

# Public Document Pack



To: Councillor Laing, Convener; Councillor Thomson, Vice Convener; Councillors Boulton, Cameron, Carle, Cooney, Crockett, Lesley Dunbar, Greig, Kiddie, Malik, May, McCaig, Noble, Jennifer Stewart, Stuart, Taylor, Townson and Young ; and Mr S Duncan (Teacher Representative (Primary Schools)), Reverend E McKenna (Church of Scotland Religious Representative), Mr A Nicoll (Parent Representative (Primary Schools and ASN)), Mr M Paul (Teacher Representative (Secondary Schools)), Mrs A Tree (Third Religious Representative), Ms S Wildi (Parent Representative (Secondary Schools)) and Mrs I Wischik (Roman Catholic Religious Representative).

Town House,  
ABERDEEN 13 November 2013

## **EDUCATION, CULTURE AND SPORT COMMITTEE**

Members of the **EDUCATION, CULTURE AND SPORT COMMITTEE** are requested to meet in Council Chamber - Town House on **THURSDAY, 21 NOVEMBER 2013 at 2pm.**

JANE G. MACEACHRAN  
HEAD OF LEGAL AND DEMOCRATIC SERVICES

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

#### **1 REQUESTS FOR DEPUTATION**

None received to date.

#### **2 DETERMINATION OF EXEMPT ITEM OF BUSINESS**

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

3.1 Minute of Previous Meeting of 12 September 2013 – for approval (Pages 1 - 10)

3.2 Business Statement (Pages 11 - 16)

#### **4 REFERRALS**

4.1 431 Union Street - referred from the meeting of the Planning Development Management Committee of 26 September 2013 (Pages 17 - 56)

- 4.2 Internal Waste Implementation Plan - referred from the meeting of the Enterprise, Strategic Planning and Infrastructure Committee of 12 November 2013 (Pages 57 - 82)

## **5 SERVICE WIDE REPORTS**

- 5.1 Capital Monitoring (Pages 83 - 88)
- 5.2 Revenue Budget Monitoring (Pages 89 - 98)
- 5.3 Performance Report (Pages 99 - 140)

## **6 EDUCATION**

- 6.1 Review of Excursions Policy and Procedures (Pages 141 - 264)
- 6.2 Increase to 600 hours Child Care (Pages 265 - 280)
- 6.3 School Server Refresh and Rationalisation (Pages 281 - 288)
- 6.4 Schools Management Information System (Pages 289 - 294)

## **7 CULTURE**

- 7.1 Library and Information Services Management Rules (Pages 295 - 304)

## **8 SPORT**

- 8.1 Aquatics Revenue Funding (Pages 305 - 310)

### **ITEM THE COMMITTEE MAY WISH TO CONSIDER IN PRIVATE**

## **9 SPORT**

- 9.1 Sports Grants (Pages 311 - 326)

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## EDUCATION, CULTURE AND SPORT COMMITTEE

ABERDEEN, 12 September 2013 – minute of meeting of the EDUCATION, CULTURE AND SPORT COMMITTEE. Present: Councillor Laing (Convener); Councillor Thomson (Vice Convener); and Councillors Boulton (from article 7), Cameron, Carle, Cooney, Crockett (for items 1 – 7), Dickson (as substitute for Councillor Stewart from article 7), Lesley Dunbar, Greig, Malik, May, McCaig, Jean Morrison (as substitute for Councillor Boulton for items 1 – 6), Nathan Morrison (as substitute for Councillor Crockett from item 8), Noble, Samarai (as substitute for Councillor Kiddie), Stewart (for articles 1 – 6), Stuart, Taylor, Townson and Young, Mr Duncan (Teacher representative (primary schools and ASN)), Reverend McKenna (Church of Scotland representative), Mr Nicoll (Parent representative – primary schools), Mr Paul (Teacher representative – secondary schools) and Mrs Wildi (Parent representative – secondary schools).

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

<http://committees.aberdeencity.gov.uk/ieListDocuments.aspx?CId=143&MId=2889&Ver=4>

Please note that if any changes are made to this minute at the point of approval, these will be outlined in the subsequent minute and this document will not be retrospectively altered.

## WELCOME

1. The Convener welcomed Shona Wildi to her first meeting of the Committee as parent representative for secondary schools. The Convener added that she hoped Mrs Wildi would find her time on the Committee informative and that the Committee looked forward to her contribution.

## YOUTH IN ACTION – CREATIVE PROJECT

2. The Convener advised that the pupil due to attend today's meeting had unfortunately taken ill, but noted that a briefing note was available in the agenda pack which provide a synopsis of the successful project.

## REQUEST FOR DEPUTATION

3. The Committee had before it a number of requests for deputation as follows:
- Item 6.1 – Statutory Consultation – Replacement South School
    - Torry Community Council
  - Item 7.1 – Community Centres
    - Ann Pirie (Chairperson, Powis Gateway Community Centre)
    - Reverend Denise Cowie (Vice Chairperson, Powis Gateway Community Council)
    - Alex Mess

- Paul O'Connor MBE

The Committee noted that all requests had been received in terms of the Council's Standing Orders.

**The Committee resolved:**

- (i) to agree to hear the deputation by Torry Community Council immediately after consideration of item 2.2 of the agenda (minute of meeting of the Culture and Sport Sub Committee of 8 March 2013), and to consider the corresponding report immediately thereafter;
- (ii) to agree to hear deputations from Ann Pirie, Reverend Denise Cowie, Alex Mess and Paul O'Connor immediately after consideration of item 6.1 of the agenda, and to consider the corresponding report immediately thereafter.

**MINUTE OF PREVIOUS MEETING OF 30 MAY 2013**

4. The Committee had before it the minute of its previous meeting of 30 May 2013.

**The Committee resolved:**

- (i) in relation to article 5, resolution (v) (Performance Report), to note that officers would circulate details to members on the breakdown of usage by community, for example the regeneration areas of the city, in relation to the number of non pool attendances for Aberdeen Sports Village, and that this data would also be included in future performance reports; and
- (ii) to approve the minute as a correct record.

**MINUTE OF MEETING OF THE CULTURE AND SPORT SUB COMMITTEE**

5. The Committee had before it the minute of meeting of the Culture and Sport Sub Committee of 8 March 2013.

**The Committee resolved:**

to note the minute.

**STATUTORY CONSULTATION – REPLACEMENT SOUTH SCHOOL (ECS/13/062)**

6. Reference was made to article 4 of the minute of its meeting of 28 March 2013 at which time the Committee instructed officers to carry out statutory consultation on the following formal proposal “to close Kincorth Academy and Torry Academy and to amalgamate the two schools on a new purpose built secondary school on the Bobby Calder Park site”. The Committee had before it on this day a report by the Director of Education, Culture and Sport which presented the outcome of the statutory consultation.

With reference to article 3 of this minute, the Committee heard from David Fryer and Lesley-Anne Yeats on behalf of Torry Community Council, who advised that it would be their preference for children in the Torry area to be educated in Torry,

however they accepted that it was likely the Council would now proceed with plans to locate the new, much needed school at Bobby Calder Park. Mr Fryer and Ms Yeats continued that their primary concern was now around the travel arrangements for pupils from Torry who would have to travel to attend the new school. They asked that the Council provide free, dedicated bus services to transport the school pupils to and from the new school, and that this service should also take into account accessibility to extra curricular activities.

The Committee asked a number of questions of the deputation and officers, and the Convener thanked Mr Fryer and Ms Yeats for their contribution.

The Director of Education, Culture and Sport took the opportunity to thank the Head Teachers at both Kincorth and Torry Academies for their ongoing hard work and dedication.

**The report recommended:**

that the Committee –

- (a) accept the recommendation to proceed with the above proposal and to instruct officers to make the necessary arrangements to deliver the new school by the beginning of school session 2016/17, i.e. August 2016; and
- (b) instruct officers to work with local transport providers to provide subsidised dedicated transport for pupils resident in the catchment area of Torry to the proposed new school whereby the council will support the service and pupils will pay a fare for each journey made.

The Convener, seconded by the Vice Convener, moved:

that the Committee –

- (1) accept the recommendation to proceed with the above proposal and to instruct officers to make the necessary arrangements to deliver the new school by the beginning of school session 2016/17, ie August 2016;
- (2) instruct officers to work with local transport providers to provide subsidised dedicated transport for pupils resident in the catchment area of Torry to the proposed new school whereby the Council will support the service and pupils may pay a fare for each journey made; and
- (3) to instruct officers to investigate the potential transport needs of all other pupils within the catchment areas of the new school.

Councillor Townson, seconded by Councillor McCaig, moved as an amendment:

that the Committee –

- (I) accept the recommendation to proceed with the above proposal and to instruct officers to make the necessary arrangements to deliver the new school by the beginning of school session 2016/17, i.e. August 2016;
- (II) instruct officers to work with local transport providers to provide dedicated transport for pupils resident in the catchment area of Torry to the proposed new school whereby the Council would fully support the service and pupils would not be required to pay a fare;
- (III) instruct officers in respect of extra curricular activities by pupils from Torry, to negotiate with local transport providers, a council funded late

- bus pass system for use on the normal service route, and to report back on the outcome of these discussions;
- (IV) instruct officers to ensure that all required route intervention costs in respect of the identified safe walking/ cycling route from Torry to the proposed new school, via Abbotswell Road and Abbotswell Crescent are identified; and
  - (V) instruct officers to review provision of a part subsidised bus service for pupils from Cove and Kincorth in consequence of the site of the proposed new school, and report back to Committee on this.

On a division, the votes cast were as follows: for the motion (17) – the Convener, the Vice Convener; and Councillors Carle, Cooney, Crockett, Lesley Dunbar, Greig, Malik, Jean Morrison, Stewart, Taylor and Young, Mr Duncan, Reverend McKenna, Mr Nicoll, Mr Paul, Mrs Wildi; for the amendment (7) – Councillors Cameron, May, McCaig, Noble, Samarai, Stuart and Townson.

**The Committee resolved:**  
to adopt the successful motion.

## **COMMUNITY CENTRES (ECS/13/060)**

7. With reference to article 14 of the minute of its previous meeting of 30 May 2013, the Committee had before it a report by the Director of Education, Culture and Sport which provided an update on the current position in relation to a number of community centres across the city.

With reference to article 3 of this minute, the Convener invited the deputations to address the Committee on the matter before it.

Ann Pirie, Chairperson, Powis Gateway Community Centre advised that in her opinion, the management committee had complied with everything that had been asked of it. In relation to the lease to a commercial childcare provider, referred to at paragraph 5.3.5 of the report, Ms Pirie was clear that reference to this lease had been included in the business plan for the community centre, which had been approved by the Council. She reiterated that this was a reliable source of income, which would be almost impossible to replace.

Reverend Denise Cowie addressed the Committee and advised that the footfall at the community centre for last year had been approximately 50,000, a huge increase on the 7,000 footfall experienced when the Council was running the centre. She continued that the lease to the commercial childcare provider provided a fixed income to the centre which allowed it to provide a large programme of activities for the community free of charge.

In relation to the commercial childcare lease, Mr Alex Mess provided a historical context for members of the Committee, and reiterated that the Council received the books of the community centre annually, which always made reference to the lease, and asked for clarity as to why officers were only now challenging this. Mr Mess also stated that the management committee had undertaken everything asked of it by the Council.

Paul O'Connor MBE, on addressing the Committee, argued that it was a "service" that was provided by the commercial childcare provider, rather than a business operating from the community centre. Mr O'Connor stated that all the management committee wanted to do was provide services that the Council, the community centres and the public could be proud of.

Members asked a number of questions of the deputations and officers, and in particular, in relation to the absence of paperwork for the commercial childcare provider, the Legal Manager advised that the lack of written agreement and clarity around responsibilities was a risk to both the Council and the management committee. The Service Manager for Communities then brought members up to date on the most recent position in relation to a number of community centres across the city.

The Convener thanked the four deputations for their input.

**The report recommended:**

that the Committee –

- (a) note the update provided in the report; and
- (b) in respect of Powis Community Centre, instruct officers to bring back a further report on this issue in January 2014 with a recommended longer term resolution, and in the interim seek to put in place a License to Occupy arrangement.

**The Committee resolved:**

to approve the recommendations.

## **COMMITTEE BUSINESS STATEMENT**

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

**The Committee resolved:**

- (i) to remove items 3 (Provision for Children with Additional Support Needs – Raeden, 5 (Move to a Cultural Trust), 6 (Newhills Primary School/ Brimmond School) and 14 (Community Centres) from the business statement;
- (ii) to otherwise note the updates as contained within the business statement.

## **ENTERPRISING ACADEMIES (EPI/13/126)**

9. Reference was made to article 9 of the minute of its meeting of 28 March 2013 and article 16 of the minute of meeting of the Enterprise, Strategic Planning and Infrastructure Committee of 29 August 2013 at which time members considered a report by the Director of Enterprise, Planning and Infrastructure which presented members with proposals to run a business start up competition for a business to operate from within Northfield Academy. The report had been referred to this Committee for final approval.

**The report recommended:**

that the Committee:

- (a) give approval for officers in Enterprise, Planning and Infrastructure to deliver the pilot competition as described in the report;
- (b) give approval that current finances available within the existing employability, skills and community enterprise budget to a maximum of £30,000 be used to fund this proposed pilot;
- (c) that the Committee refer this report to the September Education, Culture and Sport Committee for final approval.

**The Committee resolved:**

to approve the pilot scheme “Enterprising Academies”, within Northfield Academy as per the guidance in the report.

**REVENUE BUDGET MONITORING (ECS/13/056)**

10. With reference to article 6 of the minute of its previous meeting of 30 May 2013, the Committee had before it a report by the Head of Finance which advised members of the current year revenue budget to date for the Service, and outlined any areas of risk and management action being taken in this regard.

**The report recommended –**

that the Committee –

- (a) note the forecast outturn on the revenue budget, and the information on the areas of risk and management action contained therein; and
- (b) instructs officers to continue to review budget performance and report on service strategies.

**The Committee resolved:**

to approve the recommendations.

**CAPITAL MONITORING (EPI/12/294)**

11. With reference to article 7 of the minute of its previous meeting of 30 May 2013, the Committee had before it a report by the Director of Enterprise, Planning and Infrastructure which detailed the capital spend to date for Service projects included within the non housing capital plan.

**The report recommended –**

that the Committee note the current position.

**The Committee resolved:**

to approve the recommendation.

**SCHOOL SECURITY (ECS/13/062)**

12. The Committee had before it a report by the Director of Education, Culture and Sport which provided an update on ongoing work to improve school security.

**The report recommended –**

that the Committee note the ongoing work to improve school security.



**The Committee resolved:**

- (i) to approve the recommendation; and
- (ii) to note that officers would provide members with details of the breaches in relation to school security, and the lessons learned.

**CULTURAL AWARDS (ECS/13/055)**

**13.** With reference to article 17 of the minute of its previous meeting of 30 May 2013, the Committee had before it a report by the Director of Education, Culture and Sport which sought approval for the allocation of cultural awards.

**The report recommended –**

that the Committee approves the allocation of cultural awards as outlined within the body of the report.

**The Committee resolved:**

- (i) to approve the allocation of cultural awards as follows:

<b>Organisation</b>	<b>Funding Approved</b>
Create Aberdeen	£4,700
The Millennium Tapestry Company	£4,100
TRENDYPR African Films	£2,500
26 Art Collective	£1,420
Aberdeen Chamber Music Club	£1,500
Aberdeen Choral Society	£2,000
ACT 2 and ACT Daft – Connections	£4,000
All in Ideas (Ltd) Flat Pack/ Studios	£4,920
Belmont Picturehouse – Videocollectifs	£3,250
Elementz Community Dance Company	£3,500
Scottish Community Drama Association	£4,520
Aberdeen Art Gallery – Playtime/ Placetime	£4,750
Aberdeen Women’s Alliance – Women’s Heritage Walk	£9,046
Quids In Theatre Company – Tivoli Theatre Collaboration	£9,600
Scottish Chamber Orchestra – Inspiring Audiences	£10,000
Hands Up for Trad – The Scots Trad Music Awards	£8,000

- (ii) to note that officers would provide members with details on the specific reasons why the full amount requested by applicants had not been recommended for approval in each case.

## **LIBRARY AND INFORMATION SERVICES MANAGEMENT RULES (ECS/13/057)**

**14.** The Committee had before it a report by the Director of Education, Culture and Sport which presented the revised Library and Information Services Management Rules regulating the use and conduct of members of the public whilst in library facilities provided by the Council.

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

- (a) approve the draft Library and Information Services Management Rules 2013 to allow officers to proceed with the formal process of public notification as required by S112 of the Civic Government (Scotland) Act 1982; and
- (b) note that a report detailing the outcome of this public notification will be presented to this Committee on 21 November 2013.

**The Committee resolved:**  
to approve the recommendations.

## **MAKLAB (ECS/13/061)**

**15.** The Committee had before it a report by the Director of Education, Culture and Sport which provided an overview of the MAKlab project, a not for profit facility that would offer young people, creative students, entrepreneurs, small and medium businesses, community groups and the public the chance to make almost anything using a range of digital fabrication equipment, which they could be trained to use.

**The report recommended –**  
that the Committee agrees the allocation of £50,000 from the Place Partnership programme jointly funded by Aberdeen City Council and Creative Scotland to support the MAKlab pilot in Aberdeen.

**The Committee resolved:**  
to approve the recommendation.

## **SPORTS GRANTS (ECS/13/054)**

**16.** With reference to article 18 of the minute of its previous meeting of 30 May 2013, the Committee had before it a report by the Director of Education, Culture and Sport which presented applications for financial assistance from Commonwealth Water Polo Championship 2014 Organising Company Limited, the Northern Trophy Day and Colin Sim – Aberdeen Wheelers Cycling Club.

**The report recommended –**  
that the Committee –  
(a) consider the applications through the significant sporting events grant programme and approve the following recommendations:

<b>Applicant</b>	<b>Funding Recommended</b>
Commonwealth Water Polo Championship 2014 Organising Company Ltd	£30,000
The Northern Trophy Day	£850

- (b) consider the application through the coach and volunteer workforce development grant programme and approve the following recommendation:

<b>Applicant</b>	<b>Funding Recommended</b>
Colin Sim – Aberdeen Wheelers Cycling Club	£150.00

- (c) note the categories agreed by the Culture and Sport Sub Committee on the 1 July 2013 relating to the new sports grant funding streams.

**The Committee resolved:**

to approve the recommendations.

**PERFORMANCE REPORT (ECS/13/012)**

17. With reference to article 8 of the minute of its meeting of 30 May 2013, the Committee had before it a report by the Director of Education, Culture and Sport, which provided a summary of performance data and service plan actions to 30 June 2013, as well as the most recent service wide performance indicators from the Education, Culture and Sport Directorate.

**The report recommended –**

that the Committee –

- (a) approve the Education, Culture and Sport Service performance report for the period up to the 30 June 2013;
- (b) note the progress toward service plan actions up to 30 June 2013;
- (c) approve the Education, Culture and Sport statutory performance indicators return covering the 2012/13 financial and 2011/12 academic years;
- (d) approve the briefing notes; educational outcomes for looked after children June 2013 and healthy living survey 2013;
- (e) approve the 2012/13 key performance indicators (sports) – Sport Aberdeen and Aberdeen Sports Village summary.

**The Committee resolved:**

to approve the recommendations.

## **DAVID LENG**

**18.** The Convener advised that David Leng, Head of Schools and Educational Establishments, had been recently appointed as Director of Education at Stirling and Clackmannanshire Councils, further to 27 years of service at this Council. The Committee thanked Mr Leng for his dedication and support over the years, and wished him well in his new post.

- **JENNIFER LAING; Convener**

**EDUCATION, CULTURE AND SPORT  
COMMITTEE BUSINESS**

**NOVEMBER 2013**

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

<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u> (items in bold are overdue)	<u>Report Expected</u> (if known)
1. Education, Culture and Sport Committee 07/02/13 article 3 (resolution (ii))	<b><u>National Gaelic Plan</u></b> to request that officers would report back to this Committee on Gaelic provision in the city.	<b>A verbal update will be provided.</b>	Head of Schools and Educational Establishments	<b>12/09/13</b>	21/11/13
2. Education, Culture and Sport 24/03/11 article 19 & 15/09/11 article 13  30/05/13 article 11	<b><u>Reduced Communities Team / Leased Community Centres – Libraries and Information Services and Community Learning and Development Audit</u></b> to instruct the Director of Education, Culture and Sport to review the number of community facilities within Aberdeen City, as part of the wider service asset management plan for Education, Culture and Sport.  following on from the initial modelling based on the current level of provision, instruct officers to run the model based on variations of current provision according to benchmarking, and report back to Committee on the outcomes of this modelling.	<b>An update is provided in the information bulletin.</b>	Head of Communities, Culture and Sport	<b>12/11/13</b>	30/01/13

<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u> (items in bold are overdue)	<u>Report Expected</u> (if known)
3. Education, Culture and Sport 27/05/10 article 14 & 18/11/10 article 21 & 07/06/12 article 19	<p><b><u>Progress report on proposals to redevelop Aberdeen Art Gallery and report on improving access to the Museums and Galleries collections</u></b></p> <p>The Committee instructed officers to prepare a capital business case for further consideration and report to the Education, Culture and Sport Committee on 16/09/10, and Finance and Resources Committee on 28/09/10, to include recommendations on the most appropriate option to redevelop the Art Gallery, and on the commitment the Council is being requested to make at that stage.</p> <p>At its meeting of 07/16/12, the Committee resolved:</p> <p>to report to Committee in advance of the deadline to make an application to the Heritage Lottery Fund, to determine the Council's financial and wider commitment to the overall development.</p>	<p>At the Urgent Business Committee of 29 November 2012, the following was agreed:</p> <p>That the Committee –</p> <p>(a) note the progress to date on the Art Gallery redevelopment and Museums Collection Centre;</p> <p>(b) agree that the Council submit an application to the Heritage Lottery Fund's Heritage Grant programme for £10million for the redevelopment of the Art Gallery prior to this year's deadline of 30 November 2012;</p> <p>(c) agree that a sum of £3million be set aside from the Council's Non Housing Capital Programme in 2013/14;</p> <p>(d) agree that a sum of £10million be set aside from the Council's Non Housing Capital Programme for the financial period 2013-2017; and</p> <p>(e) agree that the Council provide a guarantee to meet any shortfall in the level of fundraising up to £10million.</p> <p><b>A full report will be brought back in May. Recommend for removal.</b></p>	Head of Communities, Culture and Sport		28/03/13
4. Council 06/10/11 article 8	<p><b><u>Pupil Representation</u></b></p> <p>Council resolved: to instruct officers to prepare a full report into the membership of the Committee</p>	<p>A Pupil Voice Group was established in September 2012. All secondary schools are representing and the pupils are engaging on strategic issues as well as pupil led city-wide</p>	Head of Schools and Educational Establishments	<b>22/11/12</b>	12/11/13

<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u> (items in bold are overdue)	<u>Report Expected</u> (if known)
	including how best to achieve pupil involvement.	projects. A progress and evaluation paper will be presented to ECS committee after the end of this academic session.			
5. Education, Culture and Sport 22/11/12 article 12	<b><u>Review of Inclusion – Pupil Support Assistants</u></b> To instruct officers (1) to take account of the findings of the review within the overarching Review of Inclusion, and (2) to report back to a future meeting.	<b>Recommended for removal.</b> An information bulletin was provided in May 2013. <b>This will now form part of a wider report next year.</b>	Head of Schools and Educational Establishments	12/11/13	
6. Education, Culture and Sport 31/01/13 article 4	<b><u>Rubislaw Field Committee</u></b> to instruct officers to make an effort to obtain the agreement of the Rubislaw Field Committee to implement a revised Agreement in the terms set out in the report at paragraph 5.8 by 31 March 2013 and to report back on the outcome of these discussions to the meeting of 30 May 2013.	<b>Recommend for removal.</b> Work is progressing with the Grammar FP Club about ongoing use, operation and costs of operating the Field. It is hoped to see a conclusion to these this calendar year. <b>Bulletin items will be submitted as required to update the committee.</b>	Head of Communities, Culture and Sport	<b>30/05/13</b>	
7. Education, Culture and Sport 31/01/13 article 10	<b><u>City Campus</u></b> (iii) to instruct officers to complete a further evaluation of travel provision following the completion of the courses in 2013; (iv) to request that officers provide details of (1) how many pupils signed up to courses, how many pupils completed the courses, and how many pupils passed the	<b>Recommended for removal.</b> <b>An update is included in the information bulletin.</b> <b>Recommended for removal.</b>	Head of Schools and Educational Establishments	12/11/13	

<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u> (items in bold are overdue)	<u>Report Expected</u> (if known)
	courses; and (2) the schools that pupils travelled from to attend the courses, in the report back to this Committee.				
8.	<u>Sistema Scotland</u> to instruct officers to report back to committee in due course	<b>An update is included in the information bulletin.</b>	Head of Communities, Culture and Sport	<b>12/09/13</b>	21/11/13
9.	<u>Adventure Aberdeen – Fairley Road Field</u> to instruct officers to develop a detailed costed proposal, and report back to a future meeting.	<b>An update is included in the information bulletin.</b>	Head of Communities, Culture and Sport	21/11/13	
10	<u>Scottish Statutory Instrument – Community Learning and Development</u> to request a further report on the implications of the legislation once it is enacted.	<b>An update is included in the information bulletin.</b>	Head of Communities, Culture and Sport		30/01/14
11	<u>Tulloch Swimming Pool</u> to instruct officers to bring forward the full year's financial implications for this facility to the Education, Culture and Sport Committee when this information was forthcoming from Sport Aberdeen.	<b>A report is on the agenda. Recommended for removal.</b>	Head of Communities, Culture and Sport	12/09/13	
12	<u>Committee Structures and Standing Orders and Governance Arrangements for Arms Length External Organisations</u> to instruct officers to report to the relevant committees on timetables for scrutiny of arms length external organisations.		Director of Corporate Governance	21/11/13	30/01/14



	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u> (items in bold are overdue)	<u>Report Expected</u> (if known)
13	Finance, Policy and Resources Committee 26/09/13 article 8	<b><u>Policing Museum for North East</u></b> to instruct officers to report in more detail to a future meeting of the Education, Culture and Sport committee, and if agreed to pursue this project, to refer it to the budget process.		Head of Culture and Sport	30/01/14	
14	Education, Culture and Sport 12/09/13 article 7	<b><u>Community Centres – Powis Gateway Community Centre</u></b> in respect of Powis Community Centre, to instruct officers to bring back a further report on this issue in January 2014 with a recommended longer term resolution, and in the interim seek to put in place a License to Occupy arrangement.		Head of Culture and Sport	30/01/14	
15	Education, Culture and Sport 12/09/13 article 14	<b><u>Library and Information Management Services</u></b> to note that a report detailing the outcome of this public notification will be presented to this Committee on 21 November 2013.	<b>A report is on the agenda. Recommended for removal.</b>	Head of Culture and Sport	<b>21/11/13</b>	30/01/14
16	Council 6 March 2013 Social Care, Wellbeing and Safety Committee 7/11/13	<b><u>Respite Facilities for Children with Complex Needs – Charlie House</u></b> Council resolved to recognise that respite facilities for children with complex needs in the city are inadequate and the work undertaken by charities and officers of the Council under this and previous administrations to address this matter, to welcome the	A summit held at Aberdeen Curl was arranged by Charlie House to outline its vision, and plans to progress. A number of elected members and senior council officers were in attendance. It was agreed that the liaison officer for Aberdeen City Council is the director of ECS.	Gayle Gorman	<b>16/05/13</b>	

	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u> (items in bold are overdue)	<u>Report Expected</u> (if known)
		<p>efforts of Charlie House and others to address the problem and in particular the Charlie House Appeal, and instruct officers to liaise with NHS Grampian and bring forward a report to the appropriate committee(s) setting out how the Council and partners could support this development. Should it be in the interest of the Council for facilities serving the North East children and families within the city then this should be achieved through appropriate partnership working with Aberdeenshire/Moray/Highland and other relevant partners.</p>	<p><b>Officers from ECS are taking forward this priority.</b></p> <p><b>At the meeting of the Social Care, Wellbeing and Safety Committee of 7 November 2013 it was agreed to transfer this item to the ECS outstanding business statement.</b></p>			

## PLANNING DEVELOPMENT MANAGEMENT COMMITTEE

26 SEPTEMBER 2013

### **431 UNION STREET - 130615**

5. The Committee had before it a report by the Head of Planning and Sustainable Development **which recommended:-**

That the Committee express a willingness to approve the application in respect of planning permission for a change of use from bar/nightclub to office space and associated car parking, including the erection of a multi-storey development and partial demolition of the existing building, with consent being withheld until such time as a developer's contribution had been secured towards works to the local road network, core paths/public realm improvements in the area and the Strategic Transport Fund, subject to the following conditions:-

(1) That no development shall take place unless a scheme, including submission of materials samples, detailing all external finishing materials to the roof and walls of the development hereby approved has been submitted to, and approved in writing by, the planning authority and thereafter the development shall be carried out in accordance with the details so agreed; (2) That full details, including elevational and cross sectional drawings, shall be submitted to show all works, including repair and cleaning works, to the remaining fabric of the listed building. These shall include the installation of the Capitol's art deco style clocks within the building. That all works, as so agreed, to the frontage, canopy, and interior of the existing building - the 'Capitol' - must be fully implemented prior to any part of the development being brought into use. These shall be in accordance with the approved plans, or others subsequently approved and the building shall not be used unless the entrance is fully restored and available for use as the main entrance to the building, unless otherwise agreed in writing with the planning authority; (3) That the proscenium arch, decorative plaster work over the organ expression shutters and organ and all associated pipes, instruments and equipment required for the organ to be brought back into use, shall be carefully removed prior to any demolition works taking place. The organ and associated items shall be dismantled/removed and taken safely to storage facilities, in complete accordance with the method statement as submitted and approved as part of this permission, unless otherwise agreed in writing with the planning authority. The proscenium arch and decorative plaster work shall be removed and stored in accordance with a scheme to be submitted to and approved in writing by the planning authority; (4) That the development hereby granted planning permission shall not be occupied unless the cycle storage facilities as shown on the approved drawings, or others subsequently approved have been provided; (5) That

the development hereby approved shall not be occupied unless there has been submitted to and approved in writing a detailed Travel Plan, which outlines sustainable measures to deter the use of the private car in accordance with the principles set out in the Transport Assessment (TA) by Fairhursts issue 4, or other TA as subsequently approved; (6) That no window replacement shall take place unless there has been submitted to, and approved in writing by, the planning authority a full survey of the windows showing that they are beyond repair. Any replacement frames shall match those existing and shall be implemented fully in accordance with details, including cross sections, submitted to and approved in writing by, the planning authority; (7) That the existing entrance to the 'Capitol' shall be used as the main entrance to the entire development hereby granted permission, including the new build element extending back to Justice Mill Lane and the front part of the development shall not be functionally separated nor access physically blocked, unless otherwise agreed in writing with the planning authority; (8) That no window replacement shall take place unless there has been submitted to, and approved in writing by, the planning authority a full survey of the windows showing that they are beyond repair. Any replacement frames shall match those existing and shall be implemented fully in accordance with details, including cross sections, submitted to, and approved in writing by, the planning authority; (9) That no development shall commence on site until a site specific Construction Method Statement (CMS) has been submitted and approved in writing by the planning authority in consultation with SEPA (and other agencies as appropriate). All works on site must be undertaken in accordance with the approved CMS unless otherwise agreed in writing with the planning authority; (10) That the building shall not be brought into use unless the handrails to the stairs and escalators have been retained, restored and replaced in accordance with a scheme to be submitted to, and approved in writing by the planning authority; (11) That the shop frontage within the application site to the east of the Capitol entrance shall be refurbished generally to match the existing shop front immediately to the west of the Capitol in accordance with a scheme, including detailed drawings and cross sections, to be submitted to and approved in writing with the planning authority. Neither the shop itself, nor the main development shall be brought into use unless the shop front has been refurbished in accordance with such a scheme; and (12) That the building hereby approved shall not be occupied unless a scheme detailing compliance with the Council's 'Low and Zero Carbon Buildings' supplementary guidance has been submitted to and approved in writing by the planning authority, and any recommended measures specified within that scheme for the reduction of carbon emissions have been implemented in full.

The Convener moved, seconded by Councillor Grant:-

- (1) that the application be approved in accordance with the recommendation contained within the report, subject to the following additional condition:-
  - (13) That the development shall not be brought into use unless there has been erected on the frontage of the building at high level, individually lettered illuminated signage 'CAPITOL', similar to that originally on the building, in accordance with details to be submitted to, and approved in writing by, the planning authority, unless otherwise agreed in writing with the planning authority; and
- (2) to request the Education, Culture and Sport Committee to consider finding a suitable venue within the city for the organ to be brought back into use.

Councillor Greig moved as an amendment, seconded by Councillor Jennifer Stewart:-

That the application be refused on the grounds (1) that the proposed development by reason of scale and design did not fit within the character of the conservation area and the historic environment; and (2) that there was insufficient car parking provision within the proposed development which would have an adverse impact on the surrounding area and would increase already existing car parking pressures.

On a division, there voted:- for the motion (10) - the Convener; and Councillors Boulton, Corall, Cormie, Grant, Jaffrey, Lawrence, Jean Morrison, Thomson and Townson; for the amendment (3) - Councillors Finlayson, Greig and Jennifer Stewart.

