (pending verification of road design completion and impact on surrounding properties) on a like for like basis as it currently stands (up to potentially 325 homes), we envisage that approximately 14 acres of land would be required in total.

Following advice and discussions with Asset Management and Operations, it is recommended to further investigate the suitability of the following sites for housing development, and to bring forward proposals for any land acquisition that is required.

to progress and develop for the re-provision of housing due to current availability, location and size.

- a) Former Smithfield School Site (to purchase) – 5.28 acres (2.2 Hectares)
- b) Former Cummings Park School site – 3.6 acres (1.5 Hectares)
- c) Manor Walk site – 6.24 acres (2.6 Hectares)
- d) Greenferns – 3.6 acres (1.5 Hectares)
- e) Woodside – 5.28 acres (2.2 Hectares)

(See appendix 1 for site locations)

10.0 Programme & Resources

- 10.1 Once the AWPR is complete in April 2018, works will commence on the Haudagain upgrade which means that all relocations, demolitions and new build need to be complete.
- 10.2 Appendix 3 details some of the key milestones and dates that need to be attained if we are to be in this position by 2018. Taking into account

that the new build re-provision may take up to 3.5 years to complete, this leave a very short lead in period for site assembly and other associated tasks.

- 10.3 In particular the decanting and demolition process needs to be phased and managed sensitively in advance in order to ensure minimal disruptions to our tenants.
- 10.4 Attention will be given to the communication needs of local staff and other service providers who have direct contact with local residents to ensure that every member of council and partner staff are able to support and communicate factual information to all residents and service providers alike.
- 10.5 The importance of delivering on target and budget for such a high priority project like this is vital to both the well being of our communities and successful delivery of the road upgrade.
- 10.6 Adequate resourcing is key to delivering and reaching deadlines at key stages of a project of this nature and size. The proposed service delivery structure (identifying a key contact across council services) along with the project management structure is proposed in order to proceed and deliver this project on target.

11.0 Consultation: Communication Plan

11.1 *“Acknowledge the importance of communication with all those affected by the approved option and instruct the appropriate officers to develop a communication strategy for local community and affected individuals”*

- 11.2 The above recommendation is taken from “the A90 (T)/A96 (T) Haudagain Junction Improvement” report on 25th June 2008, approved by full council.
- 11.3 A working group has been set up with members of the Middlefield Project alongside officers and local members to discuss progress and any concerns from the community.
- 11.4 ACC is fully committed to community consultation and a comprehensive consultation plan is currently being devised to ensure all stakeholders are consulted from inception to completion and at key stages in the delivery of this project over the next five years.

12.0 IMPACT

- 12.1 The Single Outcome Agreement refers to a need to enhance the quality of housing and environment for individuals and the community.
- 12.2 Furthermore within “Aberdeen – the Smarter City”, the Council’s policy document for 2012-2017, the following policy targets are set out:

12.2.1 Smarter Economy (Competitiveness)

We will improve access to affordable housing in both social rented and private sector, by supporting first time buyers, regenerating areas within the city and by working with developers to maximize effective use of developer contributions.

12.2.2 Smarter Mobility (Transport and ICT)

We will provide and promote a sustainable transport system, including cycling, which reduces carbon emissions.

12.2.3 Smarter Governance (Participation)

We will seek to develop a sense of community in Aberdeen based on principles of openness, fairness, reciprocity and responsibility.

12.2.4 Equalities Impact Assessment

Following discussions with the Equalities team, an Equalities Impact assessment was duly carried out for this report and will be taken into consideration as this project develops.

13. BACKGROUND PAPERS

- 1.) Full Council, 25/06/08 – “The Haudagain Junction Improvement”
- 2.) Housing & Environment, 19/11/09 – “Delivering Middlefield Regeneration – Haudagain Phase Housing relets”)
- 3.) Housing & Environment, 28/9/12 – “Rent Restructuring”

11. REPORT AUTHOR DETAILS

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Maria Thies

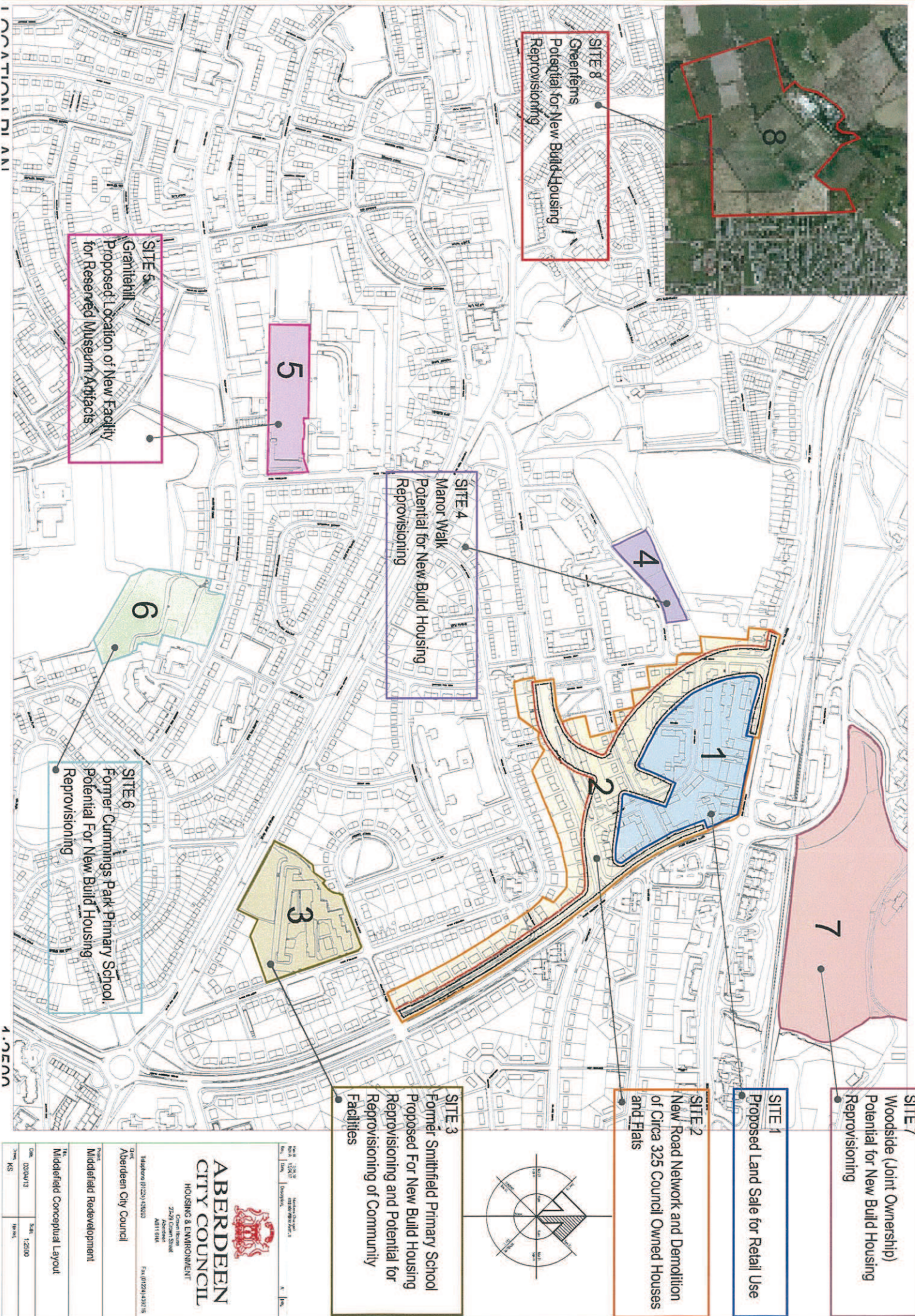
Project Manager

Regeneration and Housing Investment

mthies@aberdeencity.gov.uk

Tel: 439295

Appendix 1



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Draft Analysis of Homes Affected by Road Upgrade

The table below highlights potential house types and numbers of Council properties that maybe affected by the new road. These numbers and types may change as the road design develops and is confirmed in due course.

