

# Public Document Pack



To: All Members of the Council

Town House,  
ABERDEEN, 23 October 2013

## **COUNCIL MEETING**

The Members of the **COUNCIL** are requested to meet in Council Chamber - Town House on **THURSDAY, 31 OCTOBER 2013 at 10.30am.**

JANE G. MACEACHRAN  
HEAD OF LEGAL AND DEMOCRATIC SERVICES

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

- 1 Admission of Burgesses
- 2 Members are requested to agree that any exempt business on this agenda be considered with the press and public excluded
- 3 Requests for Deputations

### **BUSINESS THE COUNCIL MAY WISH TO CONSIDER IN PRIVATE**

- 3(a) Procurement for a Development Partner for AECC and Surrounding Areas - Report by Director of Enterprise, Planning and Infrastructure (Pages 1 - 32)

### **MINUTES OF COUNCIL**

- 4(a) Minute of Meeting of Council of 21 August 2013 - for approval (circulated separately)

## **BUSINESS STATEMENT, MOTIONS LIST AND OTHER MINUTES**

- 5(a) Business Statement (Pages 33 - 42)
- 5(b) Motions List (Pages 43 - 46)
- 5(c) Minutes of Meetings of Appointment Panel of 28 and 30 August 2013 - for approval (Pages 47 - 50)

## **REFERRALS FROM COMMITTEES IN TERMS OF STANDING ORDER 36(3)**

- 6 None to date

## **GENERAL BUSINESS**

- 7(a) Roles and Responsibilities: Is Aberdeen City Council Getting it Right? - Standing Orders, Orders of Reference, External Members on Committees and Scheme of Delegation - Report by Chief Executive (Pages 51 - 140)
- 7(b) Appointments - Report by Chief Executive (Pages 141 - 144)
- 7(c) Review of Polling Districts and Polling Places - Report by Chief Executive (Pages 145 - 150)
- 7(d) Scottish Independence Referendum - Schools Activities - Report by Chief Executive (Pages 151 - 154)
- 7(e) Accelerate Aberdeen - Digital Connectivity Update - Report by Director of Enterprise, Planning and Infrastructure (Pages 155 - 162)
- 7(f) Strategic Infrastructure Plan - Report by Chief Executive (to follow)
- 7(g) Treasury Management Mid Year Review - Report by Acting Director of Corporate Governance - Referred by Finance and Resources Committee of 26 September 2013 (Pages 163 - 166)
- 7(h) Fairer Scotland Fund - Progress Report - Report by Acting Director of Corporate Governance (Pages 167 - 216)

**Colour copies of Appendix 1 (Fairer Scotland Fund Annual Report 2012-13) have been circulated separately**

- 7(i) Community Planning Aberdeen Development Plan - Report by Acting Director of Corporate Governance (Pages 217 - 224)
- 7(j) Camping in Designated Areas Update - Report by Acting Director of Corporate Governance (Pages 225 - 226)
- 7(k) Street-begging Update - Report by Acting Director of Corporate Governance (Pages 227 - 228)

## **MOTIONS**

8(a) Councillor Jennifer Stewart

“That this Council agrees to instruct officers to open discussions with business at the Hill of Rubislaw about the feasibility of providing additional car parking spaces, including a multi-levelled facility, on the site and that this be treated as a matter of urgency.”

8(b) Councillor Yuill

“That this Council agrees to write to the Rt. Hon. Alistair Carmichael MP, Secretary of State for Scotland, inviting him to visit Aberdeen and meet with the Group Leaders and Chief Executive.”

8(c) Councillor Yuill

“That this Council:

1. Notes with concern the continuing problem of some online retailers and courier companies charging a surcharge to deliver to many parts of Scotland, including Aberdeen;
2. Agrees to support the Fair Delivery Scotland Campaign launched by Sir Robert Smith MP; and
3. Instructs the Chief Executive to write to Sir Robert Smith in these terms.”

8(d) Councillor Yuill

“That this Council agrees to write to the Scottish Transport Minister to express concern at the poor quality of maintenance of the soft landscaping of the central reservations and verges of trunk roads in Aberdeen and to urge the Minister to take action to address this problem.”

**BUSINESS THE COUNCIL MAY WISH TO CONSIDER IN PRIVATE**

- 9(a) Proposed Sale of the Former Causewayend School - Report by Director of Enterprise, Planning and Infrastructure (Pages 229 - 240)
- 9(b) Marischal Square - Report by Director of Enterprise, Planning and Infrastructure (to follow)
- 9(c) Post of Head of Finance - Recruitment and Selection Process - Report by Chief Executive (Pages 241 - 244)

Website Address: [www.aberdeencity.gov.uk](http://www.aberdeencity.gov.uk)

Should you require any further information about this agenda, please contact Martyn Orchard, tel. (52)3097 or email [morchard@aberdeencity.gov.uk](mailto:morchard@aberdeencity.gov.uk)



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

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**COUNCIL  
BUSINESS STATEMENT**

**31 OCTOBER 2013**

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

<u>No.</u>	<u>Minute Reference</u>	<u>Council/Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>	<u>Report Expected (if known)</u>
1.	Council 16.12.09 Article 19	<p><u>50m Swimming Pool</u></p> <p>The Council approved a number of recommendations regarding design and procurement issues relating to the 50m Pool. The Council agreed that the management of the project be transferred to Aberdeen Sports Village subject to (a) the provision of further legal and financial advice in respect of any potential risks to the Council; and (b) the other partners confirming their financial contribution to the project.</p> <p>The Council requested that Aberdeen Sports Village provide the Council with a report within four months on how they planned to drive the project forward. This is still awaited.</p>	<p><u>Please see Appendix for full information.</u></p> <p>The Education, Culture and Sport Committee of 2 June 2011 approved the following recommendations:-</p> <p>(d) to approve funding of up to £8 million and this be met from the Non-Housing Capital Programme for the construction of a 10 lane pool subject to:</p> <p>(iii) officers reaching an agreement with partners in regard to the use of the facilities in light of the potential migration of swimming clubs to the new facility; and</p> <p>(iv) officers reaching an agreement on a Transfer Agreement Document, which will</p>	Director of Education, Culture and Sport	24.03.10	

<u>No.</u>	<u>Minute Reference</u>	<u>Council/Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>	<u>Report Expected (if known)</u>
			<p>formalise the transfer of responsibility for the delivery and operational phases of the 50 metre pool project to ASV Limited.</p> <p>(f) to instruct officers to report back to the next appropriate meeting of the Council in regard to the progress on the negotiations on items d(iii) and (iv) above.</p> <p>A progress report was considered by Council on 6 October 2011, which dealt with the above matters, as well as the latest position regarding negotiations with Aberdeenshire Council. Council approved the recommendations contained within the report and instructed officers to arrange a meeting of the 50m Pool Project Working Group as soon as possible.</p> <p>The request for a report from Aberdeen Sports Village on how they planned to drive the project forward (as referred to in the Council Decision column on the previous page) has been</p>			

<u>No.</u>	<u>Minute Reference</u>	<u>Council/Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>	<u>Report Expected (if known)</u>
			<p>superseded by events given that construction works have begun. It was recommended to Council in December 2011 that this item be removed from the Business Statement in view of the above information; however Council agreed to retain the item in order that members could be kept informed of discussions with Aberdeenshire Council regarding their funding contribution.</p> <p>A report will be considered by Education, Culture and Sport Committee in November on the revenue funding for this facility. A formal letter has recently been sent to Aberdeenshire Council requesting formal confirmation of their previous revenue commitment. Further updates will be provided to the Education, Culture and Sport Committee as required.</p>			
2.	Council 06.03.13 Article 16	<p><b><u>Welfare Reform</u></b></p> <p>The Council, amongst other things, approved the steps taken by officers to develop a policy and practice response and agreed to receive further reports in due course as measures were implemented.</p>	<p>The Scottish Welfare Fund has been successfully introduced and is operating well and meeting deadlines for decisions. Further changes to welfare reform are planned for later this year. The Hub joint project with the DWP is now open and being developed further over the coming weeks.</p>	<p>Director of Social Care and Wellbeing</p> <p>Director of Housing and Environment</p>	As and when required	

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			<p>Agreement has been reached with The Citizens Advice Bureau regarding the basis for a service level agreement. Claims for discretionary housing payments continue to be processed within the agreed scheme. The Financial inclusion manager has now been appointed and took up his post on 1 July.</p> <p>A progress report was noted by the Council on 21 August 2013.</p>			
3.	Council 01.05.13 Article 5	<b><u>Property Disposal - Broad Street</u></b> The Council instructed officers to provide progress reports to the Council at key stages of the project.	<p>A late report is anticipated following a meeting of the Marischal Square Working Group on 24 October 2013.</p>	Head of Asset Management and Operations	As and when required	31.10.13
4.	Council 26.06.13 Article 21	<b><u>Service Review of Legal Services</u></b> The Council instructed the Head of Legal and Democratic Services to report back to Council in twelve months advising of the outcomes of the implementation of the new structure.		Head of Legal and Democratic Services	25.06.14	

<u>No.</u>	<u>Minute Reference</u>	<u>Council/Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>	<u>Report Expected (if known)</u>
5.	Finance and Resources 12.11.09 Article 22	<p><b><u>Community Planning Partnership - Fairer Scotland Fund</u></b></p> <p>The Finance and Resources Committee instructed the Director of Corporate Governance to provide twice yearly updates in February and October to the Aberdeen City Alliance (now Community Planning Aberdeen) and the Corporate Policy and Performance Committee on the outcomes achieved through the investment of the Fairer Scotland Fund.</p>	<p>This item now falls under the remit of the Council following the decision to disband the Corporate Policy and Performance Committee.</p> <p>A report is on the agenda.</p>	Head of Customer Service and Performance	31.10.13	31.10.13
6.	Council 01.05.13 Article 14	<p><b><u>Community Planning in Aberdeen - A Report by Audit Scotland</u></b></p> <p>The Council noted that Community Planning Aberdeen had put in place a Development Plan to support the delivery of the new Single Outcome Agreement, which addressed the improvement items identified by Audit Scotland, and noted that progress with the improvement items would be reported to the Community Planning Aberdeen Board and the Corporate Policy and Performance Committee.</p>	<p>A report providing an update on the implementation of agreed actions will be presented to a future meeting, to include updates on the Single Outcome Agreement and the Community Planning Partnership Development Plan.</p> <p>This item now falls under the remit of the Council following the decision to disband the Corporate Policy and Performance Committee.</p> <p>A report is on the agenda.</p>	Head of Customer Service and Performance	31.10.13	31.10.13

<u>No.</u>	<u>Minute Reference</u>	<u>Council/Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>	<u>Report Expected (if known)</u>
7.	Council 21.08.13	<p><b><u>Establishment of Short-term Halting Sites for Gypsies/Travellers and Proposed Byelaw Regarding Camping in Designated Areas</u></b></p> <p>The Council instructed officers to commence without delay consultation with the Scottish Government on a potential byelaw to prohibit camping on sensitive areas such as public places.</p> <p>In addition, the Council (a) instructed officers to prepare a detailed design with cost estimates for construction and ongoing costs for a short-term halting site at Howes Road; (b) instructed officers to prepare a planning application including details of costings (capital and revenue) for establishing the site; (c) approved the process for consultation as set out in the report acknowledging that strong views and opinions were likely to be part of the process; and (d) instructed officers to continue to conduct property searches with a view to establishing a further site or a more suitable site within the city.</p> <p>The Council instructed officers to report back to every Council meeting on the progress or otherwise on the consultation with the Scottish Government on the potential byelaw</p>	<p>Officers will be attending the November cycles for the Heathryfold Residents Group and Northfield Community Council meetings to discuss, scope and agree the consultation events to progress the Howes Road site. A planning application will be prepared once architects complete a draft specification design for the site and any mitigation issues will be discussed with the community too. The Asset Management team are continuing to identify alternative and additional sites both in the public and private sector.</p> <p>A report regarding the proposed byelaw is on the agenda.</p>	Director of Housing and Environment	Every Council meeting	31.10.13



<u>No.</u>	<u>Minute Reference</u>	<u>Council/Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>	<u>Report Expected (if known)</u>
		and on the suitability or otherwise of other potential sites.				
8.	Council 21.08.13	<b><u>Standing Orders on Contracts and Procurement</u></b> The Council noted that the Standing Orders on Contracts and Procurement would be revised later in the year, which could entail further changes to Council Standing Orders, both of which would be reported back to Council.		Head of Legal and Democratic Services	18.12.13	
9.	Council 21.08.13	<b><u>Roles and Responsibilities: Is Aberdeen City Council Getting it Right? - Committee Structure etc.</u></b> The Council, amongst other things, instructed officers to report to the next Council meeting with (1) a process for handling complaints against external members of the Education, Culture and Sport Committee and the Shareholder Scrutiny Group; and (2) a revised Scheme of Delegation to officers.	A report is on the agenda.	Head of Legal and Democratic Services	31.10.13	31.10.13

<u>No.</u>	<u>Minute Reference</u>	<u>Council/Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>	<u>Report Expected (if known)</u>
10.	Council 21.08.13	<p><b><u>Integration of Health and Social Care</u></b></p> <p>The Council agreed to receive a further report on the proposal for integration, with a view to making an informed decision about implementing health and social care integration in Aberdeen.</p>		Director of Social Care and Wellbeing	18.12.13	
11.	Council 21.08.13	<p><b><u>Street Begging</u></b></p> <p>The Council, amongst other things, instructed officers to commence without delay consultation with the Scottish Government on a potential byelaw to prohibit street begging, and report back to every Council meeting on the progress or otherwise of the consultation with the Scottish Government.</p>	A report is on the agenda.	Director of Housing and Environment	31.10.13	31.10.13

## APPENDIX

### ITEM 1 - 50m SWIMMING POOL

At its meeting of 27 April 2011, the Council agreed to delegate authority to the Education, Culture and Sport Committee to make all necessary decisions at its meeting on 2 June 2011, in order to keep the project on track, and that officers report accordingly.

The Education, Culture and Sport Committee of 2 June 2011 approved the recommendations contained within the report, as outlined below, and added an additional recommendation at d(v) "subject to officers receiving clarification from Aberdeenshire Council that their revenue funding contribution remains intact".

#### **The report recommended:-**

that the Committee -

- (a) note the content of the report;
- (b) note that the development cost, based on the most economically advantageous tender for the 10 lane option is £21,918,104 and for the 8 lane option is £21,638,104 compared to the previously reported estimated costs of £23,347,259 for the 10 lane option and £22,726,794 for the 8 lane option;
- (c) note that the total funding available from the other partners as detailed in section 5.3 of the report has increased from the previous total of £10 million reported to Council on 15 December 2010 to £14 million. This being the result of the University of Aberdeen increasing their contribution from £5 million to £8 million and Aberdeen Sports Village Ltd. (ASV Limited) agreeing to underwrite the shortfall of £1 million for the 10 lane option to ensure that the funding package can be secured. The remaining balance of external funding coming from a £5 million grant from **sportscotland**;
- (d) agree to approve funding of up to £8 million and this be met from the Non-Housing Capital Programme for the construction of a 10 lane pool subject to:
  - (i) the Corporate Asset Group, on behalf of the Corporate Management Team, managing the overall spend of the Non-Housing Capital Programme in 2011/12 to stay within approved spending limits and to take into account the future capital demand for this project in the budget process for 2012/13 and 2013/14;
  - (ii) the revenue support for the ongoing costs of the project being capped at £250,000 per annum at 2010/11 prices with a review of future indexation once the facility is nearing completion of the construction phase;
  - (iii) officers reaching an agreement with partners in regard to the use of the facilities in light of the potential migration of swimming clubs to the new facility; and
  - (iv) officers reaching agreement on a Transfer Agreement Document, which will formalise the transfer of responsibility for the delivery and operational phases of the 50 metre pool project to ASV Limited.
- (e) note that the most economically advantageous tender for the 50 metre pool project was submitted by Contractor A, and subject to the Committee agreeing to approve funding on the basis of recommendation (d), to instruct officers to arrange, in conjunction with Aberdeen University and Aberdeen Sports Village Ltd., to appoint Contractor A as the Principal Contractor, based on their tender figure for the 10 lane option which results in an overall development cost of £21,918,104;
- (f) **to instruct officers to report back to the next appropriate meeting of the Council in regard to the progress on the negotiations on items d(iii) and (iv) above;** and
- (g) to note that the provision of a 50 metre pool has been included within the scope of the Water Management Plan currently underway, and will also be included within the report to Committee, due on 15 September 2011. The Committee should be aware that historically there has been a recognition that the city has a greater number of swimming pools for the size of population than elsewhere. **sportscotland** is providing support to model the existing water provision and future needs. The recommendations will also take full account of the reducing revenue and capital budgets and the costs associated with the 50 metre pool and are likely to include a reduction in the number and range of facilities.

At its meeting on 17 August 2011, the Council agreed that the above information be added back in to the business statement, and noted that a report would be submitted to the meeting on 6 October 2011.

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**COUNCIL  
MOTIONS LIST  
31 OCTOBER 2013**

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

<u>No.</u>	<u>Motion</u>	<u>Date of Council Meeting</u>	<u>Decision of Council</u>	<u>Action taken / Proposed Future Action</u>	<u>Responsible Officer</u>	<u>Due Date</u>	<u>Is authority sought to remove motion from list?</u>
1.	<p><u>Motion by Councillor Young</u></p> <p>“Council instructs the Chief Executive to write to Sir Peter Housden Permanent Secretary to the Scottish Government demanding an investigation into the First Minister’s professional conduct during the Aberdeen Donside by-election looking specifically at:-</p> <ol style="list-style-type: none"> <li>1. The First Minister’s unannounced visit and lecture on 17 June 2013 to school children at Bramble Brae School without reference to Aberdeen City Council Director of Education, Culture and Sport or the</li> </ol>	26.06.13	<p>The Council, at its meeting on 21 August 2013, resolved:-</p> <p>(i) to note the reply received from the Permanent Secretary in which he states that he has seen sight of the First Minister’s response to the Chief Executive, which includes reference to our complaint to the Permanent Secretary. To note with astonishment that the First Minister responds to the Chief Executive seemingly on behalf of the Permanent Secretary and to note that the First Minister has been allowed to write his own response to the formal complaint made to the Permanent</p>		Chief Executive	18.12.13	No

<u>No.</u>	<u>Motion</u>	<u>Date of Council Meeting</u>	<u>Decision of Council</u>	<u>Action taken / Proposed Future Action</u>	<u>Responsible Officer</u>	<u>Due Date</u>	<u>Is authority sought to remove motion from list?</u>
	<p>Head Teacher of the said school noting that the school is currently subject to statutory consultation regarding its future within the wider school estate.</p> <p>2. The First Minister's unannounced visit to Hazlehead Park on 17 June 2013 a park owned wholly by Aberdeen City Council again without reference to the said City Council in the middle of a by election and whilst welcoming the announcement of a £100,000 Scottish Government donation to the Piper Alpha Memorial Trust purdah rules seem to have been ignored.</p> <p>Instructs the Chief Executive to report back to the Council on the</p>		<p>Secretary. Indeed, it would appear that the Permanent Secretary has failed to investigate the complaint made, with no indication of an investigation, nor that any follow-up has taken place. The Permanent Secretary made no further contact with our Chief Executive prior to sending his response; (ii) to agree that the situation has escalated since the Chief Executive first wrote her letters to the Permanent Secretary as the First Minister is on record as saying that his visit to Bramble Brae School was "impromptu and not pre-planned". Given that the SNP issued a calling notice stating that the First Minister would be in attendance at the school and that there would be an opportunity for interviews and photographs, it would</p>				

<u>No.</u>	<u>Motion</u>	<u>Date of Council Meeting</u>	<u>Decision of Council</u>	<u>Action taken / Proposed Future Action</u>	<u>Responsible Officer</u>	<u>Due Date</u>	<u>Is authority sought to remove motion from list?</u>
	<p>response received from the Permanent Secretary, in order for Council to determine its position on this matter.”</p>		<p>appear that the First Minister may have deliberately misled the Permanent Secretary on this matter;</p> <p>(iii) to therefore instruct the Chief Executive to write to Sir Bob Kerslake, Head of the Home Civil Service calling on him to carry out an investigation into the events which led to the complaint being sent to the Permanent Secretary to the Scottish Government, to establish whether or not the Ministerial Code was broken, whether or not there was an appropriate investigation undertaken by the Permanent Secretary and whether or not the complaint was managed in an appropriate and suitable way; and</p> <p>(iv) to instruct the Chief Executive to report back to the Council the response received from</p>				

<u>No.</u>	<u>Motion</u>	<u>Date of Council Meeting</u>	<u>Decision of Council</u>	<u>Action taken / Proposed Future Action</u>	<u>Responsible Officer</u>	<u>Due Date</u>	<u>Is authority sought to remove motion from list?</u>
			the Head of the Home Civil Service in order that the Council may determine its position on this matter.				



## APPOINTMENT PANEL

ABERDEEN, 28 AUGUST, 2013. - Minute of Meeting of the APPOINTMENT PANEL. Present:- Councillor Ironside, Chairperson; and Councillors Cooney, Kiddie, McCaig, Jean Morrison, Thomson and Samarai. Officers in Attendance:- Valerie Watts, Jeff Capstick, Jamie Gordon (part of the meeting) and Vikki Cuthbert. Also in Attendance:- Catriona MacKay, Aspen People.

### EXEMPT INFORMATION

The Panel resolved in terms of Section 50(A)(4) of the Local Government (Scotland) Act 1973 to exclude the press and public from the meeting so as to avoid disclosure of exempt information of the class described in paragraph 1 of Schedule 7(A) to the Act.

### MINUTE OF PREVIOUS MEETING

1. The Panel had before it the minute of its meeting of 16 August, 2013.

The Panel resolved:-  
to approve the minute.

### POST OF DIRECTOR OF SOCIAL CARE AND WELLBEING

2. With reference to the minute of its meeting of 16 August, 2013, the Appointment Panel met to interview candidates for the post of Director of Social Care and Wellbeing.

The Panel interviewed the candidates who had been short-listed for the post, following which the outcomes of the full range of assessment information relevant to each applicant were considered.

The Panel resolved:-

- (i) to offer the post of Director of Social Care and Wellbeing to L. Taylor subject to satisfactory checks being undertaken, including references; and
- (ii) that the post be offered to the candidate second preferred in the event that the preferred candidate was not appointed.

- **LEONARD IRONSIDE, Convener.**

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## APPOINTMENT PANEL

ABERDEEN, 30 AUGUST, 2013. - Minute of Meeting of the APPOINTMENT PANEL. Present:- Councillor Young, Chairperson; and Councillors Boulton, Cameron, Greig (part of the meeting), Laing, McCaig, Noble and Thomson. Officers in Attendance:- Valerie Watts, Jeff Capstick, Michelle Shek (part of the meeting), and Vikki Cuthbert. Also in Attendance:- Ken Dalgleish, Aspen People.

### EXEMPT INFORMATION

The Panel resolved in terms of Section 50(A)(4) of the Local Government (Scotland) Act 1973 to exclude the press and public from the meeting so as to avoid disclosure of exempt information of the class described in paragraph 1 of Schedule 7(A) to the Act.

### MINUTE OF PREVIOUS MEETING

1. The Panel had before it the minute of its meeting of 16 August, 2013.

The Panel resolved:-  
to approve the minute.

### POST OF DIRECTOR OF CORPORATE GOVERNANCE

2. With reference to the minute of its meeting of 16 August, 2013, the Appointment Panel met to interview candidates for the post of Director of Corporate Governance.

The Panel interviewed the candidates who had been short-listed for the post, following which the outcomes of the full range of assessment information relevant to each applicant were considered.

The Panel resolved:-

- (i) to offer the post of Director of Corporate Governance to A. Scott subject to satisfactory checks being undertaken, including references; and
- (ii) that the post be offered to the candidate second preferred in the event that the preferred candidate was not appointed.

- **WILLIAM YOUNG, Convener.**

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COMMITTEE	Council
DATE	31 October, 2013
LEAD OFFICER	Valerie Watts
TITLE OF REPORT	Roles and Responsibilities: Is Aberdeen City Council Getting it Right? – Standing Orders, Orders of Reference, External Members on Committees and Scheme of Delegation
REPORT NUMBER:	CG/13/110

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## 1. PURPOSE OF REPORT

- 1.1 This report complies with the instruction at the previous meeting of Council to report on a complaints procedure for external members of committees and on a revised scheme of delegation to officers, and in addition seeks approval of minor changes to Standing Orders and Orders of Reference.

## 2. RECOMMENDATION(S)

### 2.1 It is recommended that Council:-

- (a) suspends standing order 22(1) and approves the amendment of the Orders of Reference for the Audit and Risk Committee to transfer the consideration of outcomes in respect of Arms' Length External Organisations to the Orders of Reference for the Education, Culture and Sport, Enterprise, Strategic Planning and Infrastructure and Social Care, Wellbeing and Safety Committees, as set out in paragraph 5.2 and as recommended by the Audit and Risk Committee of 24<sup>th</sup> September;
- (b) suspends standing order 22(1) and approves changes (1) to Standing Orders 20 and 21, so that deadlines for the submission of questions and motions which would otherwise fall over Christmas and New Year or on another public holiday will now fall prior to the holiday period, as set out in paragraph 5.4; and (2) to Standing Order 10(1), by adding "No deputation shall be accepted which relates to a petition before the Petitions Committee.";
- (c) approves the establishment of a sub committee of seven members to hear and determine complaints against external members of committees and sub committees in accordance with the procedure set out at paragraph 5.6 and Appendix A, and agrees to write to the Standards Commission for Scotland to suggest that a national code be put in place for external members of local authority committees;
- (d) approves the revised Scheme of Delegation to officers as set out under paragraph 5.8 and Appendix B, determining whether or not to retain or

- amend delegated power 19 on page 78 in the light of the response from Unison;
- (e) suspends standing order 22(1) and approves the transfer of one Labour Group place on the Planning Development Management Committee to the Independent Alliance Group and the transfer of one Independent Alliance Group place on the Social Care, Wellbeing and Safety Committee to the Labour Group; and
  - (f) notes that the petitions pages on the Council's website went live on 21<sup>st</sup> October.

### 3. FINANCIAL IMPLICATIONS

- 3.1 There are no financial implications arising from this report, other than those associated with meetings or allocating staff to handling complaints against external members of committees.

### 4. OTHER IMPLICATIONS

- 4.1 There are no legal or other implications arising from this report, although the creation of a policy for handling complaints against external members may influence the decision of people who were considering standing for such posts.

### 5. BACKGROUND/MAIN ISSUES

#### **Background**

- 5.1 This report builds on the decisions of the Council at its previous meeting on 21<sup>st</sup> August, 2013, to make amendments to the Committee structure, Standing Orders, Orders of Reference and Governance of Arms Length External Organisations (ALEOs), based on considerations arising from a report produced in August, 2010, by Audit Scotland entitled "Roles and Working Relationships – Are you Getting It Right?" and on a report which the Council itself commissioned on Roles and Responsibilities. This self-evaluation project contained ten recommendations to Council and was considered by the Audit and Risk Committee on 25<sup>th</sup> September, 2012 (Article 11 of the minute of meeting refers) and of these, eight were approved by that Committee.

#### **Orders of Reference**

- 5.2 At its meeting of 16<sup>th</sup> April, 2013 (Article 7 of the minute of meeting refers) the Audit and Risk Committee considered a report by Internal Audit on the scrutiny of Arms Length External Organisations, which made a number of recommendations relating to monitoring, scrutiny, risk management and Council appointments to the Boards of ALEOs. As a result of that Committee's decisions, Council approved changes to the Orders of Reference of the Audit and Risk Committee and Service Committees responsible for

ALEOs so as to provide a distinct separation of roles; Service Committees would undertake the strategic and policy setting role whilst the Audit and Risk Committee would scrutinise performance and risk management. Amongst other matters, the remit of the Audit and Risk Committee required that it scrutinise ALEO compliance against contract and business plan and the delivery of outcomes.

- 5.3 Following further consideration by officers of the detail of the auditor's recommendations and more work to define the distinct roles of Service Committees and the Audit and Risk Committee, it was recommended to the Audit and Risk Committee on 24<sup>th</sup> September, 2013 that the delivery of outcomes should be for Service Committees to consider, given that issues such as the quality of provision, customer feedback and service improvements are appropriate Service Committee matters. Accordingly, the Audit and Risk Committee agreed to suspend Standing Order 22(1), amend its decision of 16<sup>th</sup> April, 2013 and recommend to Council that the delivery of outcomes be a matter falling within the remits of Service Committees with responsibilities for ALEOs. If Council is minded to approve this recommendation, it in turn would require to suspend Standing Order 22(1) to amend its decision of 21<sup>st</sup> August.

### **Standing Orders**

- 5.4 At its meeting of 21<sup>st</sup> August, 2013 Council agreed to make a number of revisions to Standing Orders; one of these related to the wordings for the submission of questions and motions (Standing Orders 20 and 21). It became apparent upon plotting the deadlines for the submission of questions and motions directly to committee that certain of these dates fell over the Christmas and New Year holidays and it is therefore recommended that both of these Standing Orders be amended to clarify that, where a deadline for consultation or submission would fall over the Christmas and New Year or other holiday, those deadlines be brought forward so as to fall before the holiday period. This would also require the suspension of Standing Order 22(1) and, if agreed, amended dates will be circulated to all Members and placed on the Zone.
- 5.5 In addition, the Petitions Committee agreed, as part of the consideration of its draft procedure, that Standing Order 10(1) shall not apply to petitions before that Committee. Petitioners, in a group of up to three people, would be invited to speak to the Committee for ten minutes and to be questioned for a further ten, but no deputation request can be submitted in support of a petition at this stage. This addition will require the suspension of Standing Order 22(1).

### **Procedure for Complaints Against External Members**

- 5.6 At its meeting of 21<sup>st</sup> August, 2013 Council instructed that officers bring forward a process for handling complaints against external members of the Education, Culture and Sport Committee and the Shareholder Scrutiny Group. A draft procedure is attached as Appendix A to this report. This proposes that a small sub committee of Finance, Policy and Resources Committee (which has the remit for overseeing the Councillors' Code of Conduct) be established,

comprising around seven members, to meet as and when required to hear and determine any complaint against external members. No complaint has been received against any external member since the establishment of the Council in 1996 but it is appropriate to have a procedure in place to cover such an eventuality.

5.7 Three responses to consultation were received to this draft procedure:-

- (a) Mr Alex Nicoll, Parent representative (Primary Schools and ASN), Education, Culture and Sport Committee, was supportive of the procedure.
- (b) Mr Tony Rafferty, Aberdeen City Parent Council Forum, raised a number of points which have now been covered in the appended draft. One suggestion was that there should be an independent appeal process. Whilst it may be possible to ask officers of another authority to hear an appeal, another option may be that, given the fact that most Councils have appointed external representatives to the committee carrying out the education function, the Standards Commission be requested to consider applying a code to external members on a national basis. It is recommended that this option be supported but that the Council approves its own procedure pending any national decision.
- (c) Ms Karen Davidson, Unison, who expressed concern that external members may be held to a different standard compared to elected members, and suggested that any investigating officer compare decisions published on the Standards Commission website to assist in ensuring the compatibility of any sanctions being contemplated. This has been incorporated into the appended draft.

### **Scheme of Delegation**

5.8 Council also agreed at the meeting of 21<sup>st</sup> August, 2013 that officers bring forward a revised Scheme of Delegation, updated in the light of any changes to committee structures, etc. The revised Scheme of Delegation is attached as Appendix B to this report (with tracked changes) and includes all delegations granted by Council or Committee since the last revision to the document in 2010. The majority of amendments or additions are housekeeping in nature, however the delegated powers under the Head of Planning and Sustainable Development have been amended to be in harmony with the previously approved Scheme of Delegation in terms of Section 43A of the Town and Country Planning (Scotland) Act 1997 and the Planning etc. (Scotland) Act 2006.

5.9 In addition, a new delegated power has been proposed by Education, Culture and Sport (number 19 on page 18 of Appendix B) - "To make the necessary financial, legal and technical decisions, based on professional advice in relation to capital and revenue based school building and refurbishment projects within Education, Culture and Sport." The rationale behind this proposal is to reduce the risk of unnecessary delay in decision making in



relation to major build projects within Education, Culture and Sport which under non-delegated arrangements would be referred to the Education, Culture and Sport Committee or other relevant committee.

Most other delegations sought are minor in nature in line with more recent legislation and document working practices already in place.

- 5.10 A consultation response from Unison forms Appendix C to this report, and concerns delegated power 19 on page 78 of the Scheme, which allows directors to carry out restructuring including appointing new posts, converting one post to another, changing grades, changing job titles etc provided it is within service budgets. Unison wish that this power be deleted from the Scheme, and have proposed an alternative means of handling restructuring, which may be a subject for discussion at the Joint Consultative Committee. To avoid all delegated powers in this area being withdrawn, Unison have suggested that it would be acceptable if the existing power were to be restricted to five posts; any more would require committee approval.

### **Allocation of Group Places on Committees**

- 5.11 Following the meeting of Council of 21<sup>st</sup> August, 2013 the Labour Group and Independent Alliance Group have proposed a change to the allocation of Committee places. It is recommended that Council suspends Standing Order 22(1) and approves the transfer of one Labour Group place on the Planning Development Management Committee to the Independent Alliance Group and the transfer of one Independent Alliance Group place on the Social Care, Wellbeing and Safety Committee to the Labour Group.

### **Petitions Committee**

- 5.12 The first meeting of the Petitions Committee was held on 19<sup>th</sup> September, when, in addition to approving the Orders of Reference and Petitions Procedure, the Committee called for a report on involving young people in the petitions process and agreed to review its operation after twelve months. The petitions pages on the Council website went live on 21<sup>st</sup> October.

## **6. IMPACT**

- 6.1 The Governance issues addressed in this report arise from the Council's previous consideration of work undertaken in conjunction with or proposed by Audit Scotland which, taken as a whole, should lead to an improvement in the governance and decision making processes of the Council. Members would be better trained and better informed with a clearer understanding of the relationship between the role of members and the role of officers and such clarity should lead to a better understanding of the Council's work by the public and improve the transparency of the democratic processes in the City. In particular, this report proposes a process to consider complaints against external members which places an additional transparency upon their role and holds them to account in a manner not done previously.

## 7. MANAGEMENT OF RISK

- 7.1 The recommendations in the report address the risks previously identified in the report produced by consultants, “Roles and Responsibilities – Is Aberdeen City Council Getting It Right?” and further identifies a means of reducing risk relating to Arms’ Length External Organisations discussed by the Audit and Risk Committee.

## 8. BACKGROUND PAPERS

Roles and Working Relationships – Are You Getting It Right? Audit Scotland, August, 2010

Roles and Responsibilities – Is Aberdeen City Council Getting It Right? January, 2012

Shared Risk Assessment, Aberdeen City Council, Audit Scotland, 2010/11, 2011/12

Roles and Responsibilities – Is Aberdeen City Council Getting It Right? – Report to Audit and Risk Committee, 25<sup>th</sup> September, 2012

Roles and Responsibilities – Is Aberdeen City Council Getting It Right? – Report to Council, 6<sup>th</sup> March, 2013

Arms’ Length External Organisations – Governance Arrangements – Internal Audit report to Audit and Risk Committee, 16<sup>th</sup> April, 2013

Roles and Responsibilities – Is Aberdeen City Council Getting It Right? – Committee Structures and Standing Orders and Governance Arrangements for Arms Length External Organisations - Report to Council, 21<sup>st</sup> August, 2013

Arms Length External Organisations – Governance Arrangements – Outstanding Issues and Progress - Report to Audit and Risk Committee, 24<sup>th</sup> September, 2013

## 9. REPORT AUTHOR DETAILS

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## **ABERDEEN CITY COUNCIL - PROCEDURE FOR COMPLAINTS AGAINST EXTERNAL MEMBERS**

### **INTRODUCTION**

The Education, Culture and Sport Committee of Aberdeen City Council constitutes nineteen elected members and seven external members, comprising three religious representatives, two parent representatives and two teacher representatives. The recently established Shareholder Scrutiny Group, a Sub Committee of the Audit and Risk Committee, includes two members appointed by trades unions.