**The Committee resolved:-**  
to adopt the motion.

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# Planning Development Management Committee

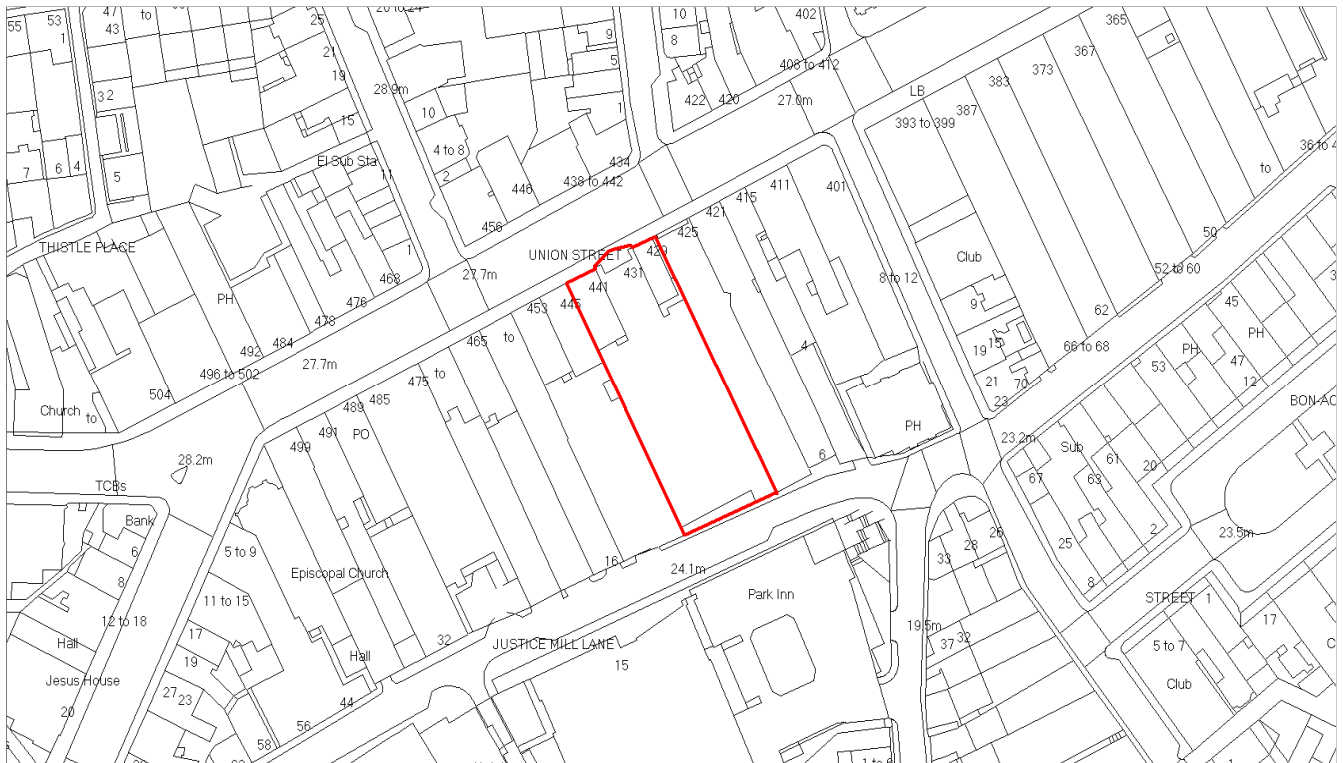
431 UNION STREET, ABERDEEN

CHANGE OF USE FROM BAR/NIGHTCLUB TO OFFICE SPACE AND ASSOCIATED CAR PARKING, INCLUDING ERECTION OF MULTI-STOREY DEVELOPMENT AND PARTIAL DEMOLITION OF EXISTING BUILDING

For: Knight Property Group/Prime Properties

Application Type : Detailed Planning Permission  
Application Ref. : P130615  
Application Date: 09/05/2013  
Officer: Lucy Greene  
Ward : Torry/Ferryhill (Y Allan/A Donnelly/J Kiddie/G Dickson)

Advert : Section 60/65 - Dev aff  
LB/CA  
Advertised on: 29/05/2013  
Committee Date: 26 September 2013  
Community Council : No comments



**RECOMMENDATION: Willingness to approve conditionally. Consent to be withheld until such time as a developer's contribution has been secured towards works to the local road network, core paths / public realm improvements in the area and Strategic Transport Fund.**

## **DESCRIPTION**

The application site (0.18 hectares) constitutes the vacant Category B listed building, constructed as (and formerly occupied by) the Capitol Cinema and latterly (until closure in 2009) by Jumpin Jaks/Chicago Rock Nightclub. The site is located at the western end of Union Street, on the south side, between the Chapel Street and Rose Street junctions. The building occupies the full depth of the block between Union Street and Justice Mill Lane between which there is a change of levels of approximately 3.5m. The art deco building dates from 1933 and consists of two main elements:

- (1) A granite built three storey frontage to Union Street with an ashlar granite art deco style façade surmounted by a simple pediment. The frontage incorporates two shop units (a property shop and a hot food takeaway) at ground level on either side of a bank of ornamental entrance doors and a projecting canopy. Internally, the original entrance foyer, staircase and former tea room at first floor level, also in art deco style, are still more or less intact.
- (2) To the rear the original massive unadorned slate roofed, red brick shell of the auditorium still exists; although punctured by high glazed windows/entrances on the gable facing Justice Mill Lane. Internally the space has been subdivided to form two nightclubs with the only remnants of the original auditorium being the proscenium arch, organ pipe casings organ console and associated equipment and instruments within a full height space in the ground floor bar towards the rear of the auditorium building. There is no evidence of the original upper circle seating, lower seating or the original ornate toilets.

The site also includes the shop unit to the east. The shop unit the west would remain in its current use.

Adjoining uses on Union Street are the Justice Mill public house to the immediate east and Bells Hotel and Lounge/Bar to the immediate west. Immediately opposite on Justice Mill Lane is the Park Inn Hotel and office complex.

## **RELEVANT HISTORY**

The Capitol Cinema, designed by renowned architects Marshal Mackenzie, opened in 1933. It was the first cinema in the UK to be designed from the outset to incorporate a full holophane lighting system in the auditorium which allowed up to 17,000 colour combinations to be projected in time to music from a Compton organ that rose from the orchestra pit. The cinema closed for regular film showings in the 1960s but was used for occasional rock concerts (including the Rolling Stones and Tina Turner) until 1998, when it was mothballed. In 2002 planning permission and listed building consent were granted for the conversion of the building to form two nightclubs involving the splitting of the main auditorium space horizontally to form two large bar/clubs. This involved the removal of most of the original features in the auditorium with the exception of the proscenium arch that originally framed the stage and the ornamental organ pipe screens which have been retained in a full height portion of the downstairs bar area. These give a hint of the original function of the building and the scale of the internal space. The organ itself has been retained under a hatch in the ground floor bar and the equipment and instruments that form an essential part of the organ remain, accommodated in their original location in volumes behind the walls to the side of the former location of the cinema screen.



In 2003 permission was granted for the rear stage wall to be cut out to create a large glass wall and an additional entrance onto Justice Mill Lane. The property has now lain vacant for almost 5 years and in that period there has been significant damage to the building from water and bird ingress, wet rot and general disrepair.

Permission was granted in 2007 for a large hotel and office development immediately opposite the site on Justice Mill Lane which has now been fully implemented. Two further hotels have subsequently been built on Justice Mill Lane within 100 metres of the application site and in 2009 permission was granted for an extension to the immediately adjoining Bells Hotel to form a 217 bedroom hotel.

Permission was granted in April 2011 for change of use of the bar / nightclub to a hotel with associated part demolition of existing auditorium and development of hotel accommodation and refurbishment of internal features and associated access and parking. The application involved the retention of the granite built front portion of the building facing Union Street, the almost complete demolition of the red brick fly-tower and auditorium and their replacement with an eight storey extension containing bar/restaurant and conference facilities in a double height space at ground / first floor level.

In the approved scheme for the hotel (which remains extant) the street facing façade of the extension would rise 28.7 metres above Justice Mill Lane, the elevation of the building closest to Union Street would be finished in frameless curtain walling and would be stepped up to full height from the rear wall of the Union Street elevation. The design of the new hotel building would be modern with polished granite cladding and frameless curtain walling to the lower part of the Justice Mill Lane facing elevation and a mix of grey cladding, aluminium framing and curtain walling to the remainder of the extension. The original red brick wall of the auditorium would be retained to a height of 12 metres along the side elevations.

There are current applications (planning permission ref. 131087 and conservation area consent 1311) for the redevelopment of the Bells Hotel site with an office development of similar scale to this application at the Capitol.

At the Capitol there is a current application for listed building consent (ref. 130616) for same scheme for which this planning application seeks permission.

## **PROPOSAL**

The application proposal is for detailed planning permission for the change of use and redevelopment of the former Capitol Cinema to form offices together with associated car parking (86 spaces) and cycle parking (31 spaces).

The proposal involves two main elements: the restoration of the front portion of the building as the entrance to the office directly from Union Street; and, the erection of a building of ten storeys in height on Justice Mill Lane (set back 22m from Union Street).

The proposal would involve the complete refurbishment of the grand entrance and canopy, with art deco entrance doors and flooring. Internally, plaster mouldings and the former Oscar's tea room area, would all be restored with original fabric being retained, including the light fittings. The two large square art deco style clocks that were located within the auditorium, would be restored and relocated within the front of the building. The only changes within the front area of the Capitol, would be that the two flights of stairs that lead up to first floor level would be removed and escalators installed in the same location. There is a landing within the stairs and the installation of the escalators would involve the 'straightening' of the angle of rise, though the take off and landing point of the escalators would be the same as the stairs. The original handrails would remain, and where one handrail is missing, a replica would be installed. Also, two lifts would be installed in the area to the side of the stairs, in order to provide disabled access to the upper level of the front portion of the building (the original Capitol).

The application has been the subject of extensive discussions involving site visits and meetings between the applicant, his architect, planning officers and representatives of Historic Scotland.

The red brick fly-tower and auditorium to the rear would be demolished and replaced by:-

A ten storey structure to accommodate an 86 space car park over five split floor levels with access from Justice Mill Lane.

The office building would provide approximately 9180m<sup>2</sup> gross floor area, accommodating approximately 600 people.

The street facing façade of the extension would rise approximately 41.8m above the street level on Justice Mill Lane. The north elevation would sit back approximately 22m behind the Union Street frontage of the Capitol, sitting approximately on the line of the rear of the front portion of the Capitol (2.5m approximately closer to Union Street than the red brick gable to the auditorium (the existing gable is approximately 24m above Union Street street level). The north elevation of the proposed building would be approximately 38m above street level on Union Street

The design concept for the new build element of the proposal, is for granite framed glazed ends to the north and south with a more solid aluminium rainscreen clad element wrapped around the central portion of the building.

The side elevation to the east (facing down Union Street) would be punctured by long vertical openings. At lower levels the elevation would abut the adjacent building to the east. The granite framed glazed elements to the north and south would sit 200mm back from the solid central portion, to create relief. The internal floor structures would be partially pulled away from the glazing to minimise the disruption to the appearance of the largely glazed elevations.

On the Justice Mill Lane elevation there would be entrances to the basement and upper level car park, within a granite façade at street level. Above the entrances would be granite clad louvres and granite framed grills. Above the car park levels,

the glazed curtain walling in a granite clad frame would match the north elevation.

The side elevation to the west would be clad in granite panels adjacent to the street, with the remainder of the side elevation (bounding the Bells Hotel site) at the lower level (up to and including third floor level) being in granite effect blockwork.

### **Supporting Documents**

All drawings and the supporting documents listed below relating to this application can be viewed on the Council's website at - <http://planning.aberdeencity.gov.uk/PlanningDetail.asp?130615>

On accepting the disclaimer enter the application reference quoted on the first page of this report.

The applicant's agent has produced a range of computer generated images (CGIs) showing the building from various viewpoints.

A Constraints and Opportunities Report has been submitted, this highlights the following points:

- That with regard to the previous hotel permission, due to the compromises in the design to allow retention of existing building elements and on a deep narrow feu, the scheme ultimately proved not to be attractive to hotel operators;
- The poor state of the building with deterioration due to water ingress causing extensive damage;
- The need to retain the entrance foyer and front part of the building, the change in levels across the site, shape of feu and the walls hard up against the lower levels of the building are constraints;
- The constraints have lead to the need to maximise light coming into the building from either end (north and south);
- The nature of the site allows the provision of parking that is largely concealed within the building;
- The scheme makes full use of the existing grand entrance which is the best way of preserving the old building;
- The refurbishment of the building and difficulties of the topography require to be balanced with income generating space – a cost benefit balance. A reduction in the commercial content would render the whole package unviable;
- The proposal would help revitalise Union Street with commerce and footfall into the surrounding businesses;
- Office use within this location is easily accessible by public transport and is also ideally located close to the west end – Albyn Place, Carden Place and Queens Road – the oil and gas companies, lawyers, accountants etc.

### Conservation Report

This includes an assessment of the building in terms of its historic features, including the following:

- The shop frontage to the east side of the entrance would be refurbished as part of the proposals, this would be restored to something similar to the existing shop unit to the west side of the entrance.
- The frontage and canopy would be restored and high level signage proposed to be erected;
- The former tea room and all its internal features would be restored.
- Method statements are included for the removal to safe storage of the organ console and associated pipes, percussions, extensive wiring and switches that link elements of the instrument, the console lift, fan blower and generator. These will taken to a store to be provided by the developer. The organ is to be restored by the Aberdeen Theatre Organ Trust, a registered charity. A final home for the restored organ has not yet been established, however, the intention of the trust is that the organ be restored to working order.
- The proscenium arch and decorative plaster coverings to the organ expression shutters would be removed in sections, labelled and put into storage, probably within the storage areas under the front part of the building.

#### Transport Assessment

This includes a travel plan and assessment of potential travel to the site via various modes. Taxis would pick up on Justice Mill Lane rather than on Union Street, where taxis cannot stop in the bus lane.

#### Design and Access Statement

Describes the approach taken to the design.

### **REASON FOR REFERRAL TO SUB-COMMITTEE**

The application has been referred to the Sub-committee because there is an objection from the Theatres Trust. Accordingly, the application falls outwith the scope of the Council's Scheme of Delegation.

### **CONSULTATIONS**

**Roads Projects Team** – No objections subject to there being a contribution towards the amendments required to the works already planned to take place within Justice Mill Lane and payment of the Strategic Transport Fund.

**Environmental Health** – Request attachment of noise condition relating to the ventilation / ac system and potential for disturbance to guests within the Park Inn Hotel.

**Developer Contributions Team** – Request contribution towards core path / public realm works.

**Enterprise, Planning & Infrastructure (Flooding)** – No comments

**Education, Culture & Sport (Archaeology)** – No comments

**Scottish Environment Protection Agency** – Requests the attachment of a condition requiring a site specific construction management plan; no objections to drainage proposals.

**Historic Scotland** – Acknowledge that the precedent for a major redevelopment scheme for the former Capitol Cinema is already established under the 2010

approved hotel development. Content with the principle of this new proposal for an office based scheme, with similar focus on conserving /restoring the granite front (Union Street) part of the former cinema and demolition of the much altered former brick auditorium at the rear to facilitate the new build. Accept that it is no longer viable to incorporate the main remaining features of the auditorium, i.e. proscenium arch, organ niches and organ, within the proposed office scheme, and agree with the strategy for careful removal and storage of these features for potential re-use elsewhere, as set out in the submitted Conservation Report. Pleased that this includes the gifting of the organ to the Aberdeen Theatre Organ Trust.

Satisfied with the proposed conservation/restoration works for the interior, and the Union Street frontage, as set out in the submitted drawings, and Conservation Report. Suggest that a full specification for these proposals, including repair works, be obtained together with larger scale drawings for significant features such as reinstatement of the iconic 'Capitol' signage. While disappointment is expressed that the former Tea Room cannot be returned to its original use, it is noted that it will remain largely unaltered as part of the office scheme, with many of its special features conserved. Satisfied that the proposed interventions, notably the insertion of escalators into the main stair and provision of lifts, can be undertaken without undue loss of character. The design for the escalators do however need refinement, to minimise disturbance to the main stair and to include reinstatement of original handrail - further details should be obtained.

Concerning the proposed new build, it is noted that this would be significantly higher than the previous approved scheme, but more setback from the Union Street front part. While the primacy of the Union Street frontage would appear to be largely maintained, it is appreciate that the increased height of the new build will require careful assessment in terms of wider visual impact on this part of Union Street and the conservation area.

**Theatre Trust** – objects to the proposal. Without evidence from an extensive options appraisal, heritage significance evaluation/statement and marketing report for the site, is unconvinced that the auditorium could not be restored and regenerated to provide an important heritage building in a new use.. The Capitol is one of the handful of remaining super cinemas of the 1930s that could be restored for alternative use, is a landmark building in the City and as such is something the Council should be keen to preserve. Quotes Scottish Planning Policy (SPP) which states that change to a listed building should be managed to protect its special interest with the layout, design, materials, scale, siting and use being appropriate to the character and appearance of the building and setting. That the resulting development should ... be the minimum necessary to enable its conservation and re-use.

The Trust's view is that the application doesn't adequately address why the retention (or creation of a new) auditorium cannot be achieved.

**Community Council** – No comments

## REPRESENTATIONS

Four letters of objection / representation have been received. The objections raised relate to the following matters –

- New offices in Union Street should be no higher than the present;
- Questions building new offices in the city centre when companies are relocating to business parks on the outskirts;
- Impact of tower block on Union Street, where tall buildings would dwarf historic buildings;
- This proposal and other towers being built in Aberdeen at the moment are completely out of place in the Granite City and will be eye sores of the future;
- The organ should be restored to working order;
- The Capitol's name should appear in the canopy, exterior be retained and poster frames showcase the City's rich cinema past;
- The art deco former circle and Oscars should be restored and brought back into use as café bar;
- What would become of the cinema clocks and screen edging;
- Although the historic interior is being restored the public will not see this because it will be a private building;
- Loss of public access from Union Street makes this a far poorer application than previous ones, as far as the public is concerned;
- Loss of Compton organ – one of only two left in Scotland.;
- Lack of proper public consultation – at a public meeting for a previous scheme, strong feelings were expressed that the building would be too big and would dominate the Aberdeen skyline.
- Traffic congestion due to car parking spaces, rather than encouraging use of bus;
- Old cities should be lovingly cared for, tower blocks should not obstruct the view and impressive architecture should be retained;
- This is speculative development and the building may lie empty;
- Claims that the development would regenerate Union Street are overstated, anecdotal evidence is provided of city centre office workers that do not use the shops to any great extent, although it is acknowledged that sandwich shops may benefit;
- Union Street would benefit instead from a reduction in parking charges, charges that drive people to Union Square.
- One objector includes two articles: one consisting of an interview with an organist who often played the Capitol's Compton organ and another an article from the Aberdeen Voice relating to the potential for restoration of the cinema.

The Civic Society welcomes the application and expresses pleasure that the former Capitol frontage and foyer would be retained. Also welcome the high quality office space in the town centre, especially at the west end of Union Street. Reservations are expressed about the height of the building, however, understand that further work is being undertaken to enhance the detailing.

## PLANNING POLICY

### National Policy and Guidance

#### Scottish Planning Policy (SPP)

This is the statement of government policy on land use planning. The policies on sustainable economic growth, sustainable development, transport and the historic environment are relevant, described in more detail below and are discussed in the evaluation.

SPP highlights (in paragraph 33) that achieving sustainable economic growth requires a planning system that enables the development of growth enhancing activities across Scotland and protects and enhances the quality of the natural and built environment as an asset for that growth. It states that planning authorities should take a positive approach to development, recognising and responding to economic and financial conditions in considering proposals that could contribute to economic growth.

In paragraph 45, on economic development, SPP states that the planning system should support economic development in all areas by, *inter alia*:

- Taking account of the economic benefits of proposed development in development management decisions;
- Promoting development in sustainable locations, particularly in terms of accessibility;
- Promoting regeneration and the full and appropriate use of buildings; and,
- Supporting development which will provide new employment opportunities.

In paragraph 48, SPP emphasises the importance of high environmental quality in attracting investment into an area and providing economic opportunities, eg through tourism. The SPP goes to state that planning authorities should ensure that new development safeguards and enhances an area's environmental quality. The re-use of derelict and vacant buildings is encouraged.

Paragraph 110 (Historic Environment) describes the historic environment as a key part of Scotland's cultural heritage as it enhances local distinctiveness and contributes to sustainable economic growth and regeneration.

In terms of listed buildings, paragraph 113 states that changes to a listed building should be managed to protect its special interest while enabling it to remain in active use. The layout, design, materials, scale, siting and use of any development which will affect a listed building or its setting should be appropriate to the character and appearance of the building and setting.

Enabling development may be acceptable where it can be shown to be the only means of retaining a listed building; the resulting development should be of a high design quality, protect the listed building and its setting and be the minimum necessary to enable its conservation and re-use.

In terms of conservation areas, paragraph 115 states that a proposed development that would have a neutral effect on the character or appearance of

a conservation area should be treated as one that preserves the character / appearance. The design, materials, scale and siting of new development within a conservation area should be appropriate to the character and setting of the conservation area and planning permission should normally be refused for development that fails to preserve the character or appearance of the area.

Scottish Historic Environment Policy (SHEP) is the statement of government policy on the protection and management of the historic environment. It seeks to make the best use of the historic environment in a sustainable way that secures its long term survival yet achieves the government's wider aims of economic and social regeneration.

### **Aberdeen City and Shire Structure Plan**

The following Structure Plan key objectives for the growth of the City are relevant – economic growth, accessibility and the quality of the environment.

### **Aberdeen Local Development Plan (LDP)**

Policy C2: City Centre Business Zone – the front part of the Capitol is zoned within this policy area. The policy relates mainly to retail uses. It also states that proposals to use basement and upper floor levels for retail, residential and other appropriate purposes will be encouraged in principle.

Policy H2: Mixed Use Areas – the remainder of the Capitol falls within this area. Applications for development must take into account the existing uses and character of the surrounding area and avoid undue conflict with the adjacent uses and amenity. Where new business or commercial use is permitted, development should not adversely affect the amenity of people living and working in the area.

Policy C1: City Centre Development – Regional Centre  
Development must contribute towards the vision for the City Centre as a major regional centre. The City Centre is the preferred location for retail, commercial and leisure development serving a city-wide or regional market.

Policy I1: Infrastructure Delivery and Developer Contributions

Policy T2: Managing the Transport Impact of Development

Policy D1: Architecture and Placemaking

New development must be designed with due consideration for its context and make a positive contribution to its setting. Landmark or high buildings should respect the height and scale of their surroundings, the urban topography, the City's skyline and aim to preserve or enhance important views.

Policy D2: Design and Amenity

Development deemed to have an influence on public realm in the City Centre will make an agreed contribution to art of other enhancement to the public realm.

Policy D3: Sustainable and Active Travel



**Policy D4: Aberdeen's Granite Heritage**

Encouragement of the retention of granite buildings, with conversion and adaptation being favoured.

**Policy D5: Built Heritage**

Proposals affecting Conservation Areas or listed buildings will only be permitted if they comply with Scottish Planning Policy.

**Policy D6: Landscape**

Development will not be acceptable unless it avoids: obstructing important views of the City's townscape, landmarks and features when seen from busy and important publicly accessible vantage points and main approaches.

**Policy NE10 – Air Quality**

**Policy R7 – Low and Zero Carbon Buildings**

**Supplementary Guidance**

City Centre Development Framework

**EVALUATION**

Sections 25 and 37(2) of the Town and Country Planning (Scotland) Act 1997 (as amended) require that where, in making any determination under the planning acts, regard is to be had to the provisions of the development plan and that determination shall be made in accordance with the plan, so far as material to the application, unless material considerations indicate otherwise.

Section 64 of the Planning (Listed Buildings and Conservation Areas) (Scotland) Act 1997 places a duty on planning authorities to preserve and enhance the character or appearance of conservation areas

The main issues to be taken into consideration are:

- the appropriateness of the proposed use in this building and location;
- impact on occupiers and users of neighbouring buildings
- the design and scale of the proposal;
- the impact on the conservation area and, in particular, the street scene in Union Street;
- economic benefits
- transport and parking

**Compatibility with Surrounding Uses**

The proposals accord with the Structure Plan's objective to promote economic growth. The proposal would involve a change from previous nightclubs and bar uses, to office use and complies with Policy C2: City Centre Business Zone, and Policy H2: Mixed Use Areas in the LDP. The proposed office use is compatible, in principle, with the range of other uses, including office, hotel, bars, restaurants and retail.

The application site is centrally located within the regional centre and complies with LDP Policy C1: Regional Centre and with structure plan and LDP policies on accessibility, with site being in the city centre and easily accessible by public transport.

In terms of the impact on the occupiers of the hotel on the opposite side of Justice Mill Lane. The Park Inn Hotel maximises the benefits of its southern elevation, although there are windows on the north side. The southern elevation of the proposed office building would be significantly higher than the existing Park Inn / IQ building, however, the glazed curtain walling would reflect light and would lie to the north; it is considered that there would be an insignificant impact on the occupiers of the building opposite due to the presence of a tall building. There has been no objection from operators / tenants within this building and it is further considered that the redevelopment of a vacant and deteriorating building would have benefits for neighbouring occupiers. With the attachment of a condition relating to noise assessments and mitigation to any air conditioning or ventilation equipment, it is considered that the potential for impact on occupiers of neighbouring buildings in terms of noise would be minimised.

The elevational design of the proposed development at the Capitol takes account of the possible redevelopment of the Bells site to the west, with glazing only at the extremities of the west elevation.

#### Scale and Design

LDP Policy D1 relates to context and contribution to setting. The proposal involves the restoration of the section of the building fronting onto Union Street and this is to be very much welcomed as making a positive contribution to the streetscene on Union Street. The granite frontage and canopy has the potential to be returned to its once grand and iconic state. Works to achieve this are proposed as part of this application and the entrance that is currently boarded up would be used as the main entrance to the office. This element of the proposed development would have a very positive impact on the west end of Union Street, as both a statement in itself and also in terms of the activity that it would bring back to the street. The nature of the existing building is that the frontage of the building is lower, by approximately one storey, than its neighbours, whilst the rear part of the building – the red brick auditorium and tower are significantly higher than the frontage. The proposed design follows this relationship, although there would be a more significant difference between the elements. The principle of the form is considered appropriate, the issue of the height is considered further below. It should be noted, that there is an extant permission for a hotel on the site, the form of that building was that it stepped down in terraces towards the Union Street frontage. The proposed development would be approximately three storeys higher than the approved hotel scheme.

The proposed building contains parking within the lower levels and the applicant's agents have stated that the difficulty of getting light into the building, resulted in this being the best solution. The building rises in a uniform block from Justice Mill Lane to the south and from the rear of the Capitol frontage building, to an overall height of ten storeys above Justice Mill Lane. The lower level is differentiated by a more solid granite façade, with granite clad louvres above openings for vehicular access and granite framed grills to the parking area above.

The design approach to the main building is a function of the need to maximise light into the north and south elevations, with a more solid element around the central portion. The detailing of the design is considered to be high quality, with the elevations simple and elegant in style. This approach is considered appropriate, in this location where a quirky or eye catching appearance would be inappropriate. The colours of the materials would be various shades of grey - granite and grey aluminium cladding. As far as possible, given the scale, this would help to blend the building with its surroundings, rather than the use of stark white or strong colours that would stand out.

The design of the building is considered acceptable, the scale of the building within its context is the main issue for consideration. The applicant's agent has submitted a number of computer generated images (CGIs) and these provide an impression of how the building would sit in relation to its surroundings.

On Justice Mill Lane the full height of the building would form the street frontage along this stretch, although not an overly long street frontage (24m, compared to the approximately 109m length of frontage of Park Inn / IQ), in terms of its height the building would have a strong presence on Justice Mill Lane and a significant impact on this particular stretch of the street. This dominating presence would be mitigated to some extent by the use of granite at the lower level, the reflective nature of the material at higher level, the fact that the existing building is vacant and derelict and the relatively short length of façade. It is acknowledged that the height on Justice Mill Lane is one of the drawbacks of the proposal, though it would be localised in nature. The nature of the Justice Mill Lane elevation is also that it would be very much the rear elevation. This is a function of the entrance being onto Union Street and it is considered that the approach is the correct one, especially given the special nature of the entrance of the Capitol.

The new build element is set approximately 22m back from Union Street, and would be seen to a greater and lesser extent from the north side of the western part of Union Street. Due to the set back from the Union Street frontage the new build element of the proposal would not be seen in context with the Capitol and the link between the two would not be discernible when viewed from up/down Union Street. This would help give the impression that the higher building is not on Union Street. From the west side of Union Terrace, the building would be indiscernible amongst the range of shapes of rooflines and heights of buildings fronting onto Union Street. Approaching from the east the upper levels of the building would become increasingly more visible, however, the building immediately to the east of the Capitol is higher than the Capitol itself and would help screen the proposed office to some extent, despite this the upper two – three storeys would be visible behind the varying rooflines of the buildings on Union Street because of the set back from the Union Street. From the corner of Albyn Place the front part of the proposed building would be visible, with the full extent of the building not being clearly discernible due to screening by structures on the roofs of adjacent buildings.

The extent to which the streetscene on Union Street is affected by buildings that sit beyond the street frontages and the extent to which those using the street take cognisance of structures behind the granite frontages and rooflines, is a matter

for debate. It is considered that although very clearly visible, the proposed structure would not be overly prominent within the views of those using the street, due to the extent to which it sits behind the frontage buildings which dominate the view. The issue of impact on the conservation area specifically, is dealt with below.

The building would be most highly visible from Chapel Street where it would be very dominant within the view at the south end of the street. The building would sit at an angle to Chapel Street, with the result that the entire side of the elevation as well as the north elevation, would be seen from Chapel Street. It is from this location that the building would be at its most visible and this is undoubtedly a disbenefit of the proposal. It should, however, also be noted that within the secondary streets to the north of Union Street, there are a number of taller and larger buildings clearly visible in views along streets, for example, Union Plaza and the Denburn flats. Views along Union Street are of greatest importance because of the status and layout of the street – the ‘Granite Mile’.

In longer range views from the south, the building would sit behind the existing Park Inn / IQ building and although taller than this structure, it would be seen against the backdrop of Union Plaza. Impact on long range views is considered to be acceptable.

The restoration of the front part of the Capitol would make a very positive contribution to its setting as has been stated above. Because of its height and relationship with streets containing lower buildings, the new building would have an impact within the surrounding streets, in particular, Justice Mill Lane and in views along Chapel Street.

In terms of compliance with LDP Policy D1, there are tensions in respect of some aspects of relationship to its surroundings of the new build element, as described above. However, there is no adverse impact on the City’s skyline or long range important views.

#### Impact on Conservation Area

The southern boundary of the Union Street Conservation Area is Justice Mill Lane. In terms of impact on the Conservation Area, the main issue relates to views from Union Street, and secondly to views from other streets as described above.

The restoration of the existing Capitol would have an unquestionably positive impact and would enhance the character of the conservation area, particularly taking into account the slightly neglected appearance of a number of buildings at this end of Union Street.

The nature of Union Street is formed by granite frontages (both solid and clad) and buildings of 4-5 storeys in height. The buildings are generally quite solid (in terms of solid: void ratio) and there is variety and decoration along rooflines. As noted above, the new build element would sit well back from the Union Street frontage and is relatively narrow, following the width of the feu. In terms of its height, elevational design and materials, the proposed building would not

conform to the general characteristics of buildings forming the frontage onto Union Street, it would not be appropriate to attempt to echo these characteristics in a building of this nature. The building would be visible as described above, and as it is not in keeping with the character of the conservation area, in terms of its height, it would not enhance the conservation area.

SPP states that a neutral impact on the conservation area should be considered to preserve the character. The proposal has both a positive and a negative impact. There is no doubt that the scale of the development, particularly its height, would have a significant visual impact on the character and appearance of the conservation area in terms of the views, and the dominating presence within Justice Mill Lane. The proposal could therefore not be considered to be fully compliant with Policy D5, SPP (in terms of historic environment) or SHEP. It is a matter of judgement whether the scale of the change is acceptable and justified by other material considerations, in particular, the impact on the economy. Government policy is to make best use of the historic environment in a sustainable way that secures its long-term survival yet achieves the government's wider aims of economic and social regeneration.

#### Impact on Listed Building

The proposal would result in the restoration of the front part of the Capitol, including the granite frontage itself, the canopy and entrance doors. Internally all existing original features would be retained, including the former Oscars tea room (to be incorporated without subdivision). The organ would be donated to a local charity and with all its associated instruments and equipment, would be capable to being fully restored to working order. It is acknowledged that the proscenium arch and organ niches would not be incorporated into the proposed development. However, given their size and nature, it would be awkward and somewhat contrived to attempt to install them into an office development. The art deco clocks would, however, be installed within the front part of the building. The principle of the substantial demolition of the auditorium and tower have already been established by the extant hotel permission, although these permission including the retention of the arch and niches in slightly different locations within a double height public space. Historic Scotland are content with the proposals in respect of the listed building. Conditions would be attached to ensure that the features would be retained and restored.

The rear part of the Capitol would be demolished. Its substantial demolition has also been granted planning permission under the hotel consent. In terms of the exterior of the building, this is not of particular character and has been significantly altered on the Justice Mill Lane elevation. The gable end of the auditorium, visible from Chapel Street, supports a number of telecoms masts and its removal would have a positive impact on views within the conservation area. In terms of the impact of the new build element on the character and setting of the listed building, the two elements would remain visually separate. From the opposite side of Union Street, directly facing the Capitol, the top of the new building would be visible, however, the Union Street frontage would be the dominant element and would not be compromised. Viewed from oblique angles along the street, the two would be seen as separate elements. It is considered that there would be no adverse impact on the character and setting of the remaining Capitol.

### Economic Benefits

The benefits of the proposal are to the local economy – at the west end of Union Street, as well as the City as a whole- and indeed to the national economy, since the economy of Aberdeen is of such significance. The introduction of around 600 people working at the top of Union Street has potentially significant benefits for the vitality of the street.

SPP states that the Government's central purpose is to increase sustainable economic growth and accordingly planning authorities should take a positive, flexible approach to development to ensure that new economic opportunities can be realised. It is considered that the proposals accord with SPP in terms of redeveloping a derelict, vacant building in a sustainable location with good access, bringing it back into productive use and creating a more attractive environment which has considerable civic as well as economic benefits. Approval of the application would support new job opportunities by accomodating the growth of firms and inward investment. The development would contribute to the vitality and diversity in the city centre, with high quality design and frontage onto Union Street.

By acting as a trail blazer the proposal also has considerable potential to act as an important catalyst that could stimulate further investment in redevelopment for office and other commercial uses at the west end of Union Street and further afield, thereby helping to deliver the Council's ambitions for the regeneration of the City Centre.

### Parking and Transport

The Roads Project Team does not object to the application. The number of parking spaces is considered acceptable given the highly accessible location and the cycle parking facilities comply with standards. Studies of the impact on the local road network have been undertaken and contributions are sought towards improvements – improvements are planned on Justice Mill Lane and the implementation of this development would result in some changes needing to be made. Contributions would also be sought towards the Strategic Transport Fund, in terms of the likely traffic generation.

In terms of taxis, those ordered from the Capitol would pick up from Justice Mill Lane. Ad hoc hailing of taxis and drop off could take place from Union Street. It is likely that this would mainly take place outside the peak hours as taxis would be used by visitors to the office or staff attending meetings elsewhere, rather than for commuting. The scenario is one that is common with offices within the city centre. There are taxi ranks on Chapel Street, Union Row and Dee Street all close to the building.

### Other issues raised by objectors

Many of the issues raised, including relating to the scale of the building, have been dealt with above.

In terms of other issues:

- the proposal is for the Capitol's name to be on the building at high level as it was on the former cinema and this would be conditioned. The idea of poster frames has been raised with the applicant, however, it is questionable whether this would be of benefit to the appearance of the building.
- The interior of the auditorium has largely been lost as a result of the conversion to a nightclub, however, the former Oscars tea room would be fully restored. Due to the constraints of securing the building, it would be very difficult to manage a situation where the public accessed part of the building and the applicants are unwilling to include a public use in the former Oscars.
- The cinema clocks would be retained whilst the proscenium arch is too large to be incorporated in any meaningful way, into the proposal.
- It is acknowledged that the public would not see the restored interior of the building, although the restored frontage would obviously be very much a public benefit. There would be a large number of staff within the building as well as visitors who would see the restored interior.
- Consultation, notification and advertising have taken place in accordance with statutory requirements. A previous consultation exercise, to which the objector may be referring, related to a similar scheme that included the Capitol and Bells site together. It is acknowledged that the height is a contentious issue.
- A limited number of parking spaces have been provided, the travel plan indicates that encouragement would be given to the use of other modes of transport.
- The tall building would not obstruct views, although it would be seen behind other buildings. The architectural interest in the site would be retained.
- This is speculative development, however, it is unlikely that development would take place without a strong prospect of finding an occupier.
- Parking charges close to Union Street are not relevant to this application.
- The articles submitted in relation to the organ drew attention to the previously unknown fact that equipment / instruments associated with the organ remain within the Capitol, in hidden spaces behind the walls. There are now proposals in place for all this to be removed and handed over to a charity so that the organ would be capable of being restored to full working order. This is an improvement on the previously approved scheme whereby only the organ would have been retained and mounted on a wall above the hotel entrance from Justice Mill Lane.

### Conclusion

The main issues can be summarised as follows:

To be welcomed:

- The restoration of the granite Union Street frontage of the art deco former Capitol Cinema
- The restoration of the original features within the front of the building and potential for the organ to be brought back into working order
- The influx of 600 office workers (likely to be well-paid) increasing activity on, and adding to the vitality of, Union Street
- Economic benefits for local businesses on Union Street

- Economic benefits for accommodating growth of firms within the city, to the benefit of the local and national economy
- Highly accessible location, ideally located for public transport and for other complementary businesses within the west end and city centre.

Drawbacks:

- Impact on Union Street Conservation Area of views of new tall building
- Impact character of Justice Mill Lane
- Impact on view along Chapel Street to Union Street
- Removal of possibility of Capitol Cinema being brought back into use as a cinema – though this is highly unlikely.
- Loss of part of listed building and associated internal features (arch and niches)
- Removal of possibility of bringing restaurant/tea room back into public use

The main issue in terms of drawbacks is the height of the proposed building. The applicant's agent have described the constraints of the building in terms of the narrow deep feu, the need for light within office floorspace and the costs of restoration, by way of explanation of the need for the number of storeys. The fact that the hotel permission (which was itself 8 storeys in height) has not been implemented may support this statement.