Property Type	Number
Semi detached cottages (3 bed):	21
Four in a Block Flats (2 bed):	19
Four in a Block Flats (3 bed):	64
Two Storey Flatted Apartments (4 bed):	16
Three Storey Flatted Apartments (2 bed):	116
Three Storey Flatted Apartments (3 bed):	89
Total	325

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Indicative Timeline for Middlefield (key milestones)

Task	Start date	Finish Date
Consultation Framework*	May 2013	
Site Assembly	2013	2015
Construction	2014	2017
Phased Demolition	2015	2018
Decants	2013	2017
Consultation	2013	2018

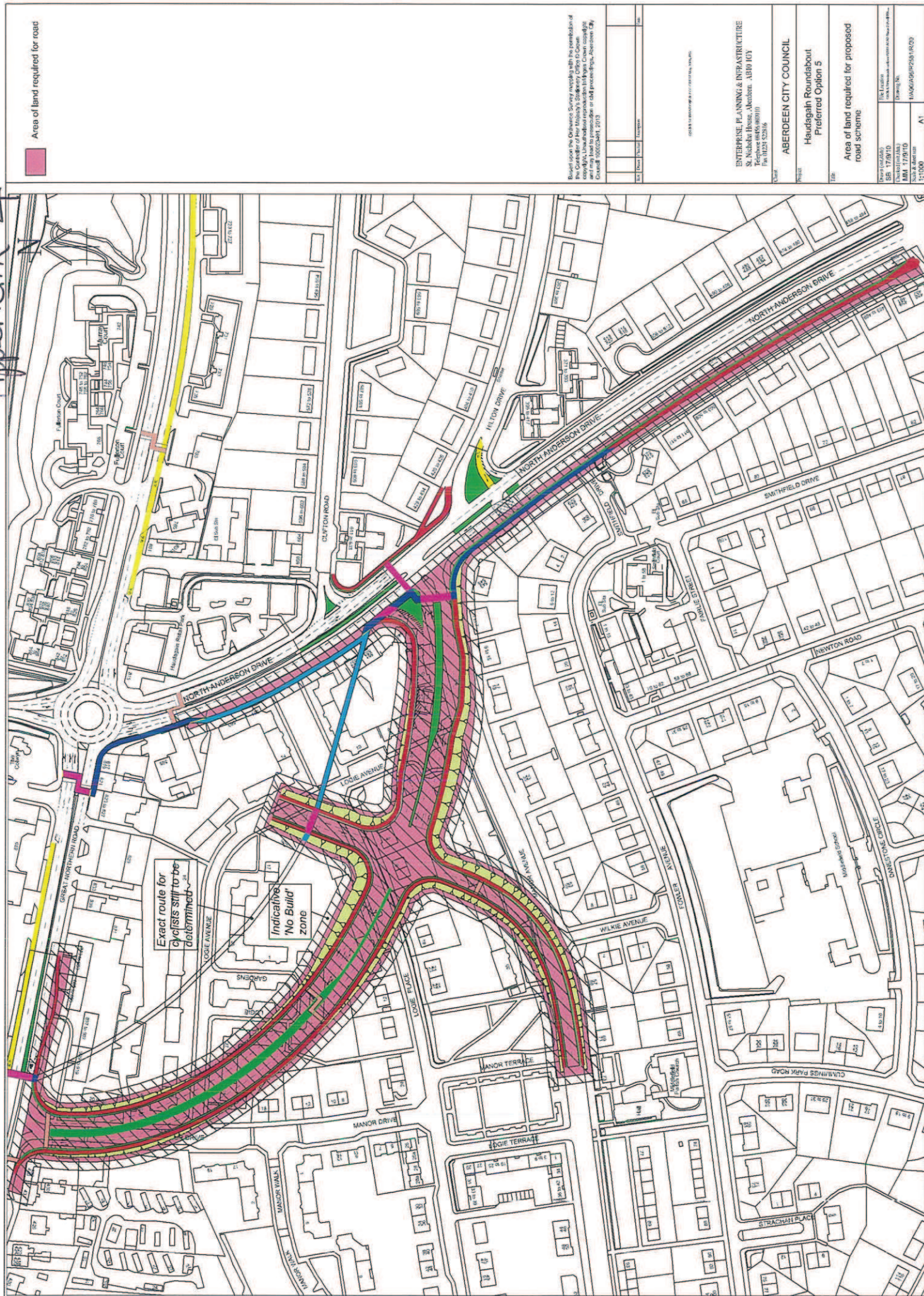
Consultation Framework*

The development of a community consultation framework will take place with the community immediately and will be an evolving programme dependent on every project

These dates are based on being in a position for commencement of the new road construction in April 2018.

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Appendix 4



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Equality and Human Rights Impact Assessment - the Form

There are separate guidance notes to accompany this form – “Equality and Human Rights Impact Assessment – the Guide.” Please use these guidance notes as you complete this form. Throughout the form, **proposal** should be understood broadly to include the full range of our activities and could refer to a decision, policy, strategy, plan, procedure, report or business case, embracing a range of different actions such as setting budgets, developing high level strategies and organisational practices such as internal restructuring. Essentially everything we do!

STEP 1: Identify essential information

1. Committee Report No.

2. Name of proposal.

3. Officer(s) completing this form.

Name	Designation	Service	Directorate
Maria Thies	Project Management Officer	Regeneration & Housing Investment	Housing & Environment

4. Date of Impact Assessment.

5. When is the proposal next due for review?

6. Committee Name.

7. Date the Committee is due to meet.

8. Identify the Lead Council Service and who else is involved in delivering this proposal (for example other Council services or partner agencies).

Whilst the lead in the preparation of this report is Housing & Environment, all Directorates are responsible for the development and implementation of action plans to ensure progress to achieving the outcomes.

9. Please summarise this Equality and Human Rights Impact Assessment (EHRIA). This must include any practical actions you intend to take or have taken to reduce, justify or remove any adverse negative impacts. This must also include a summary of how this proposal complies with the public sector equality duty for people with protected characteristics - see Step 2. **Please return to this question after completing the EHRIA.**

The delivery of this project will facilitate an improved transport infrastructure at what is acknowledged to be one of the region's worst economic/transport bottlenecks. In community regeneration terms, this can contribute positively to the delivery of an improved physical environment, create local employment opportunities, access to goods and new or improved services and further tackle a negative perception of the local area. The Council is dedicated to driving forward regeneration and improving the quality of life in Middlefield.

A working group has been set up with members of the Middlefield Project alongside officers and local members to discuss progress and any concerns from the community.

Aberdeen City Council is fully committed to community consultation and a comprehensive consultation plan is currently being devised to ensure all stakeholders are consulted at key stages in the delivery of this project over the next five years. It will also include mechanisms for reaching specific target groups and traditionally "hard to reach" groups

Previous consultation exercises in the Middlefield area will help inform how best to ensure all groups receive the same information allowing them to make informed choices about what options may need to be considered regarding their own individual circumstances. Local opinion (with a number of alternative viewpoints and concerns) broadly recognises the opportunities for the city economy by supporting this project, as well as the opportunities for local regeneration.

It is imperative that all tenants required to be relocated are thoroughly assessed and their needs are fully met in their new location.