When appointed, external members are requested to sign a declaration stating that they will abide by the Councillors' Code of Conduct. Elected members are held to account by the Standards Commission in this regard, but the Standards Commission has no jurisdiction over external members on committees of Council.

Aberdeen City Council has therefore produced this document which clearly defines the procedure that will be followed if a complaint is received which alleges that an external member has breached the Code of Conduct.

This procedure is in place to ensure that each complaint is dealt with fairly, openly, timeously, and in a transparent and accountable way.

### **MAKING A COMPLAINT**

A complaint must be made in writing to the Head of Legal and Democratic Services. This may be by letter or by email to the following address:-

Head of Legal and Democratic Services  
Town House  
Aberdeen AB10 1AQ

janem@aberdeencity.gov.uk

The complaint must clearly state what section of the Councillors' Code of Conduct the complainant believes has been breached, and when the alleged breach occurred.

In no circumstances will an anonymous complaint be considered in terms of this procedure.

### **ACKNOWLEDGEMENT OF A COMPLAINT**

A complaint will be acknowledged within five working days.

## **NOTIFYING THE PERSON COMPLAINED AGAINST**

The individual complained against will be notified of the complaint within five working days. This will be for information whilst the investigative stages are held.

## **RESPONSIBILITY FOR INVESTIGATING THE COMPLAINT – THE INVESTIGATING OFFICER**

On receipt of a complaint, the Head of Legal and Democratic Services will appoint an Investigating Officer drawn from senior managers with experience of conducting investigations.

## **ROLE OF SUPPORTER**

An individual who faces an investigation is entitled to choose a 'supporter' who may, but not necessarily, be from the organisation they represent. The individual complained against has the right to be accompanied by a supporter at all or any meetings relative to the investigation.

## **INITIAL MEETING WITH INDIVIDUAL COMPLAINED AGAINST**

A meeting will be arranged as soon as possible between the Investigating Officer and the individual who is the subject of the complaint. This is an exploratory meeting.

## **DETERMINING FURTHER INVESTIGATION**

Following this meeting, the Investigating Officer will determine whether –

- (1) the complaint has no substance and is to be rejected.
- (2) the complaint warrants further investigation; and
- (3) an interim suspension from the Committee or Sub Committee is warranted.

The Investigating Officer will advise the individual complained against of the decision in this regard within five working days of the exploratory meeting.

## **DECISION**

If the Investigating Officer determines that the complaint warrants further investigation, this will be undertaken in the shortest possible timescale, and in any case within 20 working days, unless an extended period has been agreed with the Head of Legal and Democratic Services.

The Investigating Officer will compare decisions published on the Standards Commission website to assist in ensuring the compatibility of any sanction being contemplated with those applied to elected members.

The Head of Legal and Democratic Services will report to a Complaints Sub Committee of the Finance, Policy and Resources Committee, being the Council Committee responsible for overseeing the Councillors' Code of Conduct. A determination of "rejected", "upheld" or "partially upheld" and the findings upon which the determination rests, will be made by the Committee.

For clarity, this report will be considered in confidence, due to the data protected information it will contain.

If the complaint is **REJECTED** –

- (a) the interim suspension of the individual complained against, if in place, is lifted with immediate effect, and
- (b) the individual complained against and the organisation they represent on the Committee or Sub Committee are advised of this decision in writing (by letter or email).

If the complaint is **UPHELD or PARTIALLY UPHELD** –

- (a) the suspension of the individual complained against, if in place, is continued until (b) below has been determined,
- (b) the Complaints Sub Committee is requested to determine (1) whether the organisation the individual complained against represents on the Committee or Sub Committee should appoint a replacement member, (2) whether the individual complained against should be suspended as a member of the Committee or Sub Committee for a period of time, in addition to the initial suspension, (3) whether the individual complained against could be offered training in the Code of Conduct in order to mitigate against a further breach occurring, (4) that no further action should be taken, or (5) any other action deemed appropriate,
- (c) the individual complained against and the organisation they represent on the Committee or Sub Committee will be advised of the decision in writing (by letter or email).

### **APPEAL STAGE**

If the individual complained against wishes to appeal the decision of the Complaints Sub Committee, this must be intimated in writing (by letter or email) to the Head of Legal and Democratic Services within ten working days of the date of the letter of determination by the Investigating Officer.

The Head of Legal and Democratic Services will appoint a new Investigating Officer who will consider the original complaint, the determination of the

Complaints Sub Committee, and the submission of appeal from the individual complained against, and will prepare a report for submission to the next meeting of the Finance, Policy and Resources Committee.

Any member who was present at the Complaints Sub Committee meeting when the complaint was considered, must withdraw from the meeting.

### **FINAL STAGE – IF APPEAL LODGED**

If the complaint is **REJECTED by Committee** –

- (a) the interim suspension of the individual complained against, if in place, is lifted with immediate effect, and
- (b) the individual complained against and the organisation they represent on the Committee or Sub Committee are advised of this decision in writing (by letter or email).

If the complaint is **UPHELD** –

- (a) the original decision of the Complaints Sub Committee will be implemented, and
- (b) the individual complained against and the organisation they represent on the Committee or Sub Committee are advised of this decision in writing (by letter or email)..

### **AFTERMATH**

The contents of the file are likely to be considered personal information and, as such, would be exempt from a direct request for access under Freedom of Information.

The file will be destroyed securely at the conclusion of procedures in line with Council policy.

The complainant will be advised in writing (by letter or email) as to whether the complaint was rejected, upheld, or partially upheld. Complainants will always have recourse to legal action and this procedure would not negate those rights.



# ABERDEEN

## CITY COUNCIL

### DELEGATED POWERS

2013

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**DIRECTOR OF SOCIAL CARE AND WELLBEING**

**HEAD OF CHILDREN'S SERVICES**

**HEAD OF ADULT SERVICES**

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**Introduction**

A) Social Work in Scotland is practiced mainly in the context of Local Authorities. Social Work practice is defined in Statute and Statutory Instruments.

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B) Social Workers and other social care staff employed by Aberdeen City Council are obliged to perform some functions and permitted to perform others by these Statutes and Statutory Instruments.

**Deleted:** There is a legal dimension to all of the work undertaken by Social Workers employed by the Local Authority.

C) They also have specified powers and duties which are defined by the law and derive much of their authority from the law which covers all aspects of Social Work practice.

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D) The undernoted powers, duties and responsibilities are delegated to the Director of Social Care and Wellbeing and the Heads of Service within Social Care and Wellbeing both in their own right and when acting for the Director of Social Care and Wellbeing. They may also be delegated where appropriate to suitably qualified and registered staff in order to provide the day to day functions of a Social Work Service on behalf of Aberdeen City Council.

**Deleted:** <#>Currently there are 62 Statutes and 121 Statutory Instruments which together provide the legal background for all Social Work practice in Scotland.¶ <#>These laws cover all aspects of Social Work practise and numerically are divided as follows:¶ ¶ Area ... [1]

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## Delegation

The following powers, duties and responsibilities are delegated as described in D above.

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- 1) To promote social welfare including giving help in kind or cash in terms of Sections 12 and 13 of the Social Work (Scotland) Act 1968 as amended.
- 2) To assess needs in terms of Section 12A of the Social Work (Scotland) Act 1968 as inserted by Section 55 of the National Health Service and Community Care Act 1990.
- 3) To provide home help facilities in terms of Section 14 of the Social Work (Scotland) Act 1968.
- 4) To bury or cremate any person who was in the care of or receiving help from the Council immediately before their death or was a child being looked after by the local authority and recover expenses in terms of Section 28 of the Social Work (Scotland) Act 1968.
- 5) To defray expenses of parents, relatives or other connected persons in respect of visiting a person, other than a child, in the care of the authority or receiving assistance from the authority or a child who is being looked after by the authority, or attending the funeral of such a person in terms of Section 29 of the Social Work (Scotland) Act 1968 as amended by paragraph 15(13) of Schedule 4 of the Children (Scotland) Act 1995.
- 6) To provide and maintain in terms of Section 59 of the Social Work (Scotland) Act 1968 such residential and other establishments as are required for the Council's functions under that Act or under Part II of the Children (Scotland) Act 1995.

- 7) To remove persons from establishments in terms of the Social Work (Scotland) Act 1968.
- 8) To inspect establishments registerable under the Social Work (Scotland) Act 1968.
- 9) To ensure that persons in establishments in the Council's area are visited from time to time in terms of the Social Work (Scotland) Act 1968.
- 10) To ensure that children looked after by the Council and people provided with assistance by the Council who are accommodated in establishments outwith the Council's area are visited in accordance with the requirements of the Social Work (Scotland) Act 1968.
- 11) To recover any charges for services provided in terms of the Social Work (Scotland) Act 1968 and the Mental Health (Scotland) Act 1984 or under or by virtue of Part II of the Children (Scotland) Act 1995 all in terms of Section 87 and Section 78A of the Social Work (Scotland) Act 1968.
- 12) To prepare a plan for the provision of community care services in the Council's area in terms of Section 5A of the Social Work (Scotland) Act 1968 as inserted by Section 52 of the National Health Service and Community Care Act 1990.
- 13) To operate a procedure as approved by the Council for the receipt and investigation of complaints in terms of Section 5B of the Social Work (Scotland) Act 1968.
- 14) To make arrangements with voluntary or other organisations or persons for residential accommodation where nursing is provided for people who appear to need such accommodation in terms of Section 13A of the Social Work (Scotland) Act 1968 as inserted by Section 56 of the National Health Service and Community Care Act 1990.

- 15) To provide services to chronically sick and disabled persons in terms of Section 2 of the Chronically Sick and Disabled Persons Act 1970.
- 16) To assess needs when requested to do so by a disabled person or their carer in terms of Section 4 of the Disabled Persons (Services, Consultation and Representation) Act 1986.
- 17) To assess the ability of carers to provide care in terms of Section 12A of the Social Work (Scotland) Act 1968.
- 18) To provide information on Social Work Department services and any relevant services of other authorities or organisations in terms of Section 1 of the Chronically Sick and Disabled Persons Act 1970.
- 19) To have the power to make direct payments under Section 12B of the Social Work (Scotland) Act 1968.
- 20) To make arrangements for the provision, equipping and maintenance of residential accommodation and the care of the person for the time being resident in accommodation so provided in terms of the Mental Health (Scotland) Act 1984.
- 21) To make arrangements for the exercise by the Council of its functions in respect of persons under guardianship in terms of the Mental Health (Scotland) Act 1984.
- 22) To make arrangements for the provision of any ancillary or supplementary services in terms of Section 7(1)(c) of the Mental Health (Scotland) Act 1984.
- 23) To make arrangements for the supervision of persons suffering from mental handicap who are neither liable to detention in a hospital nor subject to guardianship in terms of the Mental Health (Scotland) Act 1984.
- 24) To provide after care services for any persons who are or have been suffering from mental disorder in terms of the Mental Health (Scotland) Act 1984.

- 25) To appoint Mental Health Officers in terms of the Mental Health (Scotland) Act 1984.
- 26) To receive patients who have attained the age of 16 years into guardianship in terms of the Mental Health (Scotland) Act 1984.
- 27) To provide or secure the provision of suitable training and occupation for persons suffering from mental handicap who are over school age within the meaning of the Education (Scotland) Act 1980 in terms of the Mental Health (Scotland) Act 1984.
- 28) To petition for the appointment of a curator bonis and to carry out duties in respect of protection of property of patients in terms of the Mental Health (Scotland) Act 1984.
- 29) To authorise Mental Health Officers to enter and inspect premises and to provide information for the purpose of the issue of a warrant to search for and remove patients in terms of Section 117 of the Mental Health (Scotland) Act 1984.
- 30) To make arrangements for the exercise by the Council of its functions in respect of persons under the Mental Health (Care and Treatment) (Scotland) Act 2003 and the Adults with Incapacity (Scotland) Act 2000 including
  - a) To make arrangements for the provision, equipping and maintenance of residential accommodation and the care of the person for the time being resident in accommodation so provided
  - b) To apply for and implement welfare and financial guardianships or intervention orders and any other ancillary or supplementary services or orders under the Adults with Incapacity (Scotland) Act 2000
  - c) To appoint Mental Health Officers
  - d) To make arrangements for the supervision and provision of services for people who are the subject of Compulsory Treatment Orders whether community or hospital based

- e) To make arrangements for provision of any ancillary or supplementary services.
- 31) To apply for orders under Section 47 of the National Assistance Act 1948 removing people in need of care and attention to suitable premises.
- 32) To provide temporary protection under Section 48 of the National Assistance Act 1948 for the moveable property of people admitted to hospital, residential establishments and other places.
- 33) To supervise and care for persons put on probation, released from prison or subject to a Community Service Order and to provide the necessary social background reports and other reports to the Court as required in terms of Section 27 of the Social Work (Scotland) Act 1968.
- 34) To provide supervision for the purpose of assisting and advising an offender in regard to payment of a fine in terms of Section 217 of the Criminal Procedure (Scotland) Act 1995.
- 35) To supervise people placed on a Supervised Attendance Order for default of a fine in terms of Section 235, 236 or 237 of the Criminal Procedure (Scotland) Act 1995.
- 36) To supervise people placed on a Drug Treatment and Testing Order in terms of Sections 89-95 of the Crime and Disorder Act 1998.
- 37) To jointly establish arrangements with other Responsible Authorities for the assessment and management of the risks posted by certain high risk offenders as defined by Section 10 of the Management of Offenders etc (Scotland) Act 2005.
- 38) To provide a throughcare service to prisoners during their period of imprisonment and who will be subject to supervision following release as specified by Section 71 of the Criminal Justice (Scotland) Act 2003.

- 39) Jointly with Scottish Ministers to establish arrangements for the assessment of management of the risks posed by custody and community prisoners in accordance with Section 7 of the Custodial Sentences and Weapons Act 2007.
- 40) To provide services to safeguard and promote the welfare of children who are in need and to promote the upbringing of such children by their families in terms of Section 22(1) of the Children (Scotland) Act 1995, including giving assistance in kind or, in exceptional circumstances, in cash.
- 41) To provide accommodation for any child in the local authority area to promote or safeguard his/her welfare in terms of Section 25(1) and (2) of the Children (Scotland) Act 1995.
- 42) In conjunction with the Housing Service, to have the power to provide accommodation to persons who are over the age of 18, but not yet 21, when such provision would promote the young person's welfare in terms of Section 25(3) of the Children (Scotland) Act 1995.
- 43) To pay adoption allowances in terms of The Adoption Support Services and Allowances (Scotland) Regulations 2009.
- 44) To safeguard and promote the welfare of a child where the child is looked after by the local authority in terms of Section 17(1) of the Children (Scotland) Act 1995.
- 45) To provide advice and assistance to prepare the child for when he/she is no longer looked after by the local authority in terms of Section 17(2) of the Children (Scotland) Act 1995.
- 46) To review cases of children looked after by the local authority in terms of Section 31 of the Children (Scotland) Act 1995.
- 47) To provide accommodation and maintenance for children who are looked after by the local authority in terms of Section 26 of the Children (Scotland) Act 1995.

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- 48) To remove a child from a residential establishment in terms of Section 32 of the Children (Scotland) Act 1995.
- 49) To provide advice and assistance for young persons under 19, but over school age and formerly looked after by a local authority in terms of Section 29 of the Children (Scotland) Act 1995.
- 50) To have the power to provide financial assistance towards expenses of education or training of a young person, under the age of 21, formerly looked after by the local authority, including contributions to accommodation and maintenance in terms of Section 30 of the Children (Scotland) Act 1995.
- 51) To pay allowances in terms of Section 50 of the Children Act 1975.
- 52) To cause inquiries to be made and to provide information to the Principal Reporter where compulsory measures of supervision may be necessary in respect of a child in terms of Sections 53 and 56(1) of the Children (Scotland) Act 1995.
- 53) To provide reports on children and their social background for a Children's Hearing in terms of Sections 56(2) and/or (7) of the Children (Scotland) Act 1995.
- 54) To put into effect a supervision requirement made by a Children's Hearing in terms of Section 71(1) of the Children (Scotland) Act 1995.
- 55) To recommend a review of a supervision requirement made by a Children's Hearing by referral of the case to the Principal Reporter in terms of Section 73(4) of the Children (Scotland) Act 1995.
- 56) To recover contributions in respect of children who are looked after by the authority in terms of Section 78A of the Social Work (Scotland) Act 1968.



- 57) To recover contributions that have not been paid in terms of Section 82 of the Social Work (Scotland) Act 1968.
- 58) On behalf of the Chief Executive of the Council to prepare and publish a plan for the provision of relevant services for, or in respect of, children in the local authority area in terms of Section 19 of the Children (Scotland) Act 1995.
- 59) To prepare and publish information about relevant services for children in the local authority area in terms of Section 20 of the Children (Scotland) Act 1995.
- 60) To request help in the exercise of any functions that the local authority has under Part II of the Children (Scotland) Act 1995 from any of the specified persons in terms of Section 21 of the Children (Scotland) Act 1995.
- 61) To provide day care for children in need within the local authority who are aged 5 or under and who have not yet started school in terms of Section 27(1) of the Children (Scotland) Act 1995.
- 62) To provide appropriate care for school children in need within the local authority area outside school hours or during school holidays in terms of Section 27(3) of the Children (Scotland) Act 1995.
- 63) To assess the need for the provision of social work services to any young person reaching school leaving age who is regarded as disabled in terms of the Disabled Persons (Services, Consultation and Representation) Act 1986.
- 64) To provide a report to the Court, on request, where the Court is considering any question relating to the care and upbringing of a child in terms of Section 11(1) of the Matrimonial Proceedings (Children) Act 1958.
- 65) To ensure that services provided under Section 22 of the Children (Scotland) Act 1995 to a child with or affected by a disability are designed to minimise the effect of his/her disability,

or to minimise the effect of the disability of a family member on the child and to provide the opportunity for the child to lead as normal a life as possible in terms of Section 23(1) of the Children (Scotland) Act 1995.

- 66) To carry out an assessment (if asked to do so by the child's parent or guardian) of the child or any other person in his/her family in order to ascertain the child's needs as insofar as they are attributable to his/her disability or that of the other person in terms of Section 23(3) of the Children (Scotland) Act 1995.
- 67) To assess a carer's ability to provide, or to continue to provide, care for the child when asked to do so by the carer in terms of Section 24 of the Children (Scotland) Act 1995.
- 68) Upon receipt of notification in terms of Section 36(1) of the Children (Scotland) Act 1995 to determine whether the child's welfare is adequately safeguarded and whether to exercise any functions under the Act in terms of Section 36(2).
- 69) To provide short-term refuge to children who appear to be at risk of harm and who themselves request to be provided with such refuge in terms of Section 38 of the Children (Scotland) Act 1995.
- 70) To designate residential establishments and households as short-term refuges for children for the purposes of Section 38 of the Children (Scotland) Act 1995.
- 71) To have the power to apply to a Sheriff for a child assessment order in terms of Section 55 of the Children (Scotland) Act 1995.
- 72) To have the power to apply to a Sheriff for a child protection order in terms of Section 57 of the Children (Scotland) Act 1995.
- 73) To have the power to apply to a Justice of the Peace for emergency child protection measures in terms of Section 61 of the Children (Scotland) Act 1995.

- 74) To agree, with the person in charge of the establishment, the period during which a child shall be liable to be placed and kept in a secure accommodation in terms of Section 70(9)(a), 9A and (b) and 70(10) of the Children (Scotland) Act 1995.
- 75) To have the power to apply to a Sheriff for an exclusion order in terms of Section 76 of the Children (Scotland) Act 1995.
- 76) To have the power to apply for the attachment of a power of arrest at any time while an exclusion order has effect in terms of Section 78(2) of the Children (Scotland) Act 1995.
- 77) To allow reasonable contact with relevant persons for a child in respect of whom a parental responsibilities order has been made in terms of the Children (Scotland) Act 1995.
- 78) To promote the welfare of a child throughout his/her life as the paramount consideration and have regard to his/her views and his/her religious persuasion, racial origin and cultural and linguistic background, so far as practicable in reaching any decision in relation to the adoption of a child in terms of Section 14 of the Adoption and Children (Scotland) Act 2007.
- 79) To consider whether adoption is in the best interests of the child or whether there is a better, practicable alternative in terms of Section 14 of the Adoption and Children (Scotland) Act 2007 and Section 96 of the Children (Scotland) Act 1995.
- 80) To investigate the circumstances and submit a report to the Court in respect of a child for whom an adoption order is being sought by a person or persons in terms of Section 19 of the Adoption and Children (Scotland) Act 2007.
- 81) To have the power to cause an inquiry to be held into the local authority's functions under the Children (Scotland) Act 1995 insofar as those functions relate to children in terms of Section 6B of the Social Work (Scotland) Act 1968 and Section 100 of the Children (Scotland) Act 1995.

- 82) To provide post adoption support services for children, adopters and any one else affected by adoption, related to adoption and services for adopted adults in terms of the Adoption and Children (Scotland) Act 2007 and The Adoption Support Services and Allowances (Scotland) Regulations 2009.
- 83) To accept or not accept any person for assessment as a prospective adopter in accordance with the provisions of the Adoption Agencies (Scotland) Regulations 2009.
- 84) To assess prospective adopters in accordance with the provisions of the Adoption Agencies (Scotland) Regulations 2009.
- 85) To establish an adoption panel in terms of Regulation 3 of the Adoption Agencies (Scotland) Regulations 2009.
- 86) To approve prospective adopters in accordance with the provisions of the Adoption Agencies (Scotland) Regulations 2009.
- 87) To place or secure the placing of a child for adoption with prospective adopters in accordance with the provision of the Adoption Agencies (Scotland) Regulations 2009.
- 88) To submit to the Court a report on the suitability of applicants for an adoption order where a child has been placed for adoption by the Council and to assist the Court in any manner the Court may direct all in terms of Section 17 of the Adoption and Children (Scotland) Act 2007.
- 89) To assess and approve foster carers in accordance with the provisions of the Looked After Children (Scotland) Regulations 2009.
- 90) To place a child in a foster placement in accordance with the provisions of the Looked After Children (Scotland) Regulations 2009.

- 91) To establish a fostering panel in terms of Regulation 17 of the Looked After Children (Scotland) Regulations 2009.
- 92) To arrange for visits to be made to a child or young person in relation to when parental rights and responsibilities have been transferred to the local authority in terms of Section 10 of the Mental Health (Scotland) Act 1984.
- 93) In conjunction with the Education Service to review childminding, day care and education services for children under eight in terms of Section 19 of the Children Act 1989.
- 94) To ensure that the corporate parenting responsibilities of the Council are addressed through the Children's Services planning process, including the development of an action plan and the publication of baseline data on children in need.
- 95) To make provision for the safeguarding of vulnerable adults in terms of the Adult Support and Protection (Scotland) Act 2007.
- 96) To make provision for and enable access to self directed support across care groups in terms of the Social Care (self-directed Support) (Scotland) Act 2013.
- 97) To agree funding for care packages subject to the agreed financial guidance.
- 98) To consider each application for Home Care on its merits and to vary the charge at their discretion.

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## DIRECTOR OF EDUCATION, CULTURE AND SPORT

### HEAD OF SCHOOLS AND EDUCATIONAL ESTABLISHMENTS

### HEAD OF COMMUNITIES, CULTURE AND SPORT

### HEAD OF EDUCATIONAL DEVELOPMENT, POLICY AND PERFORMANCE

- 1) To grant applications for permission to use accommodation within the Art Gallery, Provost Skene's House and the Maritime Museum on the usual terms, conditions and charges applying thereto, on the understanding that the Director will refer to the Education, Culture and Sport Committee for decision, any application which s/he is not prepared to grant or where s/he wishes to modify the usual terms, conditions and charges applying.
- 2) To purchase any works of art or museum exhibits within such financial limit as may be fixed from time to time by the Council, subject to the purchase price being within approved expenditure, to the prior approval of the Convener of the Finance, Policy and Resources Committee being obtained and in consultation with the Convener of the Education, Culture and Sport Committee.
- 3) To make bookings for exhibitions, recitals and other cultural events.
- 4) To grant permission to reproduce works of art in approved publications and to impose the appropriate charges.
- 5) To visit, or to appoint a member of staff to visit, such institutions, exhibitions and galleries as s/he may consider necessary subject to the prior approval of the Convener of the appropriate Committee being obtained unless otherwise instructed by the Committee.

- 6) To grant loans of items from the collections held by the Council to outside bodies.
- 7) To purchase equipment and services for which the expenditure involved has been approved by the Council.
- 8) To set fees and charges to agencies and other bodies using Learning Services.
- 9) Relating to persons employed as teachers in educational establishments (including instrumental music instructors in schools, advisers and educational psychologists) in application of Conditions of Service (in conjunction with the Head of Human Resources and Organisational Development) to make minor changes to gradings and in certain circumstances create temporary posts.
- 10) To limit the capacity of a particular school in the event of over subscription (with due regard to relevant legislation).
- 11) To refuse any application for a let if in the opinion of the relevant Head of Service there are grounds for doing so.
- 12) The approval of the appointment of pupil support assistants for children with special needs in schools.
- 13) To grant consent to parents to home educate and to serve notices under Section 37(1) of the Education (Scotland) Act 1980.
- 14) To make the arrangements to implement the increases in pre-school education entitlement in local authority and partner provider nurseries and playgroups as agreed from August 2010.
- 15) In relation to the catering service, to approve further internal delivery adjustments in conjunction with the Director of Corporate Governance and in consultation with the Head of Finance, the Head of Legal and Democratic Services and the Convener of the Finance, Policy and Resources Committee.
- 16) To sign and date Co-ordinated Support Plans in accordance with the Education (Additional Support for Learning) (Scotland) Act 2004

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- Education (Co-ordinated Support Plan) Scotland Regulations 2005.

- 17) To authorise, in consultation with the Convener of the Corporate Policy and Performance and Finance and Resources Committees, the approval of early retirement requests from teachers in accordance with agreed policy, subject to retrospective reports being submitted to the Education, Culture and Sport Committee.
- 18) To offer recruitment and retention incentive payments for hard to fill teaching posts.
- 19) To make the necessary financial, legal and technical decisions, based on professional advice in relation to capital and revenue based school building and refurbishment projects within Education, Culture and Sport.

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## **DIRECTOR OF HOUSING AND ENVIRONMENT**

### **HEAD OF HOUSING AND COMMUNITY SAFETY**

### **HEAD OF REGENERATION AND HOUSING INVESTMENT**

#### **(A) SIGNED AUTHORISATION REQUIRED**

- 1) To transfer the tenancy of a house to one partner and to re-house the other partner, all in terms of paragraph 16 of Schedule 3 to the Housing (Scotland) Act 1987, in circumstances where the remedies available in terms of the Matrimonial Homes (Family Protection) (Scotland) Act 1981 to facilitate the transfer of the tenancy are no longer available to the applicant and the Head of Housing and Community Safety is satisfied that such action should be taken for the applicant's well-being or where joint residential custody of children has been awarded.
- 2) To create a joint tenancy in the following circumstances - (a) where two separate families are transferring from two Council-owned dwellings into one house as joint tenants and the Head of Housing and Community Safety is satisfied that such a move would be of benefit to both families concerned and to the Council and (b) where, subject to certain conditions, an application is submitted by an existing tenant to give up their present tenancy and obtain a joint tenancy with a relative, such joint tenancy to be formalised only after a period of 12 months residence with the relative concerned, on the basis that the said 12 month period may be waived where, for example, it is proved to the satisfaction of the Head of Housing and Community Safety that the applicant requires to reside with a relative to proved essential support.

- 3) To provide temporary flatted accommodation on a non-secure basis to a person who is pursuing a court action for the transfer of the tenancy of a matrimonial home.
- 4) Where an applicant has left the family unit, to transfer the benefit of any priority relative to a current application for housing to a remaining member of the family.
- 5) To accept, in circumstances which he considers appropriate, supported applications for sheltered housing accommodation notwithstanding that the applicant is not of pensionable age.
- 6) To accept, in circumstances which he considers appropriate, supported applications for amenity housing from applicants who would not normally be considered.
- 7) To accept an application for transfer to amenity or sheltered housing from two related persons of the same sex who agree to share the same bedroom and who give an undertaking that it is not their intention to make an application for separate or larger accommodation unless there is a change of circumstances approved by the Head of Housing and Community Safety.
- 8) To approve, in circumstances which he considers appropriate, applications for a break in a joint tenancy from partners living within the matrimonial home and wishing to be re-housed separately from other partners in accordance with the "A" group of the allocation scheme having been pointed on the basis of the applicant occupying half the accommodation available, unless otherwise decided by the Head of Housing and Community Safety.
- 9) Where a transfer request is received from an applicant occupying a sheltered house or a house which has been designed or adapted for occupation by a person with special needs and there is no longer a person with such needs occupying the dwellinghouse, to offer a transfer to the most appropriate suitable alternative accommodation of appropriate size as determined by the Head of Housing and Community Safety.

- 10) Where a transfer request is received from an applicant occupying a ground floor flat which is found to be suitable for an applicant with the medical priority Group "E", to offer the ground floor tenant a transfer to the most appropriate suitable alternative accommodation of appropriate size as determined by the Head of Housing and Community Safety.
- 11) Where an applicant, normally elderly, is in need of support from family who live in another part of the city, to move the applicant nearer to the supportive family and in certain circumstances to move the supportive family nearer to the applicant. Where the supportive family are to be moved nearer the applicant, they will only be considered for the same size and similar type of accommodation to that which they currently occupy.
- 12) In relation to succession to tenancies - (a) to accede, in circumstances which he considers appropriate, to requests by a grown-up member or members of a tenant's family arising from, for example, the tenant's intention to leave the house to re-marry, notwithstanding that the accommodation is in excess of the applicant's requirements; and in the event of the declinature of such a request, to offer, in circumstances which he considers appropriate, suitable alternative accommodation, (b) to accede, in circumstances which he considers appropriate, to requests by sole tenants to transfer the tenancy to a partner, (c) to accede, in circumstances which he considers appropriate, to requests by persons, within the definition of qualified persons, who are not entitled to succeed on the death of the tenant because the tenancy has already been succeeded to, (d) on the death of the tenant either to grant, in circumstances he considers appropriate, a tenancy to a person who is not a qualified person but who has occupied the house concerned for a period of not less than ten years or to grant such a person a tenancy of suitable alternative accommodation; and (e) to grant an applicant who qualifies to succeed to the tenancy of a particular house in terms of statute the

- tenancy of suitable alternative suitable accommodation should he or she so wish and it is in the Council's best interests to do so.
- 13) To transfer sheltered housing tenants within the same sheltered housing development where the tenants circumstances have changed since originally allocated sheltered housing and where the current accommodation is now considered to be no longer suitable.
  - 14) Where a vacancy arises within a tenement block (with the exception of any ground floor flat which is required for letting on medical grounds), to grant a request for transfer to accommodation of the same size from a tenant whose spouse or partner has recently died and who is a current transfer applicant within that block and who expresses an interest in the particular vacancy. In the event of more than one tenant expressing such an interest, to offer the vacancy to the tenant with the longest period of residence within the particular block.
  - 15) Where a vacancy arises within a multi-storey block comprising 3 apartment and 2 apartment flats or flats of the same size, to grant a request for transfer from a tenant whose spouse or partner has recently died and who is a current transfer applicant within that block and who expresses an interest in the particular vacancy, regardless of the size of the accommodation. In the event of more than one tenant expressing such an interest, to offer the vacancy to the tenant with the longest period of residence within the particular block.
  - 16) To define individual houses as hard to let and subsequently to allocate such houses outwith priority in the interests of good housing management.
  - 17) To accede, in appropriate circumstances, to requests for housing/re-housing from applicants who are in rent arrears or have any other outstanding debt to the Council on the basis that a satisfactory arrangement has been made in relation to the outstanding debt. Thereafter the application would be considered on normal turn of points priority.

- 18) To re-house a tenant to accommodation of a similar size and type or smaller than currently occupied in cases of fear of victimisation by neighbours or the family of neighbours.
- 19) Where only one or two tenants remain in occupation of an otherwise vacant tenement dwelling within a housing scheme designated as a housing initiative area, to allow transfers to similar housing initiative accommodation.
- 20) Where a tenant has been admitted to hospital or a residential care establishment on a long-term basis to accept the voluntary termination of the tenancy on the understanding that accommodation of the same size and type in the same letting area is readily available, otherwise in an area of similar letting demand will be offered on discharge provided the tenancy has been considered to have been conducted satisfactorily and that a satisfactory arrangement has been made at the termination of the tenancy to pay any outstanding debt.
- 21) Where a single tenant sentenced to a term of imprisonment which will lead to his or her absence from home for a period exceeding 26 weeks has terminated the tenancy (on the basis that the tenant shall be responsible for the removal and storage of any furniture and personal effects), to offer accommodation of a suitable size and similar type within the same letting area if readily available otherwise in an area of similar letting demand on release from prison provided the tenancy has been considered to have been conducted satisfactorily and that a satisfactory arrangement has been made at the termination of the tenancy to pay any outstanding debt.
- 22) In relation to requests for transfers of tenancies to accede, in appropriate circumstances, to requests by a member or members of a tenant's family, over 16 years of age, arising from the tenant's intention to leave the house (for example to marry), even if the accommodation is in excess of the applicant's requirements; and in

- the event of the declinature of such a request, to offer, in appropriate circumstances, suitable alternative flatted accommodation.
- 23) In relation to requests for transfers of tenancies to accede, in appropriate circumstances, to requests by sole tenants to transfer the tenancy to a partner.
  - 24) In relation to requests for a first or second succession to a tenancy from a qualified person, to grant the succession and thereafter offer a transfer should the person so wish and it is in the interests of the Service. This should be to flatted accommodation of appropriate size within the same area or areas of similar letting demand.
  - 25) In relation to requests for a succession to a tenancy from a non-qualified person, where the non-qualified person has been in the property for up to 10 years, consideration should be given to grant the succession or alternatively flatted accommodation of appropriate size and within such area as may be determined by the Head of Housing and Community Safety having regard to the size, type and letting demand of the property.
  - 26) In relation to requests for a succession to a tenancy from a qualified or non-qualified person, where they have been in the property for more than 10 years, the applicant should be granted the succession and thereafter offered a transfer should they wish. This should be to flatted accommodation of appropriate size within the same area or areas of similar letting demand.
  - 27) In relation to a request for a third succession to a tenancy from a qualified or non-qualified person, where the qualified or non-qualified person has been in the property for up to 10 years, consideration should be given to the size, type and letting demand of the property. Thereafter, if deemed appropriate, the applicant should be granted the succession or alternatively offered suitable alternative accommodation. This should be of flatted accommodation of appropriate size and may be in any area, as determined by the Head of Housing and Community Safety.