Scottish Government guidance emphasises the importance of sustainable economic growth and regenerating the environment. It is undoubtedly the case that the proposal would support economic growth in the region and provide local benefits on Union Street. The proposal would also regenerate the historic environment on Union Street. It is considered that in this instance, these factors outweigh the impact on views within the Conservation Area and the on the streetscene within Justice Mill Lane.

**RECOMMENDATION: Willingness to approve conditionally. Consent to be withheld until such time as a developer's contribution has been secured towards works to the local road network, core paths / public realm improvements in the area and Strategic Transport Fund.**

**REASONS FOR RECOMMENDATION**

The proposals are considered to accord with zoning policies C2 – City Centre Business Zone and H2 – Mixed Use Areas within the Aberdeen Local Development Plan (LDP). The proposal would accord generally with policies within the structure plan, LDP and Scottish Planning Policy. The development would contribute towards the regeneration of the historic fabric on Union Street add to vitality and contribute towards economic development in the City Centre as well as in the region. The building would be taller than its surroundings and would be visible including from various viewpoints on the north side of the upper half of Union Street and would have an impact on the character of the Conservation Area. The economic benefits accord with the Scottish Government's wider aims of economic regeneration and outweigh the local impact.



**Conditions:**

**it is recommended that approval is granted subject to the following conditions:-**

(1) that no development shall take place unless a scheme, including submission of materials samples, detailing all external finishing materials to the roof and walls of the development hereby approved has been submitted to, and approved in writing by, the planning authority and thereafter the development shall be carried out in accordance with the details so agreed - in the interests of visual amenity and the character of the listed building and conservation area.

(2) That full details, including elevational and cross sectional drawings, shall be submitted to show all works, including repair and cleaning works, to the remaining fabric of the listed building. These shall include the installation of the Capitol's art deco style clocks within the building. That all works, as so agreed, to the frontage, canopy, and interior of the existing building - the 'Capitol'- must be fully implemented prior to any part of the development being brought into use. These shall be in accordance with the approved plans, or others subsequently approved and the building shall not be used unless the entrance is fully restored and available for use as the main entrance to the building, unless otherwise agreed in writing with the planning authority – in the interests of preserving the character of the listed building.

(3) That the proscenium arch, decorative plaster work over the organ expression shutters and organ and all associated pipes, instruments and equipment required for the organ to be brought back into use, shall be carefully removed prior to any demolition works taking place. The organ and associated items shall be dismantled / removed and taken safely to storage facilities, in complete accordance with the method statement as submitted and approved as part of this permission, unless otherwise agreed in writing with the planning authority. The proscenium arch and decorative plaster work shall be removed and stored in accordance with a scheme to be submitted to and approved in writing by the planning authority - in order to ensure the possibility of the organ being fully restored to working order as part of the historic fabric of the listed building.

(4) That the development hereby granted planning permission shall not be occupied unless the cycle storage facilities as shown on the approved drawings, or others subsequently approved have been provided - in the interests of encouraging more sustainable modes of travel.

(5) That the development hereby approved shall not be occupied unless there has been submitted to and approved in writing a detailed Travel Plan, which outlines sustainable measures to deter the use of the private car in accordance with the principles set out in the Transport Assessment by Fairhursts issue 4, or other TA as subsequently approved - in order to encourage more sustainable forms of travel to the development.

(6) That no window replacement shall take place unless there has been submitted to, and approved in writing by, the planning authority a full survey of the windows showing that they are beyond repair. Any replacement frames shall match those existing and shall be implemented fully in accordance with details, including cross sections, submitted to and approved in writing by, the planning

authority - in the interests of protecting the character and appearance of the listed building.

(7) That the existing entrance to the 'Capitol' shall be used as the main entrance to the entire development hereby granted permission, including the new build element extending back to Justice Mill Lane and the front part of the development shall not be functionally separated nor access physically blocked, unless otherwise agreed in writing with the planning authority – in the interests of the vitality and appearance of Union Street.

(8) That no window replacement shall take place unless there has been submitted to, and approved in writing by, the planning authority a full survey of the windows showing that they are beyond repair. Any replacement frames shall match those existing and shall be implemented fully in accordance with details, including cross sections, submitted to and approved in writing by, the planning authority - in the interests of protecting the character and appearance of the listed building.

(9) That no development shall commence on site until a site specific Construction Method Statement has been submitted and approved in writing by the Planning Authority in consultation with SEPA (and other agencies as appropriate). All works on site must be undertaken in accordance with the approved CMS unless otherwise agreed in writing with the planning authority - to control pollution of air, land and water.

(10) That the building shall not be brought into use unless the handrails to the stairs and escalators have been retained, restored and replaced in accordance with a scheme to be submitted to, and approved in writing by the planning authority - in the interests of preserving the character of the listed building.

(11) That the shop frontage within the application site to the east of the Capitol entrance shall be refurbished generally to match the existing shop front immediately to the west of the Capitol in accordance with a scheme, including detailed drawings and cross sections, to be submitted to and approved in writing with the planning authority. Neither the shop itself, nor the main development shall be brought into use unless the shop front has been refurbished in accordance with such a scheme - in the interests of visual amenity and the character of the conservation area.

(12) that the building hereby approved shall not be occupied unless a scheme detailing compliance with the Council's 'Low and Zero Carbon Buildings' supplementary guidance has been submitted to and approved in writing by the planning authority, and any recommended measures specified within that scheme for the reduction of carbon emissions have been implemented in full - to ensure that this development complies with requirements for reductions in carbon emission specified in the City Council's relevant published Supplementary Guidance document, 'Low and Zero Carbon Buildings'.

**Dr Margaret Bochel**

Head of Planning and Sustainable Development.



Registered with the Scottish Civic Trust  
Registered Charity Number [REDACTED]  
Honorary Secretary: Mr A Struthers

Aberdeen Civic Society  
c/o 44, North Deeside Road,  
ABERDEEN  
AB15 7PL

Tel [REDACTED]

Enterprise, Planning & Infrastructure  
Aberdeen City Council  
Business Hub 4  
Ground Floor North  
Marischal College  
Broad Street  
Aberdeen  
AB10 1AB

17 June 2013

Dear Dr Bochel

[REDACTED] & 130616 -- 431 Union Street (Former Capitol)

The Society has considered the above application and wishes to comment as follows:-

*The Society is welcomes this application and is very pleased that work is being carried out to retain, clean and restore the former Capitol frontage and foyer. We also welcome the addition of extra high quality office space in the town centre, especially at the West End of Union Street. That said, however, we do have reservations about the height of the building and the current detailing as displayed to us on Wednesday 12<sup>th</sup> June. We understand that further work is being undertaken to enhance the detailing of the building and we look forward to seeing these revisions.*

We would be grateful if our representation could be given consideration.

Yours sincerely

Alastair Struthers

C. LINDARROCH

14 ROY FOLD CRESCENT  
ABERDEEN AB15 6BT  
31st MAY 2013

ABERDEEN City Council  
PLANNING Dept  
City Council  
BROAD ST  
ABERDEEN

CAPITEL Theatre

TOTAL OBJECTION TO YET ANOTHER  
St Nicholas House

Dear Sir

Are we really going to yet have  
a report of the former Council Offices  
in Broad St / in Union St.  
Any new Offices in Union St should  
be no higher than the present one  
of Drum Millers & the neighbouring Clubs.  
As it would be quite wrong to permit  
this plans of another Warehouse of Office  
flats so high in Union St.

Yours Sincerely  
AM LINDARROCH

Neighbourhood Council Co-ordinator  
for Royfold Crescent & Anderson Drive

CAPITOL CINEMA, PROPOSED  
OFFICE BUILDING.

130216

4, FORNIE CRESCENT  
BRIDGE OF DON,  
ABERDEEN AB92 8TG

TEL [REDACTED]

13-06-13

DEAR SIR OR MADAM,

MORE OFFICE BUILDINGS IN THE CITY CENTRE?  
WHEN I READ OF COMPANIES RELOCATING TO NEW BUSINESS PARKS  
FROM THE CITY CENTRE TO THE OUTSKIRTS, DYCE, WESTHILL, KINGSWELLS  
CONCERN IMPACT OF TOWER BLOCK ON UNION STREET'S GRANITE MILE  
SKYLINE, TALL BUILDINGS DWARF HISTORIC BUILDINGS.

LOCK OF DEVELOPERS WANT TO ENSURE CAPITOL CINEMA'S 1933  
COMPTON ORGAN IS RESTORED, MAINTAINED IN WORKING ORDER WITH  
ORGAN CONCERTS TO LET THE YOUNGER GENERATION ENJOY THE  
CINEMA ORGAN MUSIC. (CHECK OUT RADIO TWO REGULAR ORGAN  
PROGRAMME "THE ORGANIST ENTERTAINS" EVERY TUESDAY EVENING AT  
9.30 P.M.)

THE CAPITOL NAME SHOULD APPEAR ON SILVER CANOPY, RETAIN EXTERIOR  
STILL, POSTER FRAMES SHOWCASE ABERDEEN'S RICH CINEMA HISTORY,  
THUS IMPROVING THE FRONTAGE IMAGE.

THE ART DECO FORMER CIRCLE AREA, FORMER OSCAR'S BAR, RESTAURANT,  
NOT BEYOND DEVELOPERS VISION TO ENHANCE THIS AREA WITH A  
CINEMA THEMED CAFE BAR RATHER THAN AN EMPTY SPACE AS PLANNED

THE DEMOLITION OF REAR AREA (WHAT BECOMES OF CINEMA CLOCKS,  
SCREEN ZODIAC) FOR A CAR PARK, WILL ONLY ADD TO MORE TRAFFIC  
CONGESTION IN THE CITY CENTRE AT ODDS WITH ENCOURAGING USE OF  
PASSENGER TRANSPORT, MORE CARS WILL ONLY SHRINK BUS SERVICES  
WHICH SADLY IS ONGOING.

RECENTLY BACK FROM HOLIDAY IN POLAND WHERE CITIES OLD TOWN  
AREAS ARE LOVINGLY CARED FOR, IMPRESSIVE ARCHITECTURE RETAINED,  
NO TOWER BLOCKS OBSTRUCTING THE SKYLINE, NEW SHOPPING MALLS  
WITH VERY IMPRESSIVE INTERIOR DESIGN, THE PAST COMPLEMENTING  
THE MODERN AREA. SURELY ABERDEEN CITY COUNCIL CAN HAVE A BETTER  
VISION FOR HISTORIC UNION STREET THAN MORE BLAND SOLELESS  
ARCHITECTURE FRONTAGES.

MEMO NOW AGED 67, WORKED WITH PARENTS IN TIVOLI THEATRE  
PROJECTIONIST EX ABC CINEMA (COMPANY FORMED FOR SHOWMANSHIP 60's)  
PLAYHOUSE CINEMA, THIRTY EIGHT YEAR PERIOD AS BUS DRIVER VIEWING  
UNION STREET IN ALL SEASONS (CAPITOL FRONTAGE IMPRESSIVE IN ITS  
HEYDAY). I HAVE THEATRE, CINEMA AND ARCHITECTURE INTEREST AND  
THINK MORE EFFORT SHOULD BE DONE TO ENSURE CAPITOL HERITAGE IS  
RETAINED SO THAT IT CONSISTENTLY ALONGSIDE THE ART CULTURE  
GENIUS OF MUSIC HALL, HIS MAJESTY'S AND TIVOLI THEATRES, LEMON  
TREE AND ART GALLERY.

YOURS FAITHFULLY,  
[REDACTED]

Robert Vickers

---

**From:** Lucy Greene  
**Sent:** 21 June 2013 14:43  
**To:** PI  
**Subject:** FW: The Capitol and St Nicks II  
**Attachments:** Capitol Development.doc; Last Act for Capitol Cinema Aberdeen Voice Article.doc; Aberdeen Musicians in bid to Save Historic Organ (proofread).doc

Hi  
Please Could this email and three attachments be registered as valid representations to both applications 130615 and 130616  
Thanks very much  
Lucy

---

**From:** Murray Henderson  
**Sent:** 21 June 2013 12:27  
**To:** Lucy Greene  
**Subject:** RE: The Capitol and St Nicks II

Lucy,

Here is my supplementary letter and the two articles I wrote which I would like to submit as representations on both planning applications as discussed. Please can you confirm that you have accepted them?

I noticed the deadline for one was the 19th of June and the other was today, the 21st. I hope this is not an problem, I thought both deadlines were the same... the 21st.

Thanks.

Murray Henderson



Dear Ms Greene,

I am a resident of Ferryhill and have concerns about the Capitol development (Planning applications P130616 and P130615). I have previously been in contact with you and I thought I would submit a formal representation before the deadline which is the 21st of June 2013.

I have three points to make about the development.

**1. The size of the development.**

It is a 10 story glass tower and its massing is out of proportion with the rest of the buildings on Union Street. The excuse will invariably be that it is in proportion with the Park Inn development behind it, but that building is enormous and dominates everything around it. These types of developments are very unpopular especially in the historic centre of Aberdeen. Is there a historic city centre in the world that has been enhanced by a modern glass tower? It seems lacking in foresight that the council are allowing buildings like this and other large tower developments while at the same time demolishing St Nicholas house because it is an eyesore. This and other towers being built in Aberdeen at the moment are completely out of place with the rest of the Granite City and will be the eye sores of the (very near) future.

The developer will claim he is preserving the historical interior of the building but the public won't see this because it will be a private building fronted by a security guard controlling the access of people to the building. The loss of public access from Union Street makes this a far poorer application than previous ones, as far as the public are concerned.

**2. The loss of the Compton organ.**

The organ is one of only 2 left in Scotland, and this development could see it lost forever. It can be easily saved and put into a reasonably small space. There are also people with the means and the will to save it. Previous work to convert the cinema into a nightclub was granted on the condition that the organ (which I interpret to be the entire instrument, everything it needs to make a sound: console, pipes, percussion, relays, blowers etc) was

retained. Previous council documentation states that the organ forms part of the building's listing. Now the developers are saying in their application that the pipes have been destroyed. But when and by whom? There seems to be confusion on what the organ consists of. The organ is more than just the console with the keys and stops. A survey is required to ascertain what is left of the instrument and its condition. We need to know if part of the organ, apparently a listed feature of the building, has been destroyed without permission. At the very least a condition should be placed that the developer must account for all parts of the organ to ensure more of this historic musical instrument is not lost.

### **3. A lack of proper public consultation.**

The developer has used letters and minutes from a consultation meeting from a previous application, for a different building. The council should not allow this as a valid consultation. At a previous community meeting which I attended, there were strong feelings that the building would be too big and dominate the Aberdeen skyline. The developer has whitewashed the feelings of the community. This application should not proceed further until a proper public consultation has been carried out. If the council allow this as a public consultation despite it being pointed out to them that it took place for a previous application I will consider making a formal complaint to the council.

### **4. It is a speculative development.**

Because the development is speculative, should the owners be unable to find a buyer for the building it will lie empty, just as the round office building at Bridge of Don has. We should not allow developers to be build enormous speculative developments in the city centre.

### **5. Regeneration Potential being Overplayed.**

Claims that this office development will in some way regenerate Union Street are being grossly overstated. I work in the older New Telecom's house and my colleagues and I are not rushing to Union Street at lunchtime to by Hugo Boss suits. Sandwich shops may do well, but people will arrive to work in their cars and leave in the evenings. This



development will be nothing but increase traffic congestion in the city centre and this building would be better outside the city centre. Sadly it seems that this is council policy. If the council are serious about regenerating Union Street they could start by reducing the astronomical parking charges which blight businesses in the city centre and drive people to Union Square.

I attach two articles that I wrote about the capitol in the hope that they might ignite some passion in the building and the organ itself.

Please keep me informed about the development of this application. I'll keep my fingers crossed that it is rejected. We could do a lot better than this.

Thanks,

Murray Henderson  
Ferryhill, Aberdeen

## **Aberdeen musicians in bid to save historic organ.**

*As plans progress for a new 10 storey office block on the former Capitol cinema, Murray Henderson meets Charlie Davidson, an early member of the Aberdeen Theatre Organ Trust, who talks about his hopes for the legendary Compton Cinema Organ, still resident in the now derelict building.*

During the Capitol's spell as a nightclub, few clubbers could have known that beneath their feet lay an exquisite example of one of the most complex and beautiful musical instruments ever produced in Britain.

The mighty Compton Organ was sealed underneath the floor of the nightclub as a condition of planning approval to convert the cinema in 2002.

It was built by master organ maker John Compton of Nottingham. His brand was the most popular in Britain, with a total of 261 organs installed in British theatres<sup>1</sup>.

Because of the silent nature of early cinema, it was left to virtuoso organists to provide the spine-tingling soundtracks to the era's films. In its heyday the Capitol's Compton was of some renown and organ performances in the theatre were even broadcast to the nation.

A previous planning application for the demolition of the Capitol auditorium was approved by Aberdeen Council and backed by Historic Scotland. Though the plans were not progressed, they included the display of the organ console alone, to be rendered unplayable, above the entrance as "a reminder of the original use of the building"<sup>2</sup>.

But that is not enough for former Trust member and Aberdeen-born organ maestro Charlie Davidson, who is intent on saving the entire instrument from the wrecking ball and ensuring that its unique sound can once again be heard in the city.

**Aberdeen Voice (AV):** Charlie, what is your association with the Capitol's Compton Organ?

**Charlie Davidson (CD):** I was born and raised in Aberdeen, and studied organ at St Andrews Cathedral in King Street Aberdeen in the 1960s but also discovered there was a magical Pipe Organ in the Capitol at the same time. I was allowed in to play the Compton on Saturday mornings which was wonderful. This was about 1965 and the Compton in the Capitol was the first Cinema Pipe Organ I ever played. The Capitol Organ, and in fact the entire cinema, was a big part of my life.

**AV:** Can you describe the Compton and how it felt to play in the Capitol?

**CD:** The Compton was a wonderful instrument. The acoustics of the Capitol were great and the organ console was on an electric lift situated in the centre of the orchestra pit. It was a great thrill to push the 'up' button on the organ console whilst playing and you would be lifted up to stage level in full view of the audience.

**AV:** How does a Cinema Organ differ from a Church Organ, which people might be more familiar with?

**CD:** The mechanical side of the organ is very similar to some Church Organs but the stops, or ranks of pipes, are quite different. Because the Cinema Organ was originally designed to accompany silent films, its main purpose was to imitate an orchestra. Having said that, it can still sound like a Church Organ if required.

The technique required is quite different to Church Organ playing. In fact, you will find that practically all cinema organists can play the Church Organ, but few church organists can play the Cinema Organ. The percussions were a major part of this design. The Capitol Organ has a xylophone, glockenspiel, cathedral chimes, vibraphone and a full set of drums, cymbals and sound effects. The effects are operated by buttons above the pedals and consist of things like horses' hooves, bells, buzzers, car horns, sirens, etc. - all great fun.

**AV:** It sounds like a very complex instrument.

**CD:** The organ is not just the console in the pit; it also has a massive blower in the basement and two rooms full of organ pipes and percussion instruments half way up the proscenium arch on the right hand side. There are also miles and miles of cables and relays etc. Restoration is a big job and I should know as I have removed several of these instruments over the years. The last one was in Mallorca this year.

**AV:** Can you tell us more about your previous restoration work?

**CD:** Another of the organs I rescued was from the Rex Cinema in Stratford, east London. This organ has now been fully restored by a team of enthusiasts in the Royalty Theatre in Bowness on Windermere and had its opening on the 6th October<sup>3</sup>. In addition, I have the unique Ingram Organ from the Astoria Corstorphine in storage and also a fine Wurlitzer Pipe Organ from the Ritz Workington.

**AV:** I understand the Capitol Compton was broadcast.

**CD:** Yes, the Capitol organ was broadcast many times on the BBC. We had lots of famous resident organists including Rowland Timms, George Blackmore, Bobby Pagan and others - all of whom broadcast regularly. The Capitol was very well known to the UK BBC audience.

**AV:** There seem to be a number of different Compton designs, do you know if the Capitol's Compton was unique, designed especially for the cinema?

**CD:** There were many designs of organ console. The Capitol console was unusual but not unique. The art deco end boxes are known as 'coffin ends' for obvious reasons and are really just for show, to make the organ look more impressive as it rose out of the pit in the spotlight.

**AV:** Do you have any idea of how rare these instruments are nowadays?

**CD:** There are now only four Cinema Pipe Organs left in Scotland - the Capitol Compton, a very fine restored Wurlitzer in Glasgow, a Hilsdon organ in Greenlaw (ex Playhouse Edinburgh) and a Compton under restoration in the Heritage Centre Coatbridge. To the best of my knowledge, these are the only Cinema Pipe Organs left in all of Scotland. The Capitol Organ was a particularly good instrument as was the one in the Astoria Aberdeen.

**AV:** What became of the Aberdeen Astoria Organ?

**CD:** It was rescued and installed in the hall of Powis Academy. In November 1982, an arson attack by a pupil destroyed parts of the school including the organ. It had a glass surround and organ bench and the organist could change the colour of the entire lighted console at the flick of a stop. It could also be set to 'auto' and gently fade through all the colours of the rainbow. These illuminated consoles were known as 'jelly moulds' again for obvious reasons.

They were unique to the UK which I always found surprising. The American Cinema Organs never had anything like it.

**AV:** How did you learn the skills necessary to restore Cinema Organs?

**CD:** Sheer trial and error. I bought my first pipe organ from Letterfourie House in Buckle when I was 14 years old and completely rebuilt it. It was a really historic organ and is still going strong with a local organ builder. It just went on from there and I got interested in the mechanics of Pipe Organs. The restoration encompasses woodwork, electrical, relays, etc. which I love and you end up with something you can play.

**AV:** In your opinion is the Compton Organ in the Capitol restorable?

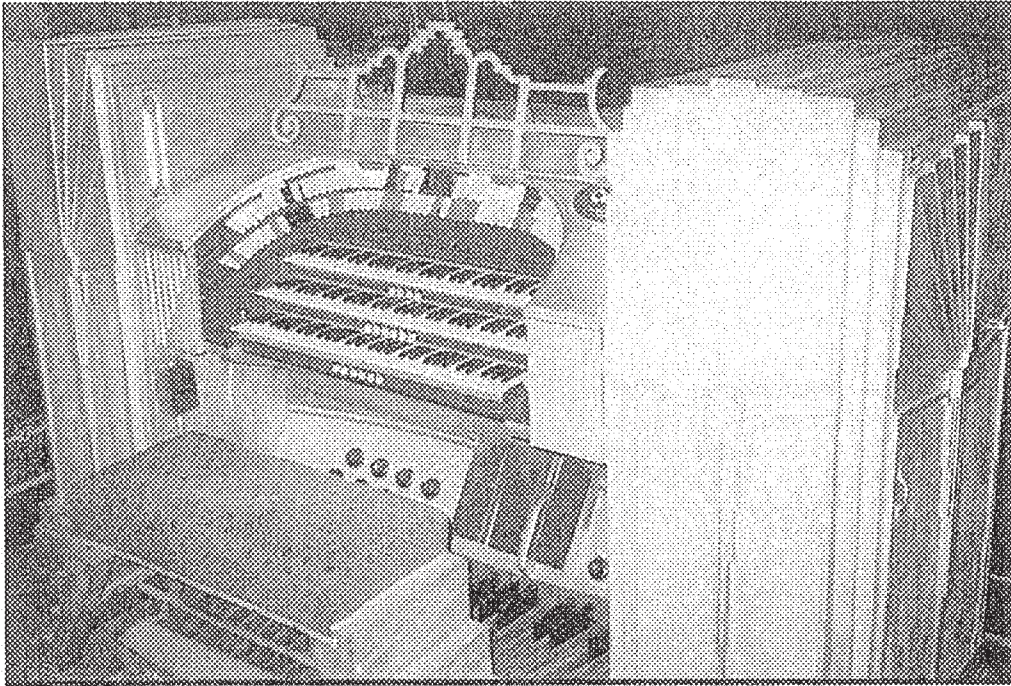
**CD:** The Capitol Compton organ is most certainly restorable. It will require a lot of work, but it is such an important piece of Aberdeen's history it really has to be done.

#### References

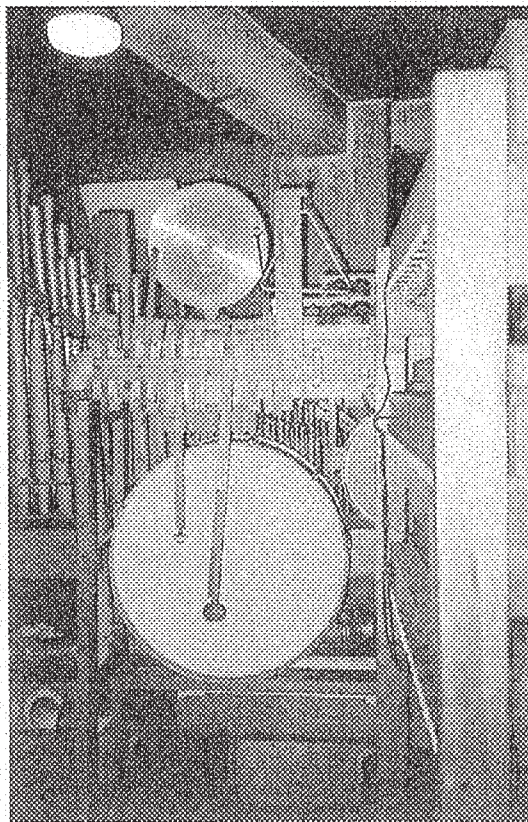
1. [http://en.wikipedia.org/wiki/John\\_Compton\\_\(organ\\_builder\)](http://en.wikipedia.org/wiki/John_Compton_(organ_builder))
2. Aberdeen City Council Approval Notice for Planning Application (P101757) searchable on ACC website. Current Capitol Planning application is (P101757).
3. <http://www.bbc.co.uk/news/uk-england-cumbria-19270424>



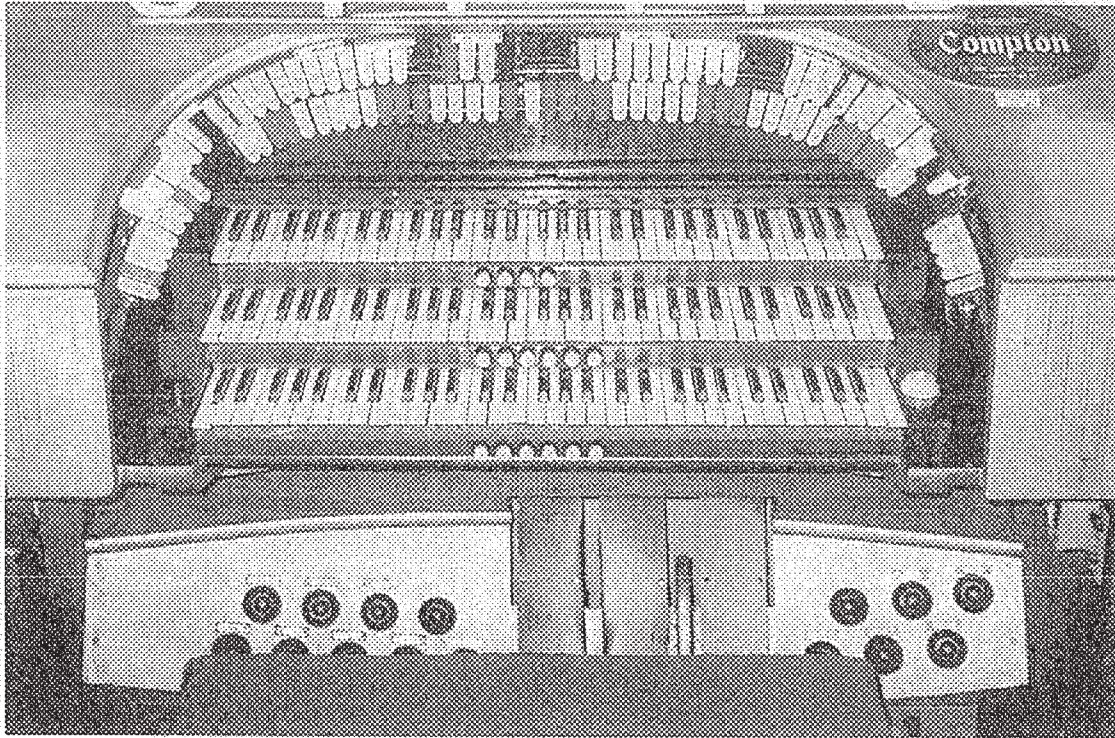
Photographs:



Capitol Compton Cinema Organ



Percussion



Capitol Compton Console



## Last act for Capitol Cinema?

As another demolition threat looms over Union Street's once great Capitol, new Aberdeen Voice writer Murray Henderson looks at the fortunes of Aberdeen's slumbering star of the silver screen.

*Aberdeen's most prestigious cinema. Its facade is of classical proportion. In the centre, soaring above the entrance is a simple pediment, which originally carried the name "Capitol" in neon letters. Inside, grand staircases swept up to the lofty circle and stalls foyers. In the auditorium was the great Compton Organ, whilst Holophane lighting glowed seductively. The Capitol is unique, an outstanding building which deserves a full restoration<sup>1</sup>.*

**The Theatres Trust.**

The Capitol Cinema once captivated Aberdonians with the latest movies and an Art-Deco interior direct from a Hollywood set. It is one of the few remaining "super cinemas" from the pre-war boom, akin to Brixton Academy or the Edinburgh Playhouse. Though the last film was shown in the 1960s, the Capitol continued to host rock concerts<sup>2</sup> as late as 1998.

A hammer blow to the Capitol came in 2002 with the arrival of Chicago Rock/Jumping Jacks and their proposal for two separate nightclubs. Despite public objection, Historic Scotland backed the plans, and the council voted in their favour<sup>3,4</sup>, enabling sweeping modifications to be made to the building.

The auditorium was split horizontally in two, and an all new identity imposed, destroying much of the original character. The Theatres Trust condemned the alterations as "brutal" and "a disgraceful failure of the historic building control system" comparable only to one other in the UK, the Philharmonic Hall in Cardiff<sup>5</sup>.

In 2009, the Chicago Rock/Jumping Jacks owners entered receivership and the clubs were closed. The credit crunch, smoking ban and cheap supermarket alcohol were cited as reasons for their demise<sup>2</sup>. In 2010, another planning application was submitted for full demolition of the Capitol's auditorium and an eight storey hotel and office development in its place. The plan was granted approval though never implemented.

As details emerge about the new proposals, the future of the Capitol is once again in the hands of developers and a city council which believes there is neither the money nor the public demand for its restoration<sup>2</sup>.

According to the British Film Institute (BFI), this story is common across the UK. Traditional cinemas have been unable to compete with the multiplexes and their closures have contributed to the decline of many city centres. The BFI attributes this to the multiplex's larger screen size, improved sound quality, better choice of films and greater all-round convenience.

But typically, their design is uniform and unadventurous, with many resembling industrial warehouses. Inside, multiplex auditoria are bland, blank voids, utilising the 'black box' concept in which the viewer has the least possible distraction from the screen<sup>6</sup>.

Despite the dominance of multiplexes, there are pockets of resistance. The old mining town of Bo'ness had, in the dilapidated Hippodrome, Scotland's first purpose-built cinema. After languishing in a state of neglect for 30 years, the cinema was recently restored in spectacular style and this year proudly celebrated its centenary.

According to the Theatres Trust, community stewardship is often a theatre's best chance of salvation. However, this takes hard work, dedication, and significant funding, which can come from grants or philanthropic sources. If the theatre is saved, the hard work continues in maintaining a programme of events and ensuring it is financially viable<sup>7</sup>.

This model is driving another success story in Glasgow in the Britannia Panopticon, the oldest surviving Music Hall in Britain, which at one time also functioned as a cinema. With members of the public as curators, a charitable trust has been set up with the goal of full restoration. Regular shows have resumed, and the importance of the building is now being realised by the wider public<sup>8</sup>.

These examples show that a niche does exist for cinemas like the Capitol. Their distinctive architecture gives a true sense of theatre befitting the drama on screen which the drab, corporate multiplex cannot rival. Their survival depends largely on the extent of historical alterations made to them, but perhaps more importantly, how much they are valued by the public and city councils as part of our heritage.

It is clear that in its current situation, the Capitol Cinema has a considerable mountain to climb if it is to join the Hippodrome or the Britannia. But cinema's greatest stars do have the habit of making the most unlikely comebacks. In the Capitol's case, the show is not over until the curtain comes down.

#### References

1. Theatres Trust "Guide to British Theatres 1750-1950".
2. Aberdeen Council Planning Decision Notice for Application Ref: P101757.
3. Aberdeen City Planning Committee Minutes 18<sup>th</sup> April, 2002.
4. Aberdeen City Council Meeting Minutes Town House, 1st May, 2002.
5. [www.theatrestrust.org.uk](http://www.theatrestrust.org.uk)
6. British Film Institute Website
7. Email correspondence with The Theatres Trust.
8. Email correspondence with the Britannia Panopticon Music Hall.



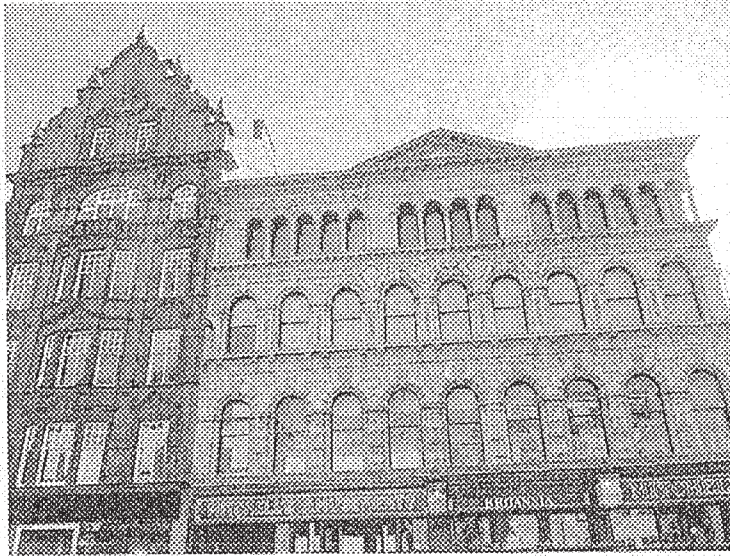
Photographs.



The Capitol in its heyday.



The return of the Hippodrome has reinvigorated Bo'ness.



Britannia Panopticon Music Hall gleams after work to the exterior.

P&SD Letters of Representation		
Application Number: 130616		
RECEIVED 21 JUN 2013		
Ncr	Sou <input checked="" type="checkbox"/>	MAp
Case Officer Initials: LG		
Date Acknowledged: 25/06/13		

## ABERDEEN CITY COUNCIL

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COMMITTEE	Enterprise, Strategic Planning & Infrastructure
DATE	12 November 2013
DIRECTOR	Gordon McIntosh
TITLE OF REPORT	Internal Waste Implementation Plan
REPORT NUMBER	EPI/13/199

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### 1. PURPOSE OF REPORT

The Council Internal Waste Minimisation Policy (IWMP) was approved by EP& I Committee in March 2013 and Corporate Policy and Performance Committee in April 2013.

The report included a recommendation to establish a plan of waste minimisation actions and thereafter report back to Committee with an annual review of corporate waste measures.

This report presents an Internal Waste Minimisation Plan (Appendix 1) outlining actions to meet the objectives of the policy document and highlighting waste actions currently underway in the Council.

### 2. RECOMMENDATION(S)

It is recommended that the Committee:

- (i) Approve the actions to reduce Council waste set out in the Internal Waste Minimisation Plan.
- (ii) Refer the Internal Waste Minimisation Plan report to all other Service Committees to endorse.