10. Where will you publish the results of the Equality and Human Rights Impact Assessment? Tick which applies.

- ☐ Para 9 of EHRIA will be published in committee report in Section 6 "Impact"
- ☐ Full EHRIA will be attached to the committee report as an appendix
- ☒ Copied to Equalities Team to publish on the Council website

STEP 2: Outline the aims of the proposal

11. What are the main aims of the proposal?

The aim of the proposal is to prepare, advise and communicate a way forward in preparation of the new junction upgrade for the Haudagain roundabout.

12. Who will benefit most from the proposal?

- People living or working in Aberdeen
- Visitors to Aberdeen
- Users of Aberdeen City Council Services
- Residents of the Middlefield area

13. You should assess the impact of your proposal on equality groups and tell us how implementing this proposal will impact on the needs of the public sector equality duty to: eliminate discrimination, harassment and victimisation; advance equality of opportunity; and foster good relations.

The delivery of this project will facilitate an improved transport infrastructure at what is acknowledged to be one of the region's worst economic/transport bottlenecks. In community regeneration terms, this can contribute positively to the delivery of an improved physical environment, create local employment opportunities, access to goods and new or improved services and further tackle a negative perception of the local area. The Council is dedicated to driving forward regeneration and improving the quality of life in Middlefield.

A working group has been set up with members of the Middlefield Project alongside officers and local members to discuss progress and any concerns from the community.

ACC is fully committed to community consultation and a comprehensive consultation plan is currently being devised to ensure all stakeholders are consulted at key stages in the delivery of this project over the next five years. It will also include mechanisms for reaching specific target groups and traditionally "hard to reach" groups

STEP 3: Gather and consider evidence

15. What **evidence** is there to identify any potential positive or negative impacts in terms of involvement, consultation, research, officer knowledge and experience, equality monitoring data, user feedback and other? You must consider relevant evidence, including evidence from equality groups.

Due to the fact that a number of people will be required to move elsewhere as a result of the new road, it will be imperative that a full communications strategy is implemented which provides, accurate, timely and informative information to all residents living in the area.

Previous consultation exercises in the Middlefield area will help inform how best to ensure all groups receive the same information allowing them to make informed choices about what options may need to be considered regarding their own individual circumstances. Local opinion (with a number of alternative viewpoints and concerns) broadly recognises the opportunities for the City Economy by supporting this project, as well as the opportunities for local regeneration.

It is imperative that all tenants required to be relocated are thoroughly assessed and their needs are fully met in their new location.

STEP 4: Assess likely impacts on people with Protected Characteristics

16. Which, if any, people with protected characteristics and others could be affected positively or negatively by this proposal? Place the symbol in the relevant box. Be aware of cross-cutting issues, such as older women with a disability experiencing poverty and isolation.

(Positive +, neutral 0, - negative)

Protected Characteristics					
Age - Younger Older	0	Disability	0	Gender Reassignment*	0
Marriage or Civil Partnership	0	Pregnancy and Maternity	0	Race**	0
Religion or Belief	0	Sex (gender)***	0	Sexual orientation****	0
Others e.g. poverty	+				

Notes:

* Gender Reassignment includes Transsexual

** Race includes Gypsy/Travellers

*** Sex (gender) i.e. men, women

**** Sexual orientation includes LGB: Lesbian, Gay and Bisexual

17. Please detail the potential positive and/or negative impacts on those with protected characteristics you have highlighted above.

In making the assessment you must consider relevant evidence, including evidence received from individuals and equality groups. Having considered all of these elements, you must take account of the results of such assessments. This requires you to consider taking action to address any issues identified, such as removing or

mitigating any negative impacts, where possible, and exploiting any potential for positive impact. If any adverse impact amounts to **unlawful discrimination**, the policy must be amended to avert this. Detail the impacts and describe those affected.

Positive impacts (describe protected characteristics affected)	Negative Impacts (describe protected characteristics affected)
<p>This project will not only facilitate an improved transport infrastructure at what is acknowledged to be one of the regions worst economic /transport bottlenecks but in community regeneration terms will contribute positively to the delivery of an improved physical environment, create local employment, access to goods and new or improved services and further tackle a negative perception of the area.</p>	

STEP 5: Human Rights - Apply the three key assessment tests for compliance assurance

18. Does this proposal/policy/procedure have the potential to interfere with an individual's rights as set out in the Human Rights Act 1998? State which rights might be affected by ticking the appropriate box(es) and saying how. **If you answer "no", go straight to question 22.**

- ☐ Article 3 – Right not to be subjected to torture, inhumane or degrading treatment or punishment
- ☐ Article 6 – Right to a fair and public hearing
- ☐ Article 8 – Right to respect for private and family life, home and correspondence
- ☐ Article 10 – freedom of expression
- ☐ Other article not listed above

How?

Possibly Article 8- Home and Private life.

However, ACC is fully committed to community consultation and a comprehensive consultation plan is currently being devised to ensure all stakeholders are consulted at key stages in the delivery of this project over the next five years. It will also include mechanisms for reaching specific target groups and traditionally "hard to reach" groups. Each individual will be assessed and consulted at the appropriate stage to ensure their needs are fully met.

Legality

19. Where there is a potential negative impact is there a legal basis in the relevant domestic law?

n/a

Legitimate aim

20. Is the aim of the policy identified in Steps 1 and 2 a legitimate aim being served in terms of the relevant equality legislation or the Human Rights Act?

n/a

Proportionality

21. Is the impact of the policy proportionate to the legitimate aim being pursued? Is it the minimum necessary interference to achieve the legitimate aim?

n/a

STEP 6: Monitor and review

22. How will you monitor the implementation of the proposal? (For example, customer satisfaction questionnaires)

Officers who have responsibility to develop and implement actions plans to ensure progress to achieving outcomes will monitor progress at 6 monthly intervals to the Project Manager who will include this in future committee programme update reports.

23. How will the results of this impact assessment and any further monitoring be used to develop the proposal?

This will help ensure that people and their needs remain at the heart of this project to ensure a positive outcome for individuals, the community and Aberdeen City.

STEP 7 SIGN OFF

The final stage of the EHRIA is formally to sign off the document as being a complete, rigorous and robust assessment.

Person(s) completing the impact assessment.

Name	Date	Signature
Maria Thies	29/04/13	

Quality check: document has been checked by

Name	Date	Signature
Faiza Nacef	30/04/13	

Head of Service (Sign-off)

Name	Date	Signature

Now –

Please send an electronic copy of your completed EHRIA - without signatures - together with the proposal to:

Equality and Human Rights Impact Assessment – the Form.

Equalities Team

Customer Service and Performance

Corporate Governance

Aberdeen City Council

Business Hub 13

Second Floor North

Marischal College

Broad Street

Aberdeen

AB10 1AB

Telephone 01224 523039 Email sandrab@aberdeencity.gov.uk

ABERDEEN CITY COUNCIL

COMMITTEE	Finance and Resources
DATE	13.6.13
DIRECTOR	Stewart Carruth
TITLE OF REPORT	Service Review of Legal Services
REPORT NUMBER:	CG/13/075

1. PURPOSE OF REPORT

The purpose of the report is to advise members of the outcome of the Legal Services Review and the actions to be taken by management going forward.

2. RECOMMENDATION(S)

That the Committee note the content of the report.

3. FINANCIAL IMPLICATIONS

To date financial savings have been met from staff vacancies and structural changes have yet to be made. In implementation of these proposals all current vacancies will be filled and additional paralegal posts created. All posts will be met from existing budgets. It is proposed that there will be a reduction in the use of external legal agencies as per a previous PBB option and the reduction in costs used towards the aforementioned new posts.