- 28) Where an offer of accommodation has been accepted but one partner dies or goes into a residential home or institution prior to the lease being signed to permit the remaining partner to occupy the accommodation provided that the accommodation is of a size suitable to his or her needs.
- 29) Where a tenant is unwilling to maintain their garden in a tidy condition and the tenant is willing to move of their own accord, to arrange to re-house the tenant in flatted accommodation without a garden.
- 30) Where, as a result of fire, flood, etc. which cannot be proved to have been intentional, neighbours make representations that a tenant be re-housed, to offer the tenant concerned accommodation of a similar size and type or smaller than currently occupied.
- 31) To re-house tenants involved in circumstances where no more than two tenants remain in occupation of a Council owned non-state aided block which is below tolerable standard.
- 32) To transfer tenants, on a temporary basis, to same size and similar type accommodation within the same letting area, if readily available, otherwise in an area of similar letting demand, where transfer is considered by the Head of Housing and Community Safety to be necessary to enable essential repairs or improvements to be carried out.
- 33) To transfer tenants, on a permanent basis to same size and similar type accommodation within the same letting area, if readily available, otherwise in an area of similar letting demand where transfer is considered by the Head of Housing and Community Safety to be necessary to enable essential repairs or improvements to be carried out.
- 34) To arrange, where considered appropriate, for the provision of temporary flatted accommodation of a suitable size within the same letting area, if readily available otherwise suitable alternative letting areas for owner occupiers on grounds of social or medical needs

- where improvement work is being carried out with the aid of an improvement grant but outwith the Housing Action area.
- 35) To arrange for the provision of temporary flatted accommodation of a suitable size within the same letting area, if readily available, otherwise suitable alternative letting areas to tenants of a private sector accommodation which is the subject of a Repairs Notice under Section 108 of the Housing (Scotland) Act 1987 in cases where a landlord is unable to secure alternative accommodation.
  - 36) To re-house a tenant to accommodation of a similar size (or smaller) than currently occupied and similar type in cases of violence, intimidation, fear of victimisation or other harassment by neighbours or any party where no other suitable remedy exists.
  - 37) To re-house a tenant to accommodation of a similar size (or smaller) than currently occupied and similar type in cases of bereavement where death was due to violent or traumatic circumstances.
  - 38) To re-house a tenant to accommodation of a similar size (or smaller) than currently occupied and similar type in cases where a former partner or close relatives of a former partner have moved into or are living in accommodation situated in close proximity to the tenant.
  - 39) To re-house a tenant to accommodation of a similar size (or smaller) than currently occupied and similar type in cases where the tenant is suffering harassment by a partner, ex-partner or relative of ex-partner following a decision by the Court regarding the tenancy of the matrimonial home.
  - 40) To re-house a tenant to accommodation of a similar size (or smaller) than currently occupied and similar type in cases where the tenant is suffering harassment by a partner, ex-partner or relative of ex-partner and where the Head of Housing and Community Safety is satisfied that an attempt to continue living in the current accommodation would likely be met with violence or threats of violence.



- 41) To re-house a tenant to accommodation of a similar size (or smaller) than currently occupied and similar type in cases where the natural parent/s of an adopted or fostered child move into accommodation situated in close proximity to the tenant.
- 42) To re-house a tenant to accommodation of a similar size (or smaller) than currently occupied and similar type in cases where there have been repeated break-in incidents DIRECTED AT THE TENANT, subject to corroboration by the police.
- 43) To re-house a tenant to accommodation of a similar size (or smaller) than currently occupied and similar type in cases where a tenancy has recently been created (normally within 12 months), is proving unsatisfactory and the tenant concerned is prepared to move.
- 44) Where there has been an irreconcilable dispute between two non-compatible neighbours, to offer accommodation of a similar size (or smaller) than currently occupied and similar type to either or both parties.
- 45) To re-house a tenant to accommodation of a similar size (or smaller) and type in an area of similar letting demand in cases where the tenant or their family are considered, to the satisfaction of the Head of Housing and Community Safety, to be the victim of racial harassment or live in fear of such harassment.
- 46) To allocate the equivalent number of one bedroomed flatted properties to recipients of housing support from Mental Health service providers, where identified to require housing and support via the Community Mental Health Team or an existing service provider where an organisation is returning a property used for grouped living purposes to mainstream housing.
- 47) To transfer sheltered housing tenants to similar type accommodation based on their original points award.
- 48) To make available to incoming employees of the Council suitable flatted accommodation for a period not exceeding 6 months.

- 49) To accept applications for the creation of a joint tenancy from two co-habitee persons of the same sex.
- 50) To decline applications for mutual exchanges in circumstances where one of the parties dies prior to the appropriate legal formalities being finalised.
- 51) To determine in consultation with the Head of Finance each application under the Rent to Mortgage Scheme in the manner considered most favourable to the Council.
- 52) To determine in connection with the Right-to-Buy legislation, whether or not to accept late acceptances of offers to sell timeously served having regard to the likelihood of a significantly altered valuation being adopted if the late acceptance were rejected and a fresh application submitted.
- 53) To approve the permanent decanting of tenants whose homes have been identified for upgrading to already upgraded void properties.
- 54) To allocate properties which have been adapted for a person with a disability where possible to the most appropriate applicant on the Council's waiting or transfer list.
- 55) To accept applications for lease of municipal houses by organisations the principles of which are beneficial to the community as a whole, where these would have no detrimental effect on the waiting or transfer lists for such properties.
- 56) To offer accommodation on a like for like basis to a person requiring care and support, or their carer (irrespective of client group), on the satisfaction that the qualifying criteria outlined in the Criteria for Care Transfer Scheme have been fulfilled.
- 57) To offer accommodation of a similar size and type in an area of a similar letting demand to a non-Council tenant (Housing Association or co-operative) where the tenant is occupying an adapted property or a property built specifically for a person with a physical disability

- and the tenant no longer has the need for the accommodation and the demand exists for the property.
- 58) To permit the retention, on the loss of an expected child, of the points award made in respect of an applicant's pregnancy, on the understanding that no similar points award will be made in relation to the applicant's first subsequent pregnancy.
- 59) To instruct the raising of any court proceedings, or the taking of any other legal action, in respect of houses in the Council's ownership or any other housing function and to instruct the enforcement of any court orders or decrees obtained in such proceedings or legal action.
- 60) To permit a tenant of Aberdeen City Council to be re-housed to accommodation of a similar size, type and letting area where a Scottish Secure tenancy proves to be unsatisfactory, and the tenant is prepared to be re-housed and to accept a Short Scottish Secure tenancy, together with appropriate housing support.
- 61) To approve or decline applications from tenants of Council houses for:
- (i) Erection of lock-up garages
  - (ii) Installation of car runways
  - (iii) Erection of boundary enclosures including walls, fences, gates, etc
  - (iv) Erection of outbuildings including garden sheds, greenhouses and pigeon lofts
  - (v) External alterations and additions to houses including enclosures of verandas, erection of satellite dishes, replacement of external doors and replacement windows
  - (vi) Internal alterations and additions to houses including replacement of sink units, kitchen fitments and bathroom suites, installation of bathroom showers, central heating, removal of internal coal cellars, removal of coal fires and

installation of alternative forms of heating, and electrical rewiring and upgrading.

- 62) To approve, decline or defer routine applications in respect of housing improvement or repair grants or grants for the provision of fire escapes in houses in multiple occupation on the understanding that:
- (i) where appropriate the expenditure involved has been approved by the Head of Finance as falling within approved Council limits;
  - (ii) a report containing a list of the various applications together with the decisions and sums approved be placed in the Members' Library and given to Group Leaders prior to each meeting of the Committee for information purposes;
  - (iii) all applications of an unusual or novel nature are reported to Committee for determination.
- 63) To appoint external consultants as and when necessary in connection with projects included in the Housing Capital Plan or financed from appropriate revenue budgets or in connection with proposals or developments instructed by the Council or any Committee of the Council.
- 64) To approve requests for the division of mutual drying greens subject to the agreement, where appropriate, of affected neighbouring tenants.
- 65) To approve applications based on medical need, to replace warm air heating systems with conventional heating systems on the understanding that a report containing a list of the various applications will be placed in the Members' Library and given to Group Leaders prior to the meeting of each Committee for information purposes with a summary report being presented to each Committee meeting.

- 66) To arrange for payments to be made in terms of Section 58 of the Housing (Scotland) Act 1987 to Council tenants at the termination of a secure tenancy in respect of improvements carried out by them, including the construction of garages, during the currency of the tenancy, with the consent of the Council, in terms of Council policy.
- 67) To adopt amenity areas subject to the areas being brought up to a standard suitable for adoption and the owners paying to the Council a capitalised maintenance charge.
- 68) To grant requests for funding to be paid from Section 75 and the income from the discount for Council Tax on second homes and long term empty properties up to a value of £30,000 for small scale works.
- 69) To assess and approve as necessary, on a case by case basis, applications from Council tenants occupying 3+ bedroom family homes, who wished to downsize to smaller accommodation.
- 70) In consultation with appropriate officials to decline offers to purchase Council land or property and offers to sell land or property to the Council, subject to the applicant having the right to request that the matter be referred to Committee for consideration.
- 71) In consultation with appropriate officials to acquire or sell land or property where the purchase or disposal price does not exceed such sums as the Council may from time to time determine, with the current maximum sum of £100,000.
- 72) In consultation with the relevant officials to sell or lease sites to statutory undertakers, allowing early entry to such sites in cases of urgency.
- 73) In consultation with appropriate officials to adopt amenity areas subject to the areas being brought up to a standard suitable for adoption and the owners paying the Council a capitalised maintenance charge.
- 74) In consultation with appropriate officials to make representations, negotiate and agree Rateable Values for properties where there is a

Council interest as proprietor, tenant or occupier, in relation to any Valuation Notice served on the Council.

- 75) To make representation on the Council's behalf to the Head of Planning and Sustainable Development for submission to the Planning Development Management Committee in situations where notice has been served on the Council as a party having a notifiable interest in neighbouring land which is subject to a planning application.
- 76) To determine, following consultation with the relevant officials, the most appropriate means whereby the Council's objectives and intentions in relation to the procurement of construction projects can best be achieved.
- 77) To determine the most appropriate form of contract to be adopted in the attainment of work instructed by the Council or any Committee of the Council and to take such steps as may be necessary to achieve timeous completion of work, such actions to include payment for the purchase of materials or components located outwith the works location and, in the event of liquidation or receivership, the appointment of new contractors or suppliers or manufacturers.
- 78) To acquire pre-owned vehicles and plant items where there is an economic advantage to the Council.

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**(B) SIGNED AUTHORISATION NOT REQUIRED**

- 79) To approve requests for permission to sub-let houses and to take in lodgers.
- 80) To deal with requests to operate businesses from Council houses, subject to a right of appeal by the tenant to the Committee.
- 81) To grant tenancies of municipal houses.
- 82) To grant tenancies of municipal lock-ups and garage sites.

- 83) To sign and to authorise Senior Housing Assistants and Senior Arrears Officers to sign Notices of Proceedings for Recovery of Possession of Council properties for rent arrears and estate management reasons.
- 84) To grant applications by tenants for permission to keep pets.
- 85) To take all necessary action in circumstances where a secure tenancy passes by operation of law to a qualified person.
- 86) To approve requests for leave of absence of a municipal house.
- 87) To take all necessary action in relation to the unauthorised occupation of municipal houses.
- 88) To authorise, in consultation with the Head of Legal and Democratic Services for the raising by the Head of Legal and Democratic Services on behalf of the Council of proceedings in appropriate cases for the recovery of possession of municipal houses on any of the grounds specified in paragraphs 1 – 15 inclusive of Part 1 of Schedule 3 to the Housing (Scotland) Act 2001 provided that the Head of Legal and Democratic Services is satisfied that the grounds for terminating the tenancy are sufficient in law and can be substantiated.
- 89) To deal, in consultation with the Head of Legal and Democratic Services, with cases of unauthorised or irregular occupation of municipal houses by persons other than the tenant.
- 90) To identify areas within the City that may be excluded from applications to purchase Council garages, garage sites and lock-ups.
- 91) To grant any of the licences or registrations as may be determined by the appropriate Committee.
- 92) To determine, in consultation with the Head of Finance, such annual increase, if any, as may be required in licence fees, registration fees, and the other charges as may be determined by the appropriate Committee.

- 93) To arrange for payments to be made in terms of Section 234 of the Housing (Scotland) Act 1987 where a tenant is required to remove from their house in order to facilitate the carrying out of repairs or where the Head of Housing and Community Safety in the exercise of his delegated powers arranged for the provision of temporary or permanent re-housing to tenants in houses which are affected by a modernisation scheme.
- 94) To implement the Council's Tenant's Grants Scheme and approve or decline applications in terms thereof in respect of kitchen replacement, bathroom replacement, window replacement and the provision of central heating within the criteria approved by the Council.
- 95) To increase the relative priority of homeless families and couples where the short term supply and demand for housing is impacting on the Council's statutory duty to offer appropriate permanent housing.
- 96) To delegate to Area Housing Managers, in consultation with the relevant Head of Service, to either terminate or continue within the categories in future and to grant or decline future applications from organisations to lease Council properties.
- 97) To authorise the Senior Private Sector Housing Officer (Scheme of Assistance), the Private Sector Housing Manager, and other officers as appropriate, to sign Work Notices and Maintenance Orders under the provisions of the Housing (Scotland) Act 2006.
- 98) To authorise the Senior Private Sector Housing Officer (Rented Sector), the Private Sector Housing Manager, and other officers as appropriate, to sign Rent Penalty Notices under the provisions of the Antisocial Behaviour etc. (Scotland) Act 2004.

99) To authorise the Director of Housing and Environment, the Private Sector Housing Manager and the Senior Private Sector Housing Officer (Rented Sector) to:-

- grant HMO licence variation applications

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- grant temporary exemption orders and extensions to same
- make orders under Section 144 (suspension of rent etc)
- make requirements under Section 145 (power to require rectification of breach of HMO Licence)
- sign and serve (or arrange for or instruct the service of) HMO amenity notices and all notices of the above types of decision and take, or arrange for or instruct the taking of, any action necessary in connection with doing any of the foregoing

all in terms of the provisions of Part 5 of the Housing (Scotland) Act 2006.

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100) To dispose of individual properties following a value for money appraisal where this option is the most appropriate for the Housing Revenue Account ensuring that (a) the price is at full market value; and (b) the local members for the area have been consulted on the proposals and that the monies received from such disposals be ring fenced for the Affordable Housing Budget.

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101) To assess individual kinship carer applications on a case by case basis and grant increased priority where the need for alternative accommodation is of an urgent nature, applicants who are currently Council tenants or tenants of a Registered Social Landlord within the city may be offered properties of a similar type in areas of similar letting demand. Applicants from the private sector or tenants of a Registered Social Landlord outside the city will be offered flatted accommodation only.

102) To authorise spend on Equipment and Adaptation cases in consultation with the Head of Finance.

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## **HEAD OF ENVIRONMENTAL SERVICES**

- 1) To waive dog warden service charges in whole or in part in those cases where he considers that the imposition of a charge or full charge would cause genuine hardship and distress to the dog owner concerned.
- 2) To give consents in respect of applications made to the Council under Section 61 of the Control of Pollution Act 1974 and, at his discretion, to publish any consents given in respect of such applications.
- 3) To place on a register of houses let in lodging those premises where conditions are found to such that control is desirable.
- 4) To issue Certificates as required under Section 39(4) of the Civic Government (Scotland) Act 1982 regarding the compliance of vehicles, kiosks or moveable stalls with relevant regulations made under Section 16(1)(d) of the Food Safety Act 1990.
- 5) To implement any action required under sub-section 3 of Section 87, Section 90(2)(3)(4) and (7); and sub-section 7 of Section 92 of the Civic Government (Scotland) Act 1982 (immediate repair of buildings in the interests of health and safety, installation of lights in private properties and removal of litter from private courts, etc.).
- 6) To issue Certificates as required by Section 23(1) and (4) of the Licensing (Scotland) Act 1976 regarding the compliance of premises with Regulations made under Section 16(1)(d) of the Food Safety Act 1990 relating to construction, layout, drainage, ventilation, lighting and water supply or concerned with the provision of sanitary and washing facilities.
- 7) To engage temporary staff for a limited period in the event of the emergency mortuary being required for use and the departmental staff being insufficient in number having regard to the size of the emergency.

- 8) To authorise any official veterinary surgeon, acting for the Council, for any of the statutory purposes for which an official veterinary surgeon is required.
- 9) To make observations in terms of the Fresh Meat Export (Hygiene and Inspection) (Scotland) Regulations, 1981/84 in respect of any applications referred to the Council by the SOAEFD.
- 10) To take such action as is necessary with regard to the administrative arrangements under Part 1 of the Food and Environmental Protection Act 1985.
- 11) To revoke the registration and/or licences of dairy producers who have been accepted into the milk outgoer scheme operated by the Scottish Government Environment and Rural Affairs Department.
- 12) To make application to the Sheriff, under Section 27 of the Water (Scotland) Act 1980, to close or restrict the use of water from a polluted source.
- 13) To approve chimney heights under Section 14, 15 and 16 of the Clean Air Act 1993.
- 14) To report to the Scottish Government, in terms of Section 46 of the Clean Air Act 1993, any crown premises failing to comply with the Act as listed in Section 46(1)(a)-(d).
- 15) To attend or authorise a member or members of his/her staff to attend meetings of any of the bodies listed in Appendix 4 hereto but always subject to the exigencies of the service.
- 16) To authorise such other persons as may be required in terms of Section 20(2)(c)(i) of the Health and Safety at Work, etc. Act 1974 and Section 32(4) of the Food Safety Act 1990 to enable an inspector to be accompanied on visits to premises by specialists from other fields.
- 17) To remove and dispose of abandoned vehicles in terms of the Refuse Disposal (Amenity) Act 1978.

- 18) To act as a competent objector in terms of Section 16 of the Licensing (Scotland) Act 1976 in respect of applications to the Licensing Board to renew, permanently transfer or make application for a new licence.
- 19) To exercise the discretion contained in Regulation G(2) of the Control of Asbestos at Work Regulations 1987 concerning the commencement of work with asbestos.
- 20) To exercise the Council's powers under the Food Safety Act 1990 and the Food Safety (Sampling and Qualifications) Regulations 1990.
- 21) To undertake Port Health duties under the Public Health (Scotland) Act 1945 and the Airports Authority Act 1965.
- 22) To authorise officers to exercise the powers of entry conferred by Section 32 of the Food Safety Act 1990 in respect of premises whether within or outwith the City.
- 23) In consultation with the Head of Finance, to accept bequests requiring provision by the Council for the upkeep and maintenance in perpetuity of individual graves and tomb stones in cemeteries under the control of the Council in such cases where the amount of the bequest is sufficient to cover the cost of maintenance and upkeep of the grave and of any tomb stone.
- 24) To exercise the Council's powers under the Noise and Statutory Nuisance Act 1998.
- 25) To deal with the provisions of the Aberdeen Scientific Services Laboratory.
- 26) As Market Officer to take decisions on all matters involved in the day-to-day administration of the Castlegate and Green markets including all disciplinary matters and grievances, subject to a right of appeal to Members and also to a right on the part of the Market Officer to refer particular issues, with or without recommendations,

to the consideration of the Enterprise, Strategic Planning and Infrastructure Committee.

27) To make and serve Closing Orders in terms of Section 114 of the Housing (Scotland) Act 1987 where a house does not meet the tolerable standard and ought to be demolished, and the house forms only part of a building which does not comprise only of houses which do not meet the tolerable standard; to make and serve Demolition Orders in terms of Section 115 of the Housing (Scotland) Act 1987 where any building comprises only a house, or houses which do not meet the tolerable standard and ought to be demolished; to make and serve Revocation Orders in terms of Section 116 of the Housing (Scotland) Act 1987 where a house has been brought up to the tolerable standard following the making of a Closure Order or Demolition Order; to accept and reject undertakings to bring properties up to the tolerable standard and to make and serve Suspension Orders and notices of rejection in terms of Section 117 of the Housing (Scotland) Act 1987 where undertakings are made in terms of that Section following the making of a Closure Order or Demolition Order, and the renewal or revocation of any Suspension Order so made.

**Deleted:** <#>To exercise the Council's power to grant licences in terms of the Petroleum (Consolidation) Act 1928.¶

To make, serve and amend Improvement Orders in terms of Section 88 of the Housing (Scotland) Act 1987 where a house does not meet the tolerable standard (the report detailed the definition of tolerable standard);

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28) To close tenanted Below Tolerable Standard Council houses in consultation with the appropriate Council officials.

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29) To make payments in terms of Section 304 of the Housing (Scotland) Act 1987 to applicants who qualify in terms of that Section following the making of a Closing or Demolition Order.

**Deleted:** <#>To approve or decline requests from applicants for extensions of time in which to complete improvement or repair work being carried out in dwellings.¶

### (C) GENERAL DELEGATIONS - HEAD OF ENVIRONMENTAL SERVICES

1) To exercise the Council's enforcement powers under the Environmental Protection Act 1990 and authorise the use of

abatement and fixed penalty notices under Parts III and IV of the Act respectively.

- 2) To authorise officers to exercise the powers conferred on the Council by Environmental Health and Public Health legislation.
- 3) To authorise Noise Control Officers, Environmental Health Officers and Authorised Officers within the Environmental Protection Section and Housing Assistants (helpline) to implement Part 5 of the Anti-Social Behaviour, etc. (Scotland) Act 2004.
- 4) To lodge objections or to make representations on the Council's behalf to applications for licences and the renewal and variation of licences, submitted to the Aberdeen City Licensing Board and the Council's Licensing Committee in cases where the Council are permitted by statute to object to such applications.
- 5) To authorise Environmental Health enforcement staff to carry out the new enforcement provisions contained in Section 80 of the Environmental Protection Act 1990, as amended by the Public Health etc (Scotland) Act 2008.
- 6) To authorise Public Health Managers and Principal Environmental Health Officers to sign Abatement Notices in relation to insect nuisance, artificial light pollution, and nuisance associated with water as well as Fixed Penalty Notices served in terms of Section 80 of the Environmental Protection Act 1990.
- 7) To authorise Environmental Health enforcement staff to enforce the provision of regulations which are made under Part 8 of the Public Health etc (Scotland) Act 2008 in relation to sunbeds, including the power to serve Fixed Penalty Notices in terms of Section 105 of the Act.
- 8) To authorise officers to exercise the powers conferred on the Council by Consumer Protection/Trading Standards legislation.
- 9) To revoke or suspend licences in terms of the Petroleum (Consolidation) Act 1928.

- 10) To exercise the statutory functions of the Council as a Local Weights and Measures Authority.
- 11) To exercise the Council's power to grant licences in terms of the Petroleum (Consolidation) Act 1928.
- 12) To authorise, sign, issue and where necessary, revoke the necessary authorisations, in relation to the Scottish Scambusters Team.

13) To authorise, sign, issue and where necessary, revoke the necessary authorisations, in relation to the Scottish Illegal Money Lending Unit.

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14) To authorise, sign, issue and where necessary, revoke the necessary authorisations, for Aberdeenshire Council Trading Standards staff in relation to Animal Feeding Stuffs legislation enforcement, specifically the Agriculture Act 1970 (Part IV Fertilisers and Feeding Stuffs), the Feed (Hygiene and Enforcement) (Scotland) Regulations 2005, Official Feed and Food Controls (Scotland) Regulations 2005, Genetically Modified Animal Feed Regulations 2005 and the Transmissible Spongiform Encephalopathies (Scotland) Regulations 2010.

15) To authorise officers of the Trading Standards Service to issue, vary and revoke product safety notices under Section 14 of the Consumer Protection Act 1987 and regulations 11 to 15 of the General Product Safety Regulations 2005.

16) To deal with the registration of premises to store explosives and poisons and enforce the relevant provisions.

17) To authorise officers of the Trading Standards Service to enforce the Tobacco and Primary Medical Services Act 2010.

**Deleted:** To authorise appropriate officers to commence with the use of "Work Notices" on 1 April, 2010, once the current Serious Disrepair Notice falls, in order to use these enforcement powers to complete works where it is required.  
To authorise officers to decline any grant application relating to a Serious Disrepair Notice, that is either received after 31 March, 2010 and/or any applications relating to a Serious Disrepair Notice, that is incomplete as of 31 March, 2010, unless those applications pertain to properties within an active Housing Action Area where the termination date for grant approval would be 31 March, 2012.  
To authorise the carrying out at the Council's expense in the first instance with works necessary to comply with Serious Disrepair Notices, and to take appropriate action to recover the costs from the owners concerned, all subject to the maximum amount owing to the Council at any one time not exceeding £1million.

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## DIRECTOR OF ENTERPRISE, PLANNING AND INFRASTRUCTURE

1. To be authorised, with the approval of the Council's Internal Audit function, to exercise discretion in determining bonus payments in cases as described within a report approved by the former City of Aberdeen District Council on 9<sup>th</sup> April, 1985 (Article 4/5) in order that bonus payable does not fall below that which would be achieved by traditional calculation methods.
2. To discuss or negotiate on a without prejudice basis proposals and developments in respect of assistance to local industry in terms of land transactions, premises (in consultation with the Council's asset management team) and finance (in consultation with the Head of Finance), and to bring the matter to the attention of the Enterprise, Strategic Planning and Infrastructure Committee when considered appropriate so to do.
3. To dispose of all applications for assistance under the Aberdeen Business Enterprise Scheme up to a total of £20,000 on any one occasion, subject to reports summarising any action so taken being submitted regularly to the Enterprise, Planning and Infrastructure Committee, for information.
4. To dispose of applications for assistance through Community Business Small Grants up to a maximum of £5,000 in any one occasion.

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## HEAD OF ASSET MANAGEMENT AND OPERATIONS

1. To travel, or at his discretion, to authorise a senior member of staff to travel outwith the City for the purpose of visiting potential or actual manufacturers, suppliers, sub-contractors, customers and other public bodies as and when necessary upon the basis that any expenditure involved be funded from the relevant Service's current revenue.
2. To implement procedures in respect of the invitation and acceptance of tenders, the Council having made an appropriate direction in terms of Standing Order 7, and to enter into negotiations on quotations or tenders in respect of contract material or sub-contract services where they form part of a tender on the basis that suitable records be maintained.
3. To price tenders having regard to the workload and financial viability requirements.
4. To appoint on fixed term contracts, staff associated with contract works with costs to be funded entirely from within the current revenue of the relevant services and the duration of individual fixed term contracts to be at the discretion of the Head of Service.
5. To grant or decline the Council's consent as Landlords and/or Superiors in respect of all developments proposed to be carried out and variations to existing consents on condition that all other planning and/or other consents and approvals are obtained and subject, where an application is declined, to the applicant having the right to request that the matter be referred to Committee for consideration.
6. In consultation with the Head of Legal and Democratic Services to grant or decline applications for retrospective Landlord's and/or Superior's consent on condition that recognition is given to all other, including planning, consents and approvals have been obtained and subject, where an applications is declined, to the applicant having the

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- right to request that the matter be referred to Committee for consideration.
7. To charge for the granting of Landlord's/Superior's consents subject to the Council approving a schedule for charges which should be the subject of review at regular intervals.
  8. To approve or otherwise, in consultation with other officials as appropriate, the granting of Minutes of Waiver.
  9. To discuss and/or negotiate, on a without prejudice basis, proposals and developments for Council owned property and to bring the matter to the attention of the appropriate Committee when considered appropriate to do so.
  10. In consultation with the Head of Legal and Democratic Services to make arrangements for reference of disputed compensation to be determined by arbitration or by the Lands Tribunal.
  11. To instruct the Head of Legal and Democratic Services to pursue the irritancy of leases for periods less than 21 years provided that the Head of Legal and Democratic Services is satisfied that the grounds for irritating the lease are sufficient in law and can be substantiated.
  12. To approve assignments or sub-leases either in whole or in part where no change of use is involved or where any change of use continues to fall within the scope of Use Classes 1, 2, 4, 5 and 6 of the Town and Country Planning (Use Classes) (Scotland) Order 1997.
  13. ~~To grant new leases, extensions and variations of existing leases~~ and to agree rent reviews and terminations, and otherwise to attend to the general management of land and property in the Council's ownership, including the advertising of property for sale or lease, on condition that terms and conditions for new leases of 21 years and over are submitted to Committee for approval.

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14. In consultation with the Head of Legal and Democratic Services to make arrangements in terms of a lease for reference of a revised rent or dispute to arbitration.
15. In consultation with appropriate officials to decline offers to purchase Council land or property and offers to sell land or property to the Council, subject to the application having the right to request that the matter be referred to Committee for consideration.
16. In consultation with appropriate officials to acquire or sell land or property where the purchase or disposal price does not exceed such sums as the Council may from time to time determine, with the current maximum sum of £250,000.
17. In consultation with the relevant officials to sell or lease sites to statutory undertakers, allowing early entry to such sites in cases of urgency.
18. To pay statutory disturbance and home loss payments where appropriate in terms of the Land Compensation (Scotland) Acts.
19. In consultation with appropriate officials to adopt amenity areas subject to the areas being brought up to a standard suitable for adoption and the owners paying the Council a capitalised maintenance charge.
20. In consultation with appropriate officials to make representations, negotiate and agree Rateable Values for properties where there is a Council interest as proprietor, tenant or occupier, in relation to any Valuation Notice served on the Council.
21. In consultation with appropriate officials to grant wayleaves over all Council owned properties.
22. To negotiate appropriate terms and conditions for the amendment of ground leases in cases where tenants are seeking landlords consent for a partial sub-lease to permit the erection of a telecommunications mast, provided (i) the site in question is situated within an industrial

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- estate and not in proximity to housing, and (ii) the prior approval of the local ward member has been obtained.
23. In consultation with the local members and the Convener of the Property Sub Committee, to decline any application or plan submitted for the consent of the Council as Superiors and involving encroachment onto a footpath which is mutual to the applicant and the council, or encroachment into a drying green which is mutual to the applicant and the Council in the event of any tenant, or neighbouring occupiers, with tenancy rights in any land which is affected thereby, stating in writing that they object to the proposed encroachment, reporting to the Property Sub Committee if any Member objects to the proposed decision.
24. In consultation with the local members and the Convener of the Property Sub Committee, to approve on appropriate conditions applications for the Council's consent as Superiors to the erection of extensions at the rear of existing dwellinghouses which involve the repositioning of mutual access paths in circumstances where there are no objections from neighbouring occupiers, reporting to the Property Sub Committee if any Member objects to the proposed decision.
25. To appoint external consultants as and when necessary in connection with projects included in the Non Housing Capital Plan or financed from appropriate revenue budgets or in connection with proposals or developments instructed by the Council or any Committee of the Council.
26. To make representation on the Council's behalf to the Head of Planning and Sustainable Development, for submission to the Planning Development Management Committee, in situations where notice has been served on the Council as a party having a notifiable interest in neighbouring land which is subject to a planning application.

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27. To determine, following consultation with the relevant officials, the most appropriate means whereby the Council's objectives and intentions in relation to the procurement of construction projects can best be achieved.
28. To determine the most appropriate form of contract to be adopted in the attainment of work instructed by the Council or any Committee of the Council and to take such steps as may be necessary to achieve timeous completion of work, such actions to include payment for the purchase of materials or components located outwith the works location and, in the event of liquidation or receivership, the appointment of new contractors or suppliers or manufacturers.
29. To arrange for the provision of street lighting where the expenditure involved can be met from the relevant budget.
30. To acquire pre-owned vehicles and plant items where there is an economic advantage to the Council.
31. To maintain a list of public roads including classification of roads network.
32. In consultation with the local members and the Convener of the Enterprise, [Strategic](#) Planning and Infrastructure Committee, to manage and maintain all roads on a list of public roads including power to reconstruct, alter, widen, improve or renew any such road within approved budgets, reporting to the Enterprise, [Strategic](#) Planning and Infrastructure Committee if any Member objects to the proposed decision.
33. To promote the construction of new roads and infrastructure schemes where the scheme is included in the local transport strategy and associated budget.
34. In consultation with the local members and the Convener of the Enterprise, [Strategic](#) Planning and Infrastructure Committee, to exercise the control of road occupations, reporting to the Enterprise, [Strategic](#) Planning and Infrastructure Committee if any Member objects to the proposed decision.

35. To control street openings including the application of the New Roads and Street Works Act.
36. To implement arrangements for traffic management and related street furniture.
37. To undertake road safety audits.
38. To represent the Council's interest with regard to coast protection and flood prevention matters including the development of the Flood Risk Management Plan,
39. In consultation with the local members and the Convener of the Enterprise, Strategic Planning and Infrastructure Committee and in liaison with the Head of Legal and Democratic Services, to deal with preliminary statutory responses to traffic orders, to report to the Enterprise, Strategic Planning and Infrastructure Committee if concerns have been raised or to request the Head of Legal and Democratic Services to move to the main statutory stage without the prior referral of preliminary responses to Committee, if those responses contained nothing distinctive enough to raise concern that the person or organisation responding would have expected Committee-level consideration at the early stage.
40. In liaison with the Head of Legal and Democratic Services, to arrange for traffic orders to be signed, sealed and implemented without further recourse to Committee if the full-scale statutory advertisement has yielded no objections.
41. To authorise officers as required in respect of the rights of entry and inspection contained in Section 5 of Part I of the Civic Government (Scotland) Act 1982. (Also delegated to the Head of Legal and Democratic Services)
42. To authorise officers as required in respect of inspection and testing of vehicles and taxi meters as contained in Section 11 of Part I of the Civic Government (Scotland) Act 1982. (Also delegated to the Head of Legal and Democratic Services)

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43. To accept in consultation with the Conveners of the Enterprise, Strategic Planning and Infrastructure Committee and the Finance, Policy and Resources Committee, any tenders returned for endorsed NESTRANS Capital Programme Projects with a value exceeding £150,000 but not exceeding 10% over the estimated value of the contract, and therefore in accordance with Standing Order 76 would be subject to further approval by the Head of Legal and Democratic Services, on the authority of the appropriate Committee.

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**Deleted:** . . . 1. . . To discuss or negotiate on a without prejudice basis proposals and developments in respect of assistance to local industry in terms of land transactions, premises (in consultation with the Council's asset management team) and finance (in consultation with the Head of Finance), and to bring the matter to the attention of the Enterprise, Planning and Infrastructure Committee when considered appropriate so to do.¶  
. . . 2. . . To dispose of all applications for assistance under the Aberdeen Business Enterprise Scheme up to a total of £20,000 on any one occasion, subject to reports summarising any action so taken being submitted regularly to the Enterprise, Planning and Infrastructure Committee, for information.¶  
. . . 3. . . To dispose of applications for assistance through Community Business Small Grants up to a maximum of £5,000 in any one occasion.¶

## HEAD OF PLANNING & SUSTAINABLE DEVELOPMENT

**Note:** The powers delegated hereunder take account of the fact that all planning applications which come within the category of “local development” as defined in the Town and Country Planning (Hierarchy of Developments) (Scotland) Regulations 2009 (the hierarchy regulations), are dealt with under a separate Scheme of Delegation prepared in accordance with the provisions of Section 43A of the Town and Country Planning (Scotland) Act 1997.

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The Head of Planning and Sustainable Development (a member of its professional planning staff), or an appropriate person or persons nominated by the Head of Planning and Sustainable Development or subsequent title for this role (hereafter referred to as the Appointed Officer) is given delegated powers in the following circumstances:

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1. To grant planning permission (including planning permission in principle and the approval of consent, agreement or approval required by a condition imposed on a grant of planning permission in principle) in respect of applications falling within the category of “major development” as defined within the Town and Country Planning (Hierarchy of Development) (Scotland) Regulations 2009 **except** where that application

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(a) has been made by or on behalf of

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- an elected member of Aberdeen City Council, or
- a member of staff employed within the Planning and Sustainable Development Service of the planning authority, or

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□ the Chief Executive or any other member of the Senior Management Team (i.e. Director level), of the planning authority, on the basis of the details on the application form

(b) is being recommended for approval and requires to be the subject of formal notification to the Scottish Ministers as defined in the Schedule to the Town and Country Planning (Notification of Appeals) (Scotland) Direction 2009 (or other Scottish Government Direction)

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(i) has been subject to a formal decision by the planning authority, or Scottish Ministers have decided, that an Environmental Impact Assessment should be undertaken

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(ii) is being recommended for approval and has been then subject of formal objection by the local Community Council within whose area the application site falls, or by the Council's roads or environmental health service

(iii) has been the subject of six or more timeous letters of representation (following advertisement and/or notification) that express objection or concern about the proposal - representing a significant level of opposition to any major development proposal

(iv) is being recommended for approval and is considered by the Appointed Officer to be contrary to the adopted development plan strategy

The powers delegated to the Appointed Officer under paragraphs 1(i) to (iv) above are further qualified to the extent that the planning authority may decide, for whatever reason, that the particular circumstances of an application which would in terms of this Scheme fall to be determined by the Appointed

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Officer are such that the application should be determined by the Planning Development Management Committee. Applications shall be identified for potential treatment by the Head of Planning and Sustainable Development who, in consultation with the Convener of the Planning Development Management Committee, shall bring such cases to the notice of elected members in the form of a report to that Committee.