### 3. FINANCIAL IMPLICATIONS

Landfill tax, is currently £72 per tonne (2013/ 14) rising to £80 per tonne (1 April 2014), this is to encourage waste producers to produce less waste and recover more value from waste. With increasing landfill charges, waste disposal costs will continue to rise.

The Scotland Act 2012 means that from 2015 the Scottish Parliament will have new financial powers over taxes on disposal to landfill and proposals for this are being developed. It is anticipated that the tax will align with the Scottish Government's Zero Waste Plan and will reflect the changes under the Waste (Scotland) Regulations 2012 which will ban from landfill separately collected recyclates (2014) and biodegradable municipal waste (2021).

The IWMP has an aim to develop a sustainable approach to managing council waste by preventing and reducing waste arising as well as the reuse of waste, as measures before recycling and disposal. This has economic benefits, with a reduction in wasted materials, as well as a reduction in waste collection and disposal costs.

This Council Internal Waste Minimisation Plan (herein referred to as plan), supports the policy, builds upon existing actions and highlights further opportunities to increase efficiencies and reduce waste. It is anticipated that actions will be met from existing budgets. Any instances where a cost implication is identified, will be reported separately to committee by the relevant service.

#### 4. OTHER IMPLICATIONS

The plan supports the IWMP, outlining actions to ensure effective compliance with legislative requirements for waste. These include:

Environmental Protection (Duty of Care) Regulations 1991, which imposes a duty of care on any person who imports, produces, carries, keeps, treats or disposes of controlled waste. This requires the council to ensure there is no unauthorised or harmful deposit, treatment or disposal of the waste and that the escape of the waste is prevented. The transfer of waste must only be to an authorised person and a transfer note signed.

Data Protection Act 1998 under which the Council is responsible for making sure that confidential waste is kept secure and protected against loss and unauthorised access until final destruction.

Special Waste Amendment (Scotland) Regulations 2004, cover waste deemed hazardous under the European Hazardous Waste Directive, including: asbestos, lead acid batteries, electrical equipment containing hazardous components ie televisions, oily sludges, solvents, fluorescent light tubes, chemical wastes, pesticides.

This waste must be segregated, collected by an authorised waste carrier only and collections must be documented and recorded in consignment notes, which are used by the Scottish Environment Protection Agency (SEPA) to track the movement of waste in Scotland.

Waste Electrical and Electronic Equipment (WEEE) Regulations 2006 which require the council to dispose of waste electronic and electrical equipment responsibly. This is because it can contain mercury, lead and cadmium which can cause harm to human health and the environment.

Waste Batteries (Scotland) Regulations 2009. This legislation bans the landfill or incineration of automotive or industrial batteries in Scotland.

The Climate Change (Scotland) Act 2009 has set targets to reduce green house gas (GHG) emissions by 42% by 2020 and 80% by 2050 and includes specific provision for waste. Part 4 of the Act places duties on public bodies relating to climate change and requires the

Council to act in the way best calculated to contribute to the delivery of the Act's emission reduction targets.

The Animal By- Products (Enforcement) (Scotland) Regulations 2011, set out health rules for dealing with animal by-products not intended for human consumption and restricts what may be done with such products. These regulations refer to the composting of kitchen and canteen waste.

The Waste (Scotland) Regulations 2012 impose a range of obligations in relation to the collection, transport, treatment and disposal of key recyclable materials and have specific implications for business waste, which covers the Council's own internal waste operations. This requires statutory recycling of key waste streams.

## 5.0 BACKGROUND

- 5.1 To allow proper consideration to environmental management responsibilities, and to assist in the minimisation of waste to meet the objectives of the IWMP, actions to reduce waste have been set out in the plan (Appendix 1).

The plan includes practical actions, aligned to the principles of the waste hierarchy, to meet the objectives of the IWMP and to secure a reduction in waste from council buildings, services and operations.

A series of awareness actions are included in the plan to ensure information on waste minimisation, legislative requirements and existing good practice is disseminated to all staff.

- 5.2 The actions within this plan were developed through consultation with officers from relevant service areas and from internal waste workshops held with staff from key service areas which were held in August 2013. The workshops considered the key challenges and opportunities for waste. Challenges include:
- The amount of space and storage required for segregation for the reuse, recycling and disposal of waste.
  - Limited local markets for certain waste streams.
  - The time required to move waste up the hierarchy and resources to procure additional services.
  - Rising disposal costs.
  - Digital/ technology solutions must be fit for purpose.
  - Increasing understanding of the cost savings of waste minimisation and the need for change.
  - The need for more education on waste and solutions.
  - The amount of staff to reach at variety of locations.

Opportunities to minimise waste and ensure a consistent approach to waste were collated and developed into a series of practical actions; these are set out in section 3 of the plan. These actions consolidate work already in development by Services that will have an impact on waste, as well as highlight new opportunities for waste minimisation.

5.3 Council actions and activity to reduce waste are listed by waste stream in Appendix A of the plan.

6. IMPACT

The plan supports the strategic priority of the 5 year Business Plan to “manage our waste better and increase recycling”

Aberdeen – the Smarter City, the administration’s partnership statement includes priorities:

- We will manage waste effectively and in line with UK and European legislative requirements by maximising recycling and reducing waste to landfill, thereby reducing our costs and carbon footprint.
- We will design and construct all new infrastructure to be energy efficient by maximising the use of low carbon technology and materials. We will use recycled materials where appropriate.

7. MANAGEMENT OF RISK

The plan supports the IWMP in mitigating the risk of non compliance with legislative requirements for the recycling and disposal of waste.

8. BACKGROUND PAPERS

Aberdeen City Council Internal Waste Minimisation Policy 2013

Scotland’s Zero Waste Plan -

<http://www.scotland.gov.uk/Topics/Environment/waste-and-pollution/Waste-1/wastestrategy>

WRAP report, “Collecting food waste from small businesses and schools” -

<http://www.wrap.org.uk/sites/files/wrap/SME%20&%20Schools%20Food%20Waste%20-%20Final.pdf>

Strategic Overview of the Waste Prevention Planning Project within Scottish Local Authorities (2008) -

[http://www2.wrap.org.uk/downloads/waste\\_prevention\\_within\\_local\\_authorities.968401af.9789.pdf](http://www2.wrap.org.uk/downloads/waste_prevention_within_local_authorities.968401af.9789.pdf)

9. REPORT AUTHOR DETAILS

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01224 522792

# Internal Waste Minimisation Plan

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**Aberdeen City Council**

October 2013  
Version 1.1

# Contents

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## **3.0 Waste Actions**

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## 1.0 Background

An Internal Waste Minimisation Policy (IWMP) was approved by Corporate Policy and Performance Committee in April 2013.

The Policy follows a sustainable approach to waste management as set out in the waste hierarchy (Figure 1), giving preference to preventing, reducing and reusing waste before recycling, as these are the most environmentally beneficial and cost effective solutions. Where these options are not possible, a responsible approach to disposal should be implemented.

This approach improves resource efficiency, making better use of resources to support environmental protection, enable carbon savings and helps to conserve resources. Improving resource efficiency is an important part of Scotland's Zero Waste Plan<sup>1</sup> and the transition to a Low Carbon Economy. Scottish Government has underlined this with the Safeguarding Scotland's Resources programme<sup>2</sup> which aims to prevent waste, increase resource efficiency and enable a shift towards a more circular economy.

### 1.1 About the Internal Waste Minimisation Plan

This Internal Waste Minimisation Plan sets out practical actions aligned to the principles of the waste hierarchy as a preferred approach to sustainable waste management – preventing, reducing, reusing and recycling waste before responsible disposal. It aims to meet the objectives of the IWMP and sets out actions to secure a reduction in waste from council buildings, services and operations going to landfill.

The plan includes a programme of awareness actions and activity to ensure information on waste minimisation, legislative requirements and existing good practice is disseminated to all staff.



Figure 1: Waste Hierarchy

<sup>1</sup> Scotland's Zero Waste Plan – <http://www.scotland.gov.uk/Publications/2010/06/08092645/0>

<sup>2</sup> Safeguarding Scotland's Resources programme - <http://www.scotland.gov.uk/Publications/2013/10/6262/2>

## 2.0 Summary of Waste Arising

### 2.1 Offices

Office waste streams		
<i>Paper</i>	<i>Food waste</i>	<i>Confidential waste</i>
<i>Cardboard</i>	<i>Furniture</i>	<i>Paper towels</i>
<i>Plastic bottles</i>	<i>Fluorescent tubes</i>	<i>Hygiene waste</i>
<i>Printer/ toner cartridges</i>	<i>Waste Electronic &amp; Electrical Equipment (WEEE)</i>	<i>Packaging – plastic &amp; polystyrene</i>
<i>Cans</i>	<i>Stationery</i>	<i>Telephones</i>
<i>Glass</i>	<i>Batteries</i>	

Paper and card is the main waste stream from council offices and can account for 75% of office waste. A move to online systems, such as YourHR, can enable a reduction in paper consumption and a more sustainable approach to Council paperwork. The use of multifunctional printing devices allows default settings for double sided and black and white printing to be put in place, to ensure the greatest efficiencies in printing.

A paper free challenge was run in 2013, to encourage staff to think about the amount of paper used during a day. This initiative included a survey to gather information on the challenges of becoming paper free in the Council (Appendix C).

In offices where recycling facilities for key recyclates<sup>3</sup> are available, a green island system operates, where segregated waste bins are sited at suitable locations and desk waste bins removed to encourage recyclable materials to be separated from the general waste stream. Key operational staff are working to deliver a roll out of additional recycling facilities, in premises where these are not currently in place, to meet the requirements of the Waste (Scotland) Regulations 2012. In line with the IWMP, an increase in recycling collections should be aligned with a reduction in residual waste collections.

Confidential waste accounted for around 30% of office paper waste during 2011/12 and all staff have responsibility for ensuring safe destruction of data sensitive documents to meet the requirements of the Data Protection Act 1998.

Reuse initiatives such as Swap Station, established in Marischal College in 2013, enable staff to leave unwanted stationery items or look for items they need, saving unnecessary procurement.

#### **Priorities for office waste**

- Increase staff awareness of the IWMP and opportunities to prevent, reduce and reuse waste ahead of recycling and disposal. Link into national initiatives and disseminate information on good practice.
- Examine opportunities to move to online systems and review policy, to reduce paper consumption.
- Reduce the impact on the environment of paper use at the Council by giving consideration to unbleached and/ or recycled paper stock.
- Look for opportunities to roll out the reuse of stationery items and improve the measurement of existing reuse activity.
- Examine options to reduce and recycle the high volume of waste from packaging.

- Increase collections of key recyclates from offices, where these are not currently in place, as well as implement collections for food waste from offices with catering facilities that are producing over 5kg of food waste.

<sup>3</sup> – Key recyclates - paper, cardboard, plastic, metal, and glass

## 2.2 Schools

<b>School waste streams</b>		
<i>Paper</i>	<i>Food waste</i>	<i>Batteries</i>
<i>Cardboard</i>	<i>Furniture</i>	<i>Fluorescent tubes</i>
<i>Plastic bottles</i>	<i>Fluorescent tubes</i>	<i>Paper towels</i>
<i>Cans</i>	<i>Hygiene waste</i>	<i>Stationery</i>
<i>Waste Electronic &amp; Electrical equipment (WEEE)</i>	<i>Printer/ toner cartridges</i>	<i>Chemicals – science, cleansing</i>
<i>Textiles</i>	<i>Sports equipment</i>	<i>Art equipment</i>

Paper, cardboard and food waste are the main waste streams from primary and secondary schools. Research of food waste in schools has shown that production kitchens produce a higher volume of food waste than servery kitchens and primary schools are considered to produce more food waste than secondary schools.

City 3Rs<sup>4</sup> schools have recycling for all the key waste streams in place and in August 2013 this was extended to include collections for food waste. In the remainder of schools in the city, recycling is only in place for one or two of the key waste streams. The expansion of recycling collections to schools is in development and this will reduce the volume of waste currently sent to landfill.

Education and awareness of opportunities for waste prevention, reduction and reuse in schools will further improve waste management in schools. This would allow a link with work already underway or already achieved by city schools under the Eco-Schools programme.

### Priorities for school waste

- Increase awareness of the IWMP to schools and highlight opportunities to prevent, reduce and reuse waste ahead of recycling and disposal in line with the waste hierarchy.
- Link into work achieved or underway under the Eco-Schools Scotland Programme.
- Increase collections of key recyclates in schools, where these are not currently in place, as well as implement collections for food waste from school kitchens, producing over 5kg of food waste.
- Reduce the impact on the environment of paper use at the Council by giving consideration to unbleached and/ or recycled paper stock.
- Provide guidance on consistent waste practice across school premises.

<sup>4</sup> - The 3Rs Project was the regeneration of Aberdeen City Council's school estate. It covered the replacement of 2 secondary schools; 7 new primary schools rebuilt and 1 refurbished. Waste collection for these premises is covered by separate contractual arrangements.

## 2.3 Social Care and Wellbeing Premises

<b>Social Care and Wellbeing waste streams</b>		
<i>Paper</i>	<i>Food waste</i>	<i>Batteries</i>
<i>Cardboard</i>	<i>Furniture</i>	<i>Fluorescent tubes</i>
<i>Plastic bottles</i>	<i>Fluorescent tubes</i>	<i>Paper towels</i>
<i>Waste Electronic &amp; Electrical equipment (WEEE)</i>	<i>Clinical/ hygiene/ pharmaceutical waste</i>	<i>Occupational therapy equipment</i>
<i>Cans</i>	<i>Chemicals - cleansing</i>	<i>Batteries</i>
<i>Printer/ toner cartridges</i>	<i>Food waste</i>	<i>Textiles</i>

Care homes and day care centres are included in Social Care and Wellbeing (SC & W) premises. Generally waste from these premises is similar in composition to domestic waste. Monitoring has indicated that SC& W premises produce under 50kg of food waste per week and will not require separate food waste collections until 1 January 2016.

Limited recycling is currently available in SC & W premises and the expansion of recycling collections to meet the Waste (Scotland) Regulations 2012, will reduce the volume of waste currently sent to landfill.

There is a high level of reuse of Occupational Therapy equipment, this is treated when returned so it can be reused and this equipment is only disposed of at end of life.

Procedures for clinical waste align with NHS procedures to ensure there is no risk to staff or clients.

### **Priorities for Social Care and Wellbeing waste**

- Ensure effective mechanisms are put in place to monitor reuse.
- Increase collections of key recyclates in SC & W premises, where these are not currently in place, as well as implement collections for food waste from premises producing over 5kg of food waste.
- Increase awareness of opportunities for waste.
- Examine options to increase the reuse and recycling of further SC & W waste streams.
- Ensure procedures are in place to enable consistent approaches to waste across premises.

## 2.4 Community, culture & leisure facilities

<b>Community, culture &amp; leisure waste streams</b>		
<i>Paper</i>	<i>Food waste</i>	<i>Confidential waste</i>
<i>Cardboard</i>	<i>Furniture</i>	<i>Paper towels</i>
<i>Plastic bottles</i>	<i>Fluorescent tubes</i>	<i>Hygiene waste</i>
<i>Cans</i>	<i>Printer/ toner cartridges</i>	<i>Batteries</i>
<i>Glass</i>	<i>Waste Electronic &amp; Electrical Equipment (WEEE)</i>	

This includes waste from libraries, community centres and cultural premises, such as museums and galleries. Paper constitutes a high volume of waste from these premises, as well as organic waste, where there is catering in place. There may also be a higher volume of glass waste in premises with catering.

Sales of library books, media and print take place regularly providing an income from surplus stock. Any remaining books are sent to charity and damaged books are recycled. The criteria for withdrawing items from stock is set out in the Council’s Stock Management Policy 2010 <http://www.aberdeencity.gov.uk/nmsruntime/saveasdialog.asp?IID=32246&SID=1541>

**Priorities for waste from community, culture & leisure facilities**

- Increase awareness of the IWMP to staff and users of these facilities, highlighting opportunities to prevent, reduce and reuse waste ahead of recycling and disposal, in line with the waste hierarchy.
- Increase collections of key recyclates in community, culture & leisure premises, where these are not currently in place, as well as ensure implementation of collections for food waste from premises producing over 5kg of food waste.
- Ensure procedures are in place to enable consistent approaches to waste across premises.
- Reduce the use of disposable catering/ kitchen items.

**2.5 Fleet**

<b>Fleet waste streams</b>		
<i>End of life vehicles</i>	<i>Brake fluid</i>	<i>Bulbs</i>
<i>Car batteries</i>	<i>Antifreeze</i>	<i>Plastic bottles</i>
<i>Waste oil</i>	<i>Used oil filters</i>	<i>Aerosols</i>
<i>Tyres</i>	<i>Tools</i>	<i>Cans</i>
<i>Cardboard</i>	<i>Gloves</i>	<i>Waste Electronic &amp; Electrical Equipment (WEEE)</i>

In fleet, segregation is in place for special waste including; lead acid batteries, waste oil, brake fluid and antifreeze. Used oil filters are also segregated and recycled. End of life vehicles are auctioned for reuse or recycled for scrap and used tyres are dealt with during replacement by an external contractor, where they are re-treaded if good quality or sent for disposal.

**Priorities for fleet waste**

- Examine options to increase the reuse and recycling of fleet waste streams to reduce skip waste.
- Look for opportunities to improve measurement of waste streams.

## 2.6 Environmental Services

Environmental Services Waste Streams		
<i>Green waste</i>	<i>Pesticides</i>	<i>Tools</i>
<i>Plants</i>	<i>Equipment</i>	<i>Urine (mobile toilets)</i>
<i>Trees</i>	<i>Waste from street cleansing</i>	<i>Landscaping materials</i>

Shrubs, hedge trimmings and other green waste gathered from parks, open spaces and amenity areas during maintenance is shredded for mulch. Sustainable planting is being demonstrated through the reuse of plants, replanting between sites, where practical. Waste wood from council woodland management and street trees in Aberdeen is reused for firewood timber and furniture and any residual wood waste is chipped for paths and similar. Waste from street cleansing is the highest volume of waste for Environmental Services.

### Priorities for Environmental Services waste

- Examine opportunities to reduce waste from street cleansing.
- Consider opportunities to further reduce green waste and enhance sustainability.
- More information on potential markets for reuse and recycling of further Environmental Services waste streams.

## 2.7 Building Services

Building Services waste streams		
<i>Metal</i>	<i>Plasterboard</i>	<i>Packaging</i>
<i>Wood</i>	<i>WEEE</i>	<i>Soil and stone</i>
<i>Woodchippings</i>	<i>Batteries</i>	<i>Personal Protective Equipment (PPE)</i>
<i>Mixed construction and demolition waste</i>	<i>Clearance from void properties</i>	<i>Special waste: including asbestos</i>
<i>Glass</i>	<i>Plastic</i>	<i>Paint</i>
<i>Concrete, bricks and tiles</i>	<i>Tools</i>	<i>Aquapanel</i>
<i>MDF</i>		

Waste wood and metals from building services is currently segregated and recycled, although no monitoring and recording of the volume of this waste currently takes place. Batteries are also segregated for separate collection. Any further segregation is carried out by the skip operative under contractual arrangements.

There is limited space for segregating the waste from Building Services and to assist this, a roller crusher is used to break down large waste items to reduce voids in skips.

Wood chippings from the joiners workshop are recycled to be made into pellets for biomass. Permanent skips are located at Kittybrewster, Hilton, Kincorth & Seaton. Additional skips may be placed at location sites depending on the available space at the job location.

### Priorities for Building Services waste

- Examine opportunities to increase segregation of waste from Building Services, where space permits.
- More information on potential markets for reuse and recycling of construction waste.
- Look for opportunities to improve measurement of waste streams.
- Examine construction waste resources, tools and support from Zero Waste Scotland.

## 2.8 Roads

Roads waste streams		
<i>Road planings</i>	<i>Hardcore</i>	<i>Slabs</i>
<i>End of life street signs</i>	<i>Waste from gully emptying</i>	<i>Granite</i>
<i>Bollards</i>	<i>Waste from oil spills</i>	<i>Cardboard (packaging)</i>
<i>Traffic cones</i>	<i>Street signs</i>	<i>Personal Protective Equipment (PPE)</i>

Road planings from excavations during city council road resurfacing operations are segregated for reuse. As part of road operations, granite kerbstones are also reused and granite setts are put into storage, for reuse where possible.

Damaged bollards are segregated and sent to a third party who carries out refurbishment. Slabs are reused if they are not broken.

A reed bed filters out the high water content of waste from cleaning roadside gullies. This reduces the weight of gully waste and leaves only a residual solid waste for disposal. The filtered water can then be reused.

### Priorities for roads waste

- Examine options to reduce and recycle the high volume of cardboard from packaging.
- New style road signs have no scrap value and end of life options for disposal should be examined.
- Examine opportunities for cones, bitumen barrels and residual gully waste.
- Provide information on potential markets for reuse and recycling of roads waste.

## 2.9 Street Lighting

Street Lighting Waste Streams		
<i>End of Life street columns</i>	<i>Bitumen &amp; slabs</i>	<i>Cables</i>
<i>Lantern Head</i>	<i>End of life control gear</i>	<i>Concrete</i>
<i>Lamps</i>	<i>Metal ballast</i>	<i>Cardboard (packaging)</i>

All lamps and lantern heads from end of life street lighting are segregated and sent for recycling, to ensure compliance with the WEEE (Waste Electronic and Electrical Regulations). End of life aluminium street lighting columns are recycled.

### Priorities for street lighting waste

- Examine options to reduce and recycle the high volume of cardboard from packaging.

- Examine opportunities for metal ballast and construction type waste from street lighting operations.

## **2.10 Furniture**

Making best use of resources, the redistribution and reuse of surplus furniture takes place corporately. Facilities Management store and reuse furniture across council premises as required. Furniture, fittings and equipment are reused internally within council properties and operations wherever possible reducing the unnecessary purchase of new furniture.

During the relocation of Council premises from St Nicholas House to Marischal College in 2011, a “Disposal of Furniture, Fittings and Equipment Protocol” was produced to ensure items were disposed of in the most cost effective and sustainable way. This looked to reuse items internally; then make sales of any surplus items; before the remainder was offered to charities.

Safeguarding resources, Forest Stewardship Council (FSC)<sup>5</sup> accreditations reduce the environmental impact if any new furniture is required.

<sup>5</sup> *The Forest Stewardship Council is an international, non-governmental organisation dedicated to promoting responsible management of the world’s forests. The FSC certification system allows consumers to identify, purchase and use timber and forest products produced from well-managed forests.*

### **Priorities for furniture**

- Record the reuse of furniture across the Council.
- Explore further reuse and recycling opportunities for furniture, through partnership working.

## **2.11 Waste Electronic and Electrical Equipment (WEEE)**

Under the WEEE Regulations, care needs to be taken when disposing of waste electronic and electrical equipment. This waste should be separately collected and recycled. Customer Service and Performance currently reuses surplus information and communications technology (ICT) equipment where possible and removes parts such as memory chips in older equipment, the remainder is recycled.

### **Priorities for WEEE**

- Guidance on safe and effective practices for WEEE should be developed to ensure consistency across premises.
- Examine options for the reuse of any non ICT WEEE.



### 3.0 Waste Actions

This plan sets out actions to minimise waste and improve resource efficiency in the Council and meet the objectives of the IWMP. The plan aims to follow the waste hierarchy and look at ways to prevent, reduce and reuse waste, before recycling and responsible disposal. The plan also looks at actions for education and awareness.

No	Action	Responsibility	✓	✓	✓	✓	✓
<b>A</b>	<b>Waste Prevention</b> in line with the Sustainable Building Standards for Council Buildings	<i>Procurement</i>					
A.1	Develop the Hybrid Mail project for cost and resource	<i>Facilities</i>					
A.6	Efficient opportunities to lease products rather than buy. This would be on a pay by use basis.	<i>Services/ Procurement</i>		✓	✓	✓	✓
<b>B</b>	<b>Waste Reduction</b>		<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
B.1	Make greater use of online systems to reduce paper consumption, as demonstrated through Your HR.	<i>Staff All staff</i>	✓	✓	✓	✓	✓
A.3	Make greater use of online surveys and digital communications in external and internal communications	<i>Managers/ All staff</i>					
B.2	Ensure effective use of building space and resources through the Smarter Working Programme.	<i>Smarter Working Programme</i>	✓	✓	✓	✓	✓
A.4	Investigate opportunities to reduce paper, through use of mobile devices and on site WiFi in more and mobile locations - consider the short term impact on waste of any changes.	<i>ICT</i>					
B.3	Ensure printers are set to default settings - double sided, black & white as default and banner sheets are switched off. - ensure defaults remain during system upgrades.	<i>Managers/ All staff/ ICT</i>	✓	✓	✓	✓	✓
B.4	Reduce the use of disposable catering/ kitchen items such as, cups, trays etc.	<i>Facilities/ E,C &amp; S/ Events/ S,C &amp; W</i>	✓	✓	✓	✓	✓
B.5	Reduce the use of single use catering items, such as individual portions, sachets etc.	<i>Facilities/ E,C &amp; S/ Events/ S,C &amp; W</i>	✓	✓			

B.6	Where possible, remove battery operated clocks.	<i>Facilities</i>	✓	✓			
B.7	Reduce food wasted in production from kitchens and catering.	<i>Facilities/ S,C &amp; W</i>	✓	✓	✓	✓	✓
B.8	Ensure, where possible, take back schemes for packaging are put in place through procurement agreements.	<i>EP&amp; I/ E,C &amp; S/ H &amp; E/ SC&amp; W/ CG - Procurement</i>	✓	✓	✓	✓	✓
B.9	Review the Council Sustainable Printing Policy.	<i>Env Policy</i>		✓			
B.10	Investigate participation in the Waste Standard scheme.	<i>Env Policy</i>		✓			
<b>C</b>	<b>Reuse</b>		<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
C.1	Encourage the reuse of paper as scrap, for printing drafts or as message pads.	<i>Managers/ All staff</i>	✓	✓	✓	✓	✓
C.2	Maintain current reuse systems for waste streams including: <ul style="list-style-type: none"> <li>- Furniture</li> <li>- Plants</li> <li>- Occupational therapy equipment</li> </ul>	- <i>Facilities</i> - <i>Env Serv</i> - <i>SC&amp;W</i>	✓	✓	✓	✓	✓
C.3	Investigate opportunities to reuse additional waste streams, including working, where practical, with charities.	<i>EP&amp; I/ E,C &amp; S/ H &amp; E/ SC&amp; W/ CG</i>		✓	✓		
C.4	Provide a central list of resources, such as display equipment. <ul style="list-style-type: none"> <li>- Investigate options for a pool of resources/ bookable system.</li> </ul>	<i>EP&amp; I/ E,C &amp; S/ H &amp; E/ SC&amp; W/ CG</i>		✓	✓		
C.5	Where items cannot be reused elsewhere in the Council, investigate options for the auction of unwanted goods and materials.	<i>EP&amp; I/ E,C &amp; S/ H &amp; E/ SC&amp; W/ CG</i>		✓	✓	✓	✓
C.6	Examine options to establish an online internal resource distribution network to encourage the reuse of corporate resources.	<i>Env Policy/ ICT</i>		✓	✓		
C.7	Reuse envelopes. <ul style="list-style-type: none"> <li>- Managers to ensure envelopes are segregated for reuse.</li> </ul>	<i>Managers/ All staff</i>	✓	✓	✓	✓	✓
C.8	Examine opportunities to roll out the Council stationery reuse scheme, Swap Station, at other Council premises.	<i>EP&amp; I/ E,C &amp; S/ H &amp; E/ SC&amp; W/ CG</i>	✓	✓	✓	✓	✓
C.9	Develop a Green Marketing Policy to minimise waste from council communications and events.	<i>Env Policy/ Marketing/ Events</i>		✓			
C.10	Examine opportunities to share infrequently used items with other organisations.	<i>EP&amp; I/ E,C &amp; S/ H &amp; E/ SC&amp; W/ CG</i>				✓	✓

<b>D</b>	<b>Recycling &amp; composting</b>		<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
D.1	Introduce recycling collections for key waste streams paper, cardboard, plastic, metal and glass.	<i>EP&amp; I/ E,C &amp; S/ H &amp; E/ SC&amp; W/ CG</i>		✓			
D.2	Introduce food waste collection service for catering premises producing over 50 kg a week.	<i>EP&amp; I/ E,C &amp; S/ H &amp; E/ SC&amp; W/ CG</i>		✓			
D.3	Introduce food waste collection service for catering premises producing under 50 kg a week and over 5kg.	<i>EP&amp; I/ E,C &amp; S/ H &amp; E/ SC&amp; W/ CG</i>				✓	
D.4	Investigate opportunities to reduce the volume of food waste arising, including: - examine options for composting at premises. - increasing food waste education.	<i>Facilities</i>	✓	✓	✓	✓	✓
D.5	Investigate opportunities for composting the residual gully waste, following reed bed treatment.	<i>Roads</i>		✓			
D.6	Establish a take back collection for portable batteries.	<i>Facilities</i>		✓			
D.7	Compost green waste from Council cemeteries.	<i>Environmental services</i>		✓			
D.8	Encourage procurement of products with reusable, recyclable or biodegradable packaging.	<i>EP&amp; I/ E,C &amp; S/ H &amp; E/ SC&amp; W/ CG - Procurement</i>		✓			
D.9	Make sure adequate space for segregating waste is built in new buildings.	<i>EP &amp; I/ Procurement</i>	✓	✓	✓	✓	✓
D.10	Recycle cardboard packaging from depots, where this waste cannot be reduced through take back initiatives with suppliers.	<i>Roads/ Building Services</i>	✓	✓			
D.11	Raise awareness of toner cartridge return system and ink cartridges recycling procedure.	<i>Env Policy/ Procurement</i>		✓			
D.12	Encourage use of recycled and/ or unbleached copier paper, for council printing.	<i>EP&amp; I/ E,C &amp; S/ H &amp; E/ SC&amp; W/ CG - Procurement</i>		✓			
<b>E</b>	<b>Disposal and management of waste</b>		<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
E.1	Remove desk bins in premises where recycling introduced.	<i>Facilities - EP&amp; I/ E,C &amp; S/ H &amp; E/ SC&amp; W/ CG</i>	✓	✓			
E.2	Provide clear guidance and procedures for reducing, reuse and	<i>EP&amp; I/ E,C &amp; S/ H &amp; E/ SC&amp; W/</i>		✓	✓	✓	

	recycling waste streams, including: - WEEE - Special waste, including fluorescent tubes	CG - Env Policy						
E.3	Investigate the opportunity for the use of a permit system, so commercial waste in outlying small offices/ depots could be taken to a household recycling point.	EP& I/ E,C & S/ H & E/ SC& W/ CG - Trade Waste	✓	✓				
E.4	Identify needs and ensure training on regulations and processes for waste, where appropriate.	EP& I/ E,C & S/ H & E/ SC& W/ CG- HR		✓	✓	✓	✓	
E.5	Improve visibility of bin sites & facilities through labelling and signage.	EP& I/ E,C & S/ H & E/ SC& W/ CG		✓	✓	✓	✓	
E.6	Where multiple contracts exist for a waste stream, such as chemical and hygiene waste, investigate opportunities to consolidate arrangements.	EP& I/ E,C & S/ H & E/ SC& W/ CG - Procurement		✓	✓	✓	✓	
<b>F</b>	<b>Measuring and monitoring waste</b>		<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	
F.1	Monitor consumption/ reuse/ recycle / disposal for all internal waste streams.	Services	✓	✓	✓	✓	✓	
F.2	Collate waste data annually and report to Committee.	EP& I/ E,C & S/ H & E/ SC& W/ CG - Env Policy	✓	✓	✓	✓	✓	
F.3	Share information with staff on levels of reuse, recycling and disposal.	Env Policy - EP& I/ E,C & S/ H & E/ SC& W/ CG	✓	✓	✓	✓	✓	
F.4	Specify the requirement for data provision in waste contracts.	Services/ Procurement	✓	✓	✓	✓	✓	
F.5	Put in place a system to record furniture reuse.	Facilities	✓	✓				
F.6	Provide adequate signposting to ensure relevant service areas are realising opportunities to reduce, reuse and recycle waste.	Env Policy	✓	✓	✓	✓	✓	
F.7	Investigate opportunities for external support on waste minimisation from Resource Efficient Scotland and Zero Waste Scotland.	Env Policy	✓	✓	✓	✓	✓	
F.8	Develop a glossary for the Zone on waste terminology, to assist with specifications.	Env Policy/ Procurement/ Services	✓	✓				

F.9	Consider options for the storage arrangements of materials to mitigate loss from weather.	Roads			✓	✓	
F.10	Where possible compare supply levels with disposal levels, as a means to monitor – special waste.	EP& I/ E,C & S/ H & E/ SC& W/ CG				✓	
<b>G</b>	<b>Awareness and Education</b>		<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
G.1	Develop and implement a staff waste minimisation campaign. - Link into EU & national waste and environmental campaigns including Green Office Week, Recycling Week and European Week for Waste Reduction. - Provide consistent and ongoing waste minimisation messages and use visual examples to reinforce messages. - Build awareness of responsibilities for resource efficiency and the waste hierarchy. - Build awareness of efficiencies from procurement, to reduce waste at source and ensure the whole life cycle is considered in purchasing decisions.	Env Policy/ Corporate Comms	✓	✓	✓	✓	✓
G.2	Roll out the Paper Free Challenge Day – to highlight paper dependency.	Env Policy/ Corporate Comms		✓			
G.3	Develop “friendly bin guidance”, information on what should be in recycling bins and best way this should be presented. - Disseminate through the Zone, Carbon Champions, GLOW etc	Env Policy/ Contractors	✓				
G.4	Raise awareness of any new waste collection facilities.	EP& I/ E,C & S/ H & E/ SC& W/ CG	✓	✓			
G.5	Link into existing work in city schools participating in the Eco-Schools Programme: - Encourage Eco-Schools in Aberdeen to undertake Waste Audits to provide further information on waste streams and enable actions specific to school to be developed. - Link recycling in schools to waste in education.	E, C & S - schools	✓	✓			
G.6	Develop a waste minimisation awareness campaign for schools, to link into Curriculum for Excellence.	Env Policy	✓	✓	✓	✓	✓
G.7	Add reminders on email signatures to discourage printing.	Managers/ All staff	✓	✓	✓	✓	✓

G.8	Provide information on materials which can be recycled, with pictures.	<i>Env Policy/ Corporate Comms</i>	✓	✓			
G.9	Provide information on market opportunities for waste streams from services, including Roads and Building Services.	<i>Env Policy</i>	✓	✓			
G.10	Update corporate induction information in line with the Internal Waste Minimisation Policy.	<i>Env Policy/ HR</i>	✓	✓			
G.11	Roll out the Empower online efficiency tool for staff. This learning tool includes waste, as well as energy efficiency information.	<i>Env Policy/ HR</i>		✓			

**Council waste by waste stream**

<b>Books</b>	Library book and media sales take place annually allowing income generation from the recycling of older stock.
<b>Cans</b>	Can recycling collections are in place at several main office premises including Marischal College and Balgownie One. Corporate discussions are taking place to expand these facilities to other council premises to meet the Waste (Scotland) Regulations 2012.
<b>Confidential waste</b>	Confidential waste is currently managed through the bag system and in some premises shredders are also in place.
<b>Construction Waste</b>	The Sustainable Building Standards for Council Buildings ensure contractors on new council buildings produce site waste management plans. In Building Services, where space and activity permit, waste is segregated for separate collection. Otherwise any potential segregation is carried out by the waste operative under contractual arrangement.
<b>Envelopes</b>	Envelopes can be reused.
<b>Food Waste</b>	Short pilot food waste collections have taken place at 2 city schools. Corporate discussions are taking place to introduce food waste collections at premises where catering takes place, to meet the Waste (Scotland) Regulations.
<b>Furniture</b>	Making best use of resources; surplus office furniture, fittings and equipment is redistributed and reused internally, within council properties and operations, to reduce the unnecessary purchase of new furniture.
<b>Glass</b>	Glass recycling is only available in a few Council premises. Corporate discussions are taking place to expand these recycling facilities to other council premises to meet the Waste (Scotland) Regulations.
<b>Granite kerbstones &amp; setts</b>	Granite kerbstones from road operations are reused and granite setts are put into storage, for reuse where possible.
<b>Grounds Waste</b>	Shrub prunings, hedge trimmings and other green waste gathered from parks, open spaces and amenity areas during maintenance is shredded and made into mulch.
<b>Gully Waste</b>	A reed bed system has been established to treat waste from gully tankers, filtering out water from this waste to reduce volume and weight. The water can then be reused and the resultant, much reduced, residue waste solids are then sent for disposal.