4. OTHER IMPLICATIONS

Resource will be required in undertaking the recruitment exercise and as with any restructure there will be a transitional period (including staff development into new roles) in implementation which may have a short term impact on operational delivery.

5. BACKGROUND/MAIN ISSUES

5.1 Background/Context

All areas of the Council have undertaken Service Reviews over the last few years. Sections within Corporate Governance have undertaken significant reviews, particularly those involved in the Alternative Delivery Model project. This project did not include Legal Services, however, there have been structural changes to Legal Services over the last few years. During 2011, Legal Services comprised four teams, namely Conveyancing, Court, Licensing and Policy and Advice. In April 2011, the four teams were merged into two new teams – Commercial and Advice and Litigation and Licensing.

5.2 At present, the Commercial and Advice Team undertakes the work of the former Conveyancing and Policy and Advice Teams. Litigation and Licensing currently undertakes the work of the former Court and Licensing Teams. The existing structures are set out in Appendix 1.

5.3 While the current arrangements maximise the use of solicitor time in purely operational legal work and enables cover to be available, it limits the opportunities for engagement which Services require in the current environment.

The Management Team within Legal Services has been aware of the need to re-visit both the structure and the manner in which services are delivered, for some time. This was underlined by a recent Stakeholder Review commissioned during the latter part of 2012 and undertaken by an external consultant. The purpose of the Stakeholder Review was to build a clear picture of stakeholder perceptions of Legal Services so that this could be used to inform planning and development of the Service.

5.4 There was enthusiasm expressed for the review and a willingness to give feedback and share experiences. All stakeholders had positive feedback

relating to Legal Services. In general, there were numerous comments about the service, which highlighted:

- the quality of advice and technical expertise;
- the professionalism of the individuals;
- the hard work and commitment of staff;
- examples of being very good in a crisis and “pulling out the stops”;
- gratitude from many stakeholders about being supported often in very difficult circumstances and the right result being achieved.

5.5 Council services expressed the need to be supported both strategically and operationally. It was felt that the current arrangements are, in general, more successful operationally than strategically. The need for strategic support was articulated as:

- there is a new environment and things are more complex;
- there are ambitious plans in the services for the Council and the city;
- a range of strategic opportunities and partnerships which need to be assessed;
- an opportunity for Legal Services to add value through early involvement and to help shape business plans;
- an essential requirement for strategically aligned and enabling Legal Services;

The feedback evidenced a desire for closer relationships with more business alignment and understanding, and for Legal Services to be more embedded in the teams and projects.

5.6 Feedback was gained from a wide range of stakeholders about the Legal Services attitude to risk. A consistently held view was that Legal Services are averse to risk and that risk aversion is strongly embedded within the culture. This is addressed later in the report.

5.7 Legal Services Response

The outcome of the review made informative reading for management and staff within Legal Services. It has been met by a willingness to look at structures, roles and responsibilities, ways of working and culture in an open and transparent way. Since the outcome of the review, work has been undertaken to look at the structure, resources, roles and culture within Legal Services and different options for delivery of the Service, with a view to ensuring that the structure, capacity, skills and culture within Legal Services is best placed to provide the comprehensive, flexible and innovative legal support required by the Council going forward.

- 5.8 The above work has been undertaken using a number of techniques. The outcome of the stakeholder review was considered by the Legal Services Management Team and then formed the basis of a service-wide day, involving all staff. This took place on 28th February 2013 and was facilitated by an external party. The purpose of the day was to give staff the opportunity to explore the outcomes of the review and then look at structural options.

Following on from the service-wide day, work has progressed at both a management and staff level.

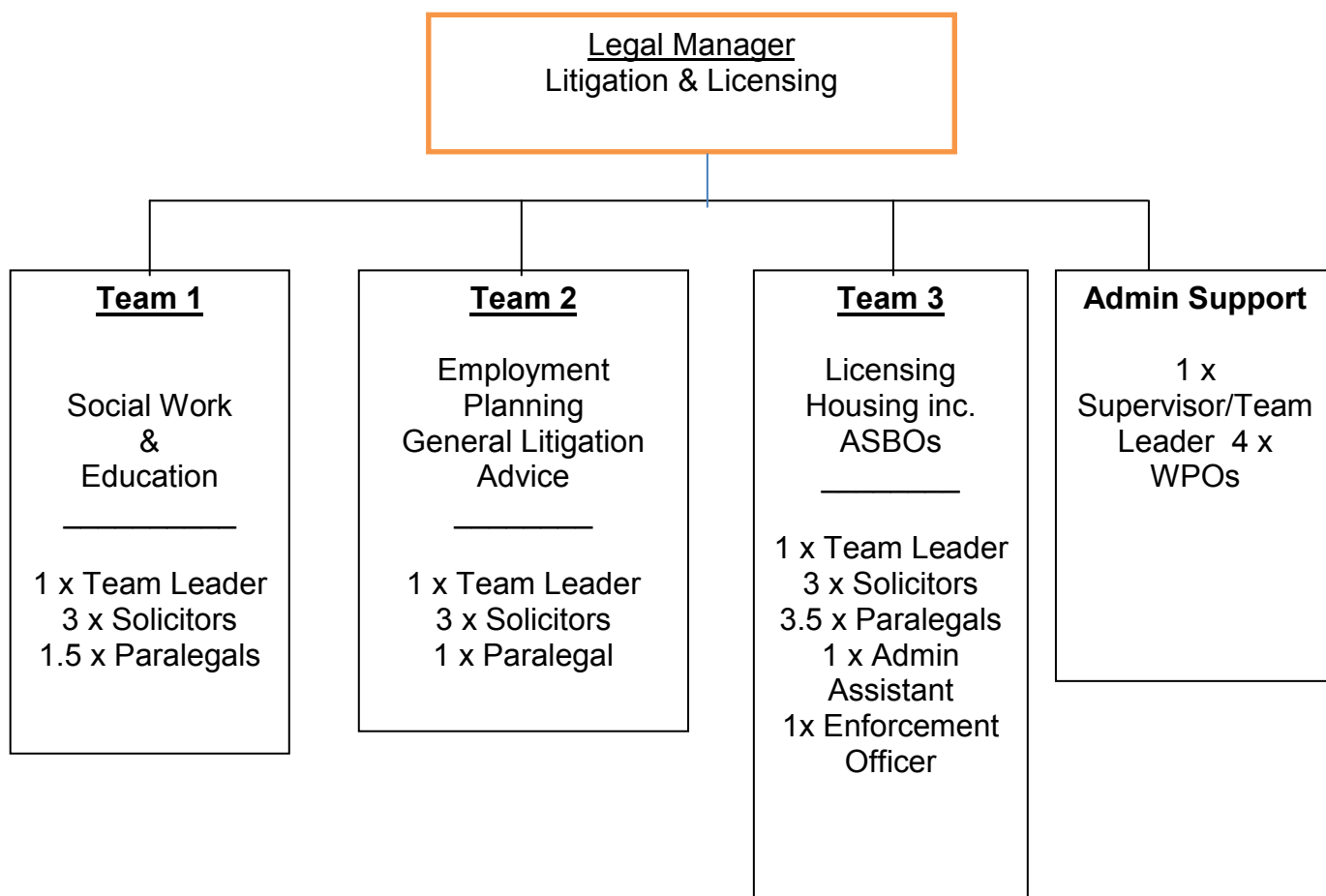
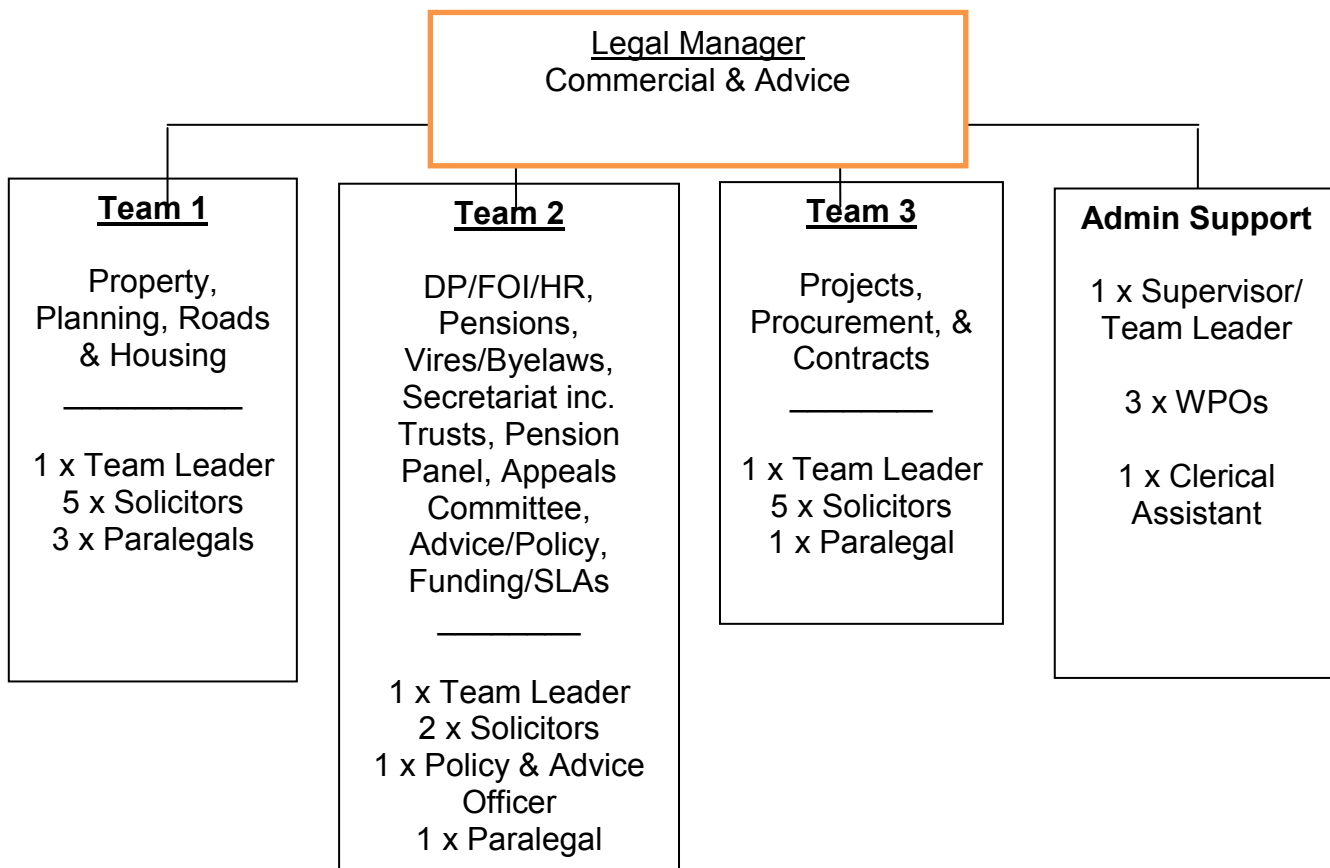
At the same time, the Legal Services Management Team looked at various options around structure and defining roles and responsibilities. In order to assist with this, four of the Heads of Service previously interviewed as part of the stakeholder review were invited to participate as “critical friends”. This involved those four meeting as a group with the Legal Services Management Team and offering constructive comment and challenge in relation to proposed structures.