Notes

“Timeous letter of representation includes any written representation received by the Council no later than 3 full days following the expiry of the time period specified for representations to be made following the date of notification, or if applicable, advertisement of the application (whichever is the later). An extended period for making representations will only be applied over the Christmas period and details will be posted in advance on the Council’s website.

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The definition of a letter of representation was agreed by the Development Management Sub Committee on 17 June 2010:

- if more than one representation is submitted from a single individual or single email address this only counts as one representation
- a single letter with a number of signatures from one address counts as only one representation
- a petition is counted as one representation
- a representation will only be counted if it is from a specified email address or street address

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2. Under the terms of Sections 75 and 75A of the Town and Country Planning (Scotland) Act 1997, in relation to planning applications for major developments (as defined in 1. above) and in consultation with the Head of Legal and Democratic Services to:-

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- negotiate legal agreements relating to planning obligations and conclude in accordance with the decision taken by Committee or the Appointed Officer as applicable

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□ determine applications for Modifications or Discharge of Planning Obligations under Section 75A in relation to applications that have been determined by the Appointed Officer

3. To determine applications for Listed Building Consent and Conservation Area consent subject to the same exceptions contained in 1. above, and provided that the Scottish Ministers, if notified, have either made no observations or observations of a kind which can competently be made the subject of appropriate planning conditions.

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4. To determine any consent, agreement or approval required by a condition imposed on a grant of approval of any type of application with the exception of applications for approval of consent, agreement or approval required by a condition imposed on a grant of planning permission in principle for a development falling within the category of “major development” to which the criteria specified in 1. above apply.

5. To determine whether amendments are non-material and determine requests for non-material variation (in terms of Section 64 of the Town and Country Planning (Scotland) Act 1997, as amended) for all planning consents no matter how they were determined.

6. To issue planning consents where the Planning Development Management Committee (or the Enterprise, Strategic Planning and Infrastructure Committee or Full Council), has expressed a willingness to approve a development and the Scottish Ministers, having been notified, indicate no objections or intention to intervene or the period for so indicating has expired.

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7. To deal with Proposal of Application Notices in terms of Section 35B of the Town and Country Planning (Scotland) Act 1997 as amended, and Pre-Application Screening Notices in terms of

Section 35A(3) of the Town and Country Planning (Scotland) Act 1997 as amended.

8. To determine applications for advertisement consent.
9. To determine under the applicable Environmental Impact Assessment Regulations whether or not a particular planning application requires to be supported by an Environmental Statement (Screening opinion) and the scope of any such Statement (Scoping opinion).
10. To determine applications related to Prior Notification for agriculture/forestry or demolition of buildings (currently made under the Town and Country Planning (General Permitted Development) (Scotland) Order 1992 (as amended) schedule 1, Parts 6 & 7, and Part 23 Permitted Development Classes 18 & 21, and 70).
11. To grant Certificates of Lawfulness where in the opinion of the Head of Planning and Sustainable Development, there is no reasonable doubt that the use or development is or would be lawful without further planning approval.
12. In consultation with the Head of Legal and Democratic Services to serve Notices:-
  - Requiring an application for planning permission for development already carried out
  - Planning Contravention Notices
  - Stop Notices
  - Temporary Stop Notices
  - Breach of Condition Notices
  - Fixed Penalty Notices
  - Notices in terms of land adversely affecting the amenity of neighbourhood

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In terms of 33A, Section 125, Section 140, Section 144A to D, Section 145, Section 136A and Section 179 respectively of the Town and Country Planning (Scotland) Act 1997 as amended.

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13. To take, in consultation with the Head of Legal and Democratic Services, any necessary enforcement action in respect of unauthorised advertisements, poster panels (hoardings) or fly posting.

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14. To grant applications to fell, lop or top trees protected by Tree Preservation Orders or by virtue of their inclusion within Conservation Areas.

15. To approve the serving of Emergency Tree Preservation Orders subject to the appropriate Committee being informed.

16. To make observations on behalf of the planning authority on routine proposals by statutory undertakers.

17. To make observations on behalf of the planning authority to consultation requests from Aberdeenshire Council in respect of applications for development in Aberdeenshire.

18. To make any necessary changes to the wording of the development plan, prior to adoption, where those changes are drafting, or other matters of a minor nature which do not materially affect any policy or proposal in the plan.

19. To make any necessary changes to the wording of supplementary planning guidance, where those changes are drafting or technical matters or a minor nature which do not materially affect the substance or effect of the guidance.

20. To price tenders having regard to the workload and financial viability requirements.

21. To determine, following consultation with the relevant officials, the most appropriate means whereby the Council's objectives and intentions in relation to the procurement of construction projects can best be achieved.

22. To determine, following consultation with the relevant officials, the most appropriate form of contract to be adopted in the attainment of work instructed by the Council or any Committee of the Council and to take such steps as may be necessary to achieve timeous completion of work, such actions to include payment for the purchase of materials or components located outwith the works location and, in the event of liquidation or receivership, the appointment of new contractors or suppliers or manufacturers.

23. To appoint external consultants as and when necessary in connection with projects included in the Non-Housing Capital Plan or financed from appropriate revenue budgets or in connection with proposals or developments instructed by the Council or any other Committee of the Council.

24. To implement arrangements for traffic management or related street furniture.

25. In consultation with the local members and the Convener of the Enterprise, Strategic Planning and Infrastructure Committee, and in liaison with the Head of Legal and Democratic Services, to deal with preliminary statutory responses to traffic orders, to report to the Enterprise, Strategic Planning and Infrastructure Committee if concerns have been raised or to request the Head of Legal and Democratic Services to move to the main statutory stage without the prior referral of preliminary responses to Committee, if those responses contained nothing distinctive enough to raise concern that the person or organisation responding would have expected Committee-level consideration at an early stage.

26. In liaison with the Head of Legal and Democratic Services, to arrange for traffic orders to be signed, sealed and implemented without further recourse to Committee if the full-scale statutory advertisement has yielded no objections.

27.To promote the construction of new roads and infrastructure schemes where the scheme is included in the Regional Transport Strategy, Local Transport Strategy, Structure Plan/Strategic Development Plan and Local Plan/Local Development Plan and associated budget.

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28.To travel, or at his/her discretion, to authorise a senior member of staff to travel outwith the City for the purpose of visiting potential or actual manufacturers, suppliers, sub contactors, customers and other public bodies as and when necessary upon the basis that any expenditure involved be funded from the relevant Service's current revenue.

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29.To take appropriate steps to publicise the achievements of the Service, particularly in relation to planning policies, development and design briefs, and its role in preserving the City's architectural heritage in so far as listed buildings and Conservation Areas are concerned.

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30.To implement procedures in respect of the invitation and acceptance of tenders, the Council having made an appropriate direction in terms of Standing Order 7, and to enter into negotiations on quotations or tenders in respect of contract material or sub-contract services where they form part of a tender on the basis that suitable records be maintained.

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31.To act as "proper officer" for the purposes of the Building (Scotland) Act 2003 and to exercise the functions of the Council under the Building (Scotland) Act, in relation to dangerous and defective buildings, unauthorised works and requiring existing buildings to comply with Building Standards Regulations up to the point of making formal Orders with a value not exceeding £15,000.

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32.To determine applications for building warrants subject to a right of appeal to the Committee.

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33.To grant extensions to the life of building warrants and to the periods of use of buildings intended to have a limited life provided such requests are reasonable.

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34.To verify or refuse Completion submissions in terms of the Building (Scotland) Act, subject to a right of appeal to the Committee.

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35.To comment on behalf of the Council on Notices of Requirements served by the Firemaster under the Fire (Scotland) Act.

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36.To accept, in consultation with the Conveners of the Enterprise, Strategic Planning and Infrastructure and Finance, Policy and Resources Committees, any tenders returned for endorsed NESTRANS Capital Programme Projects with a value exceeding £150,000 but not exceeding 10% over the estimated value of the contract, and therefore according to Standing Order 76 would be subject to further approval from the Head of Legal and Democratic Services, on the authority of the appropriate Committee. Also delegated to the Head of Asset Management and Operations.

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37.To initiate Right of Way Diversion Order procedures where necessary and where no formal objections are anticipated following informal local Member and community consultations.

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38.To maintain a list of adopted core paths and review when appropriate.

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39.To construct, alter, widen, improve or renew adopted core paths within approved budgets, including power to maintain.

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40.To accept the most economically advantageous tenders for various advanced works and services required for the Aberdeen Western Peripheral Route with the Director of Corporate Governance and in consultation with the Conveners of the Enterprise, Strategic Planning and Infrastructure and Finance,



Policy and Resources Committees subject to the receipt of approvals from other funding partners.

41. To grant construction consent for new private roads and determine the value of security to be lodged in conjunction therewith (and in the event that construction proceeds in the absence of such security instruct enforcement action) and arrange for their adoption in terms of the appropriate legislation.

42. To respond to notified changes in local bus services subject to the appropriate Committee being informed.

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**Deleted:** <#>Subject to the same prohibition criteria as that contained in the Scheme of Delegation for dealing with local development applications and provided the development is not considered to represent a departure from the development plan, to grant planning permission (including planning permission in principle and the approval of consent, agreement or approval required by a condition imposed on a grant of planning permission in principle) in respect of applications falling within the category of "major development" as defined within the hierarchy regulations.¶  
... 2. . To deal with applications for non-material variation (Section 64 of the 1997 Act) for all planning consents no matter how they were determined.¶  
... 3. . To issue planning consents where the Development Management Sub-Committee (or the Enterprise, Planning and Infrastructure Committee or Full Council), has expressed a willingness to approve a development which the planning authority propose to carry out in their area and the Scottish Ministers, having been notified, indicate no objections or intention to intervene or the period for so indicating has expired.¶  
... 4. . To respond to Proposal of Application Notices and Pre-Application Screening Notices.¶  
... 5. . To determine applications for listed building consent and Conservation Area consent to which 5 or less objections have been lodged and to which no adverse comments have been received from statutory consultees, provided that the Scottish Ministers, if notified, have either made no observations or observations of a kind which can competently be made the subject of appropriate planning conditions.¶  
... 6. . To grant listed building consent and conservation area consent after the Development Management Sub-Comr (... [2]

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## **DIRECTOR OF CORPORATE GOVERNANCE**

### **HEAD OF CUSTOMER SERVICE AND PERFORMANCE**

- 1) To negotiate, on behalf of the Council, the sale of in-house developed computer systems to other authorities.
- 2) To dispose of surplus/redundant computer equipment to individuals/groups, as appropriate.
- 3) To contract on behalf of the Council, and in consultation with the Head of Legal and Democratic Services, information technology software and services.
- 4) To determine the specification of the type and nature of computer equipment and software and telephony systems to be utilised by the Council.
- 5) To ensure that the Annual Internal Audit Plan is delivered within the agreed overall Directorate budget.
- 6) To carry out a risk based approach to the internal audit of all Council services and functions on a continuous basis.
- 7) To ensure the appropriate governance arrangements are in place for the Fairer Scotland Fund Board and the allocation of funds or the management of Council funds allocated to the Community Planning Partnership.
- 8) To take whatever steps are necessary within agreed limits to ensure customers are satisfied with the services received from the Council.

## DIRECTOR OF CORPORATE GOVERNANCE

### HEAD OF FINANCE

#### 1. General Powers delegated to the Head of Finance as Finance

##### Officer

1.1 To act as Proper Officer for the purposes of Section 95 of the Local Government (Scotland) Act 1973 (proper administration of financial affairs).

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1.2 . To act as Treasurer for Grampian Police Joint Board.

1.2 Authorised to act as the proper officer in terms of the Local Government (Scotland) Acts 1973 and 1975, the Abolition of Domestic Rates etc. (Scotland) Act 1987, the Local Government Finance Act 1992 and associated delegated legislation for all administrative functions including preparation of the Assessment Roll, preparation and issue of rates notices, collection of rates, receiving and settling claims for exemption from rates, handling objections to rates levels and the abatement, remission or repayment of rates under the relevant rating provisions; and to deal with individual applications for discretionary Rating Relief within general policies adopted by the relevant Committee.

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1.3 Authorised to act as the proper officer in terms of the Local Government Finance Act 1992 and associated delegated legislation for all administrative functions including the preparation and issue of Council Tax Notices, the collection of Council Tax, the handling of objections to assessments and the exemption, abatements or remission of charges.

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1.4 Authorised to act as the proper officer in terms of The Social Security Contributions and Benefits Act 1992, The Social Security Administration Act 1992, The Child Support, Pensions and Social Security Act 2000, The Welfare Reform Act 2007 and associated Regulations and Orders relating to the administration of Housing and

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Council Tax Benefit, and the Discretionary Financial Assistance Regulations 2001.

- 1.5 To enquire into the financial standing of any organisation wanting to provide services with or for the Council in relation to any tender or contract.

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## **Accountancy**

- 2.1 To provide advice to the Council on the formulation of policies and strategies in respect of financial matters including the setting aside of surplus funds from reserves.
- 2.2 To develop the annual budget preparation strategy and financial monitoring procedures, including reporting on progress with Council approved saving targets.
- 2.3 To prepare and maintain a scheme of administration on Financial Regulations and discharge powers delegated to him/her in terms of the Regulations.
- 2.4 To prepare an Annual Unaudited Statement of Accounts for submission to Council, thereafter audited Accounts with an audit certificate and arrange for the publication of the annual accounts and the statutory audit.
- 2.5 To take appropriate action as part of the annual final accounts process to maximise the financial benefit to the Council within appropriate legislation, policies and regulations.
- 2.6 To liaise with the Council's External Auditors.
- 2.7 To submit all financial returns on behalf of the Council.
- 2.8 To prepare the Council's annual and longer term Capital and Revenue budgets.
- 2.9 To amend service budgets for new monies received or subsequent approvals during the year, with all such changes being recorded in the monitoring statements.

- 2.10 To determine the systems of accounting control and the form of accounts and supporting records, the Council's accounting policies and procedures. Where such are maintained within a Service other than the Office of the Head of Finance, the Head of Finance shall, before making any determination, consult with the Chief Officer/Head of Service concerned.
- 2.11 To authorise Services to write off stores differences.
- 2.12 To deal with individual applications for discretionary rating relief within general policies adopted by the Finance, Policy and Resources Committee.
- 2.13 To grant applications for relief under the Disabled Persons Rating Act in accordance with a general policy determined by the Finance, Policy and Resources Committee.
- 2.14 To determine applications for car loans under the Council's approved scheme and to execute agreements for car loans.
- 2.15 To determine applications for loan advances for purchase and improvement of dwellinghouses in accordance with Council policy.
- 2.16 To implement changes in house loan rates.
- 2.17 To decide on call-up loans, in consultation with the Head of Legal and Democratic Services, where borrowers have fallen into arrears with their house purchase loans.
- 2.18 To write off irrecoverable accounts of small value.
- 2.19 To control BACS and CHAPS transactions including directions for their authorisation.
- 2.20 To arrange lease financing arrangements.
- 2.21 To provide advice on any liability falling on the Council that is not otherwise covered by the Financial Regulations.

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## Expenditure

- 3.1 To pay all sums due to creditors subject to certification and authorisation by appropriate Service officers.
- 3.2 To approve the amount and payment of subsistence and travel expenses to officials undertaking business on behalf of the Council outwith the City of Aberdeen in accordance with the National Scheme of Conditions of Service.
- 3.3 To implement the Scheme of Members' Payment as approved by the Scottish Government.
- 3.4 To approve the amount and payment of subsistence and travel expenses to Members undertaking business on behalf of the Council outwith the City of Aberdeen in accordance with regulations issued from time to time by the Scottish Government.
- 3.5 To instruct the raising of any court proceedings, or the taking of any other legal action, in order to recover any sums owed to the Council and to instruct the enforcement of any court orders or decrees obtained in such proceedings or legal action.

3.6 To determine the charges to be made for the provision of accommodation for Public Local Inquiries held in the Town House or other venue in the ownership of the Council.

**Deleted:** <#>To make payment of salaries, wages, compensation and other emoluments to all employees, retirement allowances to former employees, tax and national insurance contributions to the HMRC.¶

3.7 To determine ex-gratia payments up to a value of £5,000 in respect of claims against the Council in consultation with the appropriate Head of Service and the Head of Legal and Democratic Services provided appropriate allowance is made in the approved estimates of the Council.

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3.8 To ensure in conjunction with the Chief Executive, Directors and the Head of Procurement that there is a scheme of delegated financial limits in place.

**Deleted:** <#>To authorise short notice civic hospitality requests in consultation with the Lord Provost and the Convener of the Finance and Resources Committee. (Also delegated to the Head of Legal and Democratic Services).¶

## **Income**

- 4.1 To make arrangements for the collection, payment and, where appropriate, recovery of all income due to or to be collected by the Council including council tax and business rates.
- 4.2 To oversee the administration of the Council's debtor write off procedures in line with Financial Regulations.
- 4.3 To make provision for doubtful debt as considered appropriate and may write off debt considered uncollectable up to individual value of £25,000 for business rates and £10,000 for all other debts without reference to Committee.

## **Insurance**

- 5.1 To administer and manage Insurance matters within the Council.
- 5.2 Authorised to make arrangements with insurance companies concerning settlement of claims.

## **Treasury Management and Banking**

- 6.1 To manage the Council's loan debt, including short and long term borrowing and all related activities ensuring funds are available for approved capital expenditure and day to day revenue expenditure.
- 6.2 To make the necessary arrangements for the Council's banking requirements including opening, closing and operating bank accounts, including authorised signatures, on behalf of the Council.
- 6.3 To operate the Council's bank accounts in accordance with the banking agreement approved by Committee and the bankers.
- 6.4 To take decisions on borrowing and investment in accordance with the Chartered Institute of Public Finance and Accountancy (CIPFA) Code of Practice for Treasury Management in Local Authorities.

- 6.5 To prepare and implement the Council's Treasury Policy Statement including revisions to the list and limit of approved counterparties for investment/lending transactions (Revision of Counterparty list) as agreed by the Finance, [Policy](#) and Resources Committee.
- 6.6 To make urgent changes necessary to the approved counterparties listing in consultation with the Director of Corporate Governance and thereafter report to Committee.
- 6.7 To report, to Committee, on an annual basis the future years treasury management strategy and the annual activity following the end of each year.
- 6.8 To engage specialist treasury management advisers and cash fund managers to support execution of the Council's approved treasury management policies, strategies and practices.
- 6.9 To invest surplus funds of the Common Good and other specific funds subject to any policy adopted by the Finance, [Policy](#) and Resources Committee.
- 6.10 To approve the rate of interest the Council is required to charge to borrowers with variable interest rates.
- 6.11 Authorised to act as Registrar of Stock Bonds and Mortgages, except for Negotiable Bonds and to appoint if required, any United Kingdom or foreign bank as a Register of Stocks, Bonds and Mortgages raised either within or outwith the United Kingdom and whether in sterling or a foreign currency.



## **7. Pensions Administration**

### **Powers delegated to the Head of Finance and Director of Corporate**

#### **Governance in relation to the functions of the Pensions Panel**

- 7.1 To administer the Pension Fund as detailed in the Local Government Pension Scheme (Benefits, Membership and Contributions) (Scotland) Regulations 2008, the Local Government Pension Scheme (Administration) (Scotland) Regulations 2008, the Local Government Pension Scheme (Transitional Provisions) (Scotland) Regulations 2008, the Local Government (Discretionary Payments and Injury Benefits) (Scotland) Regulations 1998 and the Local Government Pension Scheme (Management and Investment of Funds) (Scotland) Regulations 1998 (as amended).
- 7.2 To provide the Pensions Panel and Joint Investment Advisory Committee (JIAC) with all relevant information as is required to enable the committees to discharge their responsibilities in relation to the benefit administration and investment of the Pension Fund.
- 7.3 To prepare the budget and service plan.
- 7.4 To maintain the system of internal controls.
- 7.5 To prepare the Pension Fund annual review and the Aberdeen City Council financial statement of accounts.
- 7.6 To manage the triennial and interim actuarial valuations.
- 7.7 To manage the provision of FRS17 information on behalf of employers within the Pension Fund.
- 7.8 To manage the preparation of the Statements for the Funding Strategy, Governance Policy and the Communication Policy.
- 7.9 To ensure that the Pensions Service adheres to best practice.
- 7.10 In relation to the benefit administration of the Pension Fund:-
  - Monitor developments which affect the administration of benefits

- Promote membership of the fund
- Manage the admission policy
- Collect and reconcile the employers and employee contributions
- Pay pensions benefits
- Maintain records in relation to the entire membership
- Devise and implement training, consultation and communication strategies with employers and scheme members
- Manage the AVC arrangements
- Approve early payment of retirement benefits on compassionate grounds in conjunction with the Pensions Manager and in consultation with the Convener of the Pensions Panel

7.11 In relation to the investment management of the Pension Fund:-

- Ensure awareness of the investment management environment and its possible impact on the Pension Fund
- With the assistance of external advisors prepare and monitor a strategic investment review of the Pensions Fund at least once every 5 years
- Implement investment reviews and strategic decisions
- Manage and prepare the Statement of Investment Principles
- Monitor the investment management structure and arrangements with regard to the Statement of Investment Principles
- Provide advice to members of the Pensions Panel and Joint Investment Advisory Committee in their role of appointing, retaining and terminating fund manager appointments

- Maintain records to monitor the investment performance of investment management of the Pension Fund
- Maintain a record of the Fund's Assets

7.12 Monitor the security and efficiency of the custodian in order to verify:-

- The assets security
- The custodian's records of the Fund's assets agree with in-house and fund manager records
- The custodian's actions are in accordance with the agreement

7.13 Make recommendations to the Pensions Panel/Joint Investment Advisory Committee as to investment opportunities.

7.14 Manage the in-house private equity fund and cash flow.

## **DIRECTOR OF CORPORATE GOVERNANCE**

### **HEAD OF LEGAL AND DEMOCRATIC SERVICES**

- 1) To have the duty to initiate, defend or otherwise attend to the interests of the Council and/or the Licensing Board, including the authority to compromise, any action or other proceedings involving the Council and/or the Licensing Board, and to accept service of any document in connection therewith, if in his/her judgement it is appropriate in the Council's and/or the Licensing Board's interest to do so.
- 2) To arrange for the waiver of conditions in titles to properties in Footdee reserving to the Council a right of repurchase, on the basis that no compensation will be payable to the Council, but that the Council's whole expenses in connection with the matter will be borne by the applicant.
- 3) Relative to the sale of Council houses under the Housing (Scotland) Act 1987 -

- (i) To permit the taking of title in the joint names of the applicants and their spouses where the relevant statutory criteria are met.
  - (ii) To permit the inclusion as a joint purchaser of a person who does not satisfy the statutory criteria, and to permit the exclusion from the title one or more joint applicants, provided in both cases that the granting of such approval is not in any way detrimental to the Council's interest.
  - (iii) To approve applications for consent to the letting of a dwellinghouse, following sale by the Council, when the letting is on a temporary basis.
  - (iv) To include in the Disposition a right of pre-emption in favour of the Council in cases involving houses specifically designed or adapted for occupation by disabled persons.
  - (v) To approve applications for the consent of the Council as security holders to minor exchanges of land as between two owners of former Council houses, where the Council's security is not adversely affected.
  - (vi) To decide whether to pursue recovery of any proportion of discount remaining repayable, following the sale of the house by a creditor following upon the default of the borrower.
  - (vii) To authorise and issue the service of Notices of Refusal in terms of Sections 68 and 69 of the Housing (Scotland) Act 1987 following an application by the tenant to purchase a house specifically designed for occupation by a person of pensionable age whose special needs require accommodation of the kind provided by the house.
- 4) To instruct at the request of the Director of Housing and Environment, the carrying out at the Council's expense in the first instance, of the works necessary to comply with Notices on behalf of the Council in terms of the Housing (Scotland) Act 1987 and work notices and maintenance orders under the Housing (Scotland) Act 2006 and to take appropriate action to recover the costs from the parties concerned all

subject to the maximum sum owing to the Council in respect of such works not exceeding such sum as may from time to time be determined by the Council.

- 5) In consultation with the Director of Housing and Environment to grant or decline applications for retrospective Landlords consent on condition that recognition is given to all other, including planning, consents and approvals have been obtained and subject, where an application is declined, to the applicant having the right to request that the matter be referred to Committee for consideration.
- 6) To serve on the owners concerned, at the request of the Director of Housing and Environment, Revocation of Demolition or Closing Orders in circumstances where properties have been restored to the tolerable standard.
- 7) To serve Closing Orders on appropriate vacant Below Tolerable Standard dwellings as may be requested by the Director of Housing and Environment.
- 8) To determine all applications for the grant, variation and renewal of licences, approvals, permits and registrations under (a) the Civic Government (Scotland) Act 1982 and its associated regulations but not in respect of applications for the grant of Street Trader (Hot Food) Licence, (b) the Theatres Act 1968, (c) the Cinema Act 1985, (d) the Gambling Act 2005, Licensing (Scotland) Act 2005, (e) the Game Act 1860, except where (1) an objection to the application is lodged or adverse observations on the application are submitted by an official of a local or central government Department or Agency, or (2) the application involves special circumstances or unusual features.
- 9) To authorise the use of the Council's Crest in consultation with the Head of Service, Office of Chief Executive.
- 10) To instruct the raising of any court proceedings, or the taking of any other legal action, in order to recover any sums owed to the Council and to instruct the enforcement of any court orders or decrees obtained in such proceedings or legal action.

11) To authorise the immediate temporary suspension of licences under the Civic Government (Scotland) Act 1982 without a hearing whereby requested by the Divisional Police Commander.

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12) To approve vehicles which comply with the specification for licensing as wheelchair accessible taxis.

13) To grant non-continuous applications for licences for knife and sword dealers under the mandatory licence scheme.

14) To act as Clerk to the Licensing Board.

**Deleted:** <#>To approve taxi meter types where the application is accompanied by the correct documentation and the taxi inspector is satisfied as to the accuracy of the meter after inspection.¶

15) To advertise and sign approved road traffic orders and those orders at the stage of statutory consultation.

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16) To promote temporary traffic orders.

17) To authorise the attendance of Councillors at conferences in Aberdeen where the conference fee is under £50.

18) To clerk the School Placings and Exclusion Appeals Committee.

19) To make changes to the named elected member representatives (where a political composition has not been agreed) on the outside bodies list (this not being relevant where an appointment is required to be made at Council or Committee level).

**Deleted:** <#>To submit objections to the Licensing Board on behalf of the Special Licensing Objections Committee.¶

20) To authorise officers as required in respect of the rights of entry and inspection contained within Section 5 of Part I of the Civic Government (Scotland) Act 1982. (Also delegated to the Head of Asset Management and Operations).

**Deleted:** <#>To authorise short notice civic hospitality requests in consultation with the Lord Provost and the Convener of the Finance and Resources Committee. (Also delegated to the Head of Finance).¶

21) To authorise officers as required in respect of inspection and testing of vehicles and taxi meters as contained in Section 11 of Part I of the Civic Government (Scotland) Act 1982. (Also delegated to the Head of Asset Management and Operations).

22) To determine the validity of petitions submitted in respect of the Petitions Committee.

## **DIRECTOR OF CORPORATE GOVERNANCE**

### **HEAD OF HUMAN RESOURCES AND ORGANISATIONAL**

#### **DEVELOPMENT**

- 1) To approve and arrange for the application of all matters which conform to the national conditions of service and local conditions of service of all categories of employees of the Council, or in the opinion of the Head of Service are acceptable minor variations thereto acceptable to management, the employee and trade unions as appropriate.
- 2) To arrange for the application of national agreements and legislative requirements, and where appropriate the amendment of local conditions of service and contracts of employment of employees, subject to report to Committee prior to application of such changes where Management, employees or trade unions disagree with such changes or where such changes to local conditions of service could involve matters of principle or policy.
- 3) In conjunction with the Service Director, the creation of fixed term jobs within the Council where the duration of the contract is linked to available funding, including all costs. These positions will be filled in accordance with Council recruitment procedures.
- 4) To make provision for the corporate, generic, training and education needs of Council staff, as appropriate, from the central training budget. Services should make local provision for service or job related training.
- 5) To authorise requests for the extension of either full or half sickness allowance including teachers in exceptional circumstances in conjunction with the appropriate Heads of Service and where the costs of this extension can be met from within existing service budgets.
- 6) To authorise employee secondments of up to three months duration in connection with participation in disaster relief operations (subject to the exigencies of service and in consultation with the relevant Head of Service). This delegated power includes provision for the Head of Service to allow Services the option of either seeking reimbursement of

the employee's salary costs from the relief agency or to donate the employee's service as a contribution to the particular disaster relief project, subject to any additional costs being accommodated within Service budgets.

7) To administer, in consultation with the Convener of the Finance, Policy and Resources Committee, and the Chief Executive, the approval of applications for Voluntary Severance (Early Retirement).

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8) To administer the Council's payroll system and implement pay awards.

9) To make payment of salaries, wages, compensation and other emoluments to all employees, retirement allowances to former employees, tax and national insurance contributions to the HMRC.

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10) To approve, in consultation with the Convener, of the Finance, Policy and Resources Committee, minor changes to the equal pay and modernisation package or the buy out of existing protective terms and conditions on the basis that any such change would be within budget.

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11) To make minor amendments to Human Resources policies that have been consulted and agreed with recognised trade unions in consultation with the Convener of the Finance, Policy and Resources Committee.



## CHIEF EXECUTIVE

### HEAD OF SERVICE, OFFICE OF CHIEF EXECUTIVE

- 1) To grant permission to reproduce Council-owned photographs in approved publications and to impose the appropriate charges.
- 2) To purchase equipment and services for which the expenditure involved has been approved by the Council.
- 3) To arrange for design, printing, advertising and exhibitions for the Council and Council Services and the promotion of the city where provision is made in the Council's revenue estimates for such activities.
- 4) To authorise civic hospitality requests in consultation with the Lord Provost and the Convener of the Finance, Policy and Resources Committee.

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**Deleted:** <#>To authorise, in consultation with the Convener of the Corporate Policy and Performance and Finance and Resources Committees, the approval of early retirement requests from teachers in accordance with agreed policy, subject to retrospective reports being submitted to the Education, Culture and Sport Committee.¶

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## GENERAL DELEGATIONS TO CHIEF OFFICERS

- 1) To exercise the powers delegated in terms of the Council's Management Rules and Regulations.
- 2) To authorise officers in the Service to carry out all or any of the Statutory powers which have been allocated by the Council to particular Services.
- 3) To serve, in consultation as necessary with the Head of Legal and Democratic Services, statutory notices or orders and to exercise any additional powers to follow up such notices.
- 4) To offer services of staff to other local authorities or statutory bodies in serious emergencies where the protection of the public health is at risk or where such services are essential.
- 5) To accept and make charges for consultancy work subject always to the provision of the relevant legislation and Standing Order.
- 6) To visit, or to appoint a member of staff to visit, such institutions as may be considered necessary where the expenditure involved can be met from the relevant budget.
- 7) In respect of claims settled without recourse to litigation, if so advised, to authorise settlement or repudiation as the case may be, of any claim made against the Council, subject in the case of payment to there being sufficient budgetary provision in the relevant estimates.
- 8) To arrange for the attendance of members of staff in the Service at seminars, courses, academic establishments, meetings in the UK and abroad, where the expenditure involved is within the budgeted estimate and subject to any statutory requirements or Government guidance governing foreign travel by officers.

- 9) To approve staff attendance at College, Seminars etc. or other modes of study for vocational education and training, within the terms of the Council's agreed policies and practices.
- 10) To instruct the raising of any court proceedings, or the taking of any other legal action, in connection with the Service's function and to instruct the enforcement of any court orders or decrees obtained in such proceedings or legal action.
- 11) To instruct the defence on any court proceedings raised against the Council in connection with the Service's function.
- 12) Approval of expenditure under the Council's Relocation Scheme.
- 13) To accept gifts on behalf of the Council and to record such gifts in the relevant register where appropriate.
- 14) To appoint external consultants as and when necessary in connection with projects in consultation with the Head of Finance, Head of Asset Management and Operations and Head of Customer Service and Performance included in either the Non Housing Capital Plan or the Housing Capital Plan or financed from appropriate revenue budgets or in connection with proposals or developments instructed by the Council or any Committee of the Council.
- 15) To authorise all Heads of Service and third tier officers (where appropriate) to grant applications for covert surveillance under the regulation of Investigatory Powers (Scotland) Act 2000 and access to communications data under the same Act. This delegation is subject to the Heads of Service and third tier officers attending RIPSAs training prior to granting any authorisation.
- 16) To permit Directors, in consultation with the relevant Conveners of Committees, to authorise spend up to £60,000 without the need to report to Council or Committee for approval, subject to the requirements of Standing Orders in relation to competitive quotes for supplies/services contracts below £60,000.

- 17) To approve the acceleration of increments within existing salary scales for members of staff, with sign-off by Director or Head of Service.
- 18) To approve a change in hours for existing authorised posts, within budget provision, with sign-off by Director or Head of Service. Human Resources and Organisational Development to be notified for recording purposes.
- 19) To permit all Directors to carry out restructuring including appointing new posts; converting one post to another; changing grade; changing job titles in conjunction with the Head of Human Resources and Organisational Development, provided it is within approved Service budget.
- 20) To approve the termination of service on medical grounds where such recommendation has been made by the Council's staff Medical Officer.
- 21) To authorise the appointment of (a) temporary staff for periods up to 51 weeks; and (b) students seeking vocational employment where this can be funded within the approved estimates of the Service concerned and where the Head of Service is satisfied of the need for such temporary assistance.
- 22) To authorise, in conjunction with the appropriate Head of Service, leave of absence to officers, where there is no opportunity to seek Committee consideration of the matter.

Delegated Powers – Unison Comments

Unison has concerns over the use of delegated power 19 (to permit all Directors to carry out restructuring including appointing new posts; converting one post to another; changing grade; changing job titles in conjunction with the Head of HR&OD, provided it is within approved Service budget), and in the inconsistent manner it is applied across the Council.

Although we accept that minor tweaks to structures may require the use of delegated powers, Unison does not believe that delegated powers should be used for restructuring or establishing teams.

What would We like to see:

1. Delegated Power 19 deleted from the scheme of delegation.
2. For all minor restructuring – a fully populated business case to be presented for TU consultation, to be signed thereafter (with TU comments included) by the relevant Convener and the Convener of the Finance and Resources Committee.
3. A fully populated business case presented to committee inclusive of TU comments) for all non minor restructuring.
4. One pro forma and guidance document to be developed and used for all requests to ensure consistency at all times.

Examples of the random use and inconsistencies in the use of this delegated power:

1. We receive business cases regularly asking for grades to be changed, aware of at least one occasion when a post has been re-evaluated and gone up grades without a business case.
2. A business case for an increase in hours (from 36.25 to 37) (one extreme to the other)
3. A team being established using delegated powers
4. An officer authoring a report in which their own grade was increased.
5. Wholesale changes to a team being undertaken using delegated powers, in converse, recent restructure took place in the legal team, a full business case was presented to committee, and then a fully populated business case was presented to implement delegated powers. This has not happened in other restructuring.
6. Multiple business cases coming forward only weeks apart for the same team (no holistic approach)
7. A case where "new jobs" were created where we believed that in terms of the Job Matching Process Policy they should have been straight matches.

8. Inconsistencies regarding paperwork – some services only use the delegated powers form, others use a business case form, other examples of a version of committee report template being used.

9. downgrading of some jobs, at a time when we should be skilling up our workforce.

10. There are clearly inconsistencies between the Consultation Protocol and the Delegated Powers scope - in relation to proposed restructuring. The former requires CMT approval, but we are not aware that this happens.