<b>Ink &amp; Toner Cartridges</b>	A free recycling service is provided by the contractor for multifunctional devices. Ink and toner cartridges can be recycled through the Cartridge Recycling Service, which is part of the cartridge procurement contract.
<b>Paper</b>	Paper is the largest waste stream from Council offices and schools. Recycling facilities for paper are in place at most council premises and where this is not available, corporate discussions are taking place to introduce further paper recycling facilities to meet the Waste (Scotland) Regulations 2012.
<b>Plants</b>	Environmental Services is moving away from annual planting to more sustainable planting – with plants being replanted between sites rather than sent to landfill.
<b>Plastic Bottles</b>	Plastic bottle recycling collections are in place at several main office premises including Marischal College and Balgownie One. Corporate discussions are taking place to expand these recycling facilities to other council premises to meet the Waste (Scotland) Regulations 2012.
<b>ICT equipment</b>	ICT WEEE (waste, electronic and electrical equipment) is recycled. Under WEEE regulations waste electronic and electrical equipment should not be sent to landfill.
<b>Road Planings</b>	Road planings are segregated for reuse.
<b>Street Lighting</b>	End of life aluminium street lighting columns are recycled. Lantern heads & lamps are segregated and sent for recycling.
<b>Traffic bollards</b>	Damaged traffic bollards are recycled.
<b>Tyres</b>	Used tyres are disposed of by a third party who arrange retread of the tyres or recycling and disposal.
<b>Used oil filters</b>	Used oil filters are segregated and collected for recycling.
<b>Vehicles</b>	Some vehicle components are retained for reuse. Functional end of life vehicles are sold at auction for reuse.
<b>Vehicle oil</b>	Vehicle oil is segregated for separate collection.
<b>Wood Waste</b>	Waste wood from council woodland management and street trees is reused for firewood timber and furniture, with residual wood waste chipped for paths and similar.



## Internal Waste Communications

Target Audience	Purpose of Communication	Method of Communication	Frequency of Communication
<b>Elected Members</b>	Raise awareness & inform on internal waste management measures. Decision making capacity.	<ul style="list-style-type: none"> <li>• Committee reports to coincide with key decision points.</li> <li>• Bulletin reports to keep members informed.</li> </ul>	As required
<b>Directors</b>	Engage and keep informed	<ul style="list-style-type: none"> <li>• Reports</li> <li>• Managers update</li> <li>• Briefings</li> <li>• Emails</li> </ul>	As required
<b>Heads of Service</b>	Raise awareness and keep informed.	<ul style="list-style-type: none"> <li>• Emails</li> <li>• Meetings</li> <li>• Reports</li> <li>• Briefings</li> </ul>	As required
<b>Head teachers</b>	Engage and keep informed. Need support and buy in for school measures.	<ul style="list-style-type: none"> <li>• Emails</li> <li>• Meetings</li> <li>• Presentations</li> </ul>	As required
<b>Pupils &amp; teachers</b>	Encourage participation in school waste measures.	<ul style="list-style-type: none"> <li>• GLOW</li> <li>• Publications</li> <li>• Presentations</li> <li>• Posters</li> <li>• Signage</li> </ul>	As required
<b>Facilities Management</b>	Liaise. Keep informed.	<ul style="list-style-type: none"> <li>• Emails</li> <li>• Meetings</li> <li>• Reports</li> </ul>	Quarterly updates
<b>Internal waste contacts</b>	Disseminate information	<ul style="list-style-type: none"> <li>• Emails</li> <li>• Meetings</li> </ul>	As required
<b>Trade waste team</b>	Liaise.	<ul style="list-style-type: none"> <li>• Emails</li> <li>• Meetings</li> </ul>	As required
<b>All Staff</b>	Engage and raise awareness  Inform of appropriate waste facilities & methods	<ul style="list-style-type: none"> <li>• Regular updates on the zone</li> <li>• Information at corporate induction</li> <li>• Directorate magazines</li> </ul>	To mark milestones and correspond with recycling roll outs and new waste

	of disposal	<ul style="list-style-type: none"> <li>• Emails</li> <li>• Posters</li> <li>• Displays</li> <li>• Signage</li> </ul>	minimisation measures
<b>Contractors</b>	Liaise	<ul style="list-style-type: none"> <li>• Meetings</li> <li>• Emails</li> </ul>	As required
<b>Carbon Management team</b>	Keep informed on progress and milestones.	<ul style="list-style-type: none"> <li>• Emails</li> <li>• Reports</li> </ul>	As required by Carbon Management Programme
<b>Carbon Reduction Champions</b>	Keep informed on any measures that impact on staff	<ul style="list-style-type: none"> <li>• Meetings</li> <li>• Emails</li> <li>• Invites to events</li> </ul>	As required

### Paper Free Challenge

The first Council paper free challenge was held during Green Office Week in May 2013 and staff participating were encouraged to avoid printing and photocopying throughout the day, send out information electronically and consider ways to cut down on paper use.

Ways to have a paper free day were highlighted including:

- Scanning documents rather than printing.
- Reading digital versions of documents instead of printed copies.
- Sending out information by email.
- Taking a laptop to meetings or using interactive whiteboard & projector facilities in meeting rooms, where available.
- Considering documents that could be placed online or on shared drives.
- Reducing or cancelling any unnecessary subscriptions to publications and newsletters.
- Making use of digital communications such as the Council intranet, intranet and social media sites to share information.

### Findings

Staff taking part were also encouraged to complete a survey to provide feedback on the day. There was a relatively low response rate to the survey, although out of those that did respond, 62% stated that the challenge had made them think a little differently about the way they worked and 25% considered it to be a lot.

Comments ranged from: “We actually found it quite easy, thinking about doing it on a weekly basis” to “It was much harder than I thought it would be”. This feedback depended on the requirements of individual jobs.

Participants were asked for ideas on ways paper consumption could be reduced and suggestions included:

- Staff should be encouraged to be paper free and the cost savings highlighted.
- Many online forms are only available as PDFs which need to be printed to be filled in. If these were available as a word document, the form could be completed and sent as an attachment.

Issues highlighted during the challenge were:

- It can be hard to read long documents online.
- There is not sufficient mobile and ICT equipment currently available to enable paper-free working.
- A lack of wireless connections currently in offices means it can be difficult to download documents to mobile devices.
- Others considered the nature of their job made it difficult to be paper free.

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## ABERDEEN CITY COUNCIL

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COMMITTEE	Education, Culture & Sport
DATE	21 November 2013
DIRECTOR	Gordon McIntosh
TITLE OF REPORT	Capital Monitoring – Education, Culture & Sport Projects
REPORT NUMBER:	EPI/13/143

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### 1. PURPOSE OF REPORT

To advise the Committee of the total capital spend to end of September for the Education, Culture & Sport projects included within the Non-Housing Capital Programme.

### 2. RECOMMENDATION(S)

The Committee note the current position.

### 3. FINANCIAL IMPLICATIONS

The monies required to fund these projects are achieved through external borrowing, capital receipts and grant income. These projects are all accommodated within the Non-Housing Capital Programme. Any underspend, carry forward or overspend will have implications for the programme. There are no issues at present that would result in such implications. As part of the Council's five year business plan, capital expenditure is now monitored within a five year timescale where appropriate. This has given budget holders the ability to profile across the full five years. In year monitoring will continue, alongside monitoring the complete Capital Programme.

Some projects are now profiled for little or indeed no expenditure in the current financial year. In these instances, budget holders have profiled the intended expenditure in the appropriate financial year. Budget holders who are profiling slippage on a legally committed project into the next financial year(s) are also profiling this expenditure into the appropriate year.

### 4. OTHER IMPLICATIONS

There are no other implications at this time but as projects progress or indeed fail to progress then other implications may arise and will be reported at an appropriate Committee.

## 5. BACKGROUND / MAIN ISSUES

As reported at the Finance & Resources Committee in June 2012, the overall responsibility for the monitoring / management of the Capital Programme lies with the Head of Asset Management & Operations. The Planning & Monitoring Officer within Asset Management & Operations is in regular contact with the Service Representative and the Capital Accountant, reporting in the first instance to the Corporate Asset Group. This ensures that the spend figures are always up to date and accurate.

Education, Culture & Sport has a total of 8 projects, totaling £12.512 million allocated to it from the 2013/14 Non-Housing Capital Programme. The projects and total budget committed to each project included in the programme are:-

- 1) School Estate Strategy - Bucksburn / Newhills  
£1.737 million
- 2) School Estate Strategy – Riverbank  
£1.654 million
- 3) Provision for Children with Complex Needs  
£6.422 million
- 4) Tullos Pool Refurbishment  
£771,000
- 5) Museums Collections Centre  
£246,000
- 6) Art Gallery HLF Redevelopment  
£1.1 million
- 7) Woodside Replacement Pitch  
£82,000 (project completed)
- 8) Replacement School for Kincorth and Torry Academies  
£500,000

The new Milltimber Primary School project has no budget for 2013/14, however it is in the five year programme of works with expenditure expected to begin in 2015/16.

Spend to end of October for all capital projects totals £4.357 million. Appendix A provides a breakdown of this spend.

An update on the capital position will be reported to this Committee on 30 January 2014.

6. IMPACT

Corporate - The capital programme encompasses projects which link to the Community Plan, Single Outcome Agreement, Corporate and Individual Service Plans.

Public - This report will be of interest to the public as it outlines the Council's capital spending to date on Education, Culture & Sport projects.

7. BACKGROUND PAPERS

Non-Housing Capital Programme 2012/13 – Capital Monitoring Report. Approved at Finance & Resources Committee on 12 September 2013.

8. REPORT AUTHOR DETAILS

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**Appendix A:  
Capital Monitoring – Education, Culture & Sport Projects 2013-14 to 2017-18**

Project Description	Revised Budget 2013/14*	Spend to October 2013	Profiled out- turn 2013/14	Five year budget 2013- 18	Legal Commit- ments	Profiled out- turn 2013-18
	£'000	£'000	£'000	£'000	£'000	£'000
School Estate Strategy - Bucksburn / Newhills	1,737	1,305	2,134	12,079	1,103	12,173
School Estate Strategy - Riverbank	1,654	2,063	2,063	1,742	190	2,063
Provision for Children with Complex Needs	6,422	6	356	14,707	0	14,163
Tullos Pool Refurbishment	771	849	849	771	0	849
Museums Collections Centre	246	0	300	3,000	300	3,000
Art Gallery HLF Redevelopment	1,100	65	680	29,000	615	28,385
Woodside Replacement Pitch	82	69	69	82	0	69
New Academy to the South	500	0	0	32,000	0	32,000
New Milltimber Primary	0	0	0	11,750	0	11,750
<b>Totals</b>	<b>12,512</b>	<b>4,357</b>	<b>6,451</b>	<b>105,131</b>	<b>2,208</b>	<b>104,638</b>

\*Revised budget includes carry forward and adjustments approved by Finance & Resources Committee.

- Due to additional works carried out as part of the overall contract, Riverbank School has exceeded budget. The additional expenditure has been on a sprinkler system to the new extension in order to comply with current health & safety regulations. In addition there has been a requirement to carry out general refurbishments to the existing building. The additional expenditure is to be funded from the Condition &



Suitability and Repairs & Maintenance budgets. There will also be a contribution from EC&S revenue budget. There will be no additional spend from the capital budget on this item; the expenditure from capital will remain at the allocated budget of £1.654 million.

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## ABERDEEN CITY COUNCIL

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COMMITTEE	<b>Education, Culture and Sport</b>
DATE	<b>21 November 2013</b>
DIRECTOR	<b>Gayle Gorman</b>
TITLE OF REPORT	<b>Budget Monitoring 2013/14</b>
REPORT NUMBER:	<b>ECS/13/075</b>

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### **1. PURPOSE OF REPORT**

- 1.1 The purpose of this report is to
- i) bring to Committee Members notice the current year revenue budget performance to date for the services which relate to this Committee; and
  - ii) advise on any areas of risk and management action.

### **2. RECOMMENDATION(S)**

- 2.1 It is recommended that the Committee:
- i) Note this report on the forecast out-turn on the revenue budget and the information on areas of risk and management action that is contained herein;
  - ii) Instruct that officers continue to review budget performance and report on service strategies.

### **3. FINANCIAL IMPLICATIONS**

- 3.1. The total Education, Culture & Sport revenue budget, amounts to £161m net expenditure. This is made up of £173m of gross expenditure, offset by £12m of income and recharges.
- 3.2. Based upon present forecasts it is anticipated that the financial performance of the service for 2013/14 will result in a net budget underspend of £445K. This position will be reflected in the overall financial monitoring for the Council when it is reported to Finance and Resources Committee at the end of this Committee cycle.
- 3.3. Further details of the financial implications are set out in section 4 and the appendix attached to this report.

#### **4. BACKGROUND / MAIN ISSUES**

4.1 This report informs members of the current year revenue budget performance to date, for the service budget and provides high level summary for the consideration of Members, to period 06 (end to September 2013).

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

The current forecast revenue out-turn is an underspend of £445K. The following areas of operation are highlighted together with any management action being taken where appropriate.

##### a) Energy Budgets

Estimated expenditure is expected to be £1.05M greater than budget with a forecast of £5M.

##### b) Tullos Pool

The timing of the opening of the Pool has resulted in an underspend of £100K.

Equipment and movable fittings of approximately £100K are being met from sums carried forward from 2012-13 for this purpose.

##### c) School Swimming Pool

A review of operating costs in relation to school pools has identified approximately £220K of commissioning charges which are not required for this purpose.

##### d) Out of Authority Placements

This is an aligned budget with Social Care and Wellbeing to fund those costs associated with educating and accommodating children in specialist schools not run by Aberdeen City Council. The total aligned budget is £5.4M. The Education Culture and Sport part of this budget totals £2.4M.

The financial position at 30 September 2013 is that the Education, Culture and Sport element has an under-commitment of £20K.

Officers from Education, Culture and Sport and Social Care and Wellbeing are continuing to work on short and long term strategies to reduce the number and duration of out of authority placements. This includes a series of rigorous case reviews and a review of current processes and alternative provision. It should be noted that this budget is subject to external factors out of our direct control: the council is required to fund placements instructed by the Children's Panel and needs to respond to the needs of children and young people in crisis this will on occasion require services outwith the authority.

##### (e) Metered Water Charges

There were a number of outstanding metered water charges across the service at the end of financial year 2013-14. Some of these related to

relatively new school buildings where there were very little historical costs to assist in estimating the value of the outstanding bills to make provision in line with the year end process. The forecast overspend is £50K.

(f) Commissioning Services

The timing and result of the HMRC decision pertaining to Aberdeen Sports Village, which is jointly funded with Aberdeen University has given rise to additional unbudgeted costs of £100K in respect of irrecoverable VAT borne by ASV..

(g) CLD Management Committee Funds

At the time of writing this report, a total of £370K has been transferred to the five Management Associations who have moved to leased centre status. These are, Bridge Of Don, Hazlehead, Kincorth, Mastrick and Midsocket.

## **5. IMPACT**

- 5.1 Corporate – as a recognised top priority, the Council must take the necessary measures to balance its budget. Therefore committees and Services are required to work within a financial constraint. Every effort is being focused on delivering services more efficiently and effectively.
- 5.2 Public – this report is likely to be of public interest due to the size of the budgets involved and the nature of the services provided by Education, Culture & Sport, a number of which are front line services delivered directly to citizens within the city.

## **6. MANAGEMENT OF RISK**

- 6.1 Every organisation has to manage the risks inherent in the operation of large and complex budgets. These risks are minimised by the regular review of financial information by services and corporately by Members with management actions identified to address budget variances in a timely manner. This report is part of that framework and has been produced to provide an overview of the current operating position.

## **7. REPORT AUTHOR DETAILS**

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Additional contributions to analysis of risks and management action by  
Director & Heads of Service – Education, Culture & Sport

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**ABERDEEN CITY COUNCIL  
REVENUE MONITORING 2013/2014**

**DIRECTORATE :** Education, Culture & Sport

As At 30 September 2013	Year to Date			Forecast to Year End			
	Full Year Revised Budget £'000	Revised Budget £'000	Actual Expenditure £'000	Variance Amount £'000	Forecast Actual £'000	Variance Amount £'000	Variance Percent %
<b>ACCOUNTING PERIOD 6</b>							
Head of Service - Communities, Culture & Sport	27,215	13,883	11,617	(2,266)	26,447	(769)	(2.8)
Head of Service - Schools and Educational Services	130,197	67,535	64,806	(2,729)	130,752	555	0.4
Head of Service - Policy & Performance	3,848	1,935	1,873	(62)	3,617	(231)	(6.0)
<b>TOTAL BUDGET</b>	<b>161,260</b>	<b>83,353</b>	<b>78,296</b>	<b>(5,057)</b>	<b>160,816</b>	<b>(445)</b>	<b>(0.3)</b>

DIRECTORATE : Education Culture & Sport  
HEAD OF SERVICE : P Cassidy

As At 30 September 2013	FULL YEAR REVISED BUDGET	BUDGET TO DATE			PROJECTION TO YEAR END		
		REVISED BUDGET	ACTUAL EXPENDITURE	VARIANCE	FORECAST ACTUAL	VARIANCE	
ACCOUNTING PERIOD 6	£'000	£'000	£'000	£'000	£'000	£'000	%
STAFF COSTS	13,173	6,587	5,885	(702)	12,272	(901)	-6.8%
PROPERTY COSTS	1,827	1,121	1,139	18	1,970	143	7.8%
ADMINISTRATION COSTS	471	236	179	(57)	414	(57)	-12.1%
TRANSPORT COSTS	174	88	56	(32)	144	(30)	-17.2%
SUPPLIES & SERVICES	5,676	2,837	1,813	(1,024)	5,582	(94)	-1.7%
COMMISSIONING SERVICES	3,844	1,943	1,639	(304)	3,733	(111)	-2.9%
TRANSFER PAYMENTS TOTAL	9,007	4,483	4,371	(112)	9,106	99	1.1%
<b>GROSS EXPENDITURE</b>	<b>34,171</b>	<b>17,295</b>	<b>15,082</b>	<b>(2,213)</b>	<b>33,221</b>	<b>(951)</b>	<b>-2.8%</b>
LESS: INCOME							
GOVERNMENT GRANTS	(674)	(337)	(485)	(148)	(674)	0	0.0%
OTHER GRANTS	(617)	(314)	(389)	(75)	(622)	(5)	0.8%
FEES & CHARGES	(2,852)	(1,354)	(1,159)	195	(2,647)	205	-7.2%
INTEREST	0	1	0	(1)	0	0	0.0%
RECHARGES	(333)	(167)	(167)	0	(333)	0	0.0%
OTHER INCOME	(2,480)	(1,241)	(1,265)	(24)	(2,498)	(18)	0.7%
<b>TOTAL INCOME</b>	<b>(6,956)</b>	<b>(3,412)</b>	<b>(3,465)</b>	<b>(53)</b>	<b>(6,774)</b>	<b>182</b>	<b>-2.6%</b>
<b>NET EXPENDITURE</b>	<b>27,215</b>	<b>13,883</b>	<b>11,617</b>	<b>(2,266)</b>	<b>26,447</b>	<b>(769)</b>	<b>-2.8%</b>

YR TO DATE PROJECTED  
VARIANCE VARIANCE  
£'000 £'000

BUDGET TO DATE MONITORING VARIANCE NOTES

**Staff Costs**

The year to date underspend lies within a number of areas -Principally within Communities (£160K) and Libraries (£190K). Museums & Galleries (£140K) The City of Culture Team have not been at full capacity (£60K). It should be noted that there is a full year staff vacancy target of £550K which requires to be achieved and a number of vacant posts. There is a staffing budget of £280K associated with the running of the Tullos Pool as it had originally been included within the budget on the incorrect assumption it would be run directly by ACC. This will be moved to the commissioning budget upon approval of the Tullos Pool Business plan from Sport Aberdeen.

It should be noted that although there is a high year to date staffing savings (including for Tullos Pool), the level of vacancies attributing to this is substantially reducing as posts are being filled. Museums & galleries have filled 7.5fte posts with a further 5 posts currently in the process of being filled.

(702) (901)

**Property Costs**

The year to date overspend is mainly due to gas & electricity charges. A year end overspend of £150K for energy is expected within this category..

18 143

**Administration costs**

A range of minor underspends make up the year to date underspend. A year end underspend of £57K in this area is estimated as there will be less training costs due to the number of vacancies.

(57) (57)

**Transport costs**

The year to date underspend is mostly within Communities. A year end underspend of £30K is estimated in line with the number of vacancies and reduced travel costs.

(32) (30)

**Supplies & Services**

The year to date underspend mainly represents Community Centre Funds. Management Committee Funds for those Centres which have signed lease agreements are still currently being held by the authority on their behalf. At the time of writing this report, a total of £370K has been transferred to the five Management Associations who have moved to leased centre status. These are Bridge Of Don, Hazlehead, Kincorth, Mastrick and Midsocket. A year end underspend of £94K is estimated in this area

(1,024) (94)

**Commissioning Services**

Payments to Sport Aberdeen in respect of Pool Management Charges of £240K are not required. This has been offset by additional costs of £40K for the 50M Pool, plus payments to Sport Aberdeen of £146K in respect of the running of Tullos Pool. (This budget currently being included within staffing costs).

(304) (111)

**Transfer payments**

Additional current year charges of £100K in respect of the councils 50% share of irrecoverable vat, in line with the partnership agreement with Aberdeen University are now expected.

(112) 99

**Income - Government Grants**

The favourable year to date position reflects grants carried forward or already received which will be utilised during the year.

(148) 0

**Income - Other Grants**

The favourable year to date position reflects grants carried forward or already received which will be utilised during the year.

(75) (5)

**Income - Fees & Charges**

The year to date income levels reflect lower than budgeted Creche income (£100K), plus lower than budgeted income in respect of the Art Gallery shop (£25K) and Maritime Museum Shop, (£30K) plus swimming instruction fees of £30K which are no longer applicable.

195 205

**Income - Recharges**

0 0

**Income - Other Income**

No significant variances from budget are forecast for this item.

(24) (18)

(2,266) (769)



ABERDEEN CITY COUNCIL  
REVENUE MONITORING 2013/2014

DIRECTORATE :Education Culture & Sport  
HEAD OF SERVICE : C Penman

As At 30 September 2013	FULL YEAR REVISED BUDGET	BUDGET TO DATE			PROJECTION TO YEAR END		
		REVISED BUDGET	ACTUAL EXPENDITURE	VARIANCE	FORECAST ACTUAL	VARIANCE	
ACCOUNTING PERIOD 6	£'000	£'000	£'000	£'000	£'000	£'000	%
STAFF COSTS	101,552	50,775	47,833	(2,942)	101,154	(398)	-0.4%
PROPERTY COSTS	23,197	13,909	14,184	275	24,091	894	3.9%
ADMINISTRATION COSTS	289	145	96	(49)	293	4	1.4%
TRANSPORT COSTS	207	104	81	(23)	209	2	1.0%
SUPPLIES & SERVICES	5,891	2,948	2,341	(607)	5,938	47	0.8%
COMMISSIONING SERVICES	2,366	1,183	1,222	39	2,487	121	5.1%
TRANSFER PAYMENTS TOTAL	1,211	605	513	(92)	1,170	(41)	-3.4%
<b>GROSS EXPENDITURE</b>	<b>134,713</b>	<b>69,669</b>	<b>66,270</b>	<b>(3,399)</b>	<b>135,342</b>	<b>629</b>	<b>0.5%</b>
LESS: INCOME							
GOVERNMENT GRANTS	(365)	(182)	(182)	0	(370)	(5)	1.4%
OTHER GRANTS	(306)	(153)	(266)	(113)	(406)	(100)	32.7%
FEES & CHARGES	(1,203)	(601)	(573)	28	(1,131)	72	-6.0%
OTHER INCOME	(2,642)	(1,198)	(443)	755	(2,683)	(41)	1.6%
<b>TOTAL INCOME</b>	<b>(4,516)</b>	<b>(2,134)</b>	<b>(1,464)</b>	<b>670</b>	<b>(4,590)</b>	<b>(74)</b>	<b>1.6%</b>
<b>NET EXPENDITURE</b>	<b>130,197</b>	<b>67,535</b>	<b>64,806</b>	<b>(2,729)</b>	<b>130,752</b>	<b>555</b>	<b>0.4%</b>

BUDGET TO DATE MONITORING VARIANCE NOTES

YEAR TO DATE VARIANCE £'000	PROJECTED VARIANCE £'000
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**Staff Costs**

The year to date position reflects a cumulative staffing underspend in respect of the schools DEM budgets and is expected to have an underspend up to £300K at financial year end, which will be in excess of the 2.5% carry forward limit and therefore come to the service and not the school.

It is predicted that probationers budget will be £150K underspent at academic year end.

The School Escorts budget is estimated to be £30K overspend. This is mainly due to additional pension costs associated with auto-enrolment.

The forecast position assumes that schools within the DEM scheme will carry forward any staffing underspend and that the above costs and savings will remain constant.

(2,942)	(398)
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**Property Costs**

Energy costs are forecast to be £950K greater than budget, with expenditure levels in line with 2012-13 costs. Metered water charges seem likely to be overspend by £50K following a detailed review of historic and current year to date charges.

275	894
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**Administration costs**

No significant variances from budget are forecast for this item.

(49)	4
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**Transport costs**

No significant variances from budget are forecast for this item.

(23)	2
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**Supplies & Services**

The year to date underspend is in relation to Schools devolved teaching materials budgets, this is expected to be fully utilised by year end. Exam Fees are expected to be £50K less than budget. This has been offset by expected school milk charges being £30K higher than budget plus additional Disability Access works costs of £40K.

(607)	47
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**Commissioning Services**

Payments to NHS Grampian for Speech and Language Therapy are estimated to be £40K greater than budget. This may change if NHS staffing levels for this group of staff fall. Payments to private providers of Pre School nurseries are estimated to be £80K greater than budget. This is linked to a small increase in pre-school children at private nurseries.

39	121
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**Transfer payments**

An underspend is projected in Pupil Clothing budgets. This is in line with previous years expenditure figures, but there is a possibility this underspend may reduce following the recent publicity around this scheme.

(92)	(41)
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**Income - Government Grants**

The Scottish Executive Gaelic Education Grant is £5K less than previously expected.

0	(5)
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**Other Grants**

Recharges to Aberdeenshire for Aberdeenshire children with ASN needs at City schools are estimated to be £100K higher than budget.

(113)	(100)
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**Income - Fees & Charges**

Based on previous year actuals plus year to date income, Letting Income is forecast to be £50K higher than budget. Music Fee income is estimated to be £140K under forecast. £70K of this shortfall will be met by reduced staff costs, however the remaining £70K, reduction follows a review of charges in relation to SQA courses.

28	72
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**Income - Other Income**

Shared Premises Cost Recoveries are expected to be £40K higher than budget. This is partially a result of increased annual energy and other variable property costs.

755	(41)
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(2,729)	555
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**ABERDEEN CITY COUNCIL  
REVENUE MONITORING 2013/ 2014**

**DIRECTORATE :Education Culture & Sport  
HEAD OF SERVICE : C Penman**

As At 30 September 2013	FULL YEAR REVISED BUDGET	BUDGET TO DATE			PROJECTION TO YEAR END		
		REVISED BUDGET	ACTUAL EXPENDITURE	VARIANCE	FORECAST ACTUAL	VARIANCE	
ACCOUNTING PERIOD 6	£'000	£'000	£'000	£'000	£'000	£'000	%
STAFF COSTS	2,552	1,318	1,169	(149)	2,282	(270)	-10.6%
PROPERTY COSTS	141	71	124	53	133	(8)	-5.7%
ADMINISTRATION COSTS	467	206	204	(2)	467	0	0.0%
TRANSPORT COSTS	57	36	31	(5)	46	(11)	-19.3%
SUPPLIES & SERVICES	738	356	432	76	818	80	10.8%
TRANSFER PAYMENTS	325	162	136	(26)	325	0	0.0%
<b>GROSS EXPENDITURE</b>	<b>4,280</b>	<b>2,149</b>	<b>2,096</b>	<b>(53)</b>	<b>4,071</b>	<b>(209)</b>	<b>-4.9%</b>
LESS: INCOME							
GOVERNMENT GRANTS	(366)	(183)	(160)	23	(359)	7	-1.9%
OTHER GRANTS	(19)	(10)	(22)	(12)	(41)	(22)	115.8%
FEES & CHARGES	(22)	(10)	(15)	(5)	(22)	0	0.0%
OTHER INCOME	(25)	(11)	(26)	(15)	(32)	(7)	28.0%
<b>TOTAL INCOME</b>	<b>(432)</b>	<b>(214)</b>	<b>(223)</b>	<b>(9)</b>	<b>(454)</b>	<b>(22)</b>	<b>5.1%</b>
<b>NET EXPENDITURE</b>	<b>3,848</b>	<b>1,935</b>	<b>1,873</b>	<b>(62)</b>	<b>3,617</b>	<b>(231)</b>	<b>-6.0%</b>

YEAR TO DATE PROJECTED	
VARIANCE	VARIANCE
£'000	£'000

BUDGET TO DATE MONITORING VARIANCE NOTES

**Staff Costs**

The year to date underspend reflects the management of vacancies to contribute towards service wide annual vacancy factor savings of £740K.

An overall underspend of £270K is estimated in relation to staffing costs at year end.

(149)	(270)
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**Property Costs**

The annual School Security budget, which is a demand-led budget has now been fully committed. Some credits have been received for gas and electricity for closed schools, and these are reflected in the final forecast figure.

53	(8)
----	-----

**Administration costs**

No significant variances from budget are forecast for this item.

(2)	0
-----	---

**Transport costs**

No significant variances from budget are forecast for this item.

(5)	(11)
-----	------

**Supplies & Services**

The main variance relates to additional Software Licence fees of £70K associated with the MIS project.

76	80
----	----

**Transfer Payments**

This mainly represents Education Maintenance Payments made to eligible individuals. These monies are fully recoverable via a grant. Any underspend against budget will result in a reduced grant.

(26)	0
------	---

**Government Grants**

This is the grant in respect of Education Maintenance Payments, which is claimed in arrears. Final grant will reflect those payments made to students, plus an associated admin fee which covers the salary of the staff member who administers the scheme. Year to date income is in line with actual payments made.

23	7
----	---

**Other Grants**

This represents a small Staff Development Grant received from NHS Grampian for Substance Misuse Training. This grant was carried forward from 2012/13 and will be utilised within the current financial year.

(12)	(22)
------	------

**Income - Fees & Charges**

No significant variances from budget are forecast for this item.

(5)	0
-----	---

**Other Income**

No significant variances from budget are forecast for this item.

(15)	(7)
------	-----

(62)	(231)
------	-------

## **Glossary**

The following glossary refers to terms used within the body of the report and its appendices

### **Staff Costs**

This cost category includes all direct staff costs such as salaries and wages as well as indirect staff costs such as pension and lump sum payments.

### **Property Costs**

This heading includes all costs associated with the upkeep of buildings and grounds. This includes such expenditure as rates, energy, property repairs, and the 3 R's unitary charge.

### **Administration Costs**

This heading relates to the administrative functions associated with the service. This includes such expenditure as courses, printing & stationery, telephones, disclosure checks and advertising.

### **Transport Costs**

This heading includes the costs of day to day travel for all staff, car parking passes, and any relocation travel expenses.

### **Supplies & Services Costs**

This heading relates to a number of types of expenditure, and includes purchase, hire, repair and maintenance of equipment, exam fees, Community Centre management funds purchases, schools per capita budgets.

### **Commissioning Services**

This heading includes payment for services carried out by external agencies. This includes payments in respect of External Placements, swimming pools, Grampian Health Board.

### **Transfer Payments**

This mainly reflects payments to third parties such as clothing grants, free school meal costs and education maintenance allowance payments, grants and contributions to external bodies.

### **Capital Financing Costs**

This is the repayment costs associated with projects previously approved within the Non Housing Capital Programme. The budget reflects the planned repayment of both capital and interest elements.

### **Income - Fees & Charges**

This is income generated from the sale of services. This includes admission charges, premises hire, music and coaching fees catering sales and the sale of season tickets.

### **Income - Other Income**

This tends to encompass expenditure recoveries and includes education maintenance allowance reclaims from the Scottish Government, DEM Target Savings, funding carried forward from previous years and miscellaneous income categories.

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## ABERDEEN CITY COUNCIL

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COMMITTEE	<b>Education, Culture and Sport</b>
DATE	<b>21<sup>st</sup> November 2013</b>
DIRECTOR	<b>Gayle Gorman</b>
TITLE OF REPORT	<b>Education, Culture and Sport Performance Report</b>
REPORT NUMBER	<b>ECS/13/074</b>

---

### **1. PURPOSE OF REPORT**

The purpose of this report is to:

- provide Elected Members with a summary of quarterly, and rolling year Education, Culture and Sport (E,C&S) performance data up to 30<sup>th</sup> September 2013.

### **2. RECOMMENDATION(S)**

The Committee is asked to:

- Approve the E,C&S Service Performance report for the period up to the 30<sup>th</sup> September 2013.
- Note the work being undertaken in regards to future Progress of Actions reporting against the renewed E, C& S Service Improvement Plan.

### **3. FINANCIAL IMPLICATIONS**

There are no direct financial implications arising directly from the report.

### **4. OTHER IMPLICATIONS**

There are no direct implications arising from this report however, the purpose of performance measurement and reporting is to manage improvement to services to the community. The measures ensure linkage to the Single Outcome Agreement and the themes contained in "Improving Scottish Education.", together with the Administration's Policy Statement 'Smarter Aberdeen', - "Improvements in the services provided by Education, Culture and Sport impact positively on communities across the City."

## 5. BACKGROUND/MAIN ISSUES

5.1 Members will recall that the Education, Culture and Sport Service Plan 2011-16, approved at Committee on 15<sup>th</sup> September 2011, contained a number of performance indicators classified by the Service Plan priorities.

- The Service is in the process of redefining the focus of its Priorities, and directed allocation of resource, around four core objectives which will drive the work of the Service over the next 18 months in particular and will be reflected in future performance report structures on completion of this process.

The four new Priorities, as identified by the Directorate's Leadership, based on the overarching aim of the Education, Culture and Sport Service which is to 'Improve learning opportunities to deliver better outcomes', are outlined below:

- Accelerating progress to improve outcomes for specific underperforming groups and areas;

Additional Support Needs  
Literacy  
Adults

- Improve health and wellbeing outcomes through people becoming more active more often and improving mental health resilience
- Improve and increase positive and sustained destinations for 14-25 year olds
- Extending quality cultural opportunities

These Priorities and action linkages that support this work, alongside the wider range of existing strategic Actions, will be encompassed within a revised iteration of the E,C&S Service Improvement Plan. The outcomes from this process will be reflected in a renewed Progress of Actions template and Indicator Suite which will be reported to future meetings of the Committee.

- The reports attached at **Appendices A,1-2** outline indicators as follows:
  - Service performance indicators for the period up to 30<sup>th</sup> September 2013
- The reports attached at **Appendices B1-2** provide detail around the outcomes of market research commissioned by Aberdeen Sports Village relating to postcode surveying of its membership base in late 2012 and more recent data evaluations.