5.9 The Way Forward

In considering an appropriate structure for Legal Services, the Legal Services Management Team was keen to ensure that the structure would

be clear and that both staff and other Services understand where work will sit. The Management Team was also keen to ensure that the structure is sufficiently flexible to be future-proofed in terms of the short to mid-term. It was also recognised that new and improved way of working cannot be delivered solely by changes to structure and roles. It is important that staff understand why we are changing, what the changes will look like and mean for them, and how the change will take place. Accordingly, draft proposals were formulated and were the subject of significant consultation with staff. In addition to the facilitated session on 28th February, a further meeting with all staff was held on 25th April. At this meeting, the proposed structure and new ways of working were outlined and a detailed document setting out how the new arrangements might work in practice was issued to all staff. This was followed by a 4 week consultation period, during which the Legal Managers made themselves available to meet with staff individually or in groups and a meeting was held with UNISON. The Legal Services Management team gave careful consideration to the comments and responses received during this period.

- 5.10 The final structure is set out below. Legal Services shall remain with two distinct teams, however each team will have three distinct work units. For ease of reference within this document, the two distinct teams (namely Commercial & Advice and Litigation & Licensing) shall be referred to as Sections. The three distinct work units within each shall be referred to as Teams. The Legal Managers will retain overall responsibility for the management and performance of the Sections, but there will be a greater day-to-day role for the Team Leaders (formerly Senior Solicitors).



5.11 The structure is predicated on the fact that all vacancies are filled. There is also a greater emphasis on the involvement of Paralegals to free up the time of the solicitors. However, the management functions to be undertaken by the Team Leaders means that they will have less time to undertake transactional/operational work. This has necessitated a review of the number of Solicitors and Paralegals required to deliver the level of service sought by Council services.

5.12 New Ways of Working

The focus of the work undertaken in terms of roles and responsibilities is to ensure that tasks are undertaken by the right job at the right level in the structure, rather than amending existing job descriptions, particularly at Team Leader and Solicitor grades. The Legal Services Management Team wants to ensure that the correct posts are undertaking relevant tasks in order to make best use of resources and improve service delivery and response times to other Council Services. This has been progressed in tandem with the development of a new structure and will impact on the day-to-day activities of Team Leaders, Solicitors and Paralegals. Importantly, it will also deliver a key outcome of the stakeholder review, namely greater and earlier engagement with Council services, whilst at the same time ensuring continued operational input.

5.13 The Legal Service Management Team is of the view that the structure and engagement methods will provide a more focussed and comprehensive engagement approach than that of a traditional business partner model. The approach will ensure that Services have the right engagement at the right level across the whole of Legal Services, so that engagement is in place to best support both strategic planning and development, as well as on going operational work. It should be noted that this will be a flexible arrangement, subject to regular review, to ensure it adapts as Services develop new initiatives and to support cross-service working

- 5.14 Direct engagement responsibilities will be supplemented by a number of internal management arrangements aimed to ensure that information is shared across Legal Services. This, in turn, will ensure that the right type of legal input and support is provided as the need arises. It will also ensure that there is awareness of developing issues, changes to the Council's priorities and pressures and that performance and service delivery issues are reviewed.
- 5.15 The Legal Services Management Team is mindful of the fact that Elected Members and the democratic/decision making process must be supported in a meaningful, flexible and proactive manner. Consequently, there will be a legal presence at Standing Committee meetings, as appropriate, again to ensure that advice is available when required and also to ensure a consistency of approach and support to Services. This is in addition to the existing arrangements centred around reviewing Committee Reports. The nature of the presence (whether Legal Manager, Team Leader or Solicitor) will be dictated by the nature of the business and type of input required.
- 5.16 Development
- It is recognised that changes to structure and roles will not, of themselves provide the type of legal engagement and support needed by a modern, forward-thinking local authority. These changes need to be supported and underpinned by development of staff, thereby providing the support required by the organisation and demonstrating the added value of modern, flexible in-house lawyers. Training and support will be available to ensure that all staff are aware of the skills and requirements of a modern in-house lawyer and the expectations upon them going forward. In addition to continuing to improve the legal service provided to the Council, this will present an exciting development opportunity for solicitors, particularly in terms of exposure to all aspects of the Council's business and for those who aspire to career progression within local government.