11. In general terms when you look at what we receive there is not a standard approach, there is no formal guidance for officers and there are no quality checks being undertaken. Often information is incomplete and we don't know to what extent officers affected by proposals have been engaged. Often these reports come to us before they have been agreed or supported by the Director or Head of Service - so we don't ultimately know if the proposals are implemented or changed.

12. At least one example of the guidance in relation to Equalities and Human Rights Impact Assessments not being carried out.

## ABERDEEN CITY COUNCIL

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COMMITTEE	Council
DATE	31 October 2013
LEAD OFFICER	Chief Executive
TITLE OF REPORT	Appointments
REPORT NUMBER:	OCE/13/026

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### 1. PURPOSE OF REPORT

The report brings before the Council changes to previously agreed appointments.

### 2. RECOMMENDATIONS

- i) That the Council agrees the appointment of Councillor Taylor as a member of the NESTRANS Board, replacing Councillor Grant.
- ii) That the Council agrees the appointment of Councillor Taylor as a member of the Strategic Development Planning Authority, replacing Councillor Grant; and that Councillor Grant replaces Councillor Taylor as a substitute member on the Authority.
- iii) That the Council agrees to appoint the Council Leader plus three further elected members to the Community Planning Aberdeen Board and five elected members to the Community Planning Aberdeen Reference Group.
- iv) That the Council agrees the appointment of Councillor Andrew Finlayson as Vice Convener of the Planning Development Management Committee.
- v) That the Council notes that to comply with its legal obligations in terms of the Prison and Young Offenders Institutions (Scotland) Rules 2011 it is required to appoint a replacement member of the Peterhead Visiting Committee, however as this member will be unable to attend the mandatory training and be PVG checked prior to closure of Peterhead Prison on 6 December it is recommended that no appointment be made; and
- vi) That the Council notes that regulation 148 (8) of the Prison and Young Offenders Institutions (Scotland) Rules 2011 provides that the proceedings of a visiting committee is not invalidated by any vacancy in the membership or any defect in the appointment of a member
- vii) That the Council notes Councillor Ironside CBE's replacement by Councillor Jean Morrison MBE as a member of the Disabled Persons Housing Service.

3. FINANCIAL IMPLICATIONS

The report has no financial implications for the Council.

4. OTHER IMPLICATIONS

There are no other implications to this report.

5. BACKGROUND/MAIN ISSUES

At its Statutory Meeting on 16 May 2012, the Council considered a report on the appointment of members to specific sub-committees, groups, Council-supported trusts and boards (CG/12/056). At that meeting and at subsequent meetings of Council and the Urgent Business Committee appointments have been agreed.

**NESTRANS**

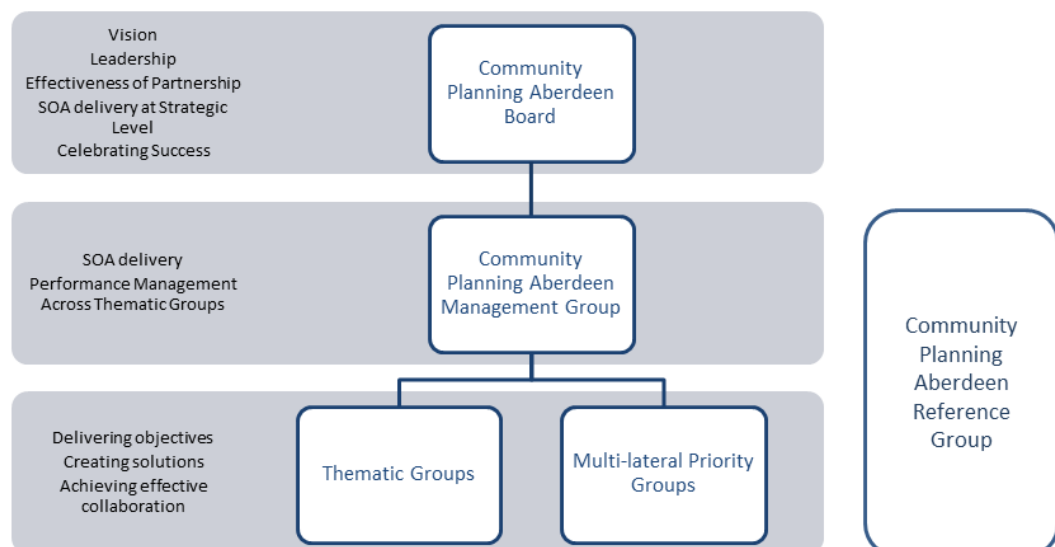
The Labour Group has now intimated that it wishes to appoint Councillor Angela Taylor as a member of the NESTRANS Board replacing Councillor Ross Grant.

**Strategic Development Planning Authority**

The Labour Group has now intimated that it wishes to appoint Councillor Angela Taylor as a member of the Strategic Development Planning Authority replacing Councillor Ross Grant. Councillor Grant would replace Councillor Taylor as a substitute member of the Authority.

**Community Planning Aberdeen**

Community Planning Aberdeen has recently undertaken a comprehensive review of its governance arrangements, following on from which the Partnership has now implemented the following new structure:





Previously, the Council Leader was a member of both the Community Aberdeen Planning Board and Management Group, with two further elected members (Councillors Graham and Kiddie) being appointed to the Community Planning Aberdeen Board.

Under the new structure, Council is asked to appoint the Council Leader and 3 elected members to the Community Planning Aberdeen Board and 5 elected members to the Community Planning Aberdeen Reference Group.

### **Planning Development Management Committee**

The Administration has intimated that it wishes to appoint Councillor Andrew Finlayson as Vice Convener of the Planning Development Management Committee. The post is not that of a Senior Councillor and carries no additional remuneration.

### **Peterhead Prison Visiting Committee**

Peterhead Visiting Committee has advised of the requirement for the Council to find and select one replacement Aberdeen City Council appointee on the Peterhead Prison Visiting Committee following the resignation of Ms Heather Morgan. The Council has been requested to make one external member appointment to the Committee in accordance with the legislation.

As members may be aware HMP Peterhead will close on 6 December prior to the opening of HMP Grampian in early 2014. As such, the Visiting Committee will also cease on 6 December 2013.

Further to an appointment being made to the Committee, each appointee is required to complete a Protection of Vulnerable Groups check prior to being able to undertake their duties as a Visiting Committee member. This process takes approximately four to six weeks and therefore might not be completed prior to the Visiting Committee disbanding.

Further to the PVG process being completed, a new member would then be required to undertake a range of training prior to undertaking their duties. The indications are that much of this mandatory training will not be available during the rest of 2013.

In addition to the mandatory training provided by the prison, new members should also undertake a foundation training course provided by the Association of Visiting Committee (AVC). Unfortunately, again there is no further foundation training scheduled by the AVC for 2013.

Notwithstanding all of the above, to comply with its legal obligations in terms of the Prison and Young Offenders Institutions (Scotland) Rules 2011 the Council is required to appoint a replacement member of the Peterhead Visiting Committee. It is noted that as this member will be unable to attend the mandatory training and be PVG checked prior to

closure of Peterhead Prison on 6 December this will be a non-appointment. Regulation 148 (8) provides that the proceedings of a Visiting Committee is not invalidated by any vacancy in the membership or any defect in the appointment of a member.

**Disabled Persons Housing Service**

Finally, Councillor Len Ironside CBE is to be replaced by Councillor Jean Morrison MBE as a member of the Disabled Persons Housing Service.

6. IMPACT

Representation on the various sub-committees, trusts, boards and outside bodies assists the Council in fulfilling its role in delivering the Single Outcome Agreement.

7. MANAGEMENT OF RISK

The report deals with a change of Council representation on an outside body.

8. BACKGROUND PAPERS

None

9. REPORT AUTHOR DETAILS

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## ABERDEEN CITY COUNCIL

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COMMITTEE	Council
DATE	31 October 2013
LEAD OFFICER	Chief Executive
TITLE OF REPORT	Review of Polling Districts and Polling Places
REPORT NUMBER	OCE/13/027

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### 1. PURPOSE OF REPORT

The Electoral Registration and Administration Act 2013 introduced a change to the timing of compulsory reviews of UK Parliamentary polling districts and polling places. The next compulsory review must now take place between 1<sup>st</sup> October 2013 and 31<sup>st</sup> January 2015.

The purpose of this report is to satisfy these requirements and to set the polling places to be used for the European Parliamentary Elections in May 2014 and the Scottish Independence Referendum in September 2014.

The requirements of this review are set out in Schedule A1 to the Representation of the People Act 1983.

### 2. RECOMMENDATIONS

- a. That the Council agrees that no changes to polling districts be recommended.
- b. That subject to any changes, the Council agrees the recommended changes to polling places as outlined.
- c. That following approval of the recommended changes to polling places, the Council proceeds to public consultation.

### 3. FINANCIAL IMPLICATIONS

None.

### 4. OTHER IMPLICATIONS

The recommendations in this report have implications for the use of some Council buildings on Polling Day.

## 5. BACKGROUND/MAIN ISSUES

As there have been no changes to electoral boundaries since the last review, no changes to polling districts are recommended.

The full list of proposed polling places is attached.

The following changes to polling places are recommended:

<b>Polling District</b>	DG0205 (Middleton) and DG0206 (Parkway North)	CN0604 (St Machar)	CN0701 (Raeden) and CN0702 (Midstocket)
<b>Previous Polling Place</b>	Middleton Park Primary School	St Machar Academy	Midstocket Parish Church
<b>Recommended Change</b>	The Jesmond Centre	Powis Gateway Community Centre	The Midstocket Church Centre
<b>Timescale for Change</b>	After June 2014	All future elections and referendums	All future elections and referendums
<b>Explanation</b>	This change is only required if Middleton Park Primary School is no longer available after June 2014.	Request from Education, Culture and Sport to stop using an academy building.	Midstocket Parish Church is closed for building work.

## 6. IMPACT

When identifying suitable polling places the aim is to put the interest of voters first and to ensure equality of access. The Returning Officer has a statutory duty to encourage electoral participation and selection of appropriate polling places is an important part of this. Feedback and requests from local communities is always considered and acted upon where possible and appropriate.

Public consultation will proactively include the Disability Advisory Group and Community Councils.

## 7. MANAGEMENT OF RISK

It is important that the designated polling districts and polling places are determined in time for future elections and for the currently scheduled polls in 2014.

## 8. BACKGROUND PAPERS

The Electoral Registration and Administration Act 2013 (Sets out the timetable for reviews of polling districts and polling places)

Schedule A1 to the Representation of the People Act 1983 (Details the steps to be taken as part of the review)

## 9. REPORT AUTHOR DETAILS

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Review of Polling Districts and Polling Places

Polling District Code	Polling District Name	Previous Polling Place	Recommended Change and Explanation
<b>ABERDEEN NORTH</b>			
DN0104	NEWHILLS	NEWHILLS PRIMARY SCHOOL	
DN0108	BUCKSBURN	BUCKSBURN PRIMARY SCHOOL	
DN0109	MUGIEMOSS	DANESTONE CONGREGATIONAL CHURCH	
DN0209	BRIDGE OF DON	BALGOWNIE COMMUNITY CENTRE	
DN0301	KINGSWELLS CENTRAL	KINGSWELLS COMMUNITY CENTRE	
DN0302	KINGSWELLS NORTH	KINGSWELLS COMMUNITY CENTRE	
DN0303	SHEDDOCKSLEY EAST	KINGSFORD PRIMARY SCHOOL	
DN0304	SHEDDOCKSLEY WEST	SHEDDOCKSLEY COMMUNITY CENTRE	
DN0305	SUMMERHILL NORTH	MUIRFIELD PRIMARY SCHOOL	
DN0307	WHITEMYRES	SHEDDOCKSLEY BAPTIST CHURCH	
DN0309	DENWOOD	SHEDDOCKSLEY BAPTIST CHURCH	
DN0310	SUMMERHILL CENTRAL	SHEDDOCKSLEY BAPTIST CHURCH	
DN0401	SPRINGHILL NORTH	HEATHRYBURN SCHOOL	
DN0402	HEATHRYFOLD	L P HENRY E RAE COMMUNITY CENTRE	
DN0403	MIDDLEFIELD	MANOR PARK SCHOOL	
DN0404	SPRINGHILL SOUTH	NORTHFIELD COMMUNITY CENTRE	
DN0405	BYRON	NORTHFIELD COMMUNITY CENTRE	
DN0406	CUMMINGS PARK	CUMMINGS PARK COMMUNITY CENTRE	
DN0407	MASTRICK WEST	MASTRICK COMMUNITY CENTRE	
DN0408	MASTRICK EAST	QUARRYHILL PRIMARY SCHOOL	
DN0501	HILTON WEST	HILTON COMMUNITY CENTRE	
DN0502	HILTON EAST	HILTON COMMUNITY CENTRE	
DN0503	WOODSIDE	WOODSIDE COMMUNITY CENTRE	
DN0504	HILTON SOUTH	HIGH CHURCH HILTON	
DN0505	ROSEHILL	HIGH CHURCH HILTON	
CN0506	STOCKETHILL	CAIRNCRY COMMUNITY CENTRE	
CN0507	CORNHILL	CAIRNCRY COMMUNITY CENTRE	
CN0508	KITTYBREWSTER	KITTYBREWSTER PRIMARY SCHOOL	
CN0601	TILLYDRONE	RIVERBANK PRIMARY SCHOOL	
CN0602	DON	SEATON PRIMARY SCHOOL	
CN0603	SEATON NORTH	SEATON PRIMARY SCHOOL	
CN0604	ST MACHAR	ST MACHAR ACADEMY	POWIS GATEWAY COMMUNITY CENTRE - Request from Education, Culture and Sport to stop using an academy building.
CN0605	SEATON SOUTH	ST MARY'S CHURCH KING STREET	
CN0606	PITTODRIE NORTH	PITTODRIE STADIUM	
CN0701	RAEDEN	MIDSTOCKET PARISH CHURCH	THE MIDSTOCKET CHURCH CENTRE - Midstocket Parish Church is closed for building work.
CN0702	MIDSTOCKET	MIDSTOCKET PARISH CHURCH	THE MIDSTOCKET CHURCH CENTRE - Midstocket Parish Church is closed for building work.
CN0703	ASHGROVE	ASHGROVE CHILDEN'S CENTRE	
CN0704	BERRYDEN	SKENE SQUARE PRIMARY SCHOOL	
CN0801	CALSAYSEAT	CATHERINE ST COMMUNITY CENTRE	
CN0802	SUNNYBANK	SUNNYBANK PRIMARY SCHOOL	
CN0803	MOUNTHOOLY	CATHERINE ST COMMUNITY CENTRE	
CN0805	ST NICHOLAS	SEAMOUNT COURT - TENANT'S ROOM	
CN0806	PITTODRIE SOUTH	HANOVER COMMUNITY CENTRE	
CN0807	CASTLEHILL NORTH	HANOVER COMMUNITY CENTRE	
CN0808	CASTLEHILL SOUTH	ABERDEEN CITADEL (SALVATION ARMY BUILDING)	
SN1002	CRAIGDEN	HAZLEHEAD PRIMARY SCHOOL	
SN1003	SUMMERHILL SOUTH	FERNIELEA PRIMARY SCHOOL	
CN1005	HAMILTON	ST MARY'S EPISCOPAL CHURCH	
CN1202	PALMERSTON	FERRYHILL COMMUNITY CENTRE	
<b>ABERDEEN SOUTH</b>			
DS0306	KINGSWELLS SOUTH	KINGSWELLS COMMUNITY CENTRE	
DS0308	WOODEND	SHEDDOCKSLEY BAPTIST CHURCH	
CS0705	GILCOMSTON NORTH	NEW LIFE INTERNATIONAL CHURCH	
CS0706	GILCOMSTON SOUTH	ST MARY'S CATHEDRAL HALL	
CS0804	WOOLMANHILL	CATHERINE ST COMMUNITY CENTRE	
SS0901	PETERCULTER WEST	ST PETER'S HERITAGE CENTRE	
SS0902	PETERCULTER EAST	PETERCULTER SPORTS CENTRE	
SS0903	MILLTIMBER	MILLTIMBER COMMUNITY HALL	
SS0904	BIELDSIDE	ST DEVENICK'S CHURCH HALL	
SS0905	CULTS WEST	CULTS PARISH CHURCH HALL	
SS0906	CULTS EAST	CULTS PARISH CHURCH HALL	
SS1001	HAZLEHEAD	HAZLEHEAD PRIMARY SCHOOL	
CS1004	RUBISLAW	ST MARY'S EPISCOPAL CHURCH	
SS1006	CRAIGIEBUCKLER	CRAIGIEBUCKLER CHURCH HALL	
SS1007	SEAFIELD	AIRYHALL COMMUNITY CENTRE	
CS1008	HARLAW	QUEEN'S CROSS PARISH CHURCH	
CS1009	CROMWELL	HOLBURN WEST CHURCH	
CS1010	ASHLEY	HOLBURN WEST CHURCH	
SS1101	BRAESIDE	SCHOOL - BRAESIDE PLACE	
SS1102	MANNOFIELD	MANNOFIELD CHURCH CENTENARY HALL	
SS1103	BROOMHILL WEST	MANNOFIELD CHURCH CENTENARY HALL	

CS1104	BROOMHILL EAST	RUTHRIESTON OUTDOOR SPORTS CENTRE - PAVILION	
SS1105	DEESIDE	ST FRANCIS CHURCH HALL	
SS1106	GARTHDEE	KAIMHILL COMMUNITY CENTRE	
SS1107	KAIMHILL	KAIMHILL COMMUNITY CENTRE	
CS1108	RUTHRIESTON	RUTHRIESTON COMMUNITY CENTRE	
CS1201	BON-ACCORD	FERRYHILL COMMUNITY CENTRE	
CS1203	FERRYHILL	FERRYHILL COMMUNITY CENTRE	
CS1204	GAIRN	SOUTH HOLBURN CHURCH	
CS1205	DUTHIE	FERRYHILL CHURCH HALL	
SS1206	TORRY WEST	TORRY YOUTH AND LEISURE CENTRE	
SS1207	TORRY EAST	(OLD) TORRY COMMUNITY CENTRE	
SS1208	BALNAGASK EAST	TULLOS NEW COMMUNITY SCHOOL	
SS1209	BALNAGASK WEST	BALNAGASK COMMUNITY CENTRE	
SS1301	ABBOTSWELL	ABBOTSWELL PRIMARY SCHOOL	
SS1302	KINCORTH	KINCORTH COMMUNITY CENTRE	
SS1303	TULLOS	ALTENS COMMUNITY CENTRE	
SS1304	CRAIGHILL	ABBOTSWELL PRIMARY SCHOOL	
SS1305	NIGG	KINCORTH COMMUNITY CENTRE	
SS1306	LOIRSTON	LOIRSTON ANNEXE	
SS1307	COVE	LOIRSTON ANNEXE	
<b>GORDON (that part which lies within the Aberdeen City Council boundary)</b>			
DG0101	KIRKHILL	DYCE CHURCH HALL	
DG0102	DYCE NORTH	DYCE CHURCH HALL	
DG0103	DYCE SOUTH	DYCE CHURCH HALL	
DG0105	STONEWOOD	STONEWOOD PRIMARY SCHOOL	
DG0106	DANESTONE NORTH	DANESTONE CONGREGATIONAL CHURCH	
DG0107	BANKHEAD	BEACON COMMUNITY CENTRE	
DG0110	DANESTONE SOUTH	DANESTONE CONGREGATIONAL CHURCH	
DG0201	JESMOND	FOREHILL PRIMARY SCHOOL	
DG0202	MUNDURNO	GREENBRAE PRIMARY SCHOOL	
DG0203	NEWBURGH	GLASHIEBURN PRIMARY SCHOOL	
DG0204	GREENBRAE	GREENBRAE PRIMARY SCHOOL	
DG0205	MIDDLETON	MIDDLETON PARK PRIMARY SCHOOL	THE JESMOND CENTRE (after June 2014) - this change is only required if Middleton Park Primary School is no longer available after June 2014.
DG0206	PARKWAY NORTH	MIDDLETON PARK PRIMARY SCHOOL	THE JESMOND CENTRE (after June 2014) - this change is only required if Middleton Park Primary School is no longer available after June 2014.
DG0207	BALGOWNIE	BRAEHEAD PRIMARY SCHOOL	
DG0208	SILVERBURN	BALGOWNIE COMMUNITY CENTRE	



## ABERDEEN CITY COUNCIL

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COMMITTEE	Council
DATE	31 October 2013
LEAD OFFICER	Chief Executive
TITLE OF REPORT	Scottish Independence Referendum – schools activities
REPORT NUMBER	OCE/13/029

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### 1. PURPOSE OF REPORT

The report brings before the Council guidelines for schools activities in relation to the Scottish Independence Referendum to be held on 18 September 2014.

### 2. RECOMMENDATION

That the Council agrees the following expectations for schools activities in relation to the Scottish Independence Referendum:-

- i) schools will facilitate the work of the Counting Officer and relevant organisations in reaching 15 to 17 year olds in school with information on voter registration and related matters;
- ii) in developing and delivering learning and teaching activities schools will be mindful of the advice and resources on offer from Education Scotland and other relevant organisations; and
- iii) in inviting representatives of campaign organisations to engage directly in school with 15 to 17 year olds, schools will be able to evidence a consistent and balanced approach.

### 3. FINANCIAL IMPLICATIONS

The report has no specific financial implications.

### 4. OTHER IMPLICATIONS

The Scottish Independence Referendum will be governed by the Scottish Independence Referendum (Franchise) Act 2103 which received Royal Assent on 7 August 2013 and the Scottish Independence Referendum Bill which is expected to receive Royal Assent before the end of December 2013.

## 5. BACKGROUND/MAIN ISSUES

The Scottish Independence Referendum will be held on 18 September 2014. The franchise for the vote has been extended to include those who are 16 and 17 on the date of the poll. Consequently, given that many of these potential voters are currently in full-time school education, it is felt that there is a requirement to ensure that efforts within schools to raise awareness of the Referendum amongst this target group of 15 to 17 year olds are clearly structured on the basis that information provided is accurate, balanced and consistent.

The Chief Executive as Counting Officer in Aberdeen City has a responsibility to enhance public awareness of the Referendum and how to engage in it. In discharging this responsibility she will be mindful of the advice and support provided by both the Electoral Commission and the Electoral Management Board for Scotland.

The Electoral Commission is working closely with the Electoral Registration Officer in developing and delivering specific publicity activity during the annual canvass which began earlier this month designed to ensure that 15 to 17 year olds are aware that they are eligible to vote in the Referendum, but that they also understand that they need to be registered in order to do so, are aware how to register and know the deadline that applies to the process.

The Electoral Commission is working closely with Education Scotland, the Association of Directors in Education Scotland (ADES) and School Leaders Scotland to develop and share materials and to co-ordinate activity in schools. In addition, the Electoral Registration Officer with responsibility for Aberdeen City will be providing information for City schools and will make himself available to brief appropriate groups of educators on these matters should there be interest.

The expectation is that schools within Aberdeen City will facilitate the work of relevant organisations in reaching 15 to 17 year olds in school with the messages relating to voter registration.

In the run up to the Referendum in the summer of 2014, the focus of the public awareness campaign messages will shift to ensuring that eligible voters understand the mechanics of voting, either in a polling station or by post. Again, the expectation is that schools within Aberdeen City will work with the Counting Officer and others to ensure that these messages reach 15 to 17 year old potential voters.

In addition to the requirement to ensure that the extension of the franchise and that the arrangements voter registration are understood by those in school who will be 16 or over on the date of the poll, it is recognised that within schools there will be a desire to ensure that pupils understand the issues and are able to make an informed choice in casting their vote.

Education Scotland has recently published Curriculum for Excellence Briefing 14 on Political Literacy and further resources are to follow to assist in learning and teaching in relation to the Referendum. In addition, Education Scotland, ADES and School Leaders Scotland are taking a collaborative approach to providing advice and guidance to practitioners, head teachers and Education Authorities in granting access to schools for campaigners. The expectation is that schools in Aberdeen City will work to this guidance once it becomes available.

In the meantime, learning and teaching with regard to the Referendum (including any involvement of campaigners invited into school) will be delivered within the clear parameters set out ahead of each electoral event in the guidance issued by the Chief Executive/Returning Officer. In particular namely, that Council staff must by law act in a politically neutral way at all times and that Council facilities and resources must not be used in support of a political party or a particular campaign.

It is entirely appropriate for schools to invite representatives from the campaigns on either side of the Referendum debate to engage directly with pupils as part of the learning and teaching activity in place within the school. The expectation will be that each school will be able to evidence a consistent and balanced approach in its issuing of such invitations.

It is envisaged that sensitivity around this political neutrality in relation to schools-based activities will heighten in the final weeks of the Referendum campaign with the new term beginning just over four weeks before polling day. It is recognised that there may be an increase in requests for visits to and events at schools and the pre-election guidance issued by the Chief Executive will reflect this.

#### 6. IMPACT

The subject matter of the report concerns the Chief Executive's role as Counting Officer for the Scottish Independence Referendum. It is likely to be of some public interest.

#### 7. MANAGEMENT OF RISK

The report seeks to address the requirement to ensure that within the City's schools young people receive balanced and accurate information in relation to the Scottish Independence Referendum.

#### 8. BACKGROUND PAPERS

None.

9. REPORT AUTHOR DETAILS

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## ABERDEEN CITY COUNCIL

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COMMITTEE	Full Council
DATE	31 October 2013
DIRECTOR	Gordon McIntosh
TITLE OF REPORT	Accelerate Aberdeen- Digital Connectivity Update
REPORT NUMBER:	EPI/13/160

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### 1. PURPOSE OF REPORT

This report provides an update and progress report of the Accelerate Aberdeen's Super Connected Cities Programme Bid for Urban Broadband Funding from the Department of Culture, Media and Sport (DCMS), it also outlines the amended bid required by the DCMS and the award granted in principle.

The report also addresses the outstanding motion from Councillor Ross Thomson regarding the original announcement of funding from the £50M Super Connected Cities funding.

### 2. RECOMMENDATION(S)

That the Council:

- a) notes the contents of this report, especially that officers no longer need to pursue the necessary procurements for white area infill as this will be undertaken as part of the Scottish Government's Digital Scotland Superfast Broadband project,
- b) note that officers will be reviewing the resources needed to deliver the amended project taking into account existing resources and technical expertise available in house or within partner organisations and will report back to members on how this will be managed.
- c) instructs the relevant officers to undertake the necessary procurements for equipment to provide free wireless in agreed public buildings, as outlined in the revised bid
- d) agrees that officers undertake a review of options for the Digital Incubator Hub and that the recently approved capital business case process be used to evaluate bids with a report being submitted to the relevant committee when the appraisal is complete

- e) agrees that officers work collaboratively across and outwith the Council to pursue the other projects outlined as part of the overall Accelerate Aberdeen programme
- f) instructs the Director of Enterprise Planning and Infrastructure to put in place the necessary resources to deliver the Accelerate Aberdeen programme

### 3. FINANCIAL IMPLICATIONS

On 1 July 2013, Ed Vaizey MP, the Minister Culture, Communications and Creative Industries confirmed the availability of £5.58 million of funding to progress the amended bid submitted by the City Council on its and Aberdeenshire Council's behalf for the 'Accelerate Aberdeen' project.

As part of Aberdeen City Council's (ACC) Capital Programme £2M is allocated to the project of which approximately £350K has already been spent on technical and specialist input to the project. The remainder of this fund will be used to invest in the necessary infrastructure improvements which will be required to implement the programme.

The Voucher scheme outlined in the report will require financial processing, the costs of which will also be funded from the overall funding.

### 4. OTHER IMPLICATIONS

The digital connectivity procurements have potentially significant State Aid implications. The DCMS is working with the EU with the aim of obtaining an umbrella State Aid agreement for the implementation of the voucher scheme. This approval is seen as less contentious than the approval for urban broadband.

Both ACC and Aberdeenshire Council are working in partnership to deliver the overall Digital Connectivity Programme. Where possible, ACC will endeavour to work collaboratively with other UK Super-Connected Cities to ensure the best and effective use of public funds.

If any further developments occur it will be reported to committee as part of the ongoing process.

### 5. REPORT

#### 5.1 Background

On 9 November 2010 the Enterprise, Planning and Infrastructure (EP&I) Committee instructed officers to develop a programme to enable the delivery of improved broadband connectivity to domestic and commercial users in Aberdeen.

On 11 September 2012, the EP&I Committee agreed to support efforts to lobby Scottish Government for funding, appoint an advisor to assist officers to implement the recommendations of ACSEF's the 'Maximising Digital Connectivity' priority and ACC's 2012/13 capital programme has a provision to contribute £2 million to invest in Digital broadband infrastructure.

On 6 November 2012, the EP&I Committee endorsed the 'Accelerate Aberdeen' Super Connected Cities Programme Urban Broadband Fund (UBF) Bid (see Appendix 1) and instructed officers to undertake the procurement of expert advice.

On 22 January 2013 the EP&I Committee approved that officers undertake the necessary procurements to secure suitable private sector development partners to implement the city wireless, voucher scheme, white area in-fill and open access broadband projects.

## 5.2 Update

The original project cost had a value of £28.5 million and consisted of the following individual sub-projects, of which DCMS we asked to contribute £6.5M.

Activity	Estimate Cost (£m)	DCMS Bid Contribution
Open Access Fibre Network	£15	£3
White Area Infill	£3	£3
City Wireless	£10	£0
Voucher Scheme	£0.5	£0.5
<b>TOTAL</b>	<b>£28.5</b>	<b>£6.5</b>

Having been awarded an initial allocation of funding DCMS advised Aberdeen City Council (ACC) that the Open Access and wireless infill elements of the original bid were unable to be funded through DCMS. This was due to the inability to gain an umbrella State Aid approval from the European Commission for urban broadband. This means that in order to deliver an Open Access Fibre Network it would need to be State Aid compliant. Therefore the Council was asked by DCMS to amend its UBF bid to the UK Government in May 2013.

In addition the white area in-fill is being undertaken by the Scottish Government's 'Rest of Scotland' programme which is State Aid compliant. Instead of delivering ultrafast broadband this project will deliver superfast broadband to about 94-96% of addresses in the City.

### Amended 'Accelerate Aberdeen' Bid

Due to the challenges of the State Aid, ACC was asked by DCMS to amend its original bid and to resubmit to the UK Government in May 2013. An amended bid

was submitted as detailed in the Amended Accelerate Aberdeen bid which can be found on <http://www.aberdeeninvestlivevisit.co.uk/Invest/Aberdeens-Economy/City-Projects/Digital-Aberdeen/Digital-Aberdeen.aspx> and as summarised in Appendix 1.

In 1 July 2013, Ed Vaizey MP, Minister for Culture, Communications and Creative Industries confirmed the funding will be made available for the following elements:-

Activity	Amended Bid (£M)	DCMS - UBF Contribution (£M)	Other Funding Sources	Total Funding (Estimated)
Vouchers	£4.2	£4.28	£0	£4.28
White Area Infill	£0	£0	£9 (est)	£9
Public WiFi and Concessionary Wireless	£0.3	£0.3	£10.3 (est)	£10.3
Digital Incubator Hub	£1	£1.0	TBA	£1
Data Repository	£1	£0	TBA	TBA
<b>TOTAL</b>	<b>£6.5</b>	<b>£5.28</b>	<b>£19</b>	<b>£24.58</b>

The Digital Incubator Hub project is an interesting concept for which there are likely to be a number of competing solutions. The Finance, Policy and Resources Committee recently agreed a series of changes to our project approval processes and in particular how ACC evaluates the benefits and longer term costs associated with capital projects. As part of this programme the intention is to look at each option by adopting this rigorous appraisal methodology and to ensure that the best long term solution is identified which has financial sustainability and thereby minimising any likelihood of longer term ongoing costs for the Council.

It is important to recognise the need to press on with the early stages of procurement of potential partners/preferred bidders for the City Wireless project and the creation of Wifi access in Public building and a concessionary Wireless. There is likely to be considerable interest from the private sector in such projects and the development of specification, bid evaluation etc are likely to be demanding of officer time over the next four months. However as these are significant fore-runners to the other parts of the overall project it is important to ensure that they are moved forward quickly in order to demonstrate to DCMS that Council is making every effort to spend the grant received as it is time-limited for spending.

#### Scottish Government

The Scottish Government's 'Rest of Scotland' procurement concluded a contract worth £264.3 million with BT for an extension of superfast broadband across 27 Local Authorities, including Aberdeen. It is now known as the Digital Scotland Superfast Broadband deployment. It is planned that this deployment will provide



expected coverage of between 94.8-96% coverage by the end of 2017. This excludes the city centre. The implementation timetable will be challenging and is yet to be finalised. When it is, the details will be available through the BT website and various channels.

### Project Management

Since the scope of the original bid has substantially changed in content, there is a need to review the original resource demand and to identify whether current or an element of supplementary resources are able to progress the project.

On 29 August 2013 at the EP&I Committee a report was given of the processes put in place for project management, monitoring and delivery of externally funded projects as a result of the September 2012 Internal Audit.

All new projects being developed must ensure that project objectives are clearly defined at the outset, The programmes and projects must have a documented in a formal project brief and use as a basis for measuring progress during the lifecycle of a project. The delivery of these initiatives must have in place the necessary governance delivery resources including administration, monitoring and reporting. All staff undertaking projects must be trained to at least PRINCE 2 Project Management (Foundation).

This programme is being governed jointly by the Chief Executives of both councils. The resources for programme delivery must be put in place to undertake the necessary procurements, processes and engagements that are required throughout the programme. This is to enable delivery for each strand of the overall programme. This is being progressed jointly and will feature in subsequent reports to the relevant committees if there is a need to recruit particular individuals with skills to support the project.

Currently there is no dedicated resource for either the administration or the programme management. The administration and resources required for this project will be put in place from the project budget.

## 6. SERVICE & COMMUNITY IMPACT

An Equalities Human Rights Impact Assessment was undertaken as part of the report to this committee on 13 September 2011. Delivering Next Generation Access (NGA) with associated affordability levels for disadvantaged communities (geographical and societal) will support and enable community engagement to improve life chances and opportunities. This also supports the administration's Smarter Aberdeen Policy Statement. Aberdeen City and Shire Economic Future (ACSEF) identified a number of areas within the Economic Action Plan where NGA can play a critical role in transport, global connectivity, anchoring the energy sector, and attracting and developing skilled people and company headquarters.

The delivery of this project is consistent with ACC's administration policy – "Aberdeen a Smarter City", supporting ACC's aspiration for Aberdeen to be a Smarter City. It is also a key element in both the Single Outcome Agreement and the proposed Strategic Infrastructure Plan. The widespread availability of NGA will allow public services to be more cost effectively delivered – this will become increasingly important as Council budgets reduce in real terms.

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#### BACKGROUND PAPERS

# Appendix 1

## Amended Accelerate Aberdeen Bid 22 May 2013

Activity	Amended Bid (£M)	DCMS - UBF Contribution (£M)	Other Funding Sources	Total
Vouchers	£4.2	£4.28	£4.28	£4.28
Public WiFi	£0.3	£0.3	£0.0	£0.3
Concessionary Wireless	£0.0	£0.0	£10 (est)	£10
Digital Incubator Hub	£1	£1.0	TBA	£1.0
Data Repository	£1	£0	TBA	TBA
<b>TOTAL</b>	<b>£6.5</b>	<b>£5.28</b>	<b>£14.28</b>	<b>£15.58</b>

In order to achieve the ubiquitous world class broadband that is desired for the Aberdeen City and Shire region an amended bid was submitted, as requested by the Department of Culture Media and Sport (DCMS). This bid has focussed on providing the following:-

### **£4.28 million Connection Vouchers**

Connection vouchers will be provided to small and medium-sized enterprises (SMEs) to Ethernet or to upgrade to fibre-on-demand products. The current DCMS rules allow a voucher up to £3,000 for each eligible applicant.

### **Wifi in Public Buildings**

ACC	£ nil
DCMS	<u>£ 300k</u>
	<b><u>£300 k</u></b>

A selection of Council owned assets have been identified to ensure that the digital divide is bridged. ACC has focussed on libraries, community centres and key public assets.