- **Appendices C and D** provide 2012/13 summary strategic indicator information relating to culture and sport activities delivered by Arms Length External Organisations (ALMO's) covering Aberdeen Performing Arts, Garthdee Alpine Sports and Sport Aberdeen

These indicators link specifically to the following of the City's Strategy Objectives:

Sport and Physical Activity – Objective 1 - Promote and Increase Opportunities For Participation In Sport and Physical Activity in Aberdeen (Fit For The Future 2009-15)

Culture – Objective 2 - Increase Community Engagement In Cultural Activity. (Vibrant Aberdeen, 2010-15)

They also relate directly to the Education, Culture and Sport Service's existing Priorities 5 (Health and Well Being) and 6 (Engagement In Arts, Heritage, Culture and Sport)

## **5.2 Key Analysis**

Members should note the following performance this period:

### **5.2.1 Schools and Educational Establishments**

There are no specific performance related issues to report against this period. Detail linking to the 2012-2013 pre-appeal Scottish Qualifications Authority Attainment results will be reported to the next meeting of the Committee.

### **5.2.2 Communities, Culture and Sport**

#### **5.2.2.1 Library and Information Services**

#### **5.2.2.2 Quarterly Key Performance Indicators: Number of PC terminal and Wi-Fi Netloan access uses in Library Learning Centres and Learning Access Points**

Over the period from July to September 2013, there were 57,655 uses of PC terminals and Wi-Fi Netloan connections, just over 13% greater than were recorded during the second quarter of 2012.

The component indicators reflect a 12.6% increase in Wi-Fi Netloan users with a 2.9% rise in the number of PC uses made within facilities with the latter figure, at least in part, reflecting the impact of the recent introduction of a programme of basic ICT training in partnership with the Communities Adult Learning team.

Additionally, in response to various issues that have affected on-line accessibility over a period of time, network speeds within all library premises have now been increased, providing for an improved quality of use.

#### 5.2.2.3 Quarterly Key Performance Indicators: Visits In Person

There were a total of 258,797 visits in person to Library premises in the second quarter of 2013/14 which is 1.4% lower than that recorded over Quarter 2 in 2012/13.

With the re-instatement to full operational status of the lift equipment within the Central Library in mid September, it is anticipated that a greater proportion of the reduction in visits to the four library services delivered through the venue, that has contributed disproportionately to lower overall visit levels for a number of months, will be corrected and become less evident in future data reports.

Some 329 events, including school and group visits, along with the Summer Reading Challenge, which experienced a rise in participations, also generated 5,132 visits over the three month period

#### 5.2.2.4 Quarterly Key Performance Indicators: Virtual Visits

The Library and Information Services recorded a total of 180,732 virtual visits in the 2nd Quarter of 2013/14, some 53.2% ahead of the comparable time period for the previous year with an additional 62,738 visits over the three months from July to September and an expanded range of on-line services.

#### 5.2.2.5 Quarterly Combined Key Performance Indicator – Visits

The figure for combined In Person and Virtual Visits to Libraries, that links to existing specified Statutory Performance Indicator (SPI) reporting, for Quarter 2 is 439,529 (+9.8%) with a year-to-date outcome which is 8.2% in advance of the comparable six month period in 2012.

#### 5.2.2.6 Europe Direct Funding – Evaluation Feedback

The Information Service, through the EC Europe Direct funding strand, received funding of 26,000 Euro covering 2012/13 linked to a Specific Agreement that supports the principles of information exchange expressed by the Commission and the Services designation as a Europe Direct Information Centre (EDIC)

The Agreement and tranche release of funding is based on the meeting of qualitative measures against the requirements of 8 core modules, including Basic Information Services, Printed Materials, web-presence and communication, Indoor and Outdoor Events and Audio-Visual Materials.



The Service, on the release of the final 30% tranche of funding in late October, requested and received Evaluation Feedback in connection with the Agreement and its performance as an EDIC, that indicated that, in all but one module, the Service had met or exceeded the targets and requirements of the funding Agreement.

Of particular note, the Commission expressed the opinion that the Basic Service and Printed Materials delivery were excellent, “ far surpassing the requirements of the Call” ( for applications to the fund), and that, of the other modules, these were judged to be very good and good. The remaining module, Media Contributions, which records the extent and number of published media articles linking to the Service, fell just short of the required target but the feedback noted the efforts made by the Service to meet this.

### 5.2.3 Museums and Galleries

#### 5.2.3.2 Quarterly Key Performance Indicators: Visits in Person

73,085 visits in person were recorded against the four Museum and Gallery premises during Quarter 2, some 10.7% lower than in 2012-2013 although both the Maritime and Tolbooth museums noted positive quarterly movement

#### 5.2.3.3 Quarterly Key Performance Indicators: Number of Outreach Attendances/Participations

The Service’s outreach programme of talks and activities generated 582 attendances between July and September, an increase of over 220%

#### 5.2.3.4 Quarterly Key Performance Indicators: Virtual Visits

187,103 virtual visits to web-based Museums and Galleries services were recorded in Quarter 2, a rise of 69.4% on 2012, with cumulative visits to date rising to 304,546 (+23.1%)

#### 5.2.3.5 Quarterly Combined Key Performance Indicator – Visits

Combined Visits to Museums for Quarter 2, presently described by the specified SPI framework, were recorded at 261,324 visits, (+25.1%) in comparison with Quarter 2 in 2012 with a half year outcome just over 1.2% ahead of the same six month period the previous year.

### 5.2.4 Sport and Physical Activity

#### 5.2.4.1 Quarterly Key Performance Indicators – Indoor Sports Facilities

There were 292,940 (+14,388) attendances recorded at indoor sports facilities operated by Sport Aberdeen and Aberdeen Sports Village in Quarter 2 which are reflected in the Service Scorecard and Trend Charts

(Appendix A1 and A2). The majority of the 12 sites incorporated within these figures demonstrated year-on-year growth during the quarter with only two, Alex Collie and Torry Youth and Leisure Centre, indicating a downwards trend across the cumulative year to date.

This data, collated in part through the new monthly reporting framework linked to Sport Aberdeen's XN Leisure Management system, has been reviewed by the Service in consultation with the company and is believed to offer (i) a more inclusive and statistically robust view of admission levels than were previously available and (ii) greater opportunities for detailed examination of usage patterns across centres and activities.

Additional work is being undertaken with Sport Aberdeen to apply similar parameters to the data archive covering April to June 2012 to enable historical comparative analysis. Presently the data relating to this period (Quarter 1, 2012), reflected in the Trend Chart, is based on calculations derived from the former collation process and should be treated with caution for the purposes of direct comparison but will be adjusted on completion of the above work.

#### 5.2.4.2 Quarterly Key Performance Indicators – Pool Facilities

As with the above, attendance figures covering Sport Aberdeen managed facilities of 87,528 for Quarter 2, (+ 1.8%) are made available on the basis that, although judged to be robust, future submissions may require that the data comparison process conducted by Sport Aberdeen in respect to these both these figures, and those for the previous quarter, continues to be subject to scrutiny to ensure a level of accuracy that meets standard statistical confidence levels

#### 5.2.4.3 Aberdeen Sports Village Membership User Postcode Surveying

At its meeting of the 31<sup>st</sup> May 2013, the Committee requested circulation of information in relation to the residential profiling of users of the Aberdeen Sports Village.

The document attached at **Appendix B1** offers a tabular breakdown of the membership base reflecting the number of memberships, (including UoA Student Members) attributed to each City Neighbourhood grouping as at the point of survey completion in late 2012.

As the primary source information was, as a result of current Aberdeen Sports Village membership terms around data sharing with external organisations, based on partial postcode detail where it has not been possible to directly allocate a membership address to a particular Neighbourhood, a judgment around the nearest geographical data-zone has been applied and the address added to that Neighbourhood group.

Similarly, where the sample outcomes for particular postcode sectors are statistically insignificant, an element of discretionary re-allocation has been undertaken to incorporate these within nearest neighbour sectors and ensure the integrity of the total figures represented.

From this data-set, it has been established that, of the 6,957 memberships forming the sample, a minimum of 5,920 (85.6%) were held by City residents by postcode designation.

More recent analysis, covering the 2012-13 whole year position, indicates that within the membership cohort, the proportion of memberships held by those who are ineligible for University of Aberdeen student/staff membership forms some 51.4% of the memberships held and 53.5% (235,204 uses) of the total membership use of 440,517 in 2012/13.

These latter figures represent 33.5% and 62.2% of all recorded uses respectively, however, it is important to note that the information provided does not encompass attendances generated through the facility's Management or external Bookings programmes or 'walk-in' usage, which have not been sampled, and encompasses around 37.2% of the 701,874 annual usages.

It is currently assumed, based on the profile and balance of the facility programmes between public and University timetabling, that a similar 50/50 'split' would be recorded against Booked use with a greater proportion of attendances against the three 'pay and play' groupings (Classes, Courses and Ticketed Activities) being generated by general public use. This would suggest that, overall, the balance of attendances between the student and non-student cadres was marginally skewed towards 'community-based' use over the course of 2012/13, although this position can and may fluctuate from one year to the next.

As part of the on-going reporting framework revisions, it is proposed that annual customer surveying of particular aspects of the operation of the Sports Village, Sport Aberdeen and Garthdee Alpine Sports Limited, including practical assessments of customer profiling, will be required of these organisations, not least to (a) validate the assumptions noted above, (b) enable better cross-City targeting of programmes delivered under their organisation's corporate social responsibility functions and (c) offer expanded access opportunities for hard to reach groups and communities.

**Appendix B2** offers a geographical 'scatter-map' illustration of the distribution of memberships relating to the City boundaries, excluding University Of Aberdeen student memberships, in order to provide a more accurate picture of the Village's reach within the wider community.

- 5.2.4.4 The information attached at **Appendices C and D** reflect annual attendance/participation data relating to the activities of Arms Length External Organisations, funded by the Service, delivering culture and sport

facility or sports development management functions on behalf of the Council.

This incorporates data from Aberdeen Performing Arts, Garthdee Alpine Sports managed venues and the Aberdeen Aquatics and Active Schools programmes managed through the Funding and Service Level Agreement with Sport Aberdeen.

Information relating to 2012/13 facility attendances linked to this latter Agreement, along with that in place with Aberdeen Sports Village, were previously reported to the Committee meeting of 12<sup>th</sup> September 2013

### **5.3 Service Wide**

#### **5.3.1 Absence Management (Rolling Monthly Reporting Period)**

The average number of days lost through absence within the E, C&S Directorate per employee over a rolling twelve month period up to September 2013 was 7.9 days which is showing an improving trend over the course of the quarterly period.

#### **5.3.2 Enquiries & Complaints (Quarterly Reporting Period)**

The Service received 15 enquiries/complaints during the course of July-September 2013. Of these, 14 were responded to within the timescale of 20 days, resulting in a 93.3% outcome.

#### **5.3.3 Health and Safety (Monthly Reporting Period)**

##### **5.3.3.1 Reportable Accidents**

As in August, there were no Health and Safety reportable accidents recorded over the course of September 2013, providing for a quarterly outcome of 1 recorded reportable accident during quarter 2.

##### **5.3.3.2 Reportable Incidents (Monthly Reporting Period)**

There were 10 Health and Safety reportable incidents recorded for September 2013 and a total of 19 incidents recorded against the three month period from July 2013 to September 2013.

##### **5.3.3.3 Workplace Inspections (Monthly Reporting Period)**

50 out of 69 scheduled workplace inspections were confirmed as completed in September 2013 resulting in a 72.4% outcome for the month and a quarterly average of 85.8%

## **6. IMPACT**

### **Legal**

The Council is required to act as set out in the Statutory Performance Indicator 2012 Direction provided by the Audit Commission in respect of its reporting obligations

### **Resources**

No additional resources are required to undertake performance management which is a core responsibility of managers.

### **Other**

There may be property, equipment or Health and Safety implications arising from the Service-wide Health and Safety update included in this report. Actions arising from this update are being taken forward by the E, C&S Service.

## **7. BACKGROUND PAPERS**

- **Appendices A 1-2:** Service Performance Scorecard and Trend Charts up to 30<sup>th</sup> September 2013.
- **Appendix B 1-2 :** Aberdeen Sports Village Postcode Survey Table and Scatter Map Profile (Excludes UOA Student Membership)
- **Appendix C:** ALEO Trend Charts – 2012/13 Attendance and Participation Indicators
- **Appendix D:** Academic Year 2012/13 Active Schools Aberdeen Participation (ASMO) Report

## **8. REPORT AUTHOR DETAILS**

Co-ordinated by Sarah Gear, Service Manager (Policy and Performance)  
Education, Culture & Sport

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# Appendix A1 - ECS Performance Scorecard - September 2013

Summary Scorecard of Service Plan Indicators against Service Plan themes

**Report Author:** Alex Paterson

**Generated on:** 25th October 2013



Performance Data Traffic Light	
Yellow	1
Green	4
Data Only	8

## Priority 04 - Technology

Performance Measure	July 2013	August 2013	September 2013	Q2 2013/14		Target	Status	Long Trend
	Value	Value	Value	Value	Value			
Number of PC terminal and Wi-Fi Netloan access uses in Library Learning Centres and Learning Access Points	19,261	19,367	19,027	57,655	57,655	Linked to SPI		↑
Number of visits to libraries - virtual	59,383	61,052	60,297	180,732	180,732	Linked to SPI		↑
Number of visits to/uses of council funded or part funded museums - virtual	49877	75,756	61,470	187,102	187,102	Linked to SPI		↑

## Priority 05 - Health and Wellbeing

Performance Measure	July 2013	August 2013	September 2013	Q2 2013/14		Target	Status	Long Trend
	Value	Value	Value	Value	Value			
Number of attendances at other indoor sports and leisure facilities excluding pools in a combined complex	87,496	90,801	114,643	292,940	292,940	Linked to SPI		↑
Number of attendances at swimming pools (excluding community/school pools)	25,280	31,957	29,751	87,528	87,528	Linked to SPI		↑












**Priority 06 - Engagement in Arts, Heritage, Culture and Sport**

Performance Measure	July 2013	August 2013	September 2013	Q2 2013/14		Target	Status	Long Trend
	Value	Value	Value	Value	Value			
Number of visits to libraries - person	83,872	88,637	86,288	258,797	258,797	Linked to SPI		➔
Number of visits to/usages of council funded or part funded museums - person	25,109	24,698	23,278	73,085	73,085	Linked to SPI		➔
Number of visits to/usages of council funded or part funded museums - outreach	150	217	215	582	582	Linked to SPI		➔

**Priority 08 - Better Performing/Value for Money**

Performance Measure	July 2013	August 2013	September 2013	Q2 2013/14		Reporting Period Target	Status	Long Trend
	Value	Value	Value	Value	Value			
ECS and Corporate Absence showing the Average Number of Days Lost Per Employee Per Service	8.4	8.5	7.9			10.0		➔
Health and Safety Reportable Accidents	1	0	0			3		➔
% of complaints and enquiries responded to within current corporate timescale of 20 working days				93%		95%		➔
Number of ECS Workplace Inspections Completed to Date	85%	100%	72%			100%		➔
Health and Safety Incidents	6	3	10			17		➔

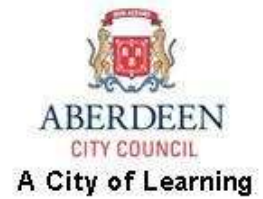


PI Status		Long Term Trends		Short Term Trends	
	Alert		Improving		Improving
	Warning		No Change		No Change
	OK		Getting Worse		Getting Worse
	Unknown				
	Data Only				

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# Appendix A2 - ECS Performance Trend Chart - September 2013

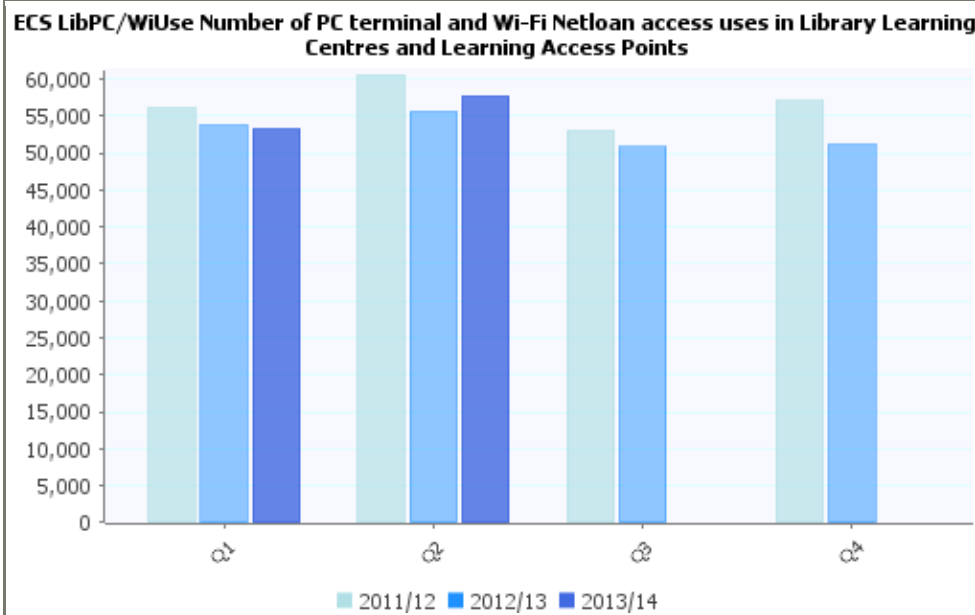
Report Author: Alex Paterson  
Generated on: 25th October 2013



## Priority 04 - Technology

### Number of PC terminal and Wi-Fi Netloan access uses in Library Learning Centres and Learning Access Points

Library and Information Services



<b>Status</b>	
<b>Data Period</b>	Q2 2013/14
<b>Value</b>	57,655
<b>Target</b>	Linked to SPI
<b>Long Trend</b>	
<b>Short Trend</b>	
<b>Data Source</b>	Library and Information Services
<b>Service Manager</b>	Neil Bruce
<b>Head of Service</b>	Patricia Cassidy

### Narrative and Analysis

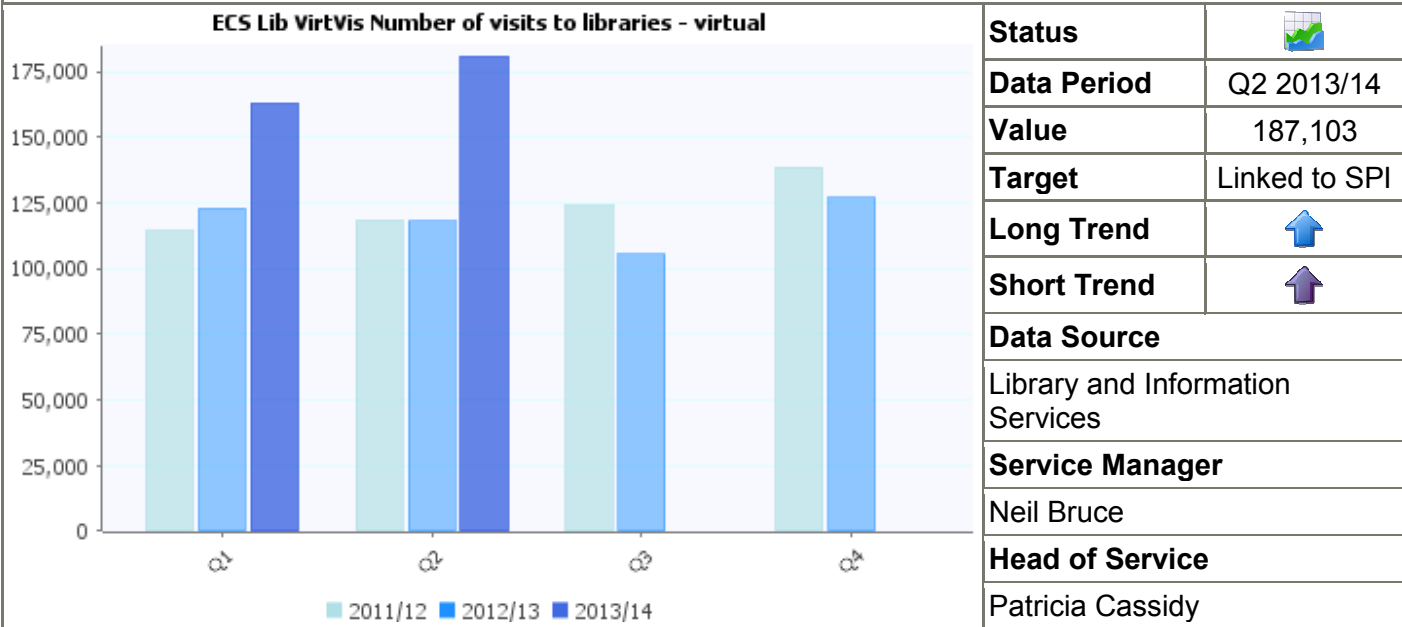
Over the period from July to September 2013, there were 57,655 uses of PC terminals and Wi-Fi Netloan connections, just over 13% greater than were recorded during the second quarter of 2012.

The component indicators reflect a 12.6% increase in Wi-Fi Netloan users with a 2.9% rise in the number of PC uses made within facilities with improvements in usage being maintained against all three months, resulting in the first quarterly increase in PC use recorded against this sub-indicator since 2011.

The year-to-date outcome against this indicator results in a figure of 110,856 uses, equating to a 5.9% increase over the April-September 2012 period

**Number of visits to libraries - virtual**

This indicator monitors the number of virtual visits to libraries. Trend calculation method is year on year- Short trend calculates current period v previous year period; Long trend calculates average over 12 month period. Annual value = cumulative monthly values. Annual long trend is calculated over a 3 year period.



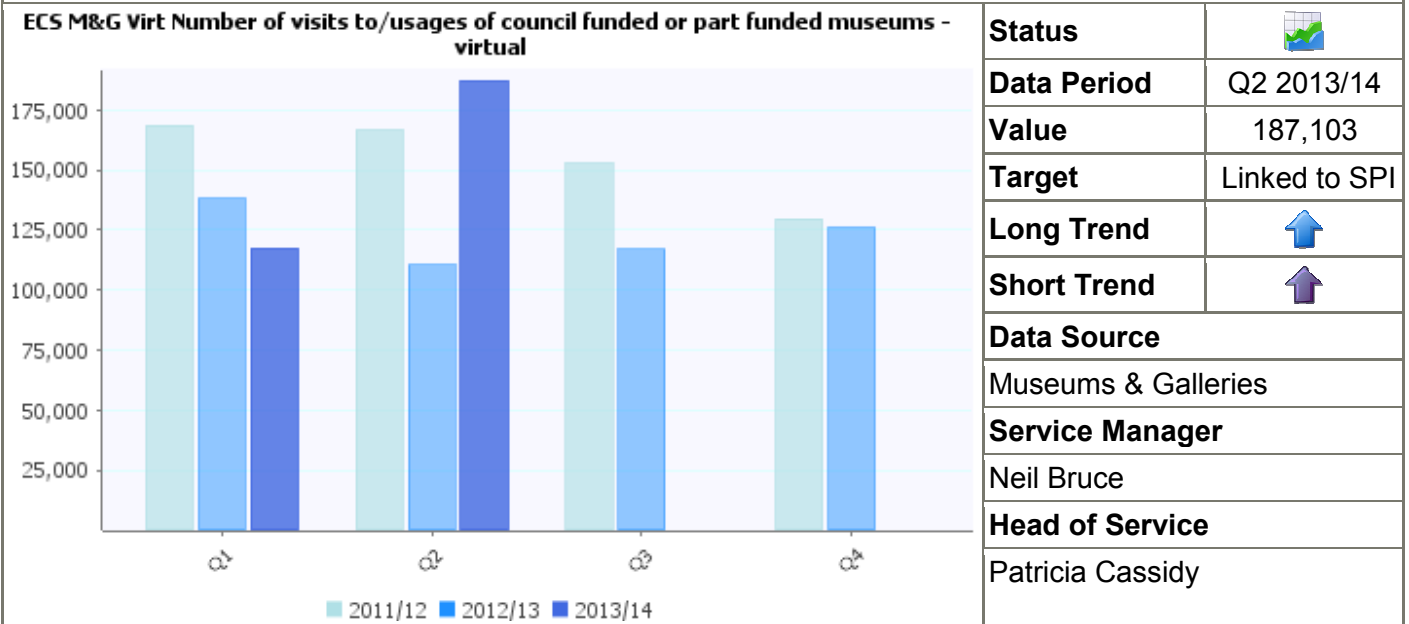
**Narrative and Analysis**

The Library and Information Services recorded a total of 187,103 Virtual Visits in the 2nd Quarter of 2013/14, some 69.4% ahead of the comparable time period for the previous year with an additional 76,710 visits over the three months from July to September.

Cumulatively, the six month position is noting a total of 343,563 Virtual Visits which is just over 42.5% ahead of the comparable period in 2012 and reflects growth against the range of on-line resources available.

**Number of visits to/usages of council funded or part funded museums - virtual**

This indicator monitors the number of virtual visits to council funded or part funded museums. Trend calculation method is year on year - Short trend calculates current period v previous year period; Long trend calculates average over 12 month period. Annual value = cumulative monthly values. Annual long trend is calculated over a 3 year period.



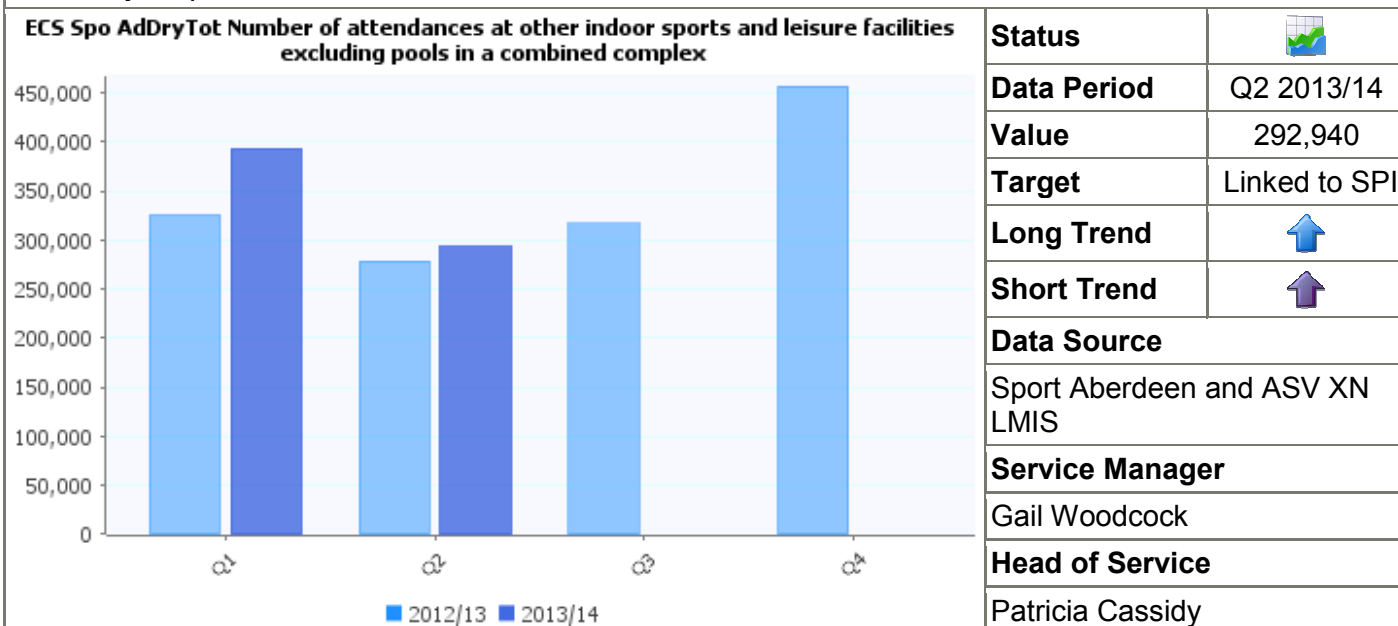
**Narrative and Analysis**

187,103 virtual visits to web-based Museums and Galleries services were recorded in Quarter 2, a rise of 69.4% on 2012, with cumulative visits to date rising to 304,546 (+23.1%)

**Priority 05 - Health and Wellbeing**

**Number of attendances at other indoor sports and leisure facilities excluding pools in a combined complex**

This indicator monitors the collective monthly attendance at indoor sports and leisure facilities excluding those with pools in a combined complex and including Aberdeen Sports Village. Trend calculation method is year on year - Short trend calculates current period v previous year period; Long trend calculates average over 12 month period. Annual value = cumulative monthly values. Annual long trend is calculated over a 3 year period.



**Narrative and Analysis**

**Sport Aberdeen**

Sport Aberdeen recorded 151,615 admissions during Quarter 2, a positive variance of 19.5% (+ 24,690) over the same period in 2012 with 7 of the 11 sites generating increased number. Of these, the growth in attendances at the Beacon, Cults and The Beach Leisure Centre can be largely attributed to changes to the activities incorporated in the totals and expanded programming or one-off events respectively with the remainder (Jesmond, Westburn Tennis, Kincorth and Sheddocksley) showing sustainable growth.

Of those that experienced a reduction over the period, The Linx Ice Arena, Peterculter, Alex Collie and Torry Youth and Leisure Centre, the two former sites are still generating cumulative attendances at or around the previous years levels although the latter two are demonstrating a statistically significant cumulative fall

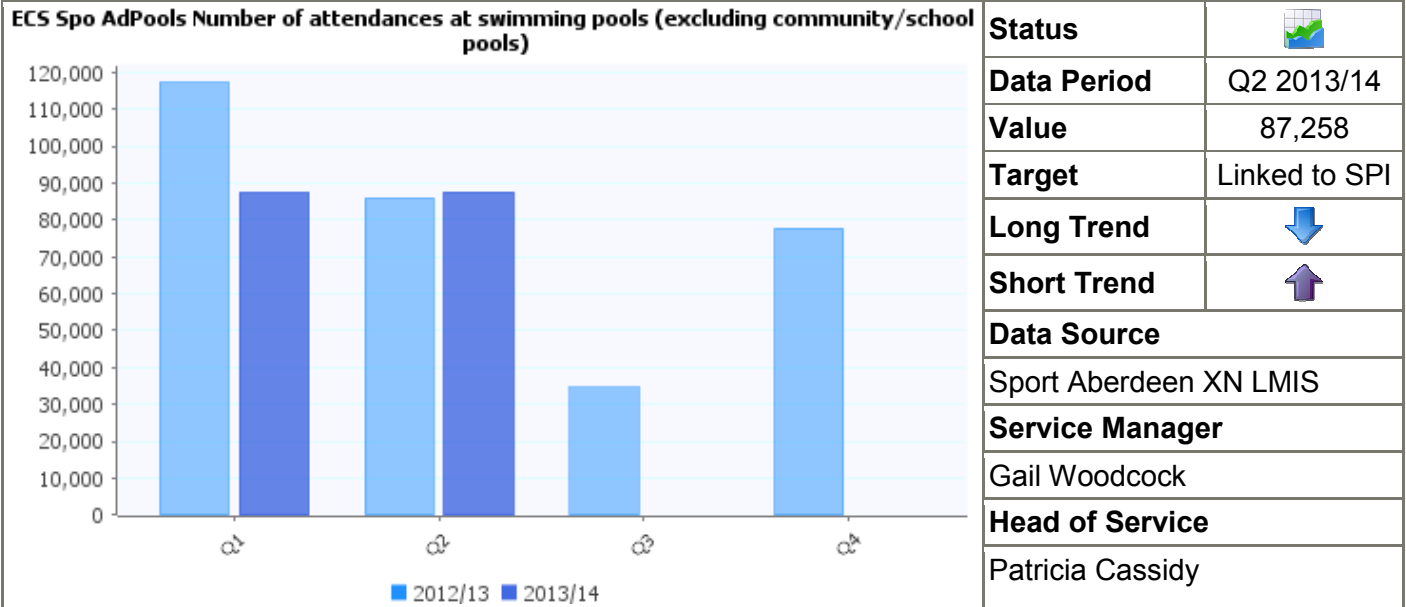
**Aberdeen Sports Village**

Aberdeen Sports Village recorded 141,325 attendances over Quarter 2, marginally short (-1.6%) of the figure for the same period in 2012, linked to reduced levels of activity against booked use of the facility although 'walk-in' attendances continue to show rising trends.

The year-to-date position mirrors these patterns of change against booked and pay and play use respectively but, conversely to the Quarter 2 outcome, with 321,374 visits over the six month fiscal period showing a year on year rise in attendances of 5.2%.

### Number of attendances at swimming pools (excluding community/school pools)

This indicator monitors the number of pool attendances excluding community pools. Trend calculation method is year on year - Short trend calculates current period v previous year period; Long trend calculates average over 12 month period. Annual value = cumulative monthly values. Annual long trend is calculated over a 3 year period.



### Narrative and Analysis

Over the course of Quarter 2, a total of 87,528 attendances were recorded across the 7 facilities operated by Sport Aberdeen.

Whilst this represents a 1.8% rise against 2012, the underlying picture is, perhaps, less positive as it seems that, rather than reflecting a general upwards trend, a significant proportion of this comparative change is attributable to lower admission levels during 2012 linked to facility maintenance closures.

On this basis, it appears that five of the seven facilities experienced a 'real time' quarterly fall in attendances with only Hazlehead and The Beach Leisure Centre noting higher figures ( the latter likely due to the above considerations) albeit that Bridge of Don and Cults attendances fell only marginally.

This, given the favourable weather conditions over the period, might have been anticipated to an extent, although the impact of this has not been uniform with both Northfield and Kincorth noting greater than average falls, although the monthly differential gap appears to have closed over the three months of the quarter.

**Priority 06 - Engagement in Arts, Heritage, Culture and Sport**

**Number of visits to libraries - person**

This indicator monitors the number of visits to libraries in person. Trend calculation method is year on year- Short trend calculates current period v previous year period; Long trend calculates average over 12 month period. Annual value = cumulative monthly values. Annual long trend is calculated over a 3 year period.



**Narrative and Analysis**

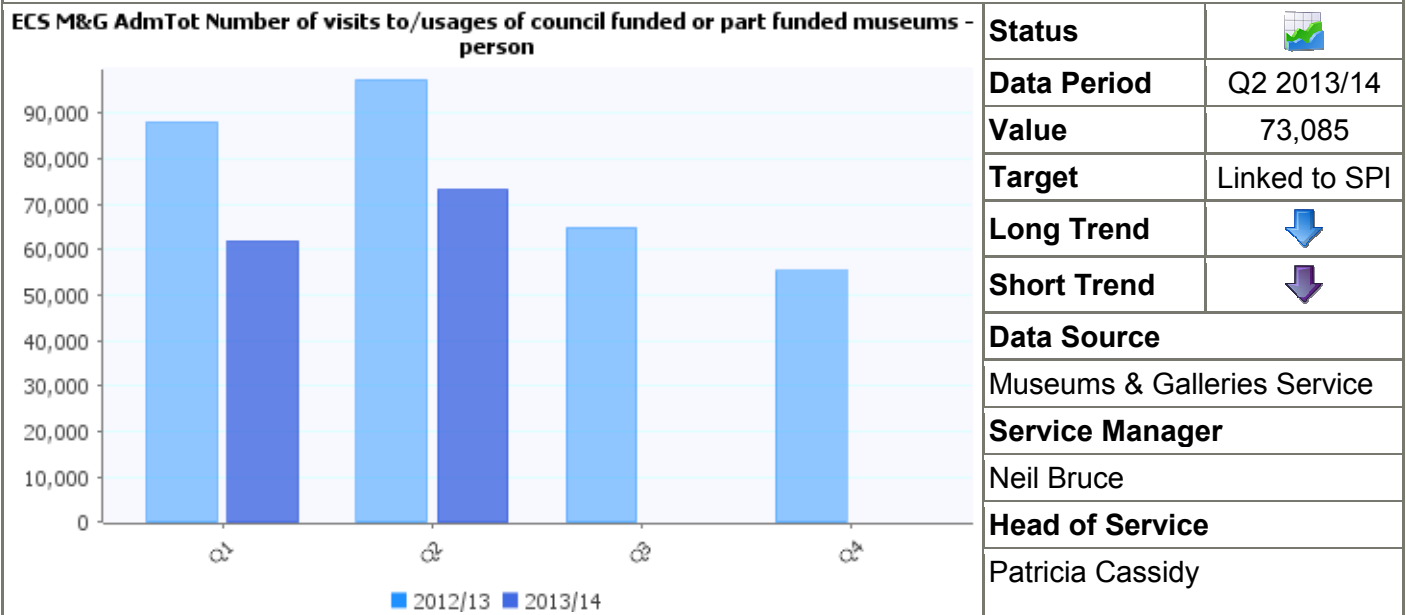
There were a total of 258,797 visits in person to Library premises in the second quarter of 2013/14 which is 1.4% lower than that recorded over Quarter 2 in 2012/13 with an increase of 2.5% in Visits being recorded against the month of September and an accumulated 508,196 Visits within the financial year to date.