5.17 Risk

As previously mentioned, in terms of risk then the role of Legal Services needs to be clearly defined and understood so that not only staff in Legal but also other Services are clear on the nature and extent of that role. Essentially, the role of staff in Legal is to be risk aware (as opposed to risk averse). It is incumbent upon them to identify risks and thereafter assist Services in the management of those risks, including exploring with Services the potential consequences and the likelihood of the risk arising. This must be done in a pragmatic and commercially aware way.

5.18 Transition Arrangements

The new structure and working arrangements represent a significant change and there will inevitably be a period of transition. This will be necessary to allow staff to develop into new roles, allowing the new Teams to develop whilst delivering on-going operational work. There will be no redundancies (compulsory or otherwise) as there are sufficient posts within the new structure to accommodate existing staff. Staff will be matched in line with the Council's matching process, however will be encouraged to consider new opportunities also. This exercise will then be followed by a recruitment process to fill any remaining vacancies.

Once the proposals have been submitted to this Committee for noting, we will move to implementation. It is intended to implement as quickly as possible so that the new structure and roles can be put in place at the earliest opportunity.

6. IMPACT

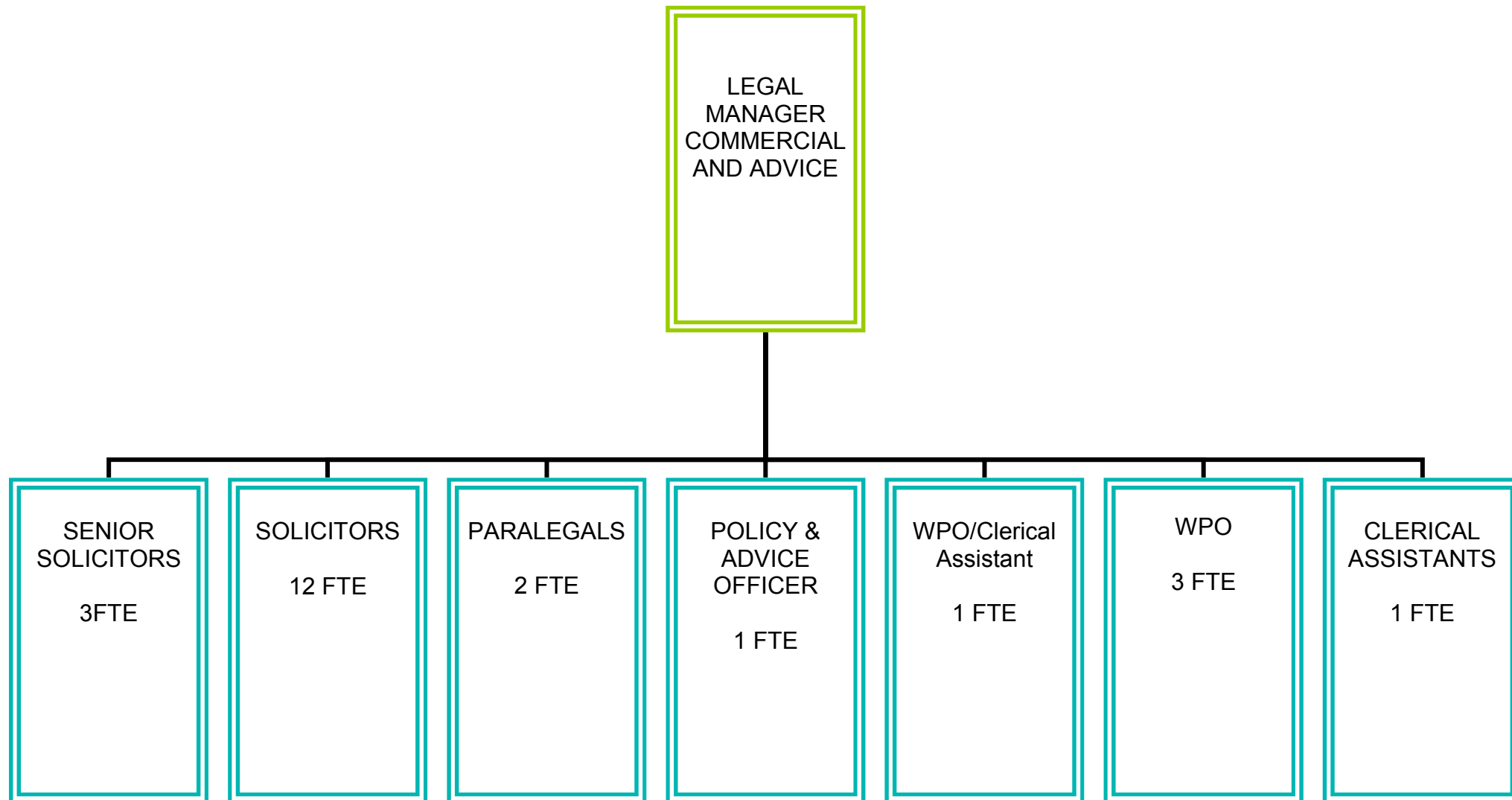
These proposals link to the PBB options contained in the five year Corporate Business Plan and Service Plan and the Corporate Governance Business Case.