### **City Wireless**

ACC	£ nil
DCMS	£ nil
Private Sector	<u>£10 million</u> (estimated)
	<b><u>£10 million</u></b>

As stated before, ACC Officers are pursuing concessionary wireless. A prior information notice (PIN) was submitted on 27 September 2013 outlining ACC's intention to procure concessionary wireless using its assets. An information day to meet industry was held on the 24 October 2013. Based on this officers will undertake the necessary procurements. It is currently unknown if any of the Council's assets will require improvement until the competitive process is complete.

### **Digital Innovation Incubator**

ACC	£ nil
DCMS	<u>£1 million</u>
	<b><u>£1 million</u></b>

The Digital Innovation Incubator builds on the Makelab Digital Incubator being undertaken by the Education Culture and Sport Directorate to which the Council and Creative Scotland have already made an investment. At the meeting of the Education Culture and Sport Committee on 12 September 2013, the Makelab pilot scheme was agreed to be undertaken. The Makelab Digital Incubator has been developed from the Maklab.

This project is in addition to the Makelab initiative. The project management, capital assets and establishment costs are factored into the project costs. This project is a DCMS funded project and must be State Aid compliant. A business case is being developed with a variety of public sector partners with the aim of building on the creative elements required in traditional industries in digital technology, creating skills and jobs. The Incubator provides an opportunity for providing access to the creative digital media for SMEs, the voluntary sector and individuals.

### **The Data Repository**

This project was not funded by DCMS. The data repository provides for an opportunity to harvest public data to be used in both service improvement and commercial ways. Such repositories are opportunities for research and development and would be an opportunity to build on many of the successful projects already undertaken within the Council and in the wider North East Public sector. This project builds on the already approved TSB data project within Education Culture and Sport. In 1 July 2013, Ed Vaizey MP, Minister for Culture, Communications and Creative Industries is open to ACC pursuing this if a persuasive business case can be developed and presented. However, the funding available is capped up to £5.58 million.

## ABERDEEN CITY COUNCIL

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COMMITTEE	Finance, Policy and Resources
DATE	26 September 2013
ACTING DIRECTOR	Paul Fleming
TITLE OF REPORT	Treasury Management – Mid Year Review
REPORT NUMBER:	CG/13/091

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### 1. PURPOSE OF REPORT

To update the Committee on Treasury Management activities undertaken to date, during financial year 2013/14.

### 2. RECOMMENDATION(S)

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

a) Notes the Treasury Management activities undertaken in 2013/14 as detailed.

### 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 on 21 February 2013. Part of this policy is to report a mid-year review to committee on Treasury Management activities undertaken.

With effect from 1 April 2004, Councils are now required by regulation to have regard to the Prudential Code (the Code) when carrying out their duties under part 7 of the Local Government in Scotland Act 2003.

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

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

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

### 5.2 Treasury Management 2013/14

The following is a summary of Treasury Management activities which have been undertaken thus far in 2013/14: -

#### Long Term Borrowing

No new long term borrowing has yet been undertaken in this financial year. Longer-term Public Works Loans Board interest rates, for periods from 10 years to 50 years, are currently in the range of 3.70% to 4.50%.

Short-term borrowing is currently available from other Local Authorities at historic low levels. Temporary Loans, for up to one year, are available at rates around the 0.50% level, making these a more attractive option at present.

We remain open to the possibility of undertaking a small amount of longer-term borrowing later in this financial year, if more favourable market conditions were to arise.

### Short Term Borrowing

With short-term borrowing rates for periods of up to 1 year continuing at historic low levels, the Council's borrowing strategy both last year and this year has been to borrow short-term where possible, to take advantage of these lower rates.

The Council currently has some £45m of Temporary Loans from other Local Authorities, at an average rate of 0.45%. This debt will be replaced over time with long-term PWLB loans, as temporary loan rates start to rise. Current forecasts are that short term interest rates will not begin to rise until 2016.

### Investments

Due to the downturn in the global economy, many previously undoubted financial institutions have been removed from the Council's Counterparty list over the past the last few years. The Counterparty list is the list of approved banks and building societies that the Council may lend to either directly or through the Money Markets, on a temporary basis.

Reviews of the Council's Counterparty list were undertaken and approved by Committee as the situation deteriorated. Last year, upon advice from Sector Treasury Services, the Council's Treasury Management advisors, the Council increased the Counterparty Limit of the Nationalised UK Banks from £20m to £30m. This provided the Council with the additional flexibility required to maximise returns on short-term surplus funds, without compromising on Counterparty quality.

### Money Market Funds

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

The Council opened three Money Market Fund accounts in August 2012, with Goldman Sachs Asset Management, Federated Prime Rate Capital Management and Ignis Asset Management.

These had been approved previously as part of the Council's annual Investment Strategy. These Money Market Fund accounts have greatly assisted the Council in spreading its Counterparty risk and also improve short-term cashflow liquidity.

In June 2013, approval was given for the Council to open two additional Money Market Fund accounts with Morgan Stanley & Deutsche Bank, taking our total to five accounts, each with a £10m limit.

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

The CIPFA Code of Practice states that in the use of financial instruments for the prudent management of risk, priority must be given to security and liquidity, when investing funds.

8. BACKGROUND PAPERS

None.

9. REPORT AUTHOR DETAILS

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## ABERDEEN CITY COUNCIL

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COMMITTEE	Council
DATE	31 <sup>st</sup> October 2013
DIRECTOR	Paul Fleming, Acting Director of Corporate Governance
TITLE OF REPORT	Fairer Scotland Fund - Progress Report (1 <sup>st</sup> April 2012 – 31 <sup>st</sup> March 2013)
REPORT NUMBER	CG/13/111

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### 1. PURPOSE OF REPORT

To provide Members with the annual report on progress with Community Planning Aberdeen's Fairer Scotland Fund programmes and projects funded in the previous financial year, and information on the Projects being funded in 2013-14.

To give consideration to a request from Community Planning Aberdeen that £96,749K unspent monies in 2012/13 be added to the allocation for 2013/14 to support additional priority Community Planning work.

### 2. RECOMMENDATION(S)

The Council is asked to:

- a. Consider and advise the Fairer Scotland Fund Board of the Committee's comments on the Annual Report for 2012-13, Appendix 1
- b. Note the information at Appendix 2 detailing the funding decisions taken by the Fairer Scotland Fund Board in relation to Project funding for 2013-14.
- c. Consider the request from Community Planning Aberdeen for an additional allocation of £96,749K in this financial year.

### 3. FINANCIAL IMPLICATIONS

The Fairer Scotland Fund is a fund initially created by the Scottish Government, in December 2008, aimed at tackling poverty and deprivation. The first two years of the fund were ringfenced within the Council's budget for the Community Planning Partnership (now called Community Planning Aberdeen) in order to support partners to work together to tackle area-based and individual poverty; and to help more people access and sustain employment opportunities. Following the initial 2 years the allocation is now included as part of the Council's annual settlement and the Council has agreed to provide an agreed level of funding to the CPA to continue the Fairer Scotland Fund grant process.

In 2012/ 13 the Council agreed a sum of £1.625M to support Community Planning Aberdeen's Fairer Scotland Fund Board. The current 5 year Business Plan contains a sum of 1.625 M for the first 2 years of the plan. In year 3 of the plan i.e. 2015/16 there is a proposed reduction of the fund by £250K i.e. the Fund from that year onwards if maintained in subsequent years would amount to £1.375M.

In 2012/13 there was an underspend of £96,749 in the Council's Fairer Scotland Fund allocation to Community Planning Aberdeen. The Council's financial regulations prevented these monies being carried forward to 2013-14. This issue was discussed at the Community Planning Management Group meeting on the 12<sup>th</sup> August 2013 which resolved to make a request that the monies underspent by the FSF Board on behalf of Community Planning Aberdeen in 2012-13 be reallocated to Community Planning Aberdeen in 2013-14.

The Council has agreed to continue the current governance arrangements through the Community Planning Partnership's Fairer Scotland Fund Board, which allocates the Fund following an application process to support appropriate programmes and projects.

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

#### 4. OTHER IMPLICATIONS

##### Personnel

The initiatives and programmes, being funded, support frontline services that are provided by the Council, Community, Voluntary and other public services sector partners with 93% of the fund allocated to voluntary and community organisations. In 2012-13 20,829 people participated in 60 funded initiatives; 1,401 volunteers were involved in activities funded by the FSF, contributing over 107,571 volunteer hours.

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

##### Sustainability and Environment

The Fairer Scotland Fund plays an important part in providing services that tackle poverty and contribute to improving sustainability by improving the environment and well being for the cities most disadvantaged communities and vulnerable individuals. The various programmes are addressing unemployment, providing

financial inclusion services, improving health and skills and enabling more sustainable and safer communities.

## Risk Management

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

## 5. BACKGROUND/MAIN ISSUES

- 5.1 The Fairer Scotland Fund Board comprises the Chair of The Aberdeen City Alliance, three Aberdeen City Councillors (currently Councillors Yvonne Allan, Gordon Graham and Jim Noble), one representative from Aberdeen Council for Voluntary Organisations, one representative from NHS Grampian, one representative from Grampian Police, seven representatives from priority regeneration areas (appointed through the Regeneration Matters Group), and three representatives from the Aberdeen Civic Forum.
- 5.2 The Finance and Resources Committee of the 12<sup>th</sup> November 2009 agreed that half yearly updates should be provided for the Corporate Performance and Policy Committee on the outcomes achieved through the investment in Fairer Scotland Fund. As the last meeting of the council agreed that The Council should oversee the community planning process and given that Fairer Scotland Fund is a community planning matter it is advised that future reports regarding Fairer Scotland Fund should therefore come to this meeting for approval.
- 5.3 In 2012-13 there was an underspend of £96,749 in the Fairer Scotland Fund allocation to Community Planning Aberdeen. The Council's financial regulations prevented these monies being carried forward to 2013-14. This issue was discussed at the Community Planning Management Group meeting on the 12<sup>th</sup> August 2013 which resolved to make a request that the monies underspent by the FSF Board on behalf of Community Planning Aberdeen in 2012 -13 be reallocated to Community Planning Aberdeen in 2013-14.
- 5.4 The Fairer Scotland Fund Board met on the 10<sup>th</sup> October and agreed that if the Council was minded to reinstate the unallocated monies from 2012/13 in this years budget i.e. 2013/14 then the Board would identify potential one off "capital" expenditure that could be used to provide improvements or address specific needs in priority regeneration neighbourhoods for due consideration at a future meeting of the Council's Finance, Policy and Resources Committee.
- 5.5 The Fairer Scotland Fund Board met on the 17<sup>th</sup> of March 2013 to consider applications for funding for 2013 -14. Awards were made to the projects as listed at Appendix 2. Several of the projects being funded through Fairer Scotland Fund, especially those that relate to improving employability and financial

inclusion play a significant role in relation to the city's response to current and planned changes arising from welfare reform.

## 6. IMPACT

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

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

The Fairer Scotland Fund and the Partnership Board contribute to a wide range of objectives contained within the Councils policy statement, Smarter Aberdeen, in relation to how we work with our partners to seek to reduce the levels of inequality in the city and encouraging and supporting citizens to participate in the development, design and decision making of services to promote civic pride, active citizenship and resilience.

Fairer Scotland Fund investment also contributes to several of the Council's Key Priorities within the Five Year Business Plan, including:

- Provide for the needs of the most vulnerable people
- Help to ensure that all schoolchildren reach their potential
- Ensure efficient and effective delivery of services by the council and with its partners

## 7. BACKGROUND PAPERS

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

Appendix 2 details the funding decisions made by the Fairer Scotland Fund Board at its meeting of 17 March 2013.

## 8. REPORT AUTHOR DETAILS

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# Fairer Scotland Fund





## Fairer Scotland Fund Annual Report 2012-13

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# Fairer Scotland Fund

## Annual Report 2012–13

The Fairer Scotland Fund came into effect on the 1st April 2008, and its purpose is to tackle poverty and deprivation. The Fund enables Community Planning Partnerships to '**tackle area based and individual poverty and to help more people access and sustain employment opportunities**'.

In 2012-13 Aberdeen City Council allocated £1.625m to the Fairer Scotland Fund. The fund is managed by the Fairer Scotland Fund Board on behalf of Community Planning Aberdeen, the Community Planning Partnership for the City, with additional reporting to Aberdeen City Council Corporate Policy and Performance Committee.

### Fairer Scotland Fund Programme 2012-13

After the allocation was agreed in February the Fairer Scotland Fund Board invited applications for funding. The Board decided to move away from the previous allocations to neighbourhood and thematic funding to focus on the main priorities for the fund, and targeting disadvantaged communities and vulnerable groups and individuals.

The Board agreed the following outcomes, neighbourhoods and vulnerable groups as priorities for use of the Fund:

#### Priority Outcomes:

- Maximising income
- Getting people into work
- Improving mental health and well being
- Building stronger safer communities
- Increasing skills and creativity

#### Priority Neighbourhoods:

- Cummings Park
- Middlefield
- Northfield
- Seaton
- Tillydrone
- Torry
- Woodside

#### Priority Groups:

- People living in poverty
- Lone parents and families with children
- Unemployed people
- Children and young people
- People with health issues
- Older people

- **Minority groups where an identified need can be evidenced**

**Priority aims:**

**Improving access to services**

**Supporting community involvement**

**Promoting volunteering**

The Board set up a new application process, whereby subgroups of the Board met to consider applications, with invited representation from key service providers from Community Planning partners in an advisory capacity. Following 5 sub group meetings, a full day meeting in March and a subsequent meeting in June funding was allocated to the following outcomes.

<b>Priority outcomes</b>	<b>£</b>	<b>% of fund</b>
<b>Getting People Into Work</b>	372,000	24%
<b>Maximising Income</b>	298,000	20%
<b>Improving Mental Health and Wellbeing</b>	268,000	18%
<b>Building Stronger, Safer Communities</b>	297,000	19%
<b>Increasing Skills and Creativity</b>	173,000	11%
<b>Support Team &amp; Running Costs</b>	75,000	5%
<b>Community Support Fund</b>	45,000	3%

**Funding was awarded to 60 initiatives, supporting Projects in priority areas and work across the City with vulnerable groups and individuals. Grants ranged from £2,400 to £170,000 in value.**

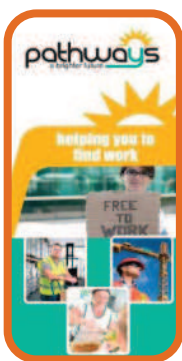
**A total of 20,829 people participated in activities and services funded by the Fairer Scotland Fund, 5737 of them were under 16. 1,401 volunteers carried out a total of 107,571 volunteer hours.**



# Getting People Into Work

24% of the fund (£372,000) was allocated to this theme. A range of organisations were funded to ensure people had access to the support and skills they needed to return to work. This involved initial engagement, personal development activity, vocational training, and in work support.

Funding was allocated to Pathways, Job Parents, the LOAN (Linking Opportunity and Need) Team, Station House Media Unit, North East Scotland Sensory Services, Aberdeen Foyer, Aberdeen Forward, and WEA.



**Pathways** supported 182 people into work, 125 into full time and 57 into part-time employment. They supported 5 people to maintain their current employment and 2 people started volunteering to improve their employability. Referrals to the service remained steady throughout the reporting period, significantly above levels in the previous year, due in part to the early effects of forthcoming welfare reform. The target of 300 referrals for the year was comfortably exceeded with 361 referrals received and registered as active clients.

Locations in which the service was offered increased throughout the reporting year, with additional provision now offered in Garthdee and Kincorth, as well as all the priority areas. The location used in Mastrick has changed to the Housing Office, which is improving links and referrals to and from the Housing Officers.

There was a marked rise in numbers of people for whom English is a second language. Many of these clients have poor English skills and therefore presented a challenge for Keyworkers in providing support and being understood. There was also an increase in people referred who needed help with basic IT skills and online applications.

Employment Keyworkers were automatically assisting clients to register on Universal Jobmatch, the Jobcentre Plus system for vacancies, and also set clients up with email accounts if necessary. Following on from this Keyworkers noted that they were spending significantly greater periods of time with clients completing online applications, many of which could take an hour or more to complete.

The figures moving into full time work continued to be in contrast to figures across the country, where official figures have shown that the majority of people finding jobs have been moving into part time work. This shows the value of dedicated 1-2-1 support, which helps unemployed people feel valued and enables them to secure jobs which can help to secure them financially.



During the year a Social Return on Investment (SROI) evaluation was carried out, with support from the FSF coordinator and a consultant from Social Value Lab. SROI is a method for measuring and communicating a broad concept of value that incorporates social, environmental and economic impacts. It is a way of accounting for the value created by activities and the contributions that made that activity possible. It is also the story of the change affected by activities, told from the perspective of the stakeholders.

Following consultation with clients and stakeholders, the final analysis showed that every investment of £1 in Pathways delivered £4.67 of social value.

**Job Parents** supported 137 customers into work. Many of the referrals received were on Employment Support Allowance and had limited opportunities for taking employment immediately, requiring supported work or limited hours due to health conditions. Many clients came a long way since being referred to the project, and are in the process of gaining the skills, confidence, experience or training needed to be able to achieve their work goals. A large number of customers received support with barriers like debts, housing, and health conditions, to help them move forward and achieve their goals.

**The LOAN (Linking Opportunity and Need) Team** focused on matching people with employment, holding 2 Job Fairs involving over 21 employers, 600 vacancies and 1,267 unemployed people attending. These resulted in 417 people starting work. Funding was secured to provide a variety of different courses leading to employment in the Care, Retail, Hospitality and Security sectors as well as specific recruitment needs, for example, Royal Mail. Over the year there were 6 hospitality courses with 58 people attending, 6 Care courses with 61 people attending, 6 Security courses with 71 people attending, 6 Retail courses with 108 people attending and 10 generic courses with 92 people attending.

**North East Sensory Services Employment Service** supported people with a sight and/or hearing impairment to find work, as well as helping people retain employment. Over the year they worked with 47 clients, with 11 clients supported into employment, 25 clients into education and training, and 10 taking up work placement and volunteering opportunities. 12 people currently in work were supported to retain their current employment or explore alternatives. A new Confidence Building Course ran during the year. Ten participants enrolled to start the supported course. The course was provided free of charge by Aberdeen College. Various topics were discussed including self-esteem, assertiveness, motivation & strategies to improve confidence. The class highlighted how beneficial it was for them.

**The Princes Trust Team Programme** was a personal development and employability programme of 12 weeks duration, run by Aberdeen Foyer. The programme was aimed at supporting 16-25 year olds into further education, training, employment or volunteering. Over the course of the programme, team members worked through an Individual Learning Record to gain SQA qualifications in: Self Awareness; Self in Society; Self at Work; and Communication. They also attained First Aid and Food Hygiene certificates. Of the 26 participants, 13 moved on to employment, training, education or volunteering.

**Aberdeen Forward** supported volunteers and assisted them in their journey into work. This was done through the creation of volunteer posts that closely mirrored real work opportunities, provision of training and ongoing volunteer support. Over the year they recruited 81 volunteers, who contributed 1,929 volunteer hours.

**Employability** was a new project run by WEA, which delivered 3 courses over the year offering drop in opportunities for those to use the facilities to further their chances of employment. Classes covered basic IT skills, how to use the internet to find job opportunities, and how to write CVs and cover letters. 5 learners went on to paid employment, 2 went on to voluntary work and 6 applied for further education courses at Aberdeen College.

**Dynamics** was run by WEA, who ran 3 courses over the year, covering topics such as IT, team building, budgeting skills, outdoor activities, confidence building, cooking, racism, homophobia, sexism and general good citizenship. 3 courses ran with 18 young people participating.



One of the team members was a Looked After Child living in residential care, with historic offending behaviour. Despite her chaotic lifestyle, the young person's time-keeping on the programme was excellent, and her leadership potential became apparent early on. The young person did so well that she went on to secure full-





**shmuTRAIN** was delivered by Station House Media Unit, and supported 14-19 year olds who were in, or likely to fall into, the More Choices More Chances category. The project, now in its fifth year, works with young people in school in the Early Interventions programme, and those already in a negative destination through the Positive Transitions programme (16-19). It is a skills development programme, using community and digital media (radio, video, sound engineering and digital design) as a meaningful and stimulating medium to increase the chances of young people moving into employment, education or training. Over the year 95 young people participated, with 28 moving into employment, 22 into education and 4 into training.



Within the Early Interventions project shmuTRAIN built up strong strategic and operational links with academies across the regeneration areas, and city-wide through the development of the City Campus work. From the 23 young people who completed courses in 2012, 17 have gained positive outcomes. Analysis across the last 4 years of school work shows an overall success ratio of 86%. Outcomes from the Positive Transitions courses continued to be very good with 16 of 23 trainees who completed the courses securing a positive destination – a 70% success rate. Station House Media Unit was confirmed as an accredited SQA centre during the reporting period and as a result is now offering the SQA in Employability across Early Interventions and Positive Transitions programmes.

During the year a Social Return on Investment (SROI) evaluation was carried out, with support from the FSF coordinator and a consultant from Social Value Lab. SROI is a method for measuring and communicating a broad concept of value that incorporates social, environmental and economic impacts. It is a way of accounting for the value created by activities and the contributions that made that activity possible. It is also the story of the change affected by activities, told from the perspective of the stakeholders.

Following consultation with clients and stakeholders, the final analysis showed that every investment of £1 in shmuTrain Positive Transitions delivered £3.69 of social value.



Callum, 18 from Tillydrone, took part in our 13<sup>th</sup> Positive Transitions (PT) course. Callum had worked with SHMU previously whilst a pupil at St Machar Academy in his 4<sup>th</sup> year in 2010/2011. Callum took part in employability and sound/music modules at St Machar and engaged well although his attendance was not always the best. He particularly enjoyed the sound module as he has an interest in music. As a result of the SHMU course in school, Callum engaged better with school and decided to stay on for 5<sup>th</sup> year.

In 2013 when he found himself unemployed he came to us looking for help. He had also heard that we had a new project, shmuSOUND, and being a keen musician himself he wanted to find out more. He enrolled on the PT course and signed up for help with his music through shmuSOUND as well.

As a part of the PT course Callum helped to produce a weekly live radio show along with his fellow trainees. At the end of the course Callum says “the radio really helped to boost my confidence, it made it easier to do job interviews: if you can talk to Aberdeen on the radio then you can talk to an interviewer.”



“Before SHMU I had ambitions for my life but didn't know where to start and

## Getting People Into Work performance summary

There were **1342 people** involved in **employability** initiatives and **822** of them got into work. **149 young people** were involved in **More Chances More Choices** activities.

**Weekly employment support sessions** were delivered in **11** priority areas.

**68 young people** moved on to **employment, education or training**.

There were **93 volunteers** involved, delivering **3,404 hours of volunteering**.

Performance Indicator	Achieved in 11-12	Target for 12-13	Achieved in 12-13	
Number of people into work	278	461	822	↑
Number of people accessing the Support Fund	194	130	149	↑
Access Centres in areas of high unemployment offering weekly Employment Support Drop In sessions	10	10	11	↑
Number of young people involved in MCMC activities	83	144	149	↑
Number of young people moving on to employment, education or training	85	65	68	↑
Total number of participants involved			1342	
Number of participants aged under 16 years old			64	
Number of volunteers involved			93	
Number of volunteer hours contributed			3404	

# Maximising Income

20% of the fund (£298,000) was allocated to this theme. A range of organisations were funded to ensure people have access to affordable financial services and products and co-ordinated provision of quality advice and information services.

Funding was allocated to Cash In Your Pocket Partnership (CIYPP) Team, Citizens Advice Bureau, North East Scotland Credit Union, St Machar Credit Union, Care and Repair, Aberdeen Illness and Disability Advice Service and WEA.

**Aberdeen Citizens Advice Bureau** delivered a community outreach money advice service, through a combination of home visits and community appointments with outreach surgeries. Outreach sessions operated weekly at Seaton Community Project, Torry Medical Centre, Mastrick Community Centre, Woodside Community Centre, Northfield Community Centre and Manor Park Community Centre. Staff also attended Cash-in-Your-Pocket community presentations and sessions at REMPLOY when it closed down.

During the year CAB gave money advice to 468 people and income maximisation advice to 579 people, and recorded a total client financial gain of £1,118,253 which equates to £1,068 per head, and £14 for every £1 FSF invested.

**Aberdeen Illness and Disability Advice Service** was a new project to receive funding. They offered confidential, independent and impartial financial advice to anyone affected by illness, disability or a long term health condition, in the most suitable location for the client, including hospital wards and home visits. They also helped or advised the families of those affected, who were often the main carer.



Over the year they saw 406 clients and recorded a total client financial gain of £441,408 which equates to £1,086 per head, and almost £19 for every £1 FSF invested. They had success in building their volunteer base, and by the end of the year had 9 active volunteers, 3 of whom worked 2-3 days a week. 2 volunteers were trained to provide representation at tribunals, due to an increase in appeals. They had use of rooms at ARI for seeing clients and are working on securing a permanent base there.

**North East Scotland Credit Union** also continued to promote access to saving schemes and affordable loans in areas not covered by St Machar Credit Union. They opened six collection points, two of which are new primary school collections, delivered over 8,000 leaflets directly into homes in the Torry area, and attended over 26 talks and events promoting the benefits of the credit union. They provided 711 affordable loans, totalling £883,000 and had 2168 adult savers and 956 junior savers, with £657,000 total savings deposited. They had 135 volunteers contributing 304 volunteer hours.

**St Machar Credit Union** continued to promote access to saving schemes and affordable loans in priority areas. They had 14 collection points and opened 2 new ones during the year. 2547 affordable loans, totalling £1,207,440, were provided, and they had 2364 adult savers and 1007 junior savers, with £995,137 total savings deposited. There were 37 active volunteers, contributing an average of 8 hours per week, or 14,976 volunteer hours over the year.



**Aberdeen Care and Repair** provided advice and assistance to older people, people with disabilities and long term health problems. Advice and Assistance was given with property maintenance, repairs, and improvements, minor and major adaptations, affordable heating systems and the service also operated a small repairs service. The aim was to support individuals to continue to live independently safe and secure within their own home. The majority of householders assisted were older, disabled (physical and mental health) or the carer for a disabled child. In many cases the Funding Officer worked closely with social workers /support workers or carers. Care and Repair staff often reached ‘the hard to reach’ households where no other services have been approached, resulting in referrals being made to other organisations and services to work together to access services that the householder required. Over the year 415 people received assistance on maximising income or charitable funding, and 829 households were assisted with repairs, improvements and adaptations to their home. £202,194 of charitable funding was secured and £76,999 of income maximisation.

**WEA** ran Count Us In with the aim of raising the level of financial literacies in the student body attending courses at the WEA Reach Out Project, including the Dynamics and Break Out strands. The bulk of the learning was delivered through embedding financial learning into other courses, as they worked with a hard to reach client group who find it hard to engage with specific financial learning programmes. The learners



came from across Aberdeen and included some of the most disadvantaged and excluded in society including those with mental health issues, learning disabilities and those experiencing substance misuse. Over the year 99 people participated in 14 full courses, 8 x 6 week courses and 2 x 4 week courses. They also ran 12 one off sessions, 1 residential, 2 terms of PEEP and had the ACC Charity Shop for a week. They also offered around 60 hours of one to one support.

**Cash In Your Pocket** acted as a central hub for the operation of its financial inclusion partners, taking referrals from people working in the community on behalf of the excluded, and passing them onto the organisations that could most assist them.

At least 90 organisations, groups, departments or projects were on the Cash In Your Pocket database, either making or receiving referrals. The CIYPP Team presented information sessions about Cash In Your Pocket to more than 20 groups over the last year. 1747 individuals were referred through the database in the last year, and there were 2673 onward referrals to different agencies through the database .

Events were held in Mastrick, Torry and Kincorth, as well as 2 awareness events designed to increase recognition of financial inclusion issues and how these can be resolved (such as pay day loans problems, benefits issues etc.). These all resulted in a significant number of referrals, indicating the need that was still prevalent amongst these communities.



They also attended local Galas representing their partners' services, and ensuring that attendees could get access to the most relevant ones. In addition they held a large CIYP event at Tillydrone in August that saw more than 100 attendees. A successful event for disadvantaged families (over 80 attendees) was also held in partnership with Home-Start.

CIYP initiated a consultation exercise in order to assess the financial need within regeneration communities, identifying the amount of time community workers have to spend dealing with financial inclusion issues and narrowing down what those issues are in their daily workloads. This will provide evidence of need and CIYP's position in these activities will become even more crucial as Welfare Reform begins to impact.

Cash In Your Pocket have been central in pulling together some varying types of provision over the last year, most notably a Food Bank Group that has resulted in a partnership across providing organisations within the city, and a successful application to the Fairer Scotland Fund. There were a series of meetings around budgeting, NHS services, older people, Welfare Reform and co-ordinating Starter Packs provided by churches, all of which helped to direct and improve provision across the city. Cash In Your Pocket meetings were held regularly, allowing partners to share information and practice, as well as devise strategy for dealing with Welfare Reform changes. In addition an Advisory Group was set up to assist with planning and management issues for CIYP.

Training was also co-ordinated and provided across a number of topics – Welfare Rights, CIYPP referral, Personal Independence Payments and general financial understanding.



Welfare Reform  
Aberdeen

## Maximising Income performance summary

There were 10,665 people involved in maximising income initiatives and 1,982 of them were under 16 years old.

1,868 people received money advice and income maximisation advice and total client financial gain was £1,838,854.

6.495 people were members of a credit union with a

Performance Indicator	Achieved in 11-12	Target for 12-13	Achieved in 12-13	
Amount of affordable loans provided by Credit Unions	£1,519,357	£1,625,957	£2,090,440	↑
Total savings deposited in Credit Unions	£1,412,412	£1,493,000	£1,652,137	↑
Number of credit union collection points	34	40	41	↑
Number of people receiving money advice	493	444	468	↑
Number of people receiving income maximisation advice	939	1024	1,400	↑
Number of households receiving maximising income/charitable funding advice from Care & Repair	310	300	415	↑
Total client financial gain	£1,397,129	£1,687,000	£1,838,854	
Number of referrals to the Cash In Your Pocket database	1747	1500	1937	↑
Total number of participants involved				10,665
Number of participants aged under 16 years				1982
Number of volunteers involved				195
Number of volunteer hours contributed				17,978

# Improving Health and Wellbeing

18% of the fund (£268,000) was allocated to this theme, focusing on mental health and wellbeing and reducing health inequalities.

Funding was allocated to Pathways to Wellbeing and Mental Health Aberdeen to provide community based counselling for 7 priority areas. Funding was also allocated to Homestart, Seaton Support for Rehab and Recovery, the M26 Group, the Cyrenians, Give Kids A Chance, Community Food Initiatives NE, Healthy Roots, ACC Healthy Minds Team, Tillydrone Health and Wellbeing and Printfield Feel Good Project.

**Youth Counselling & Information Service** run by Aberdeen Counselling and Information Service (ACIS) continued to offer a counselling and information service for young people aged between 12 and 18. Over the year 163 clients accessed the service and 1115 counselling sessions were provided.

**The Calsayseat Surgery Counselling Project** had two part-time counsellors and over the year 164 clients received 1181 counselling sessions. The service continued to be busy, and had a large waiting list. Over the year they saw an increase in younger people being referred to the project. HAD (Hospital Anxiety/Depression) monitoring forms were used to gather information from clients, and showed that 61% of clients reported a decreased score. The project worked with other organisations that could offer practical support and advice and 23 clients were referred on for vocational training, Pathways employment support, Job Centre and Aberdeen Foyer.

**The Torry Counselling Project**, also run by Mental Health Aberdeen, continued to provide counselling for adults at the Torry Neighbourhood Centre, and counselling for children through the schools. Over the year 521 sessions were delivered to 49 primary school and Academy pupils, and 113 adult clients received 589 sessions.

Over the year the services saw an increase in clients presenting on the 'severely emotionally disturbed' level, with a high proportion of clients being severely depressed and/or anxious. This trend could be linked to a high proportion of clients being unemployed or under threat of redundancy. The adult counsellors also noted that they encountered clients who lived in a family where the second or third generation was being affected by employment issues. The project actively helped those who indicated that their mental ill-health was related to lifestyle and unemployment, to access sources of information regarding jobs, adult and further education, access to college courses and linked in directly with projects such as Pathways, Aberdeen Foyer, Aberdeen College, Life Shaper and other organisations that could provide the appropriate support required.

**Pathways to Wellbeing** provided one-to-one counselling, based in community settings in priority areas. Throughout the year Pathways had 2 counsellors based in the communities, at the Healthy Hoose (covering Middlefield and Northfield) and at St Machar Parent Support (covering Tillydrone, Woodside and Seaton).

A total of 77 clients accessed the service. Of these 14 were male and 63 female. The youngest person to access the service was 16, with the oldest over 65.

At the end of their counselling all clients were asked to complete an Evaluation Form. This showed a unanimously positive impact on participant's lives. Those who had been attending their doctor reported that as direct result of their counselling they were attending less frequently, with those on prescription medication also showing a



My daughter has noticed, she said to her mum "Dad's smiling" – I hadn't noticed how much my son's problems affected her.

reduced reliance on medication. Clients noted how their experience of counselling had improved not only their lives, but the lives of those around them.

**Homestart** offered home visiting support to families with at least one child under the age of 5, identified as at risk and hard to reach, working to prevent further crisis and family breakdown. The project aimed to develop parent and child confidence leading to happier, healthier more enjoyable family relationships, reduced isolation and increased resilience to cope with challenges in their lives. Volunteers offered emotional and practical support as needed, building on positive existing attributes, role modelling and encouraging increased parent/child activities and routines. The Health Development Co-ordinator, through their "Recipe for Life" project, worked with families on budgeting, practical cookery, breast feeding and weaning, oral health and general advice on healthier lifestyles.



They also identified additional suitable support for families within the city, for example health, further education and finance, referred as appropriate and supported people to attend appointments where necessary.

During the year 32 families were supported, with 29 of them reporting reduced isolation and reduced levels of family conflict or stress and 6 families no longer required Social Work support. 29 volunteers supported the project, carrying out 2557 hours of volunteering.

**The M26 Group** supported 15 men aged 26+ to develop a range of life skills, including confidence building, anxiety management and assertiveness, to positively improve health and wellbeing, and to build better relationships within the local community. Activities included outings with Aberdeen Adventure, the Community Garden Project, recycling furniture with Arts Development, cooking on a budget, discussions about the new Welfare Reform Bill and financial inclusion, including setting up credit union accounts. Funding was secured from Awards for All to run a computer class.

2 members of the group got part-time jobs and one started volunteering at the local school. Most of the group showed increased confidence and self-esteem, and felt they were more valued members of the community. 3 volunteers were involved, contributing 704 volunteer hours.



**Seaton Support for Rehab and Recovery** provided a local, accessible facility to support Seaton residents manage and recover from drug, alcohol and mental health related issues. The project worked with clients to provide a tailored rehabilitation and recovery programme and helped them move on into recovery and positive destinations determined by their own needs, and focusing on building confidence and self-esteem. This included volunteer employment, skills development, further education, outdoor activity learning and wellbeing services offered by project partners. The project was a first point of contact and provided grass roots support for clients to bring structure back to their life through care plans and signposts to specialist support. The positive impact of the project extended beyond the client to the family and community, offering a platform for clients and affected family members to build bridges and understanding and where possible, to re-establish family relationships and acceptance back into the community.

Over the year 34 people used the project on a regular basis, 11 of these attended classes to support personal development and life skills, and 13 were referred to specialist debt and financial support and advisory services. A Clients Group was established to increase the decision making and involvement of clients in the



progression of the project, and it was decided to change the name to Seaton Recovery Project as this reflected the move towards a recovery based approach.

**Street Alternatives** was run by The Cyrenians and continued to offer practical support to people in Aberdeen City who were sleeping rough or who had no access to cooking or personal care facilities.