This reflects a range of outcomes across the various Library premises with the four library services based within the Central Library experiencing a combined loss of 2,182 visits and the community library services recording a lower level of reduction of less than 1% albeit that seven of the services/venues did experience comparative growth.



### Number of visits to/usages of council funded or part funded museums - person

This indicator monitors the number of admissions to council funded or part funded museums. Trend calculation method is year on year - Short trend calculates current period v previous year period; Long trend calculates average over 12 month period. Annual value = cumulative monthly values. Annual long trend is calculated over a 3 year period.



### Narrative and Analysis

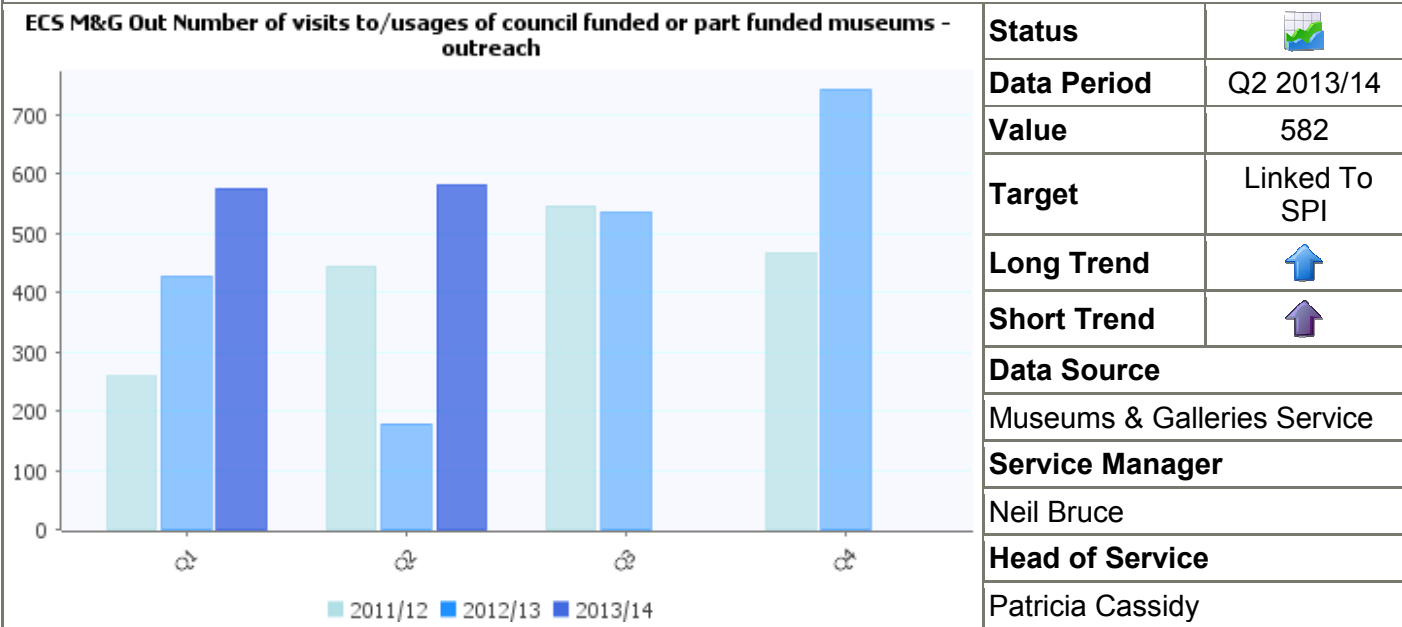
73,085 Visits In Person were recorded against the four museum venues over the course of July to September, a reduction of just over 10% on the same period in 2012 with the largest proportion of this fall being attributable to fewer attendances to the main Art Gallery and Museum site, combined with the impact of essential roofing repairs to the Cowdray Hall which led to closure from mid-July to early September.

Within these figures, however, both the Maritime and Tolbooth Museums noted an increase in visitor numbers of 6.6% and 4.5% respectively with the latter showing a cumulative year to date increase of 51.2%

Comparatively, the overall change in the six month position for Visits In Person is slightly below that recorded for Q2, being 12.9% lower than the previous year but, reflecting on the previous years SPI dataset which encompasses a wider set of measures of activity, the Service has generated some 441,660 visits to date, just over 1.2% ahead of the cumulative period outcome in 2012.

### Number of visits to/usages of council funded or part funded museums - outreach

This indicator monitors the number of outreach visits to council funded or part funded museums - outreach visits are talks and events held outwith museum venues. Trend calculation method is year on year - Short trend calculates current period v previous year period; Long trend calculates average over 12 month period. Annual value = cumulative monthly values. Annual long trend is calculated over a 3 year period.



### Narrative and Analysis

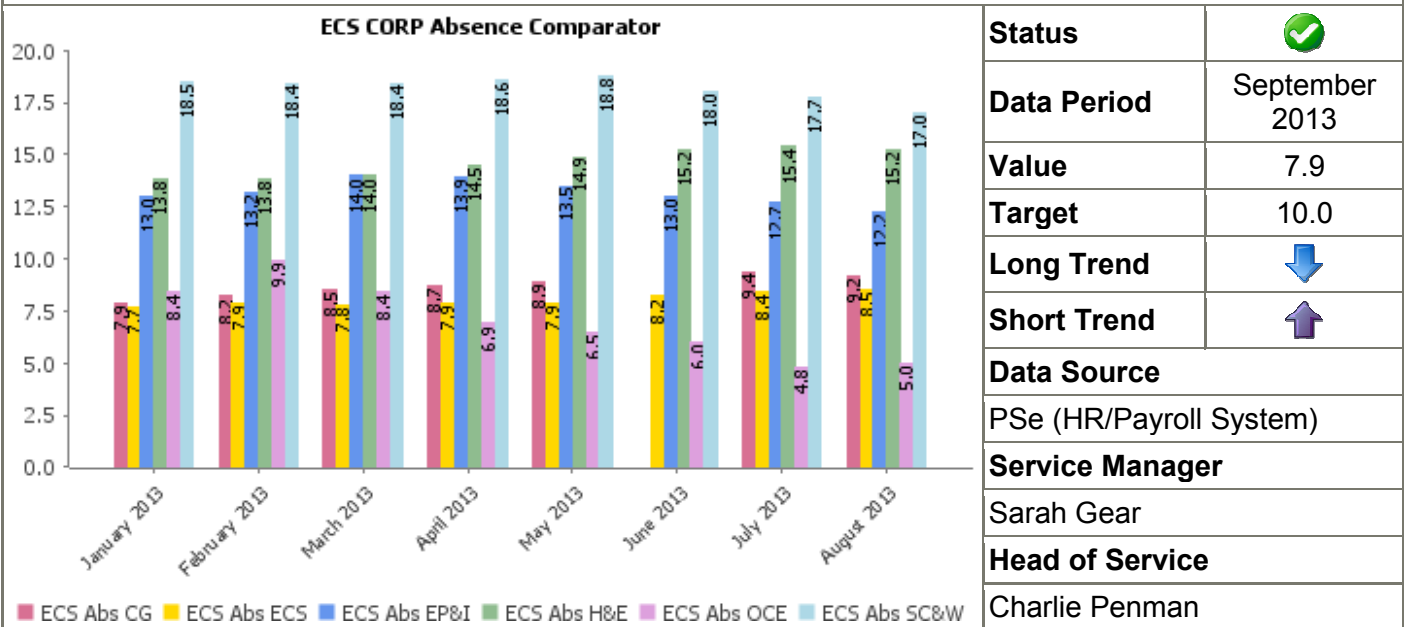
There were a total of 582 Visits linked to the Service's outreach programmes during Quarter 2, an increase of over 220% on the previous year, demonstrating both a continuation of the growth experienced in the earlier part of the year and the increased focus placed on this part of the Service's delivery.

Cumulatively, a total of 1,158 Visits were recorded over the period from April 2013, which is an improvement of just over 91% on the comparative period in 2012 with attendances in both quarters exceeding the averaged figures recorded over the past three years.

**Priority 08 - Better Performing/Value for Money**

**ECS and Corporate Absence showing the Average Number of Days Lost Per Employee Per Directorate**

This indicator monitors comparative E,C&S and Corporate absence levels showing the average number of days lost per employee per directorate over a 12 month rolling period



<b>Status</b>	
<b>Data Period</b>	September 2013
<b>Value</b>	7.9
<b>Target</b>	10.0
<b>Long Trend</b>	
<b>Short Trend</b>	
<b>Data Source</b>	PSe (HR/Payroll System)
<b>Service Manager</b>	Sarah Gear
<b>Head of Service</b>	Charlie Penman

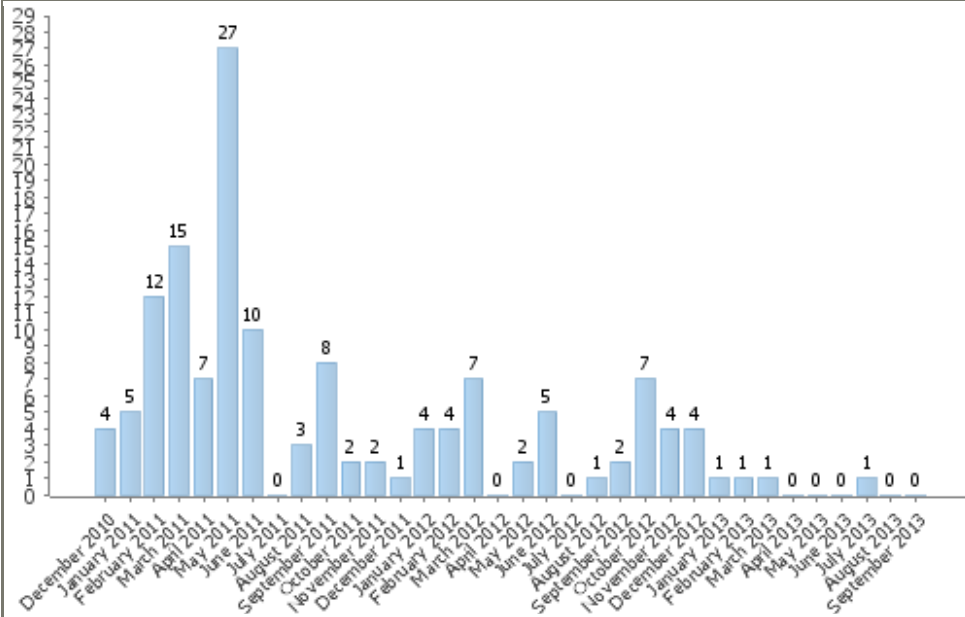
**Narrative and Analysis**

Over the course of the 12 month rolling period to September 2013, the average number of days lost per E,C&S employee was 7.9 days, resulting in a quarterly average for July to September of 8.3 days which is marginally higher ( +0.2 days per employee) than the previous quarterly outcome. Comparatively, at this level, the Service continues to perform relatively well in the context of the range of Directorates.

## Health and Safety Reportable Accidents

This indicator records the number of monthly accidents/injuries occurring across all Directorate service teams which are reportable to the Health & Safety Executive (HSE) under the Report of Injuries, Diseases or Dangerous Occurrence Regulations 1995 (RIDDOR).

An accident/injury is reported on an accident report form (F2508) and is determined to be reportable to the HSE under RIDDOR when (a) an employee dies or is injured or is unable to perform their normal work duties for more than seven consecutive days, or (b) a member of the public is injured following an accident that arises out of, or in connection with work and is taken to hospital for treatment.



<b>Status</b>	✔
<b>Data Period</b>	September 2013
<b>Value</b>	0
<b>Target</b>	3
<b>Long Trend</b>	↑
<b>Short Trend</b>	▬
<b>Data Source</b>	
<b>Service Manager</b>	Lesley Kirk
<b>Head of Service</b>	Charlie Penman

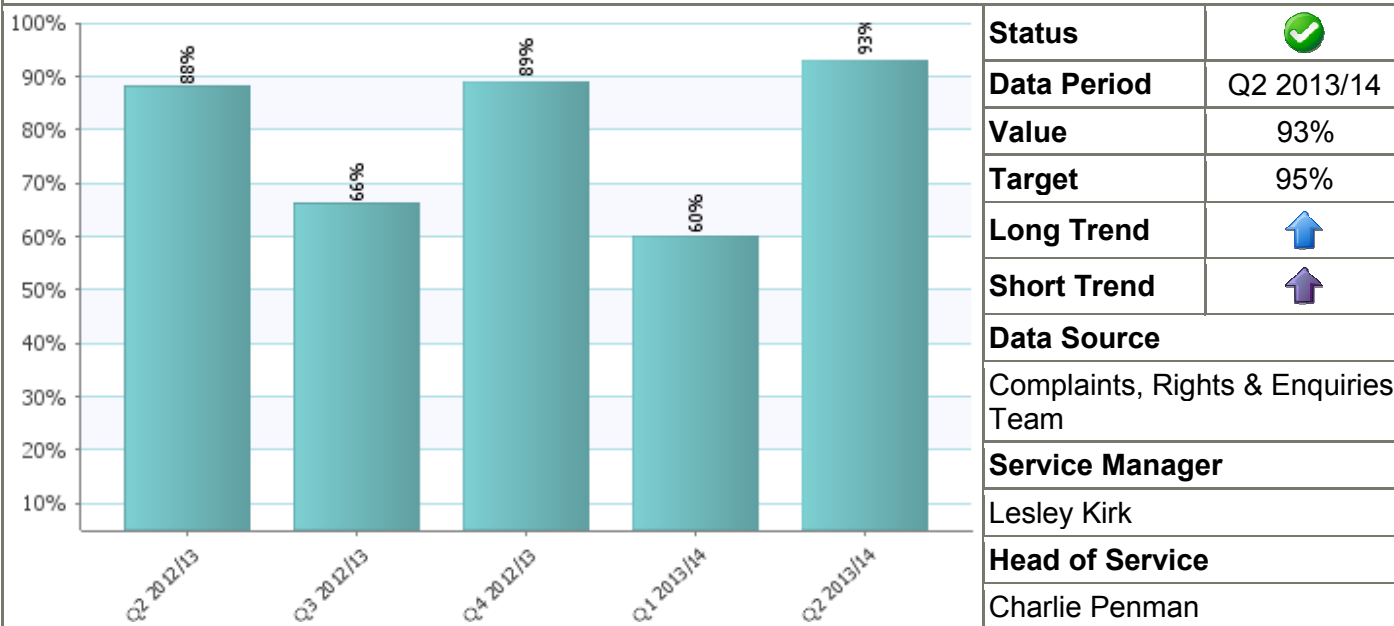
## Narrative and Analysis

There were no reportable accidents recorded by the Service in September 2013 with a single accident reported over the course of July to September, providing for the lowest 6 and 12 month rolling period totals linked to this recording framework

**% of complaints and enquiries responded to within current corporate timescale of 20 working days**

This Education, Culture and Sport performance indicator monitors the percentage of formal enquiries and complaints received from the MPs, MSPs, government agencies, members of the public, Elected Members and the press, met within the corporate standard for a response which 20 working days.

The chart shows quarterly data from July 2012 to date. Trend calculation method is ongoing - Short trend calculates current period v previous period; Long trend calculates average over 12 month period. Annual value = cumulative monthly values. Annual long trend is calculated over a 3 year period.

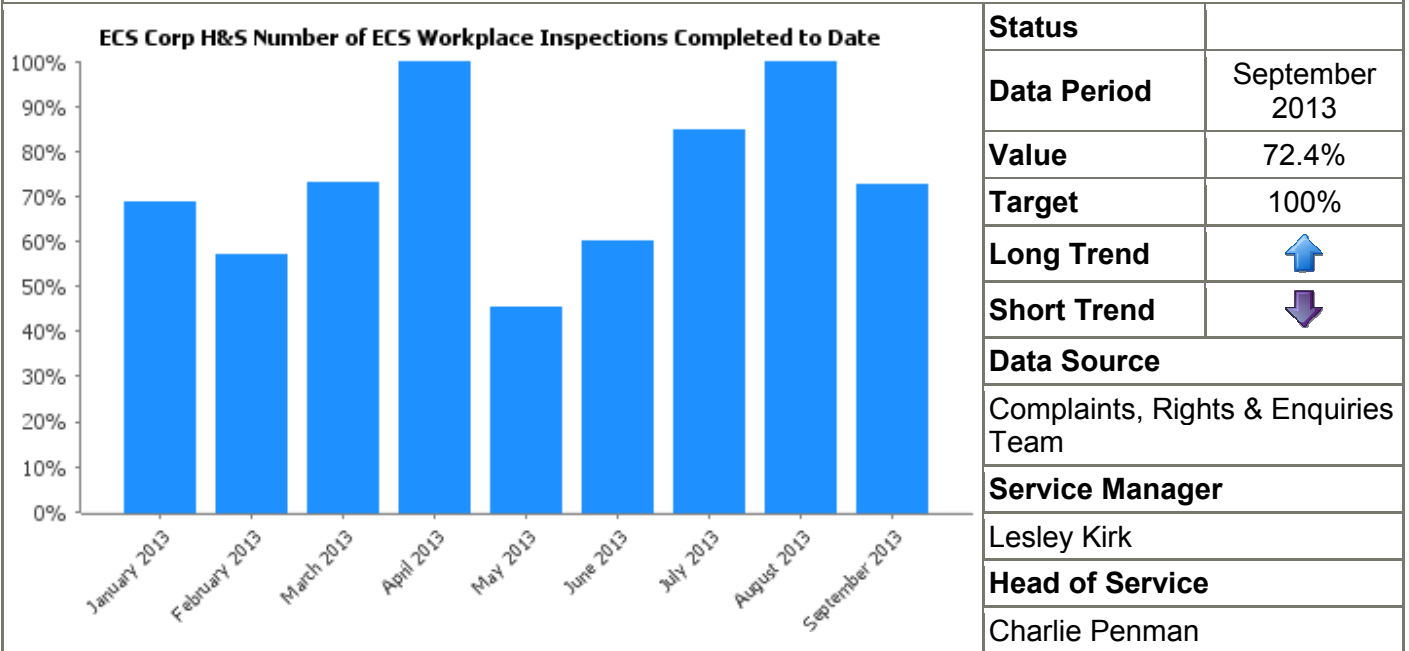


**Narrative and Analysis**

Of the 15 formal enquiries and complaints received by the E,C&S Service during July to September 2013, 14 were responded to within the corporate standard of 20 days with 46.6% of these being provided within 5 working days.

### Number of E,C&S Workplace Inspections Completed to Date

This indicator provides information against the number of Workplace Inspections completed within each calendar month to date. A Workplace Inspection is a planned and recorded 'walk through' check of a workplace by establishment management to identify potential risks and consider/implement remedial actions arising from observations linked to this Inspection.



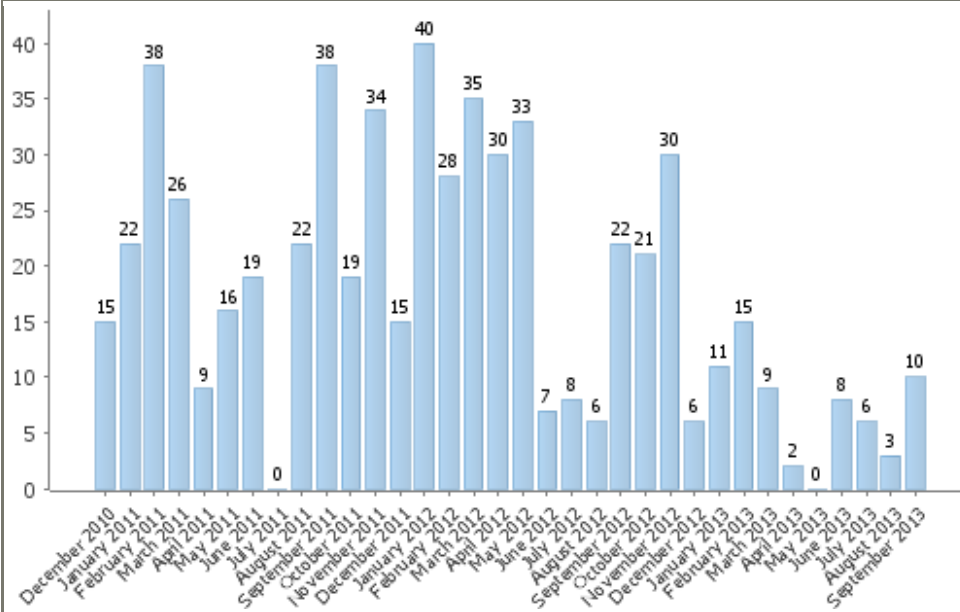
### Narrative and Analysis

During the course of September 2013, there were 69 scheduled workplace inspections against which 50 returns have, at this point, been received. A number of additional returns from Education establishments, covering this period, are anticipated subsequent to the commencement of Term 2.

## Health and Safety Incidents

A report to show Health and Safety Incidents from across the service. These may include vandalism, damage to property, breaches of security and violent incidents between pupils. (Violent incidents by pupils towards staff or another third party are reported separately).












Also reported in these figures are incidents classed as 'A Dangerous Occurrence' which is a serious failure of equipment, premises or plant as defined by the Reporting of Injuries, Dangerous Diseases and Occurrences Regulations 1995 (RIDDOR).



<b>Status</b>	
<b>Data Period</b>	September 2013
<b>Value</b>	10
<b>Target</b>	17
<b>Long Trend</b>	
<b>Short Trend</b>	
<b>Data Source</b>	
<b>Service Manager</b>	Lesley Kirk
<b>Head of Service</b>	Charlie Penman

## Narrative and Analysis

There were 10 Health and Safety reportable incidents recorded for September 2013 and a total of 19 incidents recorded against the three month period from July 2013 to September 2013.

PI Status		Long Term Trends		Short Term Trends	
	Alert		Improving		Improving
	Warning		No Change		No Change
	OK		Getting Worse		Getting Worse
	Unknown				
	Data Only				



APPENDIX B1 - ABERDEEN SPORTS VILLAGE MEMBERSHIP POSTCODE SURVEY 2012/13

POSTCODE SECTOR	LINKING NEIGHBOURHOOD(S)	NUMBER OF MEMBERS	% OF RESIDENT MEMBERSHIP
AB10 1	City Centre/Rosemount/George Street/West End	44	0.74
AB10 6	Ferryhill/City Centre/West End/Braeside/Mannofield/Broomhill	133	2.25
AB10 7	Garhdee/Cults/Bieldside and Milltimber/Braeside/Mannofield/Broomhill/Ferryhill	74	1.25
AB11 5	City Centre/Hanover	34	0.57
AB11 6	City Centre/Ferryhill	88	1.49
AB11 7	City Centre/Ferryhill	30	0.51
AB11 8	Torry/Cove	31	0.52
AB11 9	Torry/Cove	29	0.49
AB12 3	Cove/Kincorth/Leggart/Nigg	40	0.68
AB12 4	Kincorth/Leggart/Nigg	34	0.57
AB12 5	Kincorth/Leggart/Nigg/Cove	51	0.86
AB13 0	Cults/Bieldside/Milltimber/Culter	10	0.17
AB14 0	Cults/Bieldside/Milltimber/Culter	8	0.14
AB15 4	West End/Braeside/Mannofield/Broomhill/Midstocket	55	0.93
AB15 5	West End/Braeside/Mannofield/Broomhill/Midstocket	88	1.49
AB15 6	Hazlehead/Kingswells/Summerhill/Mastrick/Northfield	41	0.69
AB15 7	Hazlehead/Braeside/Mannofield/Broomhill	46	0.78
AB15 8	Braeside/Mannofield/Broomhill/Kingswells/Hazlehead/Cults/Bieldside/Milltimber	78	1.32
AB15 9	Cults/Bieldside/Milltimber/Culter	37	0.63
AB16 5	Stockethill/Midstocket/Sheddocksley/Mastrick/Northfield/Cummings Park	130	2.20
AB16 6	Sheddocksley/Mastrick	52	0.88
AB16 7	Cummings Park/Northfield/Heathryfold	79	1.33
AB21 0	Kingswells/Dyce/Bucksburn	55	0.93
AB21 7	Dyce/Bucksburn/Oldmachar	34	0.57
AB21 9	Dyce/Bucksburn/Oldmachar/Kingswells/Woodside	55	0.93
AB22 8	Danestone/Balgownie/Donmouth/Oldmachar	241	4.07
AB23 8	Denmore/Balgownie/Donmouth	170	2.87
AB24 1	Seaton/Old Aberdeen	735	12.42
AB24 2	Woodside/Heathryfold/Middlefield/Hilton/Tillydrone/Old Aberdeen	227	3.83
AB24 3	Froghall/Powis/Sunnybank/Hanover/Seaton/George Street/Tillydrone/Old Aberdeen	922	15.57
AB24 4	Woodside/Hilton/Stockethill	284	4.80
AB24 5	Hanover/Seaton/Froghall/Powis/Sunnybank	1056	17.84
AB25 1	George St/Rosemount/City Centre	208	3.51
AB25 2	Mid Stocket/West End/Ashgrove/Rosemount	201	3.40
AB25 3	Ashgrove/Hilton/Midstocket/George St/Froghall/Powis/Sunnybank	319	5.39
AB31 4	Culter/Cults/Bieldside/Milltimber	37	0.63
AB32 6	Culter/Cults/Bieldside/Milltimber	94	1.59

MEMBERSHIP NUMBERS	% OF TOTAL MEMBERSHIP
CITY RESIDENT MEMBERSHIPS	5920
NON-CITY RESIDENT MEMBERSHIPS	1037
TOTAL MEMBERSHIPS	6957
	85.1
	14.9

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# APPENDIX B2 – ABERDEEN SPORTS VILLAGE 2012/13 MEMBERSHIP POSTCODE SCATTER MAP

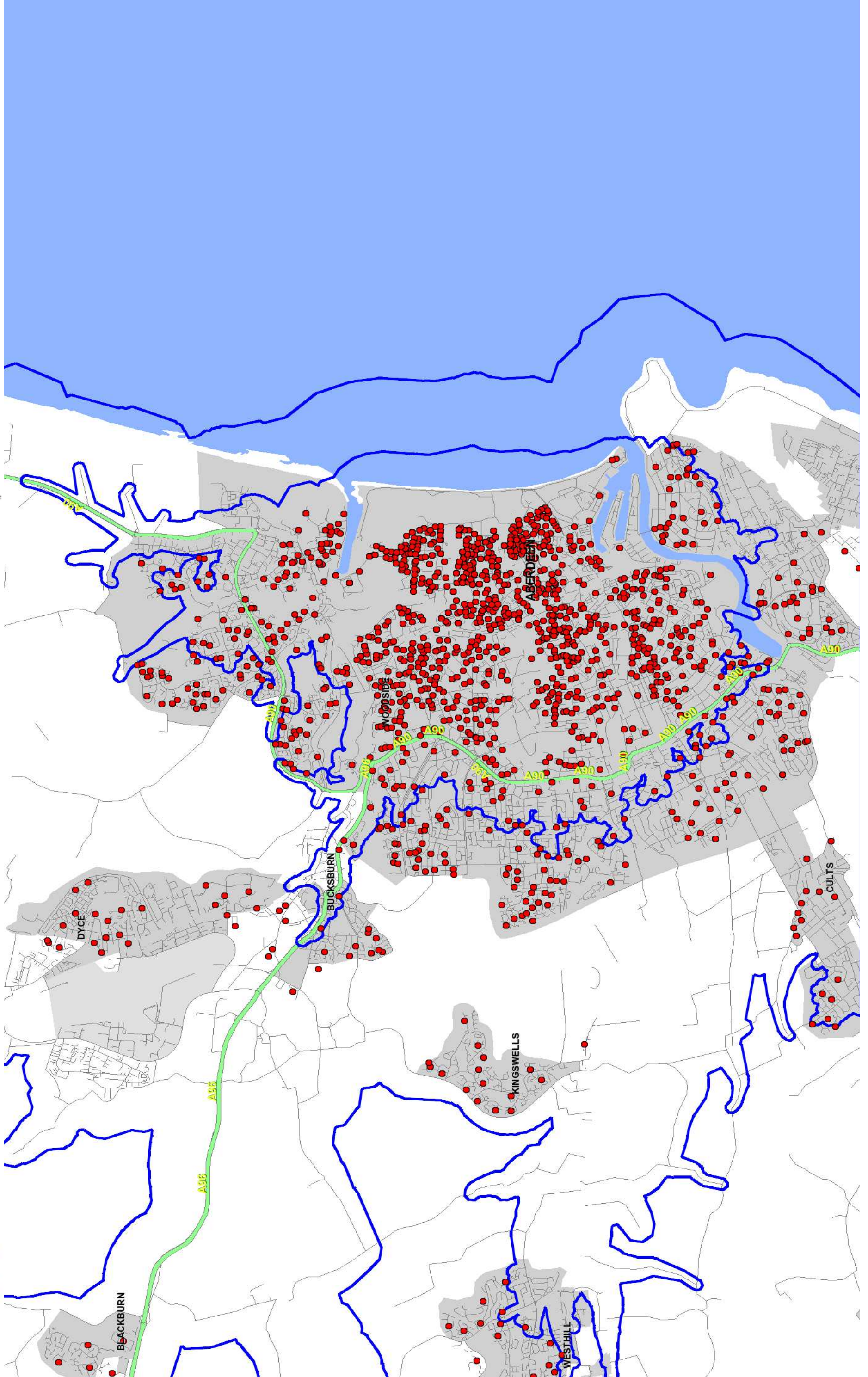
Geography Selection:

10.20 Minute Drive Time (Off-Peak) radius around Aberdeen Sports Village, AB245RU

Source: Crown Copyright Reserved. Copyright Experian 2011.



 Aberdeen Sports Village Members exc students

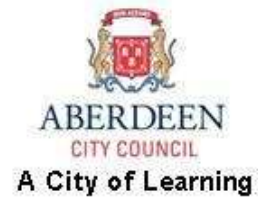


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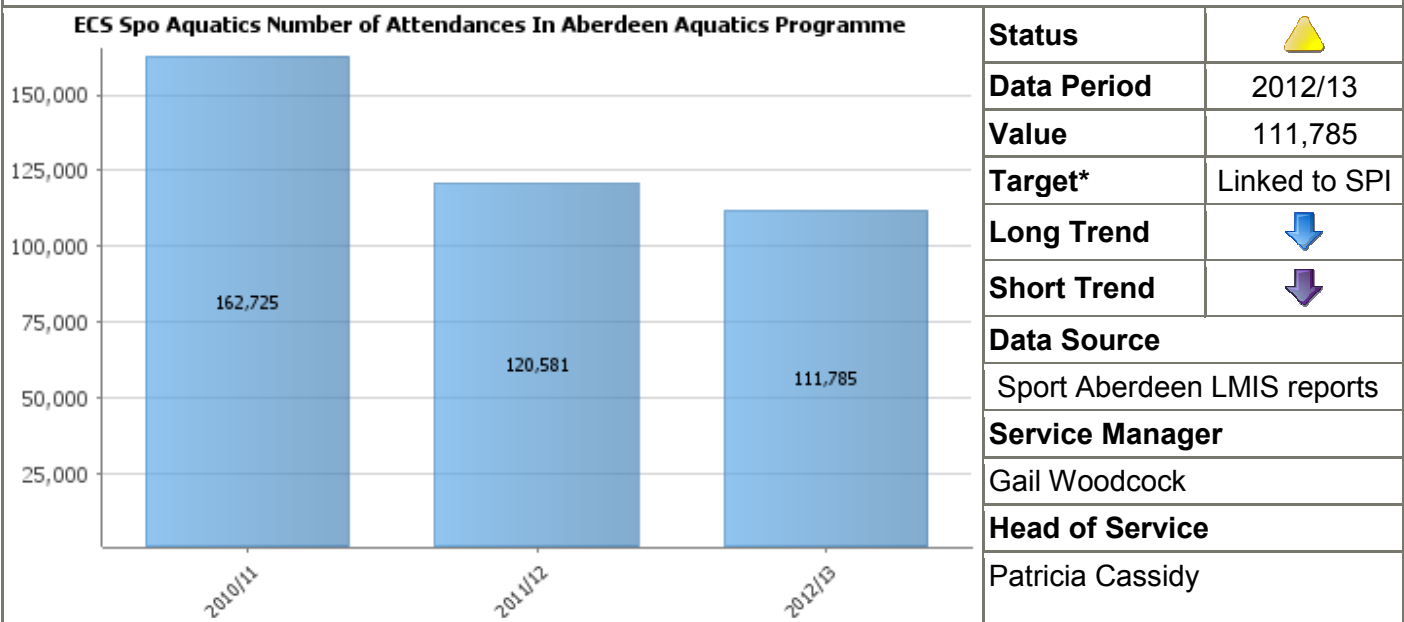
# Appendix C - Culture & Sport ALEO's 2012/13 Strategic Indicator Report

Report Author: Alex Paterson  
Generated on: 18<sup>th</sup> October 2013



## Strategic Objective 1 - Promote and Increase Opportunities For Participation In Sport and Physical Activity in Aberdeen (Fit For The Future 2009-15)

### Number of Attendances In Aberdeen Aquatics Programme – Sport Aberdeen



### Narrative and Analysis

#### Summary:

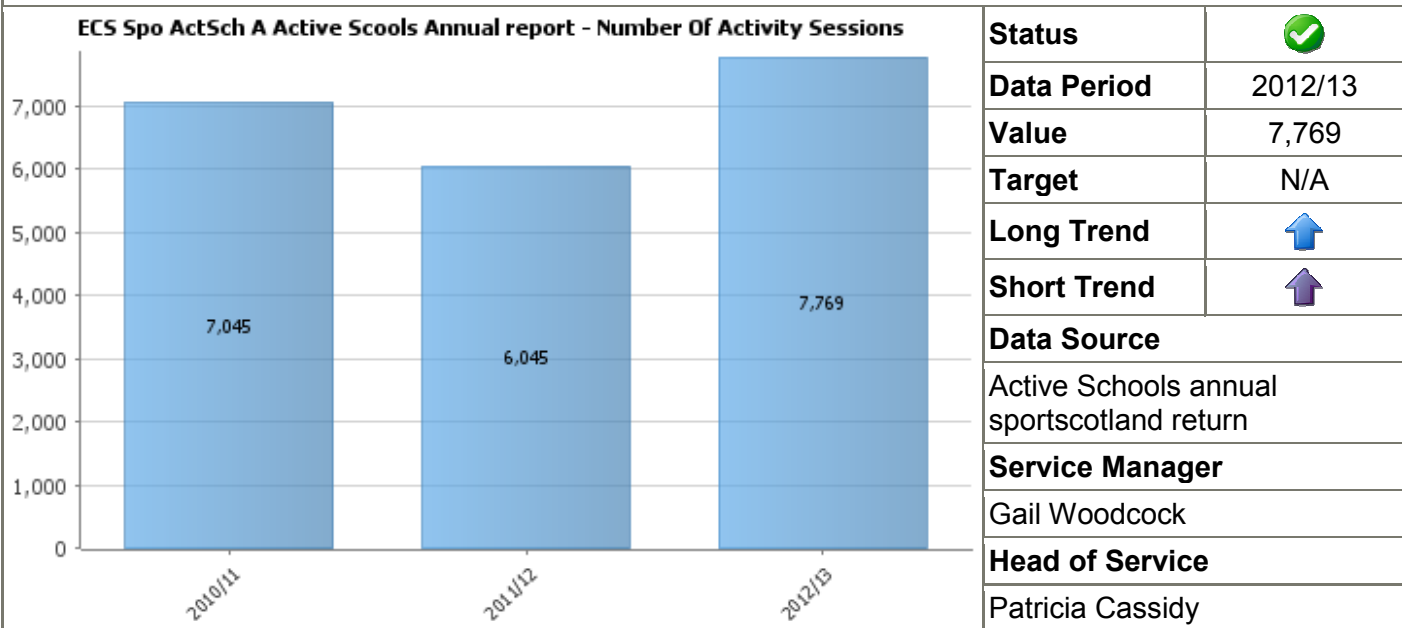
Participant sessions delivered by Sport Aberdeen through the Aberdeen Aquatics programme in 2012/13 experienced a reduction of 8,806 visits, (-7.3%) linked, significantly, to a fall in lesson attendances generated by the Beach Leisure Centre, which in terms of overall capacity, is the largest site provider and where, resultantly, changes in participant patterns have a disproportionate impact on the totals.