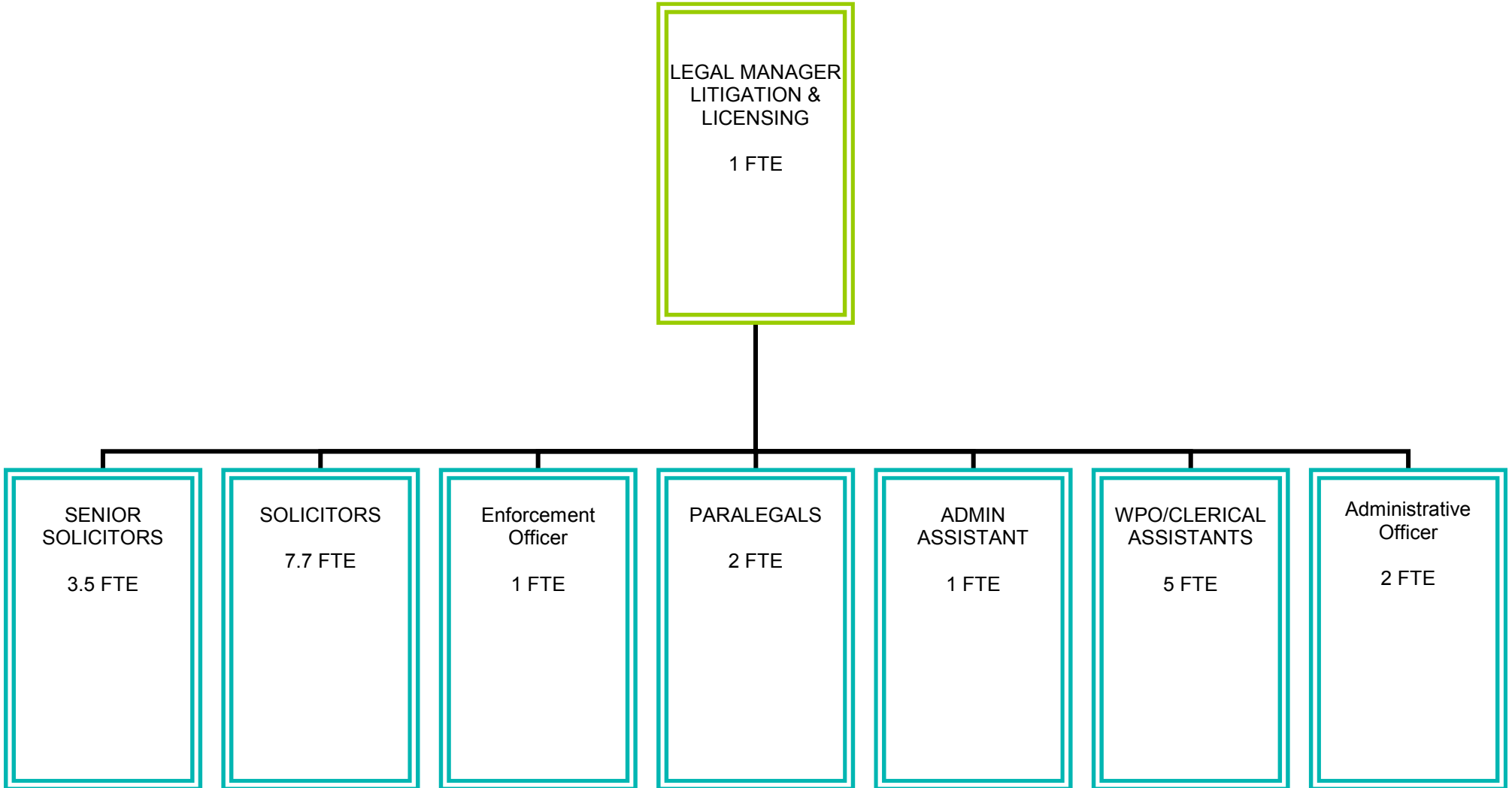
7. BACKGROUND PAPERS

None.

8. REPORT AUTHOR DETAILS

Jane MacEachran
Head of Legal and Democratic Services
janem@aberdeencity.gov.uk
01224 522084





ABERDEEN CITY COUNCIL

COMMITTEE	Finance and Resources
DATE	13 th June 2013
DIRECTOR	Stewart Carruth
TITLE OF REPORT	Tender Acceptance Report – Scotland Excel, Government Procurement Service and Eastern Shires Purchasing Organisation Framework Agreements.
REPORT NUMBER:	CG/13/068

1. PURPOSE OF REPORT

The report advises the Committee of the intention to use Scotland Excel, Government Procurement Service and Eastern Shires Purchasing Organisation Framework Agreements and seeks approval of the estimated expenditure as detailed in this report.

2. RECOMMENDATION(S)

The Committee is recommended to approve the use of the Scotland Excel, Government Procurement Service and Eastern Shires Purchasing Organisation Framework Agreements for the purchase of the commodities shown in Appendix 1.

3. FINANCIAL IMPLICATIONS

All of the frameworks have been tendered with the combined buying leverage of Local Authorities and other public sector bodies. Accordingly the pricing/margins are extremely competitive. Therefore, these framework agreements will realise the advantages of collaborative procurement by delivering financial and service quality benefits.

Where validated procurement savings are attributable to specific budgets and these will be removed from Service budgets accordingly. The savings figures shown are based on current usage figures on a 'like for like' commodity/service basis.

4. OTHER IMPLICATIONS

An equality impact assessment is not required because the recommended actions do not have a differential impact on the users of the resulting contract service provisions.

There are no direct staffing implications for any of these frameworks.

5. BACKGROUND/MAIN ISSUES

There are a number of frameworks agreements that the Central Procurement Unit (CPU) have worked to develop in conjunction with Service users and the national body for joint local government procurement, Scotland Excel. The annual spend on these contracts is such that, although no one call-off purchase will be in excess of £60,000, the annual combined total will be.

The CPU liaise with Services to ensure that their needs, as well as any Council Policies, are incorporated into the design of the specifications and the subsequent evaluations of the tenders that are received.

6. IMPACT

The implementation of these frameworks will make sure that we have compliant contracts in meeting the needs of the service while achieving savings for the Council.

7. BACKGROUND PAPERS

Not applicable.

9. REPORT AUTHOR DETAILS

Tom Johnson
Category Manager, CPU,
tjohnson@aberdeencity.gov.uk
01224 664825

Appendix 1

1. The following framework agreements have been tendered by Scotland Excel:

Commodity Being Purchased	Current Council Annual Spend	Name/s of Contractor	Predicted Annual Saving
Education Materials	£616,510	See information below	£22,754
Education & Office Furniture	£30,000	See information below.	£2,550
PPE	£145,000	See information below.	£13,630
Engineering & Technical Consultancy	£500,000	See information below.	£42,000

2. The following framework agreement has been tendered by the Government Procurement Service:

Commodity Being Purchased	Current Council Annual Spend	Name/s of Contractor	Predicted Annual Saving
Modular Building Systems	£2m	See information below	To be ascertained for individual projects

3. The following framework agreement has been tendered by the Eastern Shires Purchasing Organisation:

Commodity Being Purchased	Current Council Annual Spend	Name/s of Contractor	Predicted Annual Saving
Pay & Display Solutions and Parking Management Information Systems	Up to £100K	See information below	To be ascertained for individual projects

Background to Individual Contracts:

Education Materials

The Scotland Excel Framework Agreement for Education Materials has been developed in consultation with Aberdeen City Council and all other Scottish Local Authorities. It has been indicated to Scotland Excel that all 32 Local Authorities will be signing up to use the Framework Agreement. A procurement process was undertaken by Scotland Excel which has identified an estimated saving of 3.7% based on current expenditure through the existing Scotland Excel frameworks.

There are 9 different lots that make up this framework with the following suppliers selected to give maximum choice and savings:

Lot 1 Art & Craft Materials:

Findel Education Ltd
The Consortium
Yorkshire Purchasing Organisation

Lot 2 Bespoke Homework Dairies:

Office Team Ltd
SSUK Ltd

Lot 3 Board, Card & Drawing Paper:

The Consortium
Findel Education Ltd
Clyde Paper and Print
Yorkshire Purchasing Organisation

Grosvenor House Papers
Art Mediums
W Enterprises (Aberdeen) Ltd

Lot 4 Early Learning Materials:

Findel Education Ltd
The Consortium
Yorkshire Purchasing Organisation

Lot 5 Exercise Books:

Clyde Paper and Print
The Consortium
Findel Education Ltd
Yorkshire Purchasing Organisation

Lot 6 Gymnastic Mats:

The Consortium
Yorkshire Purchasing Organisation

Lot 7 Musical Instruments:

Haydock Music Ltd
Band Supplies Ltd
Dawsons Ltd

Lot 8 Science Equipment:

Timstar Laboratory Supplies Ltd
Anderson Scientific Ltd

Lot 9 Sports Equipment:

The Consortium
Findel Education Ltd
Newitt & Co Ltd

Education & Office Furniture

The Scotland Excel Framework Agreement for Education & Office Furniture has been developed in consultation with Aberdeen City Council and all of Scottish Local Authorities. It has been indicated to Scotland Excel that all 32 Local Authorities will be signing up to use the Framework Agreement. A procurement process was undertaken by Scotland Excel which has identified an estimated saving of 8.5% based on current expenditure through the two existing Scotland Excel frameworks for Office & Storage Furniture and Educational Furniture & Storage Units.