Volunteers continued to play an integral part in the provision and delivery of this holistic service and over the year volunteers carried forward plans regarding service user involvement. Volunteers worked together to plan, deliver and evaluate activities. 114 volunteers were involved, 80 of these on a regular basis, contributing 3835 volunteer hours.



**Give Kids A Chance** provided opportunities for vulnerable young people to develop and sustain interests or hobbies that encourage healthy lifestyle choices. The main focus over the second half of the year was the transfer of the service from Aberdeen City Public Health to CHILDREN 1<sup>st</sup> which occurred on November 1<sup>st</sup> 2012. A civic reception was held and hosted by Aberdeen City Council to celebrate the work achieved by GKAC and its transfer to CHILDREN 1<sup>st</sup>. This was a successful event with over 100 guests attending. Press releases were circulated in response to the event and achieved good coverage.

69 young people participated over the year, 53 of these were new referrals. 16 different activity providers delivered 21 different activity sessions over the year and continued to be committed to working alongside GKAC and developing opportunities for children and young people. New additions to the activities provided included Bank O'Dee trampoline club and BMX and skate boarding at Transition Extreme.



**Community Food Initiatives NE** received funding to improve access to affordable healthy food. There were 69 Community Food Outlets operational across the City, 37 of them in sheltered housing complexes, and sales totalled £67,500. The Fareshare initiative, which distributes excess food donated by supermarkets and manufacturers, delivered 55 tonnes of produce to 72 beneficiary organisations. The enterprise sales increased over the year and customer numbers also increased with a number of new companies and local businesses ordering fruit up to 5 times per week.

78 volunteers were active, 61 in their own communities and 17 in the Poynerook Road premises, delivering 13,100 volunteer hours. To provide new volunteers with clear information about CFINE, a new volunteer induction pack was devised.

During the year, Development staff worked with Food & Nutrition students, on placement with CFINE, to deliver cookery classes at Deeside Family Centre, with particular focus on single parents. At the end of each session, the children joined their parents to eat the food which they had cooked. These sessions were very successful and it is planned to hold more of them.



**Healthy Roots** maintained Manor Park, a community-run park in Middlefield. Over the year the paths were kept strimmed, flower beds weeded, hedges cut and the park kept tidy. It was estimated that there were over 28,000 visits to the park. Events included an Easter egg hunt attended by around 30 people and 12

volunteer days, at which 3 new benches were built and varnished. The giant chess board was repainted, as were the Nessie play feature, play park benches and play park mural. Tidying, weeding and path repairs were carried out and new plants and bulbs were planted. The allotments were popular, with 21 leased, including a number of 'microplots', very small allotments which allowed people to try allotment gardening to see if they liked it without having to make a commitment to a full size plot. 36 volunteers were involved, contributing 247 volunteer hours.

**Challenging Barriers and Promoting Healthy Minds** aimed to increase the capacity of the Healthy Minds Team to engage and support their most vulnerable clients in adult learning activities in both hospital and community settings, ultimately into education and potentially employment.

They developed a specialised media group incorporating core skills in the Blair Unit; the forensic rehabilitation locked ward at Royal Cornhill Hospital, and the group created a video of Old Aberdeen and the Cruickshank Gardens that included interviews with the curator of the gardens. Within the Unit service users worked on core skills in ICT and Communications and the English as Additional Language service continued to develop.

**Tillydrone Health and Wellbeing** and **Printfield Feel Good Project** provided complementary health treatments including Hand Reflexology Massage, Reflexology, Reiki and Indian Head Massage. The youngest service user was less than six months old and the oldest was in their 70s. A significant number of service users went on to learn more about the therapies and learned how to perform them themselves through Reiki in the Community which was a subsidiary of the complementary therapies held in both the Tillydrone and Printfield areas. During the year they saw more people coming forward who were overcoming substance misuse issues, and 2 participants who were referred from Drugs Action are now in full-time employment.

Most of the clients said that the therapies helped them relax most of all, which in turn enabled them to cope better and improve their symptoms. Over the year 475 sessions were provided to 94 people.



## Health performance summary

There were **1,292 people** involved in health initiatives and **463** of them were under 16 years old.

**3,945 counselling sessions** were provided to **354 adults** and **227 children**, in **7 priority areas**.

**32 families** were supported by Homestart and **29** of them reported reduced isolation and reduced levels of family conflict or stress. **6 families** no longer required Social Work support.

**49 people** with substance misuse and/or mental health issues received support to move into recovery and positive destinations.

There were **283 volunteers** involved, delivering **22,013 hours of volunteering**.

Performance Indicator	Achieved in 11-12	Target for 12-13	Achieved in 12-13	
Number of Community Food Outlets in sheltered housing complexes	28	30	37	↑
Amount of FareShare distributed over the year.	65	50	55	↑
Number of organisations receiving FareShare	70	70	72	↑
Number of adult clients using mental health counselling provision	379	330	354	↑
Number of clients under 16 using mental health counselling provision	171	170	227	↑
Number of counselling sessions provided	3,605	3,336	3,945	↑
Number of priority areas where counselling is provided	7	7	7	↑
Number of families supported by Homestart reporting reduced levels of family conflict or stress	15	26	29	↑
Total number of participants involved			1,292	
Number of participants under 16 years old			463	



# Building Stronger

Number of volunteers involved	283
Number of volunteer hours contributed	22,013

19% of the fund (£296,000) was allocated to this theme, and funding supported community safety initiatives across the City, as well as neighbourhood projects ensuring access to services in regeneration areas and supporting community involvement and participation.

Funding was allocated to Grampian Police, Choices, Victim Support Scotland, the Torry Trust, Tillydrone Community Flat, Cummings Park Community Flat, Printfield Community Project, the STAR (Seaton Taking Action on Regeneration) Flat, Middlefield Youth Flat, Middlefield Project, Fersands Family Centre, Fersands Community Project, Aberdeen Lads Club, St George’s Church and Torry Youth Karate Club.



One particular success story relates to a woman who initially refused to engage with Begonia and was violent and aggressive towards the Police. She later attended at Queen Street Police Office and the partnership provided an immediate response to her request for assistance. All outstanding Police Reports were diverted by the Procurator Fiscal and she engaged with a programme of support. She was assisted in claiming

Grampian Police’s **Operation Begonia** provided dedicated patrols which continued to engage with on street sex workers and to date, a total of 139 have been encountered with the majority agreeing to complete a detailed questionnaire and allowing their personal details be forwarded to the Criminal Justice Social Work Department (CJSWD), Drugs Action, or the Cyrenians, for follow up assistance. When the questionnaires are being completed, the women are provided with a safety booklet and a personal safety panic alarm. Of these 139 women, 107 are considered success stories, being engaged with services and diverted from the lifestyle.

The number of women encountered during the year dropped from 45 in 2011-12 to 26 in 2012-13, with many women having been successfully diverted away from the lifestyle and now living healthier and safer lives without having to become involved in prostitution. This resulted in a reduced number of calls received by Police by residents or individuals who are approached by the women offering their services.

A group met with a view to providing different types of support to the on street workers. This involved representative from various churches who are offering a befriending service as well as spiritual and practical help, Teen Challenge, which is a Christian charity that offers help with addiction, Aberdeen Community Safety Partnership, an NHS Sexual Health representative, the local Community Council, and a new addition is likely to be Aberdeen University Student Law Clinic who are involved in community outreach work.

**Free to Succeed** was led by Torry Trust and supported the work of the Community Integration Unit (CIU) at HMP Craiginches in relation to women offenders being prepared for release, and subsequently released, by helping them to reintegrate within the community.

During the year they established contact with 12 women offenders and continued to mentor and support offenders and ex-offenders, responding to their unique circumstances and needs, so that they were increasingly empowered to address problems which





frequently lead to re-offending. They continued to work in partnership with agencies to ensure women could and did access appropriate support. 5 offenders engaged with the Project over the year, with 4 of them moving into voluntary or paid employment opportunities, further education or training.

**Relationship Revolution** delivered by Choices, aimed to break the cycle of gender based violence and sexual exploitation in victims and perpetrators in areas of high level recorded incidence in the city, through an early intervention programme to raise awareness and challenge prejudice and stereotypes amongst young people and vulnerable adults. It also provided participants with tools to assist them identify, avoid and navigate violent and exploitative relationships and signpost them to additional support services as required.

The Youth Counselling service started up in October 2012 with the support of senior management and guidance teams within designated areas. Referrals to the service came from guidance staff and the school nurse, and 5 months after setting up they had received 26 referrals and provided 107 counselling hours contact with 21 young people and there was a waiting list for the service.

Innovative and relevant relationship violence education was provided for S2, S3, S5 & S6 young people in Torry, Northfield and St Machar Academy, and they also provided single gender youth interventions for young people in all three areas, which proved to be popular and provided opportunities for youth workers to engage with young people on relationship issues.

Over the year they worked with 780 young people, and delivered 161 workshops and 70 drop in clubs. Early evaluation of their education work showed that 95% of participants were more aware of the different forms of relationship violence and 85% of participants were more aware of organisations that provide help and support to young people experiencing relationship violence. One young person experiencing significant relationship issues was supported by the team to access relevant support, and several young people were able to discuss relationship issues with youth workers and receive guidance and support.

**Young Victims of Crime** was run by Victim Support Scotland (Aberdeen) and provided practical information and emotional support to 384 young victims of crime, through a mix of telephone support and face to face contact. The range of crimes committed against these young people varied from relatively low level crimes, such as theft and bullying, through to more serious crimes, such as serious assault. In addition, young people also continued to receive support from Victim Support Scotland's (Aberdeen) Witness Service via court familiarisation visits, support in court and support at remote links.

Training was crucial to giving the volunteers the knowledge and skill base to be able to provide effective and high quality support to young victims of crime. Over the year volunteers attended NESPC Child Protection training, Assist Suicide Prevention Training, NHS Young People with Mental Health Issues Awareness, STRADA Children and Families Affected by Parental Substance Misuse training, Support After Murder, Domestic Abuse and Victims of Sexual Crime Training.

**Tillydrone Community Flat** continued to provide a range of services and activities for the

Having witnessed the positive impact that the Relationship Revolution team have had on pupil understanding of how to maintain positive relationships, our school is eager to continue this partnership to augment pupil awareness of the importance of trust, respect and commitment in all



community. They established and extended a programme of classes and courses in response to local needs. They worked in partnership with Pathways to help people with their CV and look for employment opportunities. They delivered various courses and groups run by Adult Learning, and provided a venue for Job Centre Plus, Station House Media Unit, ACVO, Drugs Action, The M26 Gardening Group, PEEP, Stay and Play and the WEA.

Childcare support was provided through drop-in and learning support crèches which allowed 40 children to interact with other under 5s in a safe and stimulating environment. They continued to provide a PEEP group targeted at the under twelve months age group. This class was co-facilitated by a mother who took part as a learner in a PEEP class during the previous year.

Despite going through a period of transition they managed to keep services available for the people who needed them, and developed a stronger management committee of 8 people, giving more active community involvement in decision making and planning and a more independent and flexible resource which is responsive to the needs of the local community.



The crèche is now registered with the Care Inspectorate which will allow for the development of childcare provision and therefore also learning opportunities for parents. The Scottish Pre School Playgroup Association set up a weekly group in the flat supporting parents and their children to socialise, play and support each other together. The work of a trainee Social Worker, on placement from RGU, included the development of the front garden as an outdoor crèche area.

Drugs Action provided support to drug users or families and friends affected by drug use with one to one counselling, information and advice. The Drugs Action worker also supported the M26 group to access services and reduce risks to themselves and ultimately the wider community. ACC Social Care and Wellbeing Service, Job Parents and Families First also used the Flat for appointments in an informal community setting where service users felt more comfortable.

The complementary health treatments allowed local people to experience and benefit from holistic treatments which improve general health and wellbeing. Self reporting and questionnaire feedback has consistently evidenced very positive results for people using this service.

In addition they offered residents the chance to access computers and telephone for emergencies, photocopying, benefits support and advice and referrals to other organisations and agencies and meetings. Over the year there were more men using the flat, initially to use the phone for benefit enquiries or to use the washing machine, staff were then able to refer them on to either adult learning classes, job support from Pathways or to any other agencies that might be of benefit to them.

**Printfield Community Project** continued to provide Youth Activity Sessions for children and young people aged 5-16 years, After School Care sessions for primary school aged children, crèche sessions for children under 3 years and Adult Learner Courses. They also supported the Woodside Network and its subgroups. 80 Children and Parents/Carers went on a day trip to Edinburgh Zoo and the Management Committee took part in training. Welfare Reform Training was also attended to enable staff to support residents who were experiencing problems and concerns with the changes to benefits. Over the year 175

people were involved in the project, 98 of them under 16 years old. 30 volunteers contributed 600 volunteer hours.

**Cummings Park Community Flat** continued to offer access to services and Adult Learning opportunities within the community, including Basic Computing, Literacy and Cooking.

They developed a regular pattern of meetings for the 10 Management Committee members, as well as identifying training needs. The Flat was used by 16 partners or organisations to deliver activities or services, including Cash In Your Pocket information sessions, the Credit Union, Community Food Initiatives NE, ACC Housing Service, the Police and Community Wardens, shmu radio and the Cumming North Editorial team.

Family groups took place over the holidays, including outings, craft groups and outdoor discovery groups and a partnership with outreach NHS allowed them to gain and share information around smoking cessation, mental health issues, sexual health, signposting and oral health. A Homework group was established in the flat and was picked up and continued by Bramble Brae School and is now incorporated into their school programme. Friends of Grandparents As Parents continued to meet on a weekly basis offering one to one support and computer searching.



The opening hours of the flat increased with volunteers taking a more active role. A Financial Inclusion open day encouraged local people to find out what help or support was available to them. It also highlighted that money and tenancy issues were an immediate concern for people, especially with the changes taking place due to welfare reform. The Management Committee became more informed on how to support members of the community and direct them for proper support. The Credit Union has established a regular session at the flat and two members volunteered with the credit union at a school and a community centre.

Over the year 186 people participated in activities at the Flat, 36 of them were under 16 years old. 20 volunteers contributed 989 volunteer hours.

**STAR Community Flat** continued to provide services for the local community. A variety of agencies use the Flat including the Silver Surfers, ACVO, Pathways, CFINE, Credit Union, Lead, Hearing Service, Adult Education, Arts Development, City Wardens and Pearson's Fish Suppliers. The Flat had computers and a phone available for people to help with job seeking, or to make benefit enquiries and medical appointments.

Job Parents and Pathways both used the flat as a community base for supporting people back into work. St Machar Credit Union had a collection point at the flat and operated weekly providing saving and loan facilities and was busy with regular customers. CFINE provided affordable fruit and vegetables, and the flat has introduced fresh haddock for sale, which is ordered on a weekly basis and delivered fresh, straight from the fish house. This enabled many residents, who would otherwise be prohibited by cost, to include fresh fish in their diet.

The Silver Surfers (IT support for the over 55's) continued to be popular and had regular learners as well as people taking advantage of its drop in facility. This computer provision was complimented by a range of free computer classes which catered for all ages and abilities. Classes in Digital Photography and arts and crafts were delivered, as well as one to one tutoring sessions for help with reading, writing and numeracy skills, in association with Aberdeen City Council Lifelong Learning.



The Chill Out Room was booked regularly on a weekly basis by agencies that support adults with additional needs. Some of the younger visitors who used the Chill Out Room came from the Seaton Community Project Crèche and the Timber Kinder Nursery.

**Supporting Volunteers and Under 12's Work** was based in Middlefield, volunteers helped to organise the play schemes, which ran three times during the year plus a residential at Cromdale Outdoor Centre. Trips included Edinburgh Zoo, Stonehaven, Alford Transport Museum, Blair Drummond Safari Park, Land Mark and many others. Sessions also ran at Henry Rae Centre with educational activities including games, counting, puzzles and arts and crafts.

The volunteers planned the play scheme and as they became more experienced they were able to take on different tasks, for example designing and delivering leaflets, shopping, organising trips and looking after sick children. As they gained confidence they began to think about what else they might like to do, and during the year 5 volunteers moved on to training or employment.

The primary 1-3 club and the primary 4-6 club also ran regularly through the year, providing many activities from arts and crafts, baking, hammer beads, puzzles, board games, role play, general house toys, castle and cars and children had the opportunity to play games in the hall as well. Children were involved in the planning and their ideas incorporated in the programme. The family swimming groups expanded and they had five families attending. Altogether 80 young people participated, and 21 volunteers provided 2586 volunteer hours.



**Middlefield Youth Flat** continued to provide a wide range of activities for young people including access to computers and the internet to help with homework projects, applying online for jobs and keeping in contact with friends. Arts and crafts, pool, a Play Station and board games were also available, as well as cooking and swimming. Young people planned their own trips, including budgeting, and have had trips to Dundee, Stonehaven and Aberdeen for swimming and skating, Fraserburgh beach, Aden park, Montrose to pick strawberries, Landmark & Blair Drummond Safari Park. 20 young people attended a residential with Adventure Aberdeen and took part in gorge walking and swimming.

Over the year they supported 25 young people into work or placements and for many this was a positive step forward and they have continued to hold down jobs. For others further support is required and the Youth Flat continues to provide this. There were information sessions, with various themes including drugs and legal highs, delivered by Drugs Action, Caring and Wellbeing, Child Protection, and guides to safe use of social networking sites. Over the year 125 people participated in activities, 90 of these were under 16.

**A Family Support Worker** was funded at Fersands Family Centre, providing intensive support to 15 families with and without social work involvement, attending child protection case conferences, supervising access in accordance with child protection plans, attending children's hearings and making regular home visits.



The project aimed to support parents with major life issues, enhancing their self-esteem and confidence and improving their parenting skills. During the year they ran one "I'm a Parent Get me Out of Here" course and two "Confidence and Assertiveness Building" programmes. They also had

three Parent & Toddler Groups running throughout the week, a Cookery Class and a “Well Woman” Group, which addresses issues highlighted by parents, including mental health awareness, healthy walks, child health, back to work/volunteering/further education, domestic abuse, creative arts, sexual health and yoga. Funding also went to the **Twos Group** to run 3 groups for 30 children.

Funding also supported some activities for young people.

The **Big Bang Drumming Group** met at Aberdeen Lads Club once a week and involved 10 young people.

**ACT Attack** was based in Tillydrone, and 30 young people were involved in weekly drama and dance sessions.

**Torry Youth Karate Club** was funded to provide free access to karate and 61 young people participated in the club.

**Fersands Youth Work Support** provided a range of activities for 90 young people aged 5-16.



## Building Stronger, Safer Communities performance summary

There were **2,754 people** involved in stronger, safer communities initiatives and **1,578** of them were under 16 years old.

**23 on street sex workers** were referred to partner agencies who could offer them support.

**5 female offenders** had not reoffended within **6 months of release**.

**5 Community Flats or Projects** provided services and activities used by **1,165 people**.

There were **168 volunteers** involved, delivering **6,594 hours of volunteering**.

Performance Indicator	Achieved in 11-12	Target for 12-13	Achieved in 12-13	
Number of hours of patrols engaging with on street sex workers	1,352	832	1,394	↑
Number of new women engaging in on street sex work encountered through Operation Begonia (reducing target)	45	36	26	↑
Numbers of call to the Police regarding 'on street' prostitution for Local Policing Areas of City Centre and Seaton (red. target)	102	80	41	↑
Number of female offenders participating in activities to develop skills and creativity or improve wellbeing and diet	0	4	5	↑
Number of young victims of crime receiving personal contact and signposting to specialist services	135	300	384	↑
Number of attendances at Community Flats to use facilities including phone, computers and information/enquiries	872	1,010	1,848	↑
Total number of participants involved			2,754	
Number of participants under 16 years old			1,578	
Number of volunteers involved			168	
Number of volunteer hours contributed			6,594	



# Increasing Skills and

11% of the fund (£173,000) was allocated to this theme, and funding supported learning and creative activities across the City, as well neighbourhood projects ensuring access to services in priority areas and supporting community involvement and participation.

Funding was allocated to Station House Media Unit (shmu) ACC Arts Development Team, ACC Communities Team, ACVO Youth Volunteering, St Machar Parent Support Project, ACC Family Learning, Powis Gateway Community Centre, Silver City Surfers, the Reading Bus, Dad's Work, Cornhill Community Centre and WEA.



**Connecting Communities Through Media** was delivered by Station House Media Unit, and continued to provide access to media opportunities, training and support for volunteers, primarily based in the priority areas, through community radio and magazine platforms.

The project aimed to create a wide range of benefits for individuals and communities, fostering a spirit of engagement and partnership working, developing transferable skills in participants and contributing towards increased social capital.

Over the year 733 people participated in both programmes, 370 were from the priority areas. 67 active radio volunteers were supported on a weekly basis throughout the year and 35 magazine volunteers participated in 91 Editorial team meetings. 20,573 volunteer hours were delivered and 261 people took part in training courses.

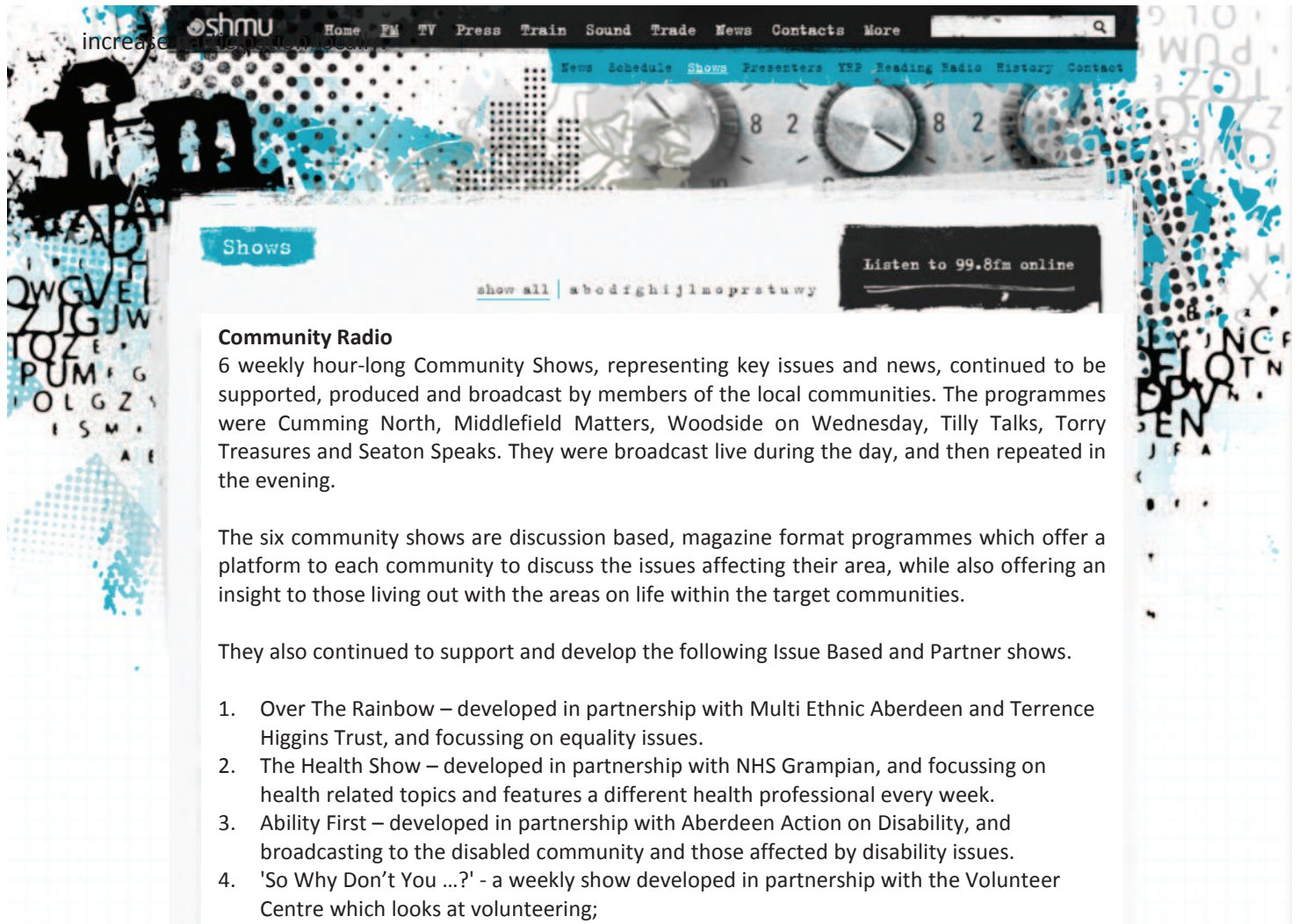
## Community Magazines

Community magazines continued to be produced 3 times a year in each of the priority neighbourhoods, these were: Cumming North, Woodside Free Press, Middlefield Mirror, Tilly Tattle, Seaton Scene, Torry's Vision and Mastrick Matters. Most had 6-8 active volunteers who attended regular editorial meetings. Journalism Training was designed and delivered, funded by the FSF Community Support Fund. Taster sessions and two 6 week courses were delivered, with a further course fully booked. There was an improvement in deliveries of the magazines and all editorial teams were happy to continue to use the delivery company for distribution. Over the year the editorial teams welcomed new local people into their groups which saw the total number of magazine volunteers rise from 25 to 35 actively participating towards their own area magazines. Offering the journalism training helped encourage new residents to get involved with their community magazines. Representatives from each editorial team continued to meet monthly, as a Joint Editorial Team, to discuss common issues and share information that is relevant to all the magazines. As part of this the group worked alongside SHMU staff to create a new process to help improve the magazine systems including fitting them into a schedule that allows them to work consecutively. This proved to be successful allowing all 7 editorial teams to complete 3 magazines per year. This also enabled the teams to plan and structure all editorial meetings in advance and allow plenty of time to advertise dates within the local areas, which has helped



It has made me more confident with my writing. Before, I was reluctant to let anyone read what I had written. Since the course, I have had another article printed in the Donside newsletter, which I also put on the Facebook group. It was about. Both articles have received lovely,





## Community Radio

6 weekly hour-long Community Shows, representing key issues and news, continued to be supported, produced and broadcast by members of the local communities. The programmes were Cumming North, Middlefield Matters, Woodside on Wednesday, Tilly Talks, Torry Treasures and Seaton Speaks. They were broadcast live during the day, and then repeated in the evening.

The six community shows are discussion based, magazine format programmes which offer a platform to each community to discuss the issues affecting their area, while also offering an insight to those living out with the areas on life within the target communities.

They also continued to support and develop the following Issue Based and Partner shows.

1. Over The Rainbow – developed in partnership with Multi Ethnic Aberdeen and Terrence Higgins Trust, and focussing on equality issues.
2. The Health Show – developed in partnership with NHS Grampian, and focussing on health related topics and features a different health professional every week.
3. Ability First – developed in partnership with Aberdeen Action on Disability, and broadcasting to the disabled community and those affected by disability issues.
4. 'So Why Don't You ...?' - a weekly show developed in partnership with the Volunteer Centre which looks at volunteering;
5. Aye Gallus – a show developed in partnership with the Grampian Senior Citizens Forum, looking at issues for the over 50's;
6. Around with a Ranger - developed in partnership with the Woodland Ranger Service, focussing on environmental issues;
7. Reading Radio – developed in partnership with the Reading Bus, focussing on literacy, confidence and communication skills Primary School children;
8. The Family Learning show – developed in partnership with the Family Learning Team, focussing on pre-school learning between parents and their children;
9. Take A Moment – developed in partnership with Woodside Parish Church, broadcasting to the Christian community.
10. Polish Breakfast – is aimed at the Polish community of Aberdeen, is broadcast in Polish and plays polish music.
11. Youth Radio Project – is produced and presented by local young people, looking at different topics every week ranging from sexual health to technology.
12. Indian Beats – focuses on music, issues and stories from an Indian perspective.
13. Aber Dabba Doo – dedicated to LGBT issues, featuring a mix of news, views, guests and information.
14. Women's Hour – is presented by local women who talk about various issues ranging from health to hobbies.
15. Current Affairs Show – takes a look at all the latest local hot-topics and big headlines from around the world, including live studio discussions with local guests as well as a host of interviews and features.
16. Culture Club – looks at cultural activity in the Aberdeen and surrounding areas (*new show*).
17. Oddballs – latest local, national and international sporting news and stories. Each week there are studio guests from local sports clubs (*new show*).
18. Literature Show – profiles local and visiting writers with news and reviews of poetry, fiction and drama in the North East (*new show*).



The Community Newsdesk continued to gather information on events and activities specific to each of the seven target neighbourhoods and broadcast daily bulletins through the What's On guides on the Breakfast Show, Packed Lunch and Cruise Control. Daily community news reads also continued to be incorporated into the key community shows.

The Reading Radio was developed in partnership with the Reading Bus (with funding from BBC Children In Need) and focused on improving literacy, confidence and communication skills of young people (aged 10-12) from low income families in areas of high unemployment by providing them with training courses and experience of working on live radio. The one-hour live Reading Radio show, presented by four P7 pupils, is broadcast weekly. Over the year 570 young people participated in the programme which was delivered to 22 different classes across the 17 targeted schools. Of these 570 pupils, 268 were resident in the priority communities.

**Youth Media** was also delivered by Station House Media Unit, providing a range of creative opportunities for young people (between the age of 12-19), primarily from the regeneration areas of Aberdeen, to train and take part in all aspects of the production and broadcasting of regular 'live' radio and 'live' television programmes (researching, writing, presenting, performing, filming, vision mixing and editing).

The funding also enabled the organisation to support the participants in personal development, notably through increased confidence, communication and self-expression. This success was recognised through supporting young people to secure Dynamic Youth, Saltire Awards and work towards gaining SVQs.

The success of the Youth Radio Forum was built on, by creating a Youth Media Forum, which will offer the opportunity for young people to have a major influence on the future direction of the Youth Work delivered through SHMU.

Over the course of the reporting period 63 young people participated in the project, 32 of those were involved with the Youth Media Project on a regular basis, and 7748 hours of volunteering were carried out over the year, approximately 150 hours per week. 11 young people moved on to a positive destination, 3 secured University places, 3 college places which are all media related courses, 5 secured jobs and 1 received support from the shmuTRAIN Employability strand.

The impact of the work of the shmuTV project also began to bear fruit. Two of the shmuTV members applied to college for the Creative Industries–TV course for intake in September 2013, and one shmuTV member applied to college for the HNC in Performing Arts and received an unconditional offer.



**Creative Communities** was delivered by Aberdeen City Council Arts Development Team, and was a year long participatory arts for regeneration programme that aimed to develop skilled inspired, motivated and confident individuals, volunteers and communities.

The first stage of this was The Port, which offered creative opportunities to connect with young people aged 8 - 18 years of age and their wider communities. Youth groups worked on circus skills and artworks for the Port Parade. Visual art workshops were developed and delivered to play scheme groups and parents by Arts Development on the theme of Aberdeen's Port. The play scheme groups explored the themes of renewable energies and sea life then made costumes and kinetic sculptures for the 40<sup>th</sup> celebration of the Aberdeen International Youth Festival (AIYF).

The Port Parade showcased the months of participants' research, volunteer development and commitment, young people creating and performing and children and parents getting creative and excited. The parade made its lively way through the streets of Aberdeen's city centre, accompanied by the AIYF visiting performers, and culminated in a grand finale in Union Terrace Gardens.

The second stage of the project was 'Cultivate', a practical, creative and ambitious new volunteer programme that aimed to invest and grow new, inspiring volunteer opportunities through ongoing training, support, mentoring and accreditation. Arts Development delivered a structured ten week volunteer training course for fourteen potential volunteers who took part in accredited training from April to June. At the end of the ten week programme further opportunities were built in for volunteers' to gain skills and experience through involvement in Theatre Modo workshops, prop and costume preparations and performing in the parade.



I helped out at Catherine Street Community Centre with Fergus from Modo: stilt walking and making wicker ravens for the parade with a 'Get Ready for Work' group of 16-18 year old school leavers from the Foyer. It was great to engage with the young people and rewarding when you found out how to connect with more difficult young people. It was rewarding to win their trust. I never



**Families in Transition** was delivered by Aberdeen City Council's Communities Team, and was designed to offer participants a range of learning opportunities aiming to assist them to overcome barriers to further learning, volunteering, employment and engagement in their local community. The project supported over 188 learners into learning during the year, some courses provided dedicated literacy programs and others provided integrated literacies provision. 1200 hours of additional learning hours were provided in the Learning Partnership areas of St Machar, Northfield and Torry.

The range of programmes included Confidence to Cook, ESOL (English for Speakers of Other Languages), ICT and dedicated literacies provision. Literacies provision was also integrated through the first three learning areas to ensure that individuals could participate fully. The project was grounded in and worked towards the life goals and aspirations of the learners. The facilitation of the learning provision involved a range of delivery methods and where possible opportunities were made available for learners to work towards formal accreditation. In one particular programme, learners were supported to achieve their Working with Others Core Skills module, as this linked with their unpaid work.

At the end of each learning programme individuals were provided with a guidance session to enable them to progress in their learning. The project established clear and easily understood routes by which those learners could access opportunities. The project encouraged other public services and community based organisations to promote learning opportunities to improve basic skills for those adults with poor literacy, language or numeracy with whom they come into contact. By the end of the year the Adult Learning team was receiving 80 referrals per month highlighting the continued need for the services for adults.

**Positive Lifestyles** was delivered by St Machar Parent Support Project and aimed to take a holistic approach to an early intervention process to help families avoid getting to a crisis point in their lives. They ran sessions in local neighbourhoods, and met parents on an individual basis, looking at the issues which caused them problems and then supported them to engage with the relevant agencies to deal with their issues. With an informal approach, they hoped that parents would speak to them about their issues before they reached crisis point, avoiding future long term need for statutory services.

Over the year there were 146 people participating in the programme, 23 of them were under 16 years old. 119 parents were referred to relevant agencies for support, 26 received help with CVs and job interviews, 39 were helped to complete Disability Living Allowance forms, 27 were supported to claim grants, totalling £15,000 and 20 took up volunteering opportunities.

The young mums group met throughout the year, there were 8 parents and 11 children in the group, from across the priority areas. As well as making friends from other areas they became more involved with organisations within their communities. They took part in a variety of learning activities which they could put into practice in their everyday lives. These included a Home Safety session from Grampian Fire and Rescue, First Aid for Under 5s, Cooking and Making Meals on a Budget, a visit to SHMU radio, and sessions from Choices Relationship Revolution, Drugs Action and St Machar Credit Union. 21 people have joined the Credit Union and the Project now has a collection point for people to pay in their savings, encouraging them to avoid borrowing from expensive lenders. Outwith the group the parents are also supported with housing, benefits, welfare advice and other specific issues.



A group of individuals who are faced with substance misuse issues have progressed from a basic Computing class to progress into dealing with dedicated literacies. The Fairer Scotland fund allowed support to provide individuals the opportunity to undertake a programme of learning. This group had particular erratic attendance but as the programme has progressed the learners have maintained a level of commitment and have been pro-active in identifying their own learning needs. As part of this learners had been encouraged to





The Project also responded to individual enquiries and, where possible, people were signposted to the relevant agency. The Project saw an increase in enquiries relating to employment, housing, welfare and benefits during the year.



Katie came into contact with our project when she was 15 and was pregnant by her foster carer's son. Katie had returned back to her mums to live after she found out she was pregnant as the social work removed her from the foster carers home. Katie's mum has had drink and drug problems and has a 3 year old son.

Katie first of all asked us to support her in attending school and her mum required financial support to be able to look after Katie. Katie had no clothing and nowhere to sleep. We encouraged Katie to attend school but she decided that she did not want to go back.

When Katie was pregnant we encouraged her to attend our young mums group so she could meet other people and chat about her fears and thoughts. She attended weekly and seemed to enjoy the group. Katie had a baby girl and was soon given a homeless flat as she was not getting on with her mum. We supported her in moving home when she got the flat in Tillydrone area.