There are 10 different lots that make up this framework with the following suppliers selected to give maximum choice and savings:

Lot 1 Educational Seating:

IOT Plc
EME Furniture
British Thornton ESF Ltd
Langstane Press

Lot 2 Educational Tables/Desks:

IOT Plc
EME Furniture
Langstane Press

Lot 3 Educational Storage Furniture:

KM Furniture Ltd
Langstane Press
Remploy Furniture

Lot 4 Educational Dining Furniture:

IOT Plc
EME Furniture
Spaceright Europe Ltd

Lot 5 Full Educational Kit-out:

EME Furniture
British Thornton ESF Ltd
IOT Plc

Remploy Furniture

Lot 6 Office Seating:

IOT Plc
Langstane Press
Azzurro Ltd
KM Furniture Ltd

Lot 7 Office Tables/Desks:

Azzurro Ltd
Langstane Press

Lot 8 Office Meeting Room & Reception Furniture:

IOT Plc
Langstane Press
Azzurro Ltd

Lot 9 Office Storage:

Langstane Press
Azzurro Ltd
IOT Plc

Lot 10 Full Office Furniture Kit-out:

Langstane Press
Azzurro Ltd
IOT Plc

Personal Protective Equipment (PPE)

The Scotland Excel Framework Agreement for Supply and Delivery of Personal and Protective Equipment has been developed in consultation with Aberdeen City Council and all of Scottish Local Authorities. It has been indicated to Scotland Excel that all 32 Local Authorities will be signing up to use the Framework Agreement. A procurement process was undertaken by Scotland Excel which has identified an estimated saving of 9.4% based on current expenditure through the previous arrangement.

There are four different lots that make up this framework:-

Lot 1 Hazard including Gloves

Arco

Rexel

Lot 2 Footwear

Arco

Rexel

Lot 3 Work-wear and Weather-wear

Arco

Rexel

Lot 4 Food Industry

Arco

Rexel

Engineering & Technical Consultancy

The Scotland Excel Framework Agreement for Engineering and Technical Consultancy has been developed in consultation with Aberdeen City Council and all of the Scottish Local Authorities. It has been indicated to Scotland Excel that all 32 Local Authorities may be signing up to use the Framework Agreement. A procurement process was undertaken by Scotland Excel which has identified an estimated saving of 8.3% based on current expenditure.

There are 7 different lots that make up this framework:-

Lot 1 Roads and Structures

Lot 2 Transportation and Traffic

Lot 3 Environmental Engineering

Lot 4 Land Surveying

Lot 5 Drainage and Flooding

Lot 6 Geotechnical and Testing

Lot 7 Project Management

The services have yet to determine which suppliers they will utilise from the new Framework Agreement as there is a considerable amount of suppliers pertaining to each lot. The amount of suppliers for the individual lots is shown below:

- Lot 1 Roads and Structures – 23 suppliers
- Lot 2 Transportation and Traffic – 21 suppliers
- Lot 3 Environmental Engineering – 22 suppliers
- Lot 4 Land Surveying – 10 suppliers
- Lot 5 Drainage and Flooding – 21 suppliers
- Lot 6 Geotechnical and Testing – 21 suppliers
- Lot 7 Project Management – 13 suppliers

Modular Building Systems

The Government Procurement Service Framework Agreement for Modular Building Systems, Number RM875, has been developed and runs from 27 September 2011 to 26 September 2015. The framework agreement provides a comprehensive range of building solutions arranged into five building types. Each building type has two lots, one for requirements to purchase and one for lease/hire.

There are 10 different lots that make up this framework:-

- Lot 1 Generic Timber Framed Buildings - Call-Off by Purchase
- Lot 2 Generic Timber Framed Buildings – Call-Off by Lease/Hire
- Lot 3 Generic Steel Framed Buildings – Call-Off by Purchase
- Lot 4 Generic Steel Framed Buildings – Call-Off by Lease/Hire
- Lot 5 Catering Buildings – Call-Off by Purchase
- Lot 6 Catering Buildings – Call-Off by Lease/Hire
- Lot 7 Educational Buildings – Call-Off by Purchase
- Lot 8 Educational Buildings – Call-Off by Lease/Hire
- Lot 9 Healthcare Buildings – Call-Off by Purchase
- Lot 10 Healthcare Buildings – Call-Off by Lease/Hire

All suppliers have been appointed have been appointed onto the framework agreement following the successful completion of a rigorous EU compliant tendering exercise. There are 14 suppliers which are shown below:

Elite Systems Ltd
 Elliot Group (UK) Ltd
 Extraspace Solutions (UK) Ltd
 ModularUK Building Systems Ltd
 ModuleCo Ltd
 MTX Contracts Ltd
 PKL Group Ltd
 ModuleCo Healthcare Ltd
 Portakabin Ltd
 Premier Interlink (Waco UK) Ltd

Roan Building Systems Ltd
Servacomm Redhall Ltd
The McAvoy Group Ltd
Western Building Systems Ltd

Not every supplier is present on all lots.

Pay & Display Solutions and Parking Management Information Systems

The Eastern Shires Purchasing Organisation (ESPO) Framework Agreement for Pay & Display Solutions and Parking Management Information Systems, Number 509, has been developed and runs from 1 April 2011 to 31 March 2014. The framework agreement offers a simple and effective route to purchasing and is available for use by local authorities and other public sector bodies. The framework agreement covers a range of equipment, services and solutions, and includes installation, maintenance and staff training.

In relation to Pay & Display Solutions, there are five suppliers included in the framework agreement as shown below:

Cale BriParc Ltd
Metric Group Ltd
Newpark Security Ltd
Parkare Limited
Parkeon Limited

Products and prices are available as part of the framework agreement.

In relation to Parking Management Information Systems, there are four suppliers included in the framework agreement as shown below:

Chipside Limited
Civica UK Ltd
Imperial Civil Enforcement Solutions
Spur Information Solutions Ltd

This particular part of the framework agreement must be carried out by conducting a 'further competition'.

ABERDEEN CITY COUNCIL

COMMITTEE	Finance and Resources
DATE	13 th June 2013
DIRECTOR	Stewart Carruth
TITLE OF REPORT	Request for Approval of Expenditure for Destruction of Confidential Waste Tender.
REPORT NUMBER:	CG/13/067

1. PURPOSE OF REPORT

This report advises Committee of the intention to go out to tender for the destruction of confidential waste 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 £43,804 per annum on the destruction of confidential waste, 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 £175,216.

3. FINANCIAL IMPLICATIONS

The Council spent approximately £43,804 on destruction of confidential waste during the 2012/13 financial year. This expenditure is currently with three different suppliers, so there is an opportunity to reduce this expenditure with the joint tendering process with Aberdeenshire Council, due to the increased buying power.

4. OTHER IMPLICATIONS

The total combined spend on destruction of confidential waste for the four-year period is £175,216 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 compliant tender process is required.

There are no EHRIA implications. The delivery of the service will be as it has been previously although the chosen contractor will be tasked with creating efficiencies to enhance service levels whilst reducing costs as part of the contract management process.

5. BACKGROUND/MAIN ISSUES

This tender process will be run by the Central Procurement Unit (CPU) in conjunction with the Facilities Management section. The tender shall be awarded on the most economically advantageous basis, and shall give weighted consideration to price, quality of destruction, security of the data, service levels and sustainability.

A three year contract shall be awarded with the Council having an option to extend for a further year should the performance of the contractor merit such.

The types of media concerned includes: paper; CD/DVD; disks; tapes (audio, video, data). The following types of media would be treated on an ad-hoc basis (this is not an exhaustive list): microfiche; staff ID cards; taxi licence plates.

All tenderers will demonstrate how they evidence secure movement and transport of waste at uplift, during transit and on suppliers' premises as the need dictates.

6. IMPACT

The implementation of this contract will ensure the Council has a fully compliant contract in place which provides a secure method for the destruction of confidential waste. In order to minimise the environmental impact of the waste created by the Council, all material will be destroyed in a suitable way to comply with all relevant and applicable legislation, Code of Practice and recycled in a method to avoid security breach.

7. BACKGROUND PAPERS

n/a

9. REPORT AUTHOR DETAILS

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