Katie has now enrolled in a Beauty course at Aberdeen college. She feels that she is much better parent to her daughter and she seems in a much better position financially. Prior to intervention with the project her house was untidy, we have visited her home since and it has been decorated and clean. Her child has been enrolled in a local nursery, she has a positive relationship with her mother and she shares the childcare for her brother.

#### ACTION TAKEN

- Budgeting skills
- Telephone skills, Katie used the project phone to sort out a lot of her personal issues
- Applied for grants to help her to get started, £500 in total from Cash For Kids, The Frank Buttle, VSA, and the St Clair's Trust
- Katie attends our young mums group on a weekly basis with her daughter, where we look at cooking on a budget, parenting skills, maintaining health and safety at home, sex education, and nutrition in children.
- The group allows the mums time for themselves as we have a crèche every other week which also encourages the baby's development.



**The Peer Project** was run on a reduced basis by Family Learning, as they were in the process of mainstreaming and recruiting for the post of Tutor (Volunteers). Funding was secured to create a half time post during term time and the project is now able to build on the good work done since the FSF funding began. 8 new volunteers are ready to discuss their aspirations and plans and will be fully supported to meet their own goals and targets. A further 20 names on the waiting list will also be contacted and introduced to the new worker.

**Youth Volunteering Development** was delivered by Aberdeen Council of Voluntary Organisations (ACVO). The Development Worker began employment in October 2012 and began to build up a network of schools and youth involving organisations. This was an ongoing part of the job with regular meetings and events attended.

The worker gave talks to young people who were involved with volunteering, interested in volunteering or those who hadn't yet considered volunteering. Some of these were one off events, for example St Machar Careers day, and some were recurring events, for example talks to the Transition Extreme Alternative Academy.

The worker also worked closely with volunteer involving organisations to ensure that young people were receiving recognition for their accomplishments. This involved promotion of the Saltire Awards, which are the new Scottish Government awards to recognise the commitment and contribution of young volunteers, and how organisations could easily encourage young people they worked with to get involved. This also involved the promotion of after care, making the young person feel like they have accomplished something, which could be as simple as presenting the young person with an award in front of a staff team or other volunteers to hosting big events to reward all volunteers at the same time.

A total of 367 young people were involved in volunteering, 80 young people from regeneration areas registered to take part in the Saltire awards, a total of 451 certificates were issued, 19,980 volunteer hours undertaken with 59 organisations, and 18 presentations given to youth groups and schools.

**Powis Literacy and Numeracy** Powis Gateway Community Centre delivered literacy and numeracy clubs at Sunnybank and Kittybrewster schools. The aim of the project was to enhance learning, leading to increased life choices and opportunities. At the club sessions the pupils completed a variety of activities to improve their literacy and numeracy skills. They were also encouraged to develop their social skills and build positive relationships with their peers, all taking place in a relaxed, comfortable atmosphere where the pupils felt safe and happy.

Two first year teacher-training students attended the club as volunteer helpers enabling the pupils to have one-to-one sessions with an adult. The students listened to individual reading and discussed the texts with them as well as working with individuals on the first 100 and first 200 most common words. The children really enjoyed and benefited from working with the students. Pupils completed Personal Learning Plans so that they were aware of their individual strengths and weaknesses and were encouraged to set their own short term targets. Attendance was excellent and there was a waiting list for both groups.

**Silver City Surfers** provided over 2000 free, one-to-one IT learning sessions with over 55's during the year, using the skills of their Volunteers and with the leadership of the Voluntary Management Committee and the support of the part-time Coordinator. A sample of their Learners were interviewed and reported that they were pleased with the way that they could learn what they wanted to and at their own pace. They valued the support they received from the Volunteer Tutors and enjoyed the ambience created by the Hospitality Volunteers in the Coffee area. Many saved money through accessing services online, others were helped to make contact with friends and family through help in setting up emails, Skype and Facebook. Learners were able to develop hobbies and follow interests online by looking at how to access music, video, television and images online. People were also supported in learning how to use the computer for applying for jobs. Over the year 191 people registered as new learners, an average of 27 people attended weekly sessions, and 30 volunteers delivered 6816 hours of volunteering.



**The Reading Bus** worked with 425 parents and children in 8 different schools; Bramblebrae, St Peter's, Kittybrewster, Riverbank, Tullos, Walker Road, Manor Park and Holy Family. During the first session each chosen class had an introductory session with a storyteller with a separate session for parents. For the rest of the day, the storyteller worked with other classes introducing Scots through song, poems and stories. The parents and pupils worked with storytellers to create their own stories, poems or songs using the Doric book of verse, 'Nae Bad Ava' as their stimulus, over two subsequent sessions. Each class then presented their creations to their families at a culminate event, held either in the school or the local library.

**Dad's Work** continued to develop with a regular attendance of approximately 10-13 dads weekly. They constructed a 12 week parenting programme covering 4 main topics; Social literacy, historical relevance (ie where their idea of parenting comes from), parenting continuum (identifying the difference between child centred and parent centred parenting) and child development. At the end they compiled a report on each participant with recommendations and sign posting to other community support, the moving on group or to restart the 12 week programme again. This was based on participants' comprehension of programme materials, attendance and willingness to move to next level.

“ The Food Standards Agency asked if they could consult with the group about food labelling, healthy eating and food safety. As part of it the FSA employed a professional chef from Ayr to do a cooking demo, the guys told him that they do cooking, so instead of a demo

**Stockethill Step Up** at Cornhill Community Centre delivered a range of groups and activities for 64 adults. They set up two computing groups which mainly attracted older adults living in the area. This allowed some of them to keep in touch with families abroad, their confidence grew and there was clear evidence of this through evaluation by the tutor. The beginner's class from the previous term moved on to an intermediate class where they could increase their skills and confidence further.

Healthy Cooking also had a positive impact on the adults and their families in term of reducing food bills where adults learned to make their own healthy low cost meals. Feedback from these groups included references to losing weight, saving money and eating a healthier diet. The Zumba class proved popular with those attending, increasing their fitness and also giving them a sense of well being.

**The WEA Alternative Literacies** focused on providing literacy opportunities for non traditional learners who are hard to engage in learning. As in all Reach Out classes, literacies were embedded into the learning and the range of activities gave plenty of scope for social practice work. Over the year they had 61 people engaged with the programme, the majority of them were middle aged men who generally do not engage with any provision (education or social work). They ran 5 full courses (10 weeks each) , 3 x 6 week courses, 2 x 4 week courses, 9 one off events and one residential, and activities included traditional crafts (woodwork, dyeing and felting), an environmental group, a John Muir Award , Wilderness Explorers and football.



## Increasing Skills and Creativity Performance Summary

There were **4776 people** involved in increasing skills and creativity initiatives and **1650** of them were under 16 years old.

There were **662 volunteers** involved, delivering **37,602 hours of volunteering**.

In addition, **367 young people** were supported to contribute **19,980 hours of volunteering** for **59 organisations** across the City.

**1111 people** took part in **Arts activities**, **584** of them were under 16 years old.

There were **662 volunteers** involved, delivering **37,602 hours of**

Performance Indicator	Achieved in 11-12	Target for 12-13	Achieved in 12-13	
Number of people active in Arts activities	905	600	1111	↑
Number of people involved in adult learning activities	740	695	770	↑
Number of people involved in producing Community Media at SHMU	82	85	102	↑
Number of organisations working in partnership with SHMU	272	130	136	↑
Number of people registered as new learners with Silver City Surfers	187	190	191	↑
Number of young people involved in volunteering	n/a	20	367	↑
Total number of participants involved			4776	
Number of participants under 16 years old			1650	
Number of volunteers involved			662	
Number of volunteer hours contributed			37,602	

# Regeneration Matters

Regeneration Matters is a forum of representatives from all priority neighbourhoods, who have been meeting monthly since November 2006 and are active in identifying and addressing issues around poverty and deprivation.

They also elect 7 members to act as community representatives on the Fairer Scotland Fund Board, alongside 3 representatives from the Civic Forum.

Over the year the group was involved with a number of issues including welfare reform, food poverty, and employability, and took part in a number of consultations.

## **Welfare reform**

One of the issues likely to have the biggest impact on the most vulnerable people was the current and ongoing welfare reforms. Regeneration Matters established a Welfare Reform sub group, which met with the Cash in Your Pocket (CIYP) Development Worker, and agreed that a first step would be to evidence the case load of enquiries received by local projects. It had been acknowledged that projects and community flats in the local areas had received an influx of enquiries since changes to benefits began, especially to those entitled to Disability Living Allowance who were being assessed on whether they were fit to work. Projects involved were asked to complete forms which were used to evidence the increase in those seeking advice about the benefit changes taking place through the Welfare Reform implementation. It is the intention of the group to produce a six month report to look at the evidence and information gathered, which will be presented to the Cash In Your Pocket Partnership and the Community Planning Welfare Reform Board.



## **Food poverty**

The Chief Executive of Community Food Initiatives NE attended a meeting to give information on Fareshare, a national UK charity which distributes surplus produce from the food and drink industry to organisations working with disadvantaged people. He explained that FareShare was originally specific to organisations working with homeless people, however CFINE had negotiated the franchise for Aberdeen and their target group was not just homeless people but those suffering from food poverty as well.

This raised general discussion on food poverty and the need to map out what was available in Aberdeen for people in need, whether it was for food, furniture, white goods etc. The information provided by CFINE will be helpful to the Welfare Reform Sub group who will also look at food poverty and the upsurge of those requiring Food Banks, as well as looking into the effects of the benefit changes to people in their communities

## **Employability**

Regeneration Matters met with a worker from Job Parents to discuss some of the queries which arose concerning the work of the Job Parents project. It was explained to the group that Job Parents is based in ACVO offices however they have meeting venues wherever clients want to meet. This can be in a local library or community venue or the client's home. The majority of their clients are from the regeneration areas. It was also stated that from the 59 people who have successfully gained employment, 45 of these work full time and 14 part-time. The group appreciated the opportunity to find out more about the project and to take this back to their local groups.



## Communications

The group received feedback on a Journalism Course which was funded through the Community Support Fund. The need for the course was identified by Station House Media Unit, through their work supporting the community magazine editorial teams. The training was for those who wished to contribute to articles for the magazine but wanted to improve their skills. The first course took place in February and those who attended stated that the course had been very beneficial in providing them with the skills they needed. The success of this course led to a second course and it is intended there will be additional future courses. Feedback from those who attended the second course was also very positive and there are plans to set up an advanced course.

## AGM

The Regeneration Matters Annual General Meeting took place in August 2012. The group went over their Annual Report for the year which detailed some of the work they had been involved with from 2011-2012. The group also elected a new Chair and Vice Chair.



## Information sharing and networking

2 members of the group, along with the Development Officer, hosted a stall at the Tenants Open Day. Information was given out at the stall to promote membership of the Regeneration Matters group. There was also a selection of Community Magazines which showed some of the work going on in the Regeneration areas. Information on the projects the Fairer Scotland Fund funded was also made available. Contact information was given to anyone who wished to know more about or become involved in any of the funded projects.

## Consultations

A sub group completed a questionnaire for an exploratory consultation on the proposed Community Empowerment & Renewal Bill. The proposed Community Empowerment and Renewal Bill will support communities to achieve their own goals and aspirations through taking independent action and by having their voices heard in the decisions that affect their area. Ideas from the consultation are in a summary report which is available on the Scottish Government website. There will be further consultation ongoing in the summer of 2013 before the final Bill is adopted.

An audit of Community Planning took place in Aberdeen in September 2012. The overall aim of the audit was to assess the effectiveness of community planning in making a difference to local communities. The Audit team met with a number of external partners and council departments. The group discussed funded projects in their areas and the impact of these projects on their local communities. Information from the audit is available in a report from Audit Scotland 'Community Planning in Aberdeen, March 2013'.

A PhD student met with the group to consult on the work he was undertaking entitled 'The Impact of Finance and Debt on Ordinary Families'. Members of the group were asked to promote his research to their own community groups and to gauge if they would be interested in taking part in the focus groups that would be set up.

A worker on placement at Station House Media Unit met with the group to discuss the project she is involved in which focuses on the more negative effects of living in Aberdeen, comparing the disparity of those who are not benefiting from the wealth generated by the oil industry and those who are.

**For more information on Regeneration Matters please see the Aberdeen Community Planning website:**  
<http://www.communityplanningaberdeen.org.uk/Internet/Regeneration/RegenerationMatters.asp>



# Community Support Fund

This funding (£45,000) is distributed by Regeneration Matters on behalf of the FSF Board, and supports community involvement in regeneration issues, training, support to attend meetings, events and conferences, communications and capacity building.

Some of the activities funded during the year include:

## **Printing and distribution of Community magazines**

The Community Magazine have been established for a number of years in Cummings Park/Northfield, Middlefield, Seaton, Woodside, Tillydrone and Torry and more recently in Mastrick. Each area had its own editorial group and ensured that local issues and what's on in their areas is included in the 3 publications that were produced in each of the priority neighbourhoods during the year. There was also an opportunity for each of the editorials groups to meet at the Joint Editorial Meetings (JET) which gave the group an overall view of what is happening in each area and on any improvements they could make to the publications.

## **Multi Project Training Day**

The shared training event consisted of staff and volunteers from work teams, projects and professional agencies getting together to share information, resources and advice, and to build relationships between the groups. The aim of the training was to build good networking relationships within the St Machar Learning Partnership.

## **Middlefield Community Project – Community Activity Group**

Women from the Active Living Group used the funding to widen their health focused programme and increase their participation of healthy activities, including visiting a local gym. It is hoped that the women who take up these activities will be encouraged to become more involved, not only in healthy activities, but in volunteering at the Middlefield Community Project.

## **Regeneration Matters Review**

The group took part in a review weekend, when they had the opportunity to go over the role of members of the Fairer Scotland Board and to arrange the format for the group's Annual General Meeting. At the monthly group meetings there is always limited time to share ideas and information on what is happening in the each of the areas, having the away day gave members the time to exchange information and also to produce a development plan for the coming 6 months of meetings.

## **Youth Radio trip to Vienna**

The Youth Radio Project in June 2012 took part in an exchange visit to Austria to meet up with other young people from Austria, Romania, Italy and Poland. The trip gave the young people the opportunity to learn and develop skills that they shared with young people from the other countries. In addition to the radio activities they used TV and print media and explored different countries perception of how young people are portrayed in the media. Funding from the Community Support Fund went toward costs of T-shirt and sweatshirts with the SHMU logo to promote their project on the trip. The young people provided



feedback of their trip at their “Vienna Showcase” which was presented in the Belmont Cinema.

### **Social Media and Website training**

A training workshop took place through requests from some of the Management Committee members of regeneration projects. The workshop was for those interested in starting up a web or facebook page for their projects. At the first workshop users were given a work book this was used as a self guide which reinforced training from the first workshop. Once users feel confident with the initial training an advanced course will be arranged.

### **Girls Allowed**

The Girls Allowed group went on a two day residential camp where they produced art work using silk screen and etching that represented keeping yourself safe. The finished product was exhibited in their own centre and other venues across the city.

### **Administrative support for neighbourhood networks**

Funding is provided to clerk the meetings of the Tillydrone Network group. This allows minutes of the meetings to be taken and sent out to all members of the network.



### **Promotion and resource materials for Tillydrone Gala Day**

The Tillydrone Annual Gala day was organised by a number of local projects and agencies based in the Tillydrone area. Funding was used to hire a Bouncy Castle, face painting and a number of other attractions which were enjoyed by local people who came along to the event. Although the theme of the day was a fun day for all a number of local agencies had their own fundraising stalls The event aimed to raise awareness of services and facilities in the area, and to build community spirit.

### **IT Equipment**

Printfield project received funding to purchase IT equipment to allow local people access to a computer and printer.

### **Attendance at Tenants Information event**

A member from the Woodside network attended the Tenants Information Service Annual Conference held in June 2013. The theme of the conference was ‘Our House, Our Home, Our Community’, and there were four showcases from the TIS Projects in East Lothian, North Lanarkshire, East Ayrshire and South Lanarkshire. The Conference gave delegates the opportunity to:

- Hear from tenants and staff about the innovative work they are doing to make a difference
- Learn about the different initiatives to get more tenant involvement
- Find out how tenants and landlords are planning for Tenant Scrutiny

### **Childcare and Travel expenses**

Funding was made available for childcare/travel costs for project members or individuals who wished to attend meetings/seminars/conferences.



# FSF Programme 12-13

## Getting People Into Work

Job Parents	ACVO	128,380
Loan Team	ACVO	49,000
Volunteering in the City	Aberdeen Forward Ltd	4,500
Princes Trust Team Programme	Aberdeen Foyer	13,000
NESS Employment Service	North East Sensory Services	23,477
Pathways	Pathways	170,888
SHMU Train Initiative	Station House Media Unit	34,000
Dynamics	WEA	6,000
Employability	WEA	3,600

## Maximising Income

Care and Repair Funding Officer	Care and Repair	25,682
CAB Money Advice Outreach Project	Citizens Advice Bureau	80,000
Cash In Your Pocket Partnership (CIYPP) Team	Grampian Housing Association	80,000
NESCU Credit Union Access Project	North East Scotland Credit Union	41,000
St Machar Credit Union	St Machar Credit Union	40,000
WEA Count Us In	WEA	7,500
Aberdeen Illness and Disability Advice Service	Aberdeen Illness and Disability Advice	23,556

## Improving Mental Health and Wellbeing

Seaton Support for Rehab/Recovery	ACC, Education Culture and Sports	21,258
Challenging Barriers	ACC, Healthy Minds	4,200
Street Alternatives	The Cyrenians	15,000
FARE (Food Access Regeneration)	CFINE	20,000
Give Kids A Chance	NHS Grampian/Children 1 <sup>st</sup>	11,110
Healthy Roots - Manor Park	Healthy Roots	3,000
Home-Start	Home-Start Aberdeen	30,251
ACIS Youth Counselling	Mental Health Aberdeen	48,000
Calsayseat Counselling	Mental Health Aberdeen	34,000
Torry Adult Counselling & Torry Talk	Mental Health Aberdeen	43,000
Pathways to Wellbeing	Pathways	59,233
Feel Good Project	Printfield Community Project	2,400
M26 Male Drop In/Activities	Tillydrone Community Council	4,266
Health & Well Being Project	Tillydrone Community Flat	7,200

# FSF Programme 12-13

## Building Stronger, Safer Communities

Cummings Park Community Flat	ACC, Lifelong Learning	27,841
Big Bang Drumming Group	Aberdeen Lads Club	2,810
Operation Begonia	Grampian Police	23,296
Supporting Volunteers and Under 12's work	Middlefield Community Project	18,085
Middlefield Youth Flat	Middlefield Community Project	45,000
STAR Community Flat	Langstane Housing Association	25,050
ACT Attack	St George's Church	2,500
Tillydrone Community Flat	Tillydrone Community Flat	49,000
Torry Youth Karate Club	Torry Youth Karate Club	6,459
Relationship Revolution	Choices Aberdeen	29,000
Family Support Worker	Fersands Family Centre	4,212
Youth Work Support	Fersands Community Project	7,000
Twos Group	Fersands Family Centre	7,000
Printfield Community Project	Printfield Community Project	27,000
Young Victims of Crime	Victim Support Aberdeen	24,375
Free To Succeed - Closing the Gaps	Torry Trust	14,500

## Increasing Skills and Creativity

Creative Communities	ACC, Arts Development	35,000
FIT - Families in Transition	ACC, Lifelong Learning	26,546
Reading Bus	ACC, Education	4,000
PEER group	ACC, Family Learning	11,000
Dad's Work	Dad's Work	4,000
Stockethill Step Up	Cornhill Community Centre	5,600
Powis Literacy and Numeracy	Powis Gateway Community Centre	10,412
Silver City Surfers	Silver City Surfers	8,807
Connecting Communities Through Media	Station House Media Unit	67,000
Youth Media	Station House Media Unit	15,000
Positive Lifestyles	St Machar Parent Support Project	25,303
WEA - Alternative Literacies	WEA	6,500
Youth Volunteering Development	ACVO	30,878







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**Maximising Income**

Care and Repair Funding Officer	Care and Repair	27,950
CAB Money Advice Outreach Project	Citizens Advice Bureau	81,391
Cash In Your Pocket Team	Grampian Housing Association	97,074
NESCU Credit Union Access Project	North East Scotland Credit Union	41,000
St Machar Credit Union	St Machar Credit Union	56,000
WEA Count Us In	WEA	7,570
Aberdeen Illness and Disability Advice Service	AIDAS	32,280
Aberdeen Food Banks Strategy	CFINE	52,800

**Getting People Into Work**

Princes Trust Team Programme	Aberdeen Foyer	13,000
NESS Employment Service	North East Sensory Services	23,477
Pathways	Pathways	172,523
SHMU Train Initiative	Station House Media Unit	34,000
Dynamics	WEA	7,500
Employability	WEA	4,693

**Improving Health and Wellbeing**

Seaton Support for Rehab/Recovery	ACC, Education Culture and Sports	21,258
Street Alternatives	The Cyrenians	20,000
Community Food Development Project	CFINE	20,000
Give Kids A Chance	Children 1st	9,720
Healthy Roots - Manor Park	Healthy Roots	3,000
Home-Start	Home-Start Aberdeen	30,268
ACIS Youth Counselling	Mental Health Aberdeen	48,375
Calsayseat Counselling	Mental Health Aberdeen	35,000
Torry Adult Counselling & Torry Talk	Mental Health Aberdeen	43,000
Pathways to Wellbeing	Pathways	61,909
Feel Good Project	Printfield Community Project	2,400
M26 Male Drop In/Activities	Tillydrone Community Council	4,449
Health & Well Being Project	Tillydrone Community Flat	7,200
Outdoor Explorers	ACC, Ashgrove Family Centre	3,500

**Building Stronger, Safer Communities**

Cummings Park Community Flat	Cummings Park Flat M/C	24,514
Big Bang Drumming Group	Aberdeen Lads Club	2,810
Operation Begonia	Scottish Police Authority	23,296
Supporting Vols and Under 12's work	Middlefield Community Project	9,541
Middlefield Youth Flat	Middlefield Community Project	45,000
STAR Community Flat	Langstane Housing Association	31,304
ACT Attack	St George's Church	2,500
Tillydrone Community Flat	Tillydrone Community Flat M/C	49,000
Relationship Revolution	Choices Aberdeen	27,095
Family Support Worker	Fersands Family Centre	2,106
Youth Work Support	Fersands Community Project	3,500
Twos Group	Fersands Family Centre	3,500
Printfield Community Project	Printfield Community Project	24,224
Free To Succeed - Closing the Gaps	Torry Trust	14,975

**Increasing Skills and Creativity**

Creative Communities	ACC, Arts Development	35,000
Reading Bus	ACC, Education	4,000
DadsCare	Dad's Work	4,000
Stockethill Step Up	Cornhill Community Centre	7,960
Silver City Surfers	Silver City Surfers	13,904
Community Media	Station House Media Unit	67,000
Youth Media	Station House Media Unit	15,000
Positive Lifestyles	St Machar Parent Support Project	31,194
WEA - Alternative Literacies	WEA	6,500
Literacies for Life	ACC, Lifelong Learning	33,783

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## ABERDEEN CITY COUNCIL

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COMMITTEE	Council
DATE	31 <sup>st</sup> October 2013
DIRECTOR	Paul Fleming (Acting)
TITLE OF REPORT	Community Planning Aberdeen Development Plan

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### 1. PURPOSE OF REPORT

This report provides Council with details of the new combined Community Planning Aberdeen Development Plan established following the agreement by the Scottish Government of the Single Outcome Agreement for the City.

### 2. RECOMMENDATION(S)

It is recommended that Council:-

- i) Note that the attached Development Plan has been agreed by the Community Planning Aberdeen Management Group; and
- ii) Agree to receive 6 monthly updates on progress with implementing the Development Plan.

### 3. FINANCIAL IMPLICATIONS

There are no direct financial implications from this report, however, the Development Plan includes actions to pursue shared and preventative approaches to investment of resources.

### 4. OTHER IMPLICATIONS

None directly.

## 5. BACKGROUND/MAIN ISSUES

Community planning arrangements in Aberdeen were reviewed last year and approved, for their interest, by the Council. As part of this review, a development Plan was put in place to ensure that issues identified as central to the successful application of community planning in the City were taken forward. Council agreed:-

*“To note that progress with the improvement items would be reported to the Community Planning Aberdeen Board and the Corporate Policy and Performance Committee.”*

In parallel with this review, a new Single Outcome Agreement (SOA) was prepared and, again, this was approved by the Council for their interest. The final element of agreement for the SOA involved a “quality assurance (QA)” process undertaken by the Scottish Government and, in Aberdeen’s case, senior national representatives of both COSLA and the NHS. Out of this QA process, further items for development were agreed.

The Community Planning Aberdeen Board, at their meeting on 12<sup>th</sup> August 2013, agreed that the existing Development Plan and the additional items identified through the QA process be merged into a single plan. This has now be done and the content was formally agreed by the Community Planning Aberdeen Management Group on 7<sup>th</sup> October 2013.

Given the change in committee remits, the updated Development Plan is attached to this report for consideration by the Council.

Progress against each of the items on the Development Plan will be reported to each meeting of the Community planning Aberdeen Management Group from this point forward and it is proposed that the Council receive 6 monthly updates on progress.

## 6. IMPACT

Corporate – This Development Plan is in place specifically to support the implementation of the Single Outcome Agreement and, by extension the Council’s 5 year Corporate Business Plan.

Public – It is not thought that this report, in itself, has significant public impact. The delivery of the Single Outcome Agreement, of course, does have significant implications, including, positively, for equalities and human rights.

## 7. MANAGEMENT OF RISK

The Single Outcome Agreement has a specific Risk Register which highlights the risk which may prevent its effective implementation. The evaluation of these risks has, in part, informed the actions included within the Development Plan.

8. BACKGROUND PAPERS

Single Outcome Agreement  
Community Planning Aberdeen Development Plan (attached)

9. REPORT AUTHOR DETAILS

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**Community Planning Aberdeen - Combined Development Plan**

	<b>Areas for Consideration</b>	<b>Key Milestones</b>	<b>Date</b>	<b>Comments</b>	<b>Outcomes</b>
i.	Leadership & Governance	<ul style="list-style-type: none"> <li>All local partners to reflect the SOA in a visible and tangible way within their own business plans</li> </ul>	31 <sup>st</sup> March 2014	The expectation is that all Business Plans will be refreshed for the 2014/15 planning year	<p>Increased awareness of, and engagement with, CPA across all key stakeholders;</p> <p>All partners are represented at CPA by the appropriate representative(s);</p> <p>Key “leaders” in partner organisations are supported to implement SOA.</p>
		<ul style="list-style-type: none"> <li>Implement programme of Board and Management Group meetings with required participation</li> </ul>	December 2013 and ongoing	New principles, structure and membership has been agreed.	
		<ul style="list-style-type: none"> <li>Agree and implement method of self-assessment / challenge of leadership behaviours</li> </ul>	March 2014	Board and Management Group to be invited to consider methods of self-assessment	
		<ul style="list-style-type: none"> <li>Review “Collaborating for Outcomes” development programme</li> </ul>	March 2014	5 <sup>th</sup> year of programme is underway. CPA to review how this supports SOA	
ii.	Action Planning	<ul style="list-style-type: none"> <li>Joint Planning Workshop between CPA and Thematic Groups</li> </ul>	15 <sup>th</sup> August 2013	Key event to promote shared understanding and consistent implementation	<p>Delivery plans aligned with SOA priorities;</p> <p>Governance operating to focus on impact;</p>

		<ul style="list-style-type: none"> <li>Initiate cyclical reporting / challenge process through Thematic attendance at CPA Management Group</li> </ul>	From September 2013 onwards	Thematic reporting to CPA will become the normal business model from this point forward	Plans adapt in the light of circumstances and intelligence.
		<ul style="list-style-type: none"> <li>Annual review of SOA and delivery plans in the light of intelligence / analysis</li> </ul>	March 2014	The SOA and thematic delivery plans will be iterative and flexible	
iii.	Communication and Community Engagement	<ul style="list-style-type: none"> <li>Develop principles for communication and engagement</li> </ul>	December 2013	Communication and Community Engagement Sub-Group are taking this forward	Shared visibility across all partners of community engagement activity;
		<ul style="list-style-type: none"> <li>Develop key messages for CPA</li> </ul>	December 2013	As above	Co-ordinated planning of communication and community engagement to avoid duplication, increase efficiency and apply common standards;
		<ul style="list-style-type: none"> <li>A review of current practices and capacity</li> </ul>	December 2013	As above	
		<ul style="list-style-type: none"> <li>Development of approach of processes and procedures for CPA</li> </ul>	January 2014	This will be developmental, but can be expected to commence from 2014/15	Stakeholders feel informed; that they are listened to; and have influence.
		<ul style="list-style-type: none"> <li>Mainstream co-ordination of communication and engagement</li> </ul>	March 2014	This will be developmental, but can be expected to	

		activity		commence from 2014/15	
iv.	Understanding Inequalities	<ul style="list-style-type: none"> <li>Ongoing development of “Strategic Assessment” process to understand inequalities</li> </ul>	By March 2014	Key officers from across partners are meeting in July 2013 to plan this	Clear understanding of the causes and effects of inequality;
		<ul style="list-style-type: none"> <li>Initiate cyclical reporting / challenge process through Thematic attendance at CPA Management Group</li> </ul>	From September 2013 onwards	This will include challenge on the underlying principle of “Targeting those most in need”	Thematic responses to inequality target those most in need;
		<ul style="list-style-type: none"> <li>Thematic Groups to revise, as appropriate, action plans to move to ensure they “target those most in need”</li> </ul>	By March 2014	Any revision to be incorporated in annual planning	Governance provides “line of sight” for CPA.
v.	Performance Management	<ul style="list-style-type: none"> <li>Agree, with Thematic Groups, design of performance reporting model</li> </ul>	September 2013	This has been drafted, but requires formal and broad agreement	Effective performance management which understands the relationship between activity; resources; and impact;
		<ul style="list-style-type: none"> <li>Initiate cyclical reporting / challenge process through Thematic attendance at CPA Management Group</li> </ul>	From September 2013 onwards	Quantitative and qualitative performance reporting will be the key to the governance applied by CPA	Governance which ensures appropriate responses to performance information.



		<ul style="list-style-type: none"> <li>Thematic Groups to review specific targets for the SOA</li> </ul>	November 2013	Where Thematic Groups are comfortable with specific targets and milestones these will be included	CPA provides effective, value adding scrutiny of performance in the delivery of the SOA;
vi.	Prevention & Early Intervention	<ul style="list-style-type: none"> <li>Thematic Groups to review and prepare specific statements of preventative activity and spend</li> </ul>	December 2013	Our SOA makes this commitment	Understanding of the preventative activity undertaken across the Partnership;
		<ul style="list-style-type: none"> <li>Complete review of arrangements for existing "Community Planning" preventative funds (i.e. change funds, FSF, Youth Employment)</li> </ul>	December 2013	This is a commitment with the existing Development Plan	Effective and co-ordinated approaches to prevention by, and between, Thematic Groups;
		<ul style="list-style-type: none"> <li>CPA to consider operation of Fairer Scotland Fund</li> </ul>	December 2013	Specific review following internal audit work	A focus on understanding and evaluating "what works".
		<ul style="list-style-type: none"> <li>"Whole System" approach programme manager post to be established</li> </ul>	October 2013	Agreed in principle with resourcing to be considered by CPA in August 2013	
vii.	Joint Resourcing	<ul style="list-style-type: none"> <li>All partners and Thematic Groups to identify opportunities</li> </ul>	Ongoing	A number of examples have already been taken forward	A structure and culture which facilitates opportunities for efficient

		for sharing / pooling resources			and effective resource sharing;
		<ul style="list-style-type: none"> <li>Model and implementation plan for Priority Based Budgeting (PBB) approach to be prepared and considered by CPA</li> </ul>	October 2013	Our SOA gives a commitment to pursuing a PBB approach across the Partnership. Principles have been agreed and the detail is now required	A model which requires systematic consideration of targeting spend to priorities.
viii.	Risk Management	<ul style="list-style-type: none"> <li>Review mitigation of identified risks</li> </ul>	October 2013	Risk Register is in place. Actions to mitigate the risks require to be agreed	Risk management processes are effectively established for:- <ul style="list-style-type: none"> <li>The social, economic and environmental issues impacting on the city;</li> <li>The operation of the CPA.</li> </ul> Partners understand and actively manage the risks associated with the above.
		<ul style="list-style-type: none"> <li>Review social, economic and environmental risks through strategic assessment</li> </ul>	March 2014		

## ABERDEEN CITY COUNCIL

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COMMITTEE	Council
DATE	31 October 2013
DIRECTOR	Paul Fleming (Acting Director)
TITLE OF REPORT	Update - Camping in Designated Areas
REPORT NUMBER:	CG/13/112

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### 1. PURPOSE OF REPORT

The purpose of the report is to update the Council as instructed at its meeting of 21 August 2013 on progress or otherwise on the consultation with the Scottish Government on the potential byelaw regarding camping in designated areas.

### 2. RECOMMENDATION(S)

The Council is recommended to note the report.

### 3. FINANCIAL IMPLICATIONS

There are no financial implications arising from this report.

### 4. OTHER IMPLICATIONS

There are no other implications arising from this report.

### 5. BACKGROUND/MAIN ISSUES

At the Council meeting of 21 August 2013 members considered the report by the Director of Housing and Environment which recommended that the Head of Legal and Democratic Services pursue dialogue with the Scottish Government on the principle of a proposed byelaw to prevent camping on sensitive areas such as public parks,

instructed such dialogue and that officers report back to every Council meeting on the progress or otherwise on the consultation.

Legal Services have written to officers at the Scottish Government as instructed. A preliminary response has been received advising that the proposal cuts across a range of issues, that a number of colleagues with the Scottish Government require to be consulted and that they will get back to us when that has been done.

A further update report will be provided to the next Council meeting.

6. IMPACT

Public – The report may generate public interest as the issue of a byelaw has attracted public interest.

Equalities – there are no equalities implications arising from this report.

7. BACKGROUND PAPERS

Council report – 21 August 2103

8. REPORT AUTHOR DETAILS

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## ABERDEEN CITY COUNCIL

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COMMITTEE	Council
DATE	31 October 2013
DIRECTOR	Paul Fleming (Acting Director)
TITLE OF REPORT	Update - Street-begging
REPORT NUMBER:	CG/13/113

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### 1. PURPOSE OF REPORT

The purpose of the report is to update the Council as instructed at its meeting of 21 August 2013 on progress or otherwise on the consultation with the Scottish Government on the potential byelaw regarding street-begging.

### 2. RECOMMENDATION(S)

The Council is recommended to note the report.

### 3. FINANCIAL IMPLICATIONS

There are no financial implications arising from this update report.

### 4. OTHER IMPLICATIONS

There are no other implications arising from this report.

### 5. BACKGROUND/MAIN ISSUES

At the Council meeting of 21 August 2013 members considered the report by the Director of Housing and Environment on street-begging and instructed officers to commence dialogue with the Scottish Government on a potential byelaw to prohibit street begging and that officers report back to every Council meeting on the progress or otherwise on the consultation.

Legal Services have written to officers at the Scottish Government as instructed. A response has been received offering technical views mainly concerned with clearly identifying which streets are to be covered and which officers are considering. Clarification was sought and confirmation provided that Aberdeen City Council is fully aware of the views of the Scottish Government on the general policy of criminalizing non-aggressive begging. Given that discussions to date with Police Scotland and the Procurator Fiscal have been around a city wide byelaw it is proposed to revisit those discussions in the context of a byelaw restricted to the city centre.

A further update report will be provided to the next Council meeting.

6. IMPACT

Public – The report may generate public interest as the issue of a byelaw has attracted public interest.

Equalities – there are no equalities implications arising from this report.

7. MANAGEMENT OF RISK

The issues identified in the report to Council on 21 August continue to exist.

8. BACKGROUND PAPERS

Council report – 21 August 2013

9. REPORT AUTHOR DETAILS

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