In this instance, the impact of an extended facility closure period in early Autumn is calculated to have resulted in a loss of approximately 8-9,000 participations, taking into account that a proportion of the normal Aquatics programme was able to be accommodated at Dyce Academy during this period.

More generally, the position across the remaining facilities, has been relatively disappointing with few sites being able to register an increase in session attendances, although this may, to an extent, be a function of changes to course programming arising from demand for differing levels of instruction, the accessibility & suitability of Education premises and timetable revisions to certain Sport Aberdeen managed centres.

**Strategic Objective 1 - Promote and Increase Opportunities For Participation In Sport and Physical Activity in Aberdeen (Fit For The Future 2009-15)**

**Active Schools Annual Report - Number Of Activity Sessions**



<b>Status</b>	
<b>Data Period</b>	2012/13
<b>Value</b>	7,769
<b>Target</b>	N/A
<b>Long Trend</b>	
<b>Short Trend</b>	
<b>Data Source</b>	Active Schools annual sportscotland return
<b>Service Manager</b>	Gail Woodcock
<b>Head of Service</b>	Patricia Cassidy

**Narrative and Analysis**

**Summary:**

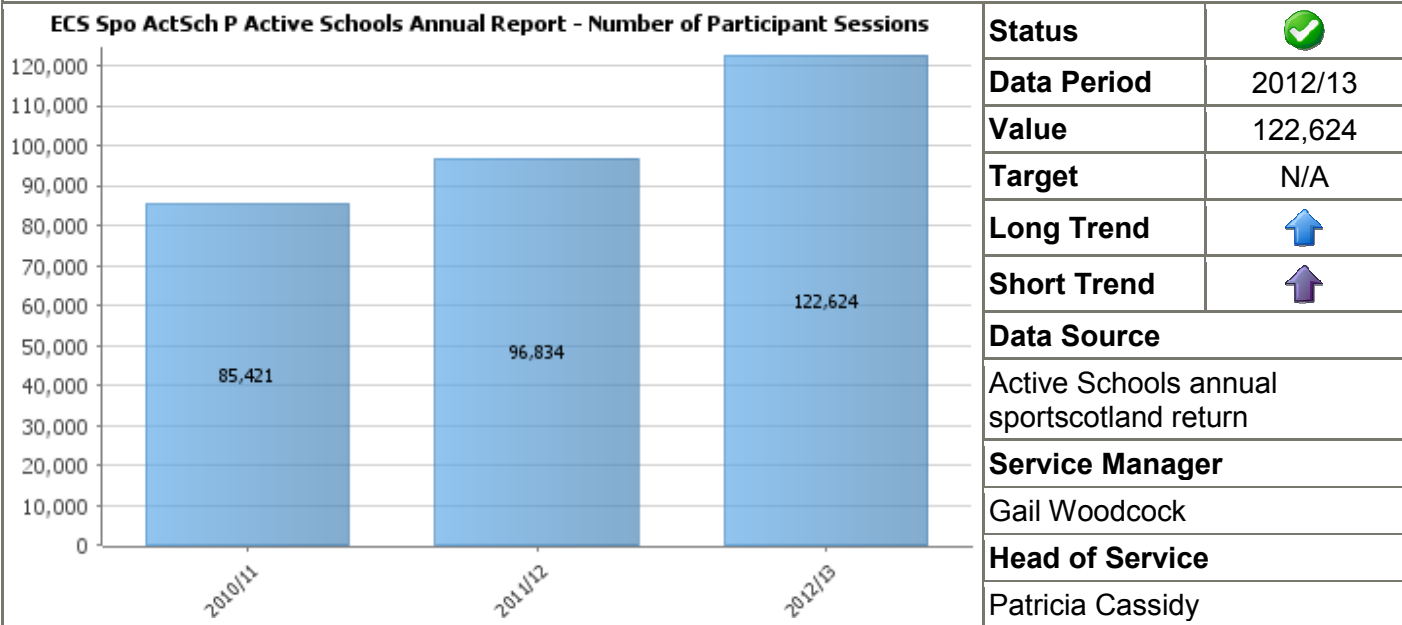
Over the course of the 2012/13 academic year, the Active Schools programme delivered some 7,769 separate Activity Sessions across City schools, an increase of 28.5% on the previous year, with a significant year on year increase in the number of distinct deliverers, qualified volunteers and secondary pupils involved in the delivery of sessions, covering 46 different activities.

At the same time, whilst the proportion of volunteer deliverers involved in the programme (89%) is above the Scottish average, the percentage of sessions that are led purely by volunteers is below the national mean and the averaged number of participations per activity session, similarly, with 15.7 participations per session, is short of the national figure of 18.5.

Nonetheless, terms of developing sustainability and the pathways between school and community based activity, each City school now has at least one link with a club sport partner and the number of clubs linking to one or more schools have increased by more than 40%.

**Strategic Objective 1 - Promote and Increase Opportunities For Participation In Sport and Physical Activity in Aberdeen (Fit For The Future 2009-15)**

**Active Schools Annual Report - Number of Participant Sessions**



**Narrative and Analysis**

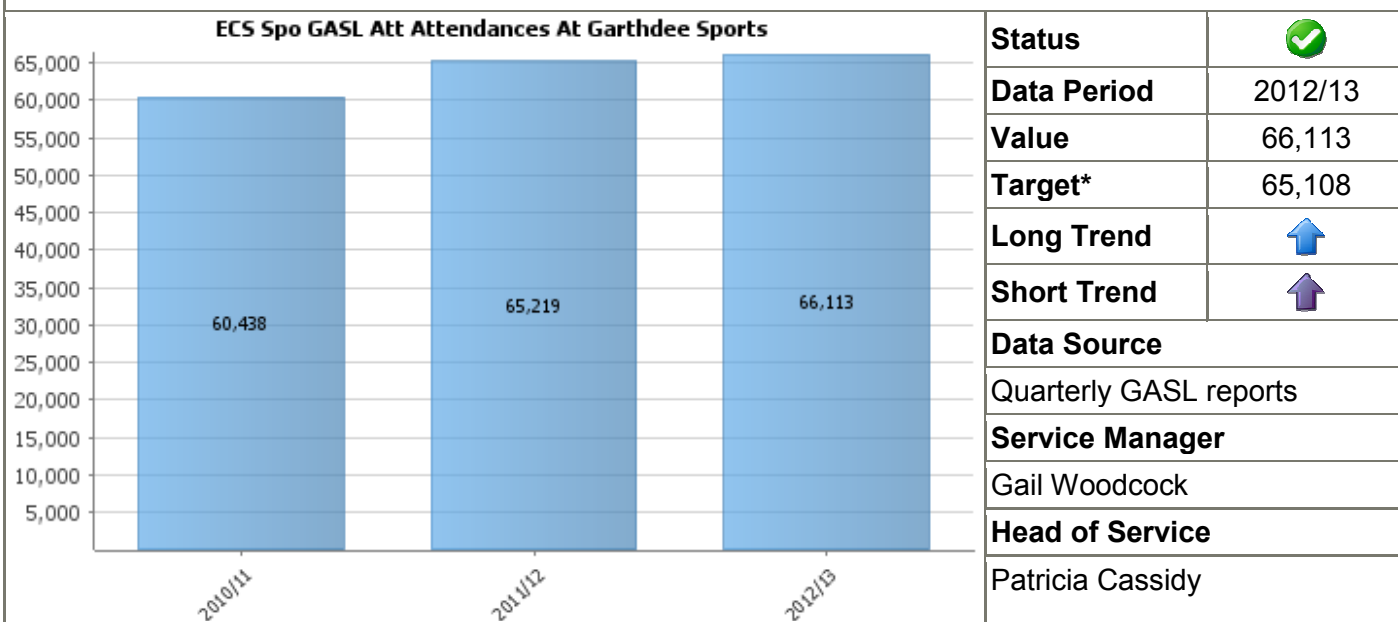
**Summary:**

With a total of 122,624 participant sessions over the course of 2012/13, the Active Schools programme has recorded year on year growth of 26.6% with increases across all three school types, the most substantial of which is reflected in participations linked to ASN schools.

Whilst the proportion of participations involving girls (44%) has remained stable, this figure is below the national outcome of 46% with the bulk of the differential from the national pattern apparently relating to comparative rates of participation between male and female pupils in years P4-7

**Strategic Objective 1 - Promote and Increase Opportunities For Participation In Sport and Physical Activity in Aberdeen (Fit For The Future 2009-15)**

**Attendances At Garthdee Alpine Sports Facilities**



**Narrative and Analysis**

**Summary:**

Garthdee Alpine Sports recorded a small increase in attendances (+1.4%) over the course of 2012/13 resulting in a total of 66,113 visits which is in line with the Business Plan projections for that year.

Drilling down to the four core activity areas, Snowsports Instruction has seen the largest rise (+11.1%) whilst Football attendances and Educational Use have increased by 5.9% and 2.4% respectively. Contrary to the overall growth pattern, casual use of the ski-slopes ( including tubing activity) has fallen by just under 3,000 attendances which can, at least in part, be linked to the partial closures involved during on-site development over the course of the year.


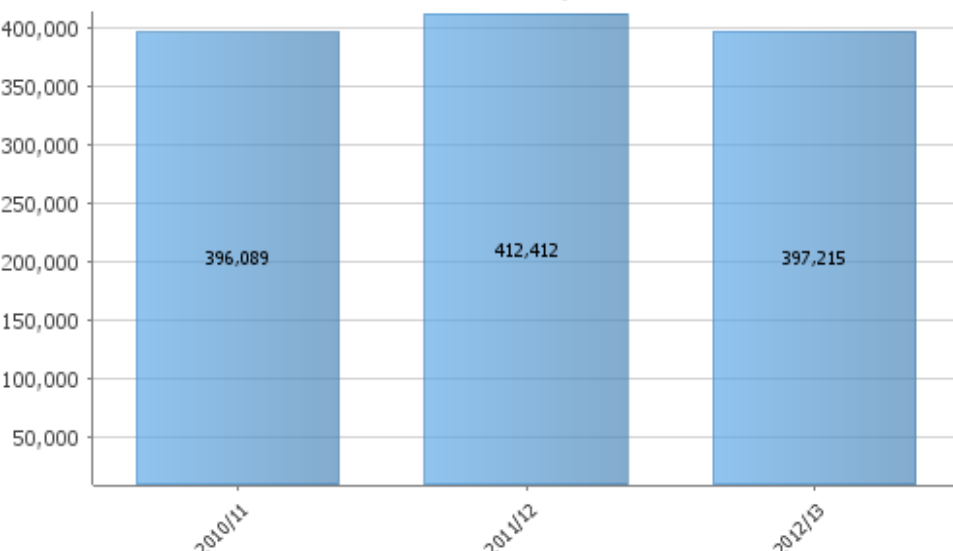


With the opening of a third slope and re-instatement of the tubing activity which was displaced during the construction of the slope over the course of the early part of the year, it is anticipated that attendances at the ski facility will continue to demonstrate growth, potentially at similar levels to that noted between 2010/11 and 2011/12.

The longer term trends relating to the facility at Garthdee similarly reflect a generally upwards direction with overall growth of 9.4% on 2010/11 and increases above those recorded in the year-on-year comparison being experienced against both Instruction and Educational based usage and Football attendance levels being slightly above 2010/11 figures at + 3.9%



**Strategic Objective 2 - Increase Community Engagement In Cultural Activity. (Vibrant Aberdeen, 2010-15)**

**Number of Paid Attendances – Aberdeen Performing Arts Venues**

ECS Cul Arts att Number of paid attendances at Aberdeen Performing Arts venues - Annual Summary		Status	
	Data Period	2012/13	
	Value	397,215	
	Target*	400,000	
	Long Trend		
	Short Trend		
	Data Source	APA Quarterly reports	
	Service Manager	Neil Bruce	
Head of Service	Patricia Cassidy		

**Narrative and Analysis**

**Summary:**












The total of paid attendances to the three Aberdeen Performing Arts managed venues, His Majesty’s Theatre, Music Hall and The Lemon Tree, fell marginally in 2012/13 in comparison with the previous year, reflecting reduced attendances at His Majesty’s and The Lemon Tree, which fell by 6.8% and 19.7% respectively, with the Music Hall, to the contrary, showing an increase of 11.5% against 2011/12.

Whilst this does not reflect the entirety of events attendance within these facilities as it does not necessarily encompass either those arts development/education functions delivered by the organisation and/or externally promoted/sold activity hosted within individual premises, this equates to a 3.7% year-on-year reduction in paid attendances for Aberdeen Performing Arts Limited events.

To an extent, whilst the figures for the Lemon Tree (31,140) are a little disappointing, the overall picture is positive with HMT exceeding the 2012/13 target figure of 260,000 attendances (although being slightly down on the previous year, where it was possible to attract additional ‘popular’ touring shows), and the Music Hall returning to attendance levels more in line with both expectations and those experienced prior to 2010/11.

It is also worth noting that, particularly at the Lemon Tree, by actively promoting events in partnership with local arts providers, such as City Moves and AIYF, which may attract comparatively smaller audiences than more ‘commercial’ product, changes in attendance levels may be a reflection of the increasing extent of collaborative work that APA is undertaking.

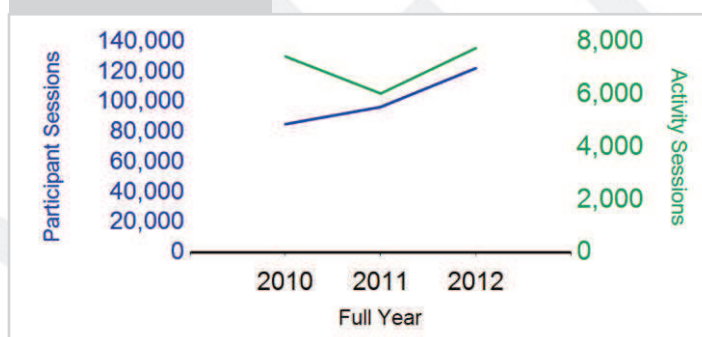
\* Target figures reflect the expected outcomes from ALEO organisations expressed within submitted business plans and through reporting frameworks. These, in large part, are expected to align with the City’s longer term strategic objectives but may vary in any individual year to accommodate specific business operation parameters or market expectations

PI Status		Long Term Trends		Short Term Trends	
	Alert		Improving		Improving
	Warning		No Change		No Change
	OK		Getting Worse		Getting Worse
	Unknown				
	Data Only				

# Term Report: Aberdeen City Council

Academic Year : 2012/2013, Term(s) : Full Year

Putting sport first

**sportscotland**  
 the national agency for sport
Participant Sessions<sup>1</sup>

	2010 Full Year	2011 Full Year	2012 Full Year
<b>Activity Sessions</b>	<b>7,452</b>	<b>6,045</b>	<b>7,769</b>
% Purely voluntary	31%	54%	54%
Activity Session Blocks <sup>2</sup>	N/A	639	822
Avg Activity Sessions / Block <sup>3</sup>	N/A	28.4	9.5
Different Activities	N/A	N/A	46
<b>Participant Sessions<sup>1</sup></b>	<b>85,421</b>	<b>96,834</b>	<b>122,624</b>
% Female	48%	44%	44%
<b>Distinct Deliverers<sup>4</sup></b>	<b>N/A</b>	<b>364</b>	<b>526</b>
% volunteers	N/A	82%	89%
Qualified volunteers	N/A	133	226
Secondary pupils	N/A	55	95
Total Deliverer Sessions <sup>5</sup>	N/A	12754	16442
Avg Deliverer Sessions / Deliverer	N/A	35.0	31.3
<b>School Club Links</b>	<b>N/A</b>	<b>118</b>	<b>281</b>
Schools with at least one link	N/A	51	63
Clubs with at least one link	N/A	37	52

1. Participant Sessions are the 'visits' pupils have made to activities. These figures do not represent the distinct pupils, and should only be taken as indicative of participation.

2. Activities are recorded in ASMO as 'Activity Session Blocks' which describe a group who meet to take part in an activity.

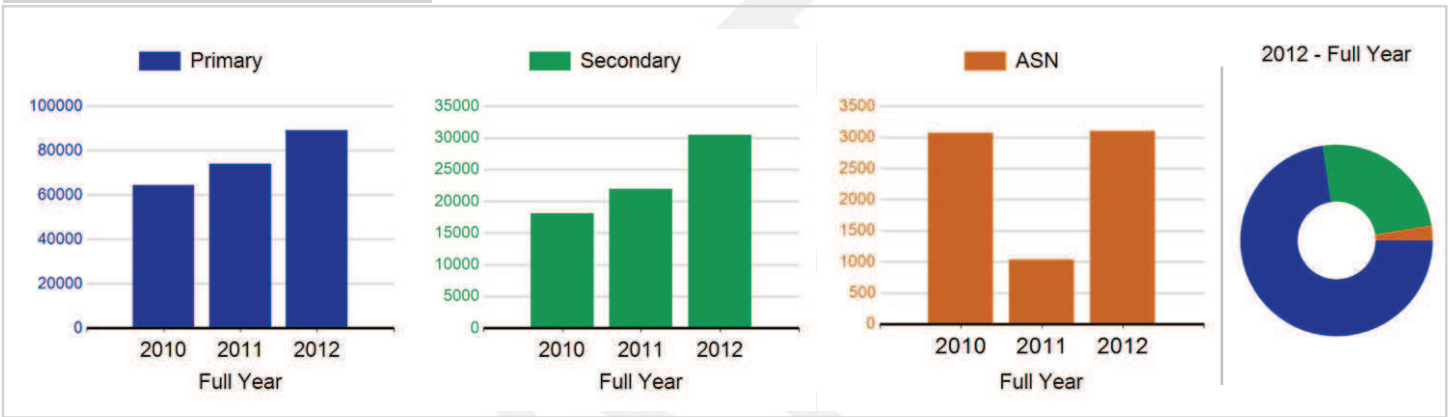
3. The Average Activity Sessions/Block figure shows the average length of a block (i.e. how many weeks did the average block run for?)

4. Distinct Deliverers are deliverers who have delivered at least one session of Active Schools supported activity across the selected year/term.

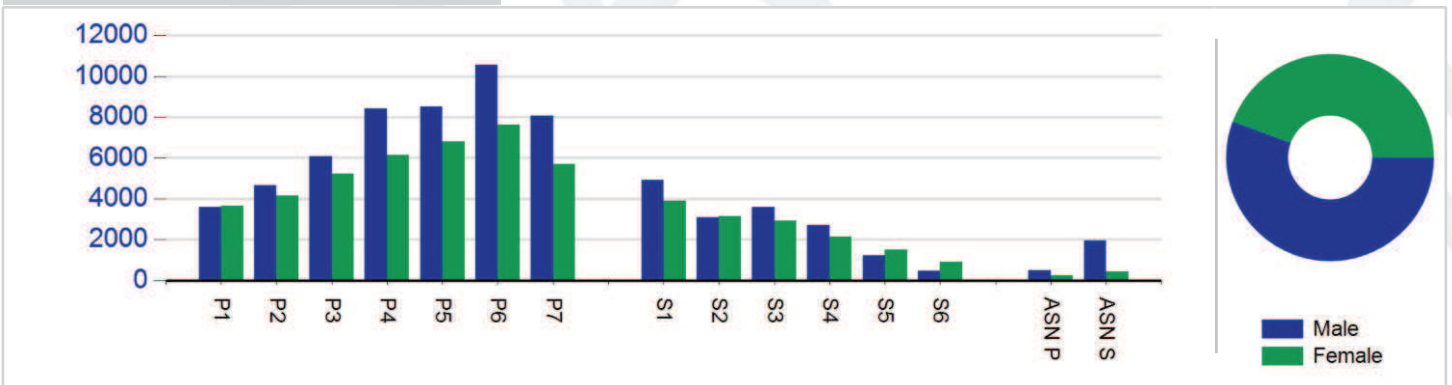
5. Deliverer Sessions are the 'visits' deliverers have made to activities. These figures do not represent the distinct deliverers, and should only be taken as indicative of delivery. Distinct deliverer information is only available at the local authority level.

6. Figures with N/A are not available for the 2008-11 phase of Active Schools. Charts which refer to information pre 2011 will show a huge increase from 0 – this is because we cannot include any 2008-2011 data at this level.

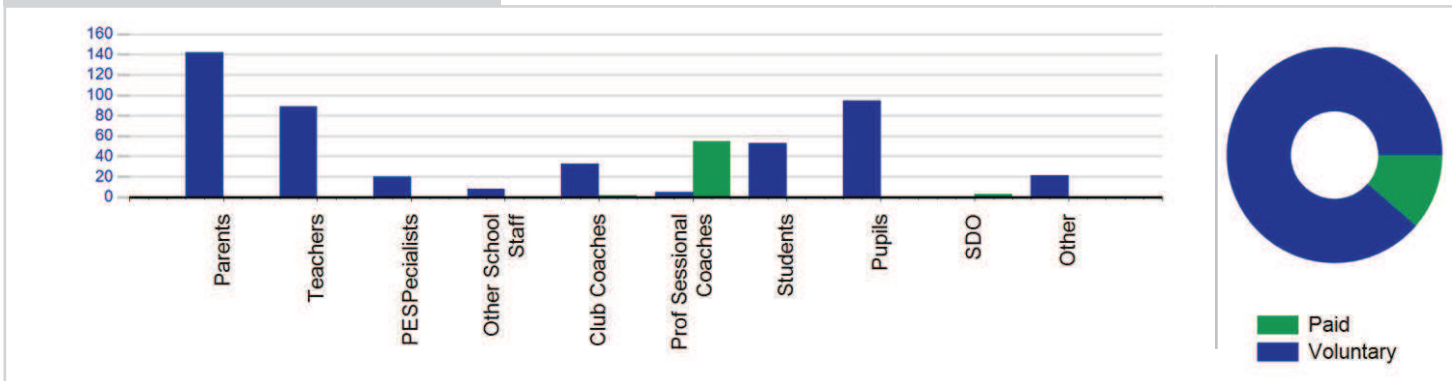
Participant Sessions 1 by School Type



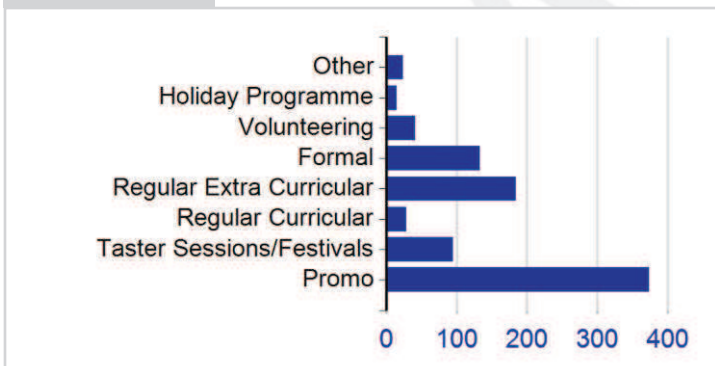
Participant Sessions 1 by Year Group and Gender



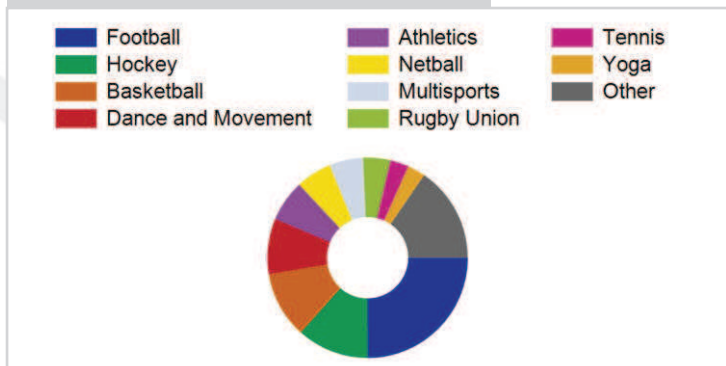
Distinct Deliverers 4



School/Club Links



Top 10 Activities by Participant Sessions 1



# Term Report: Aberdeen City Council

Academic Year : 2012/2013, Term(s) : Full Year

Putting sport first

**sportscotland**  
the national agency for sport

Participant Sessions<sup>7</sup> by Yeargroup and Gender

	Male	Female
P1	3,570	3,658
P2	4,640	4,160
P3	6,079	5,218
P4	8,411	6,130
P5	8,499	6,796
P6	10,557	7,631
P7	8,058	5,686
	0	0
S1	4,914	3,890
S2	3,084	3,156
S3	3,582	2,909
S4	2,698	2,122
S5	1,223	1,508
S6	460	887
	0	0
ASN P	501	234
ASN S	1,927	436
<b>Total</b>	<b>68,203</b>	<b>54,421</b>

Distinct Deliverers<sup>4</sup> by Type

	Paid	Voluntary
Parents	0	142
Teachers	0	89
PESpecialists	0	20
Other School Staff	0	8
Club Coaches	2	33
Prof Sessional Coaches	55	5
Students	0	53
Pupils	0	95
SDO	3	0
Other	0	21
<b>Total</b>	<b>60</b>	<b>466</b>

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## ABERDEEN CITY COUNCIL

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COMMITTEE	<b>Education, Culture and Sport</b>
DATE	<b>21 November 2013</b>
DIRECTOR	<b>Gayle Gorman</b>
TITLE OF REPORT	<b>Outdoor Learning and Educational Excursions Policy Review</b>
REPORT NUMBER:	<b>ECS/13/068</b>

---

### **1. PURPOSE OF REPORT**

The purpose of this report is to present to the Education Culture and Sport Committee a revised policy and guidance for Educational Excursions. The policy has taken into account new Scottish Government Guidance on Education visits published 31 March 2013.

The Council's existing policy is in three sections. Section A is the management arrangement for Educational Visits and has been the focus of this review. This is the only section that has undergone policy change.

Section B is policy and guidance on the delivery of adventurous activities. Section C is policy and guidance on buying adventurous activity services from External Providers. Whereas sections B and C will be updated to take into account ongoing changes, the policies of the Council will not change.

The current policy and guidance can be found at <http://www.aberdeencity.gov.uk/nmsruntime/saveasdialog.asp?IID=44542&SID=18154>

### **2. RECOMMENDATION(S)**

That the Education Culture and Sport Committee approve the proposed changes to the Council's Outdoor Learning and Educational Excursions Policy and instruct Officers to circulate the New Policy to establishments on 5<sup>th</sup> January 2014, to become live on 1st February 2014.

At this date the Existing Policy shall be replaced in its entirety with the New Policy, subject to the phasing in guidelines stated in section 7 below.

### **3. FINANCIAL IMPLICATIONS**

Any adjustments to personnel to provide the necessary support to the implementation and day to day management of the policy will be drawn from existing budgets.

### **4. OTHER IMPLICATIONS**

The Council implemented an updated version of its Outdoor Learning and Educational Excursions policy in August 2012. This was soon after an incident involving a visit to a swimming pool. One of the findings of HSE after the incident recommended that the Excursions Policy was reviewed after one year and any required changes made to its operational systems.

To facilitate this recommendation and initiate the review Education, Culture and Sport SMT on 9<sup>th</sup> April recommended the review begin in June 2013 with a view to its implementation after the October break 2013.

Providing and safely managing educational visits and off site learning involves a broad spectrum of stakeholders. The policy review group drew in a wide cross representation of the stakeholders and have contributed and been consulted with over the life time of the group that met four times:

Service Manager Early Years / Primary  
Policy and Advice Team (Legal Services)  
Early Years Partnership  
Primary Head Teachers Executive  
Secondary Head Teachers Association  
Additional Support Needs  
Communities Team  
Social, Health and Well-being  
Parent Council  
Directorate Support (Administration)  
Health and Safety  
Outdoor Learning and Educational Excursions  
Co-ordinator (Clerk)  
Adventure Aberdeen Team Leader (Chair)

This policy review has made a number of changes to the current policy, Outdoor Learning and Educational Excursions Policy and Guidance, in line with the new Scottish Framework for safe practice in off-site visits; Going Out There (GOT). The framework has been developed in partnership with the Health and Safety Executive (HSE), the Scottish Advisory Panel for Outdoor Education (SAPOE), Education Scotland and the Association of Directors of Education in Scotland (ADES).



The framework refreshes and updates the Health and Safety on Educational excursions (HASEE) 2004.

The main changes the updated policy proposes are:

- To change the name from Educational Excursions to Educational Visits as per new guidance
- To adopt the new Scottish Framework for offsite visits layout and content whilst retaining many of Aberdeen City's own policies and standards of operational management
- To provide a more enabling administrative system whilst still retaining safety oversight support and monitoring
- To reduce administration by reducing the number of forms and steps involved whilst increasing the number of examples and specimens
- To increase parental knowledge and understanding of the need to be able to take learners off site more regularly and on occasion without specific parental consent
- To enable establishments to make their own distinction as to what is a Routine and Expected visit and what is a one-off day visit depending upon the normal curricular practices of the establishment
- To provide generic risk assessments for different categories of visit that still require the visit leader to actively assess the risks involved
- To reinforce the requirement for Heads of Establishment and Visit Leaders to establish supervision ratios with the help of suggested ratios
- To re-emphasise that the Head of Establishment must authorise every visit however they must consult with the Adventure Aberdeen Team Leader on all visits abroad or ones that involve adventurous activities before giving final approval
- To direct visit leaders of groups with disability and equalities related matters to the Equalities Act (2010) and to sources of useful guidance related to this.

If the policy is adopted, this will require a title change of the Outdoor Learning and Educational Excursions Co-ordinator post to Educational Visits Co-ordinator (EVC) to reflect the new terminology in the policy. In accordance with the recent Council decision, the Service will pursue the appropriate channels to effect this amendment.

The new framework adopts a less bureaucratic approach, enabling and encouraging outdoor experiences through outdoor learning and off site-visits. This reflects the step change in approach to educational visits detailed in the HSE high level statement "School Trips and Outdoor Learning Activities" - Tackling the Health and Safety Myths and the Going Out There Framework.

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

Providing safe off site learning is a complex business when all the safety and legal responsibilities of the Council are taken into consideration.

Current thinking believes that over bureaucratic management discourages off-site learning, and that this is potentially more damaging to young people than exposure to real risks of the real world. Many examples of concerns of over protection can be found in the Convention on the Rights of the Child General Comment No. 17 in terms of the need for access to play, recreation and access to nature.

Finding the right balance between appropriate bureaucracy and necessary health and safety monitoring remains a difficult management task.

The Government report “Common Safety Common Sense” by Lord Young in 2010 spelt out that an over bureaucratisation was having a detrimental effect on schools and other learning centres and that staff moral and confidence in the face of this was at an all time low. The report proposed a number of changes including the abolition of the Outdoor Activities Licensing Authority. The report also urged the HSE to look seriously at its key messages and put measures in place to create an enabling culture and de-cluttering of the process to be involved in off-site learning and activities.

The new Scottish Framework for Safe Practice in Off-site Visits; Going Out There (GOT), reflects these changes in outlook, principally through the involvement of the HSE in its drafting. The proposed policy change which accompanies this paper also reflects these changes whilst retaining appropriate health and safety measures and support to staff.

## **6. IMPACT**

The implementation of this updated policy is intended to make it easier for our schools, community centres and other services working with young people and adults to leave the establishments behind and enjoy the stunning variety of local environments and be involved in visits to all the corners of the world. Between August 2012 and July 2013 there were 35 foreign visits from Aberdeen City.

The process of ‘Getting it right for every child’ involves outdoor play and recreational and activity - this being a part of our overall commitment to developing the health of our citizens and supporting them to reach their potential.

The curriculum for excellence has as a key component a commitment to embed outdoor learning in everyday learning. Experiences and outcomes are fundamental to the curriculum’s ethos and it is recognised that taking learning out of doors meets and delivers these.

This report is of interest to the public as it sets out how the Council are addressing step changes in health and safety directives and applying them to our learning establishments across the city.

## **7. MANAGEMENT OF RISK**

There are three types of risk associated with the implementation of policy related to educational visits. There are the risks to young people associated with the visits in taking our learners into the wider world, there are the risks associated with not taking young people our learners in to the wider world and there are the risks to the council of being found negligent of its policies and procedures whilst introducing and implementing the policy or in the event of a misfortune whilst leading a visit.

To mitigate the risks that can easily arise from introducing and implementing the new policy alongside an existing one the following arrangement will be in place.

From 6<sup>th</sup> January to 1<sup>st</sup> February 2014, information briefings will be arranged in all Associated School Groups.

All new visits planned after 1<sup>st</sup> February 2014, or for which documentation has not yet been submitted by 1st February 2014, will be required to use the New Policy, together with corresponding new documentation and procedures.

Visits which have been planned or initiated prior to 1<sup>st</sup> February 2014 which have submitted documentation under the Existing Policy, shall continue to use the Existing Policy, together with corresponding documentation and procedures, through to completion of that visit.

Where a visit has been planned or initiated prior to 1<sup>st</sup> February 2014 and documentation has been submitted, yet visit leaders wish to bring the visit under the requirements of the New Policy, the visit documentation shall require to be re-submitted using the New Policy regime and accordingly the visit will be governed by the rules of the New Policy.

The updated policy seeks to address the difficulty in finding the right balance when weighing up risk benefit analysis against opportunities and experiences we present to our learners. This revised policy, as with its predecessor, is centred around the need to provide real learning opportunities in the real world whilst providing relevant and proportionate Continuous professional Development, support monitoring, and compliance presence from supportive and experienced staff.

Risks of claims against the council are always possible and incidents and accidents on visits remain possible, though unlikely. Fortunately these are extremely rare as a result of the professionalism and training of our

staff. Public understanding of the need to “not wrap our children in cotton wool” is still developing.

This proposed policy aligns itself very closely to the new National Framework, Going Out There. It provides a lot of supportive information and guidance for staff and sets out very clearly how further information can be sought if required. Monitoring, training and qualification are key factors in the structure of the policy together with the roles and responsibilities of everybody involved. The presence of the health and safety team on the review group has had considerable input into how we train staff to recognise and manage risk in the field.

Twelve training briefings in the secondary school ASG areas will be delivered between 15<sup>th</sup> – 30<sup>th</sup> January to which Nursery, Primary, Secondary, ASN and SCW staff will be invited.

## **8. BACKGROUND PAPERS**

Going Out There; Scottish Framework for Safe Practice in off-site visits  
31 March 2013

Convention on the Rights of the Child General Comment No'17 (2013)  
on the rights of the child to rest, leisure, play recreational activities and  
cultural life and the arts (art. 31) Feb 2013

Common Safety Common Sense; Lord Young HM government 2010

## **9. REPORT AUTHOR DETAILS**

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# ABERDEEN

## CITY COUNCIL

**ABERDEEN CITY COUNCIL**  
**Education Culture and Sport**

**EDUCATIONAL VISITS POLICY AND GUIDANCE**

DRAFT

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# 1. Introduction and Benefits of Educational Visits

Aberdeen City Council promotes learning that enriches educational programmes of its schools and centres and accelerates the development of the learner. The Council acknowledges that learning experiences outdoors or away from the learning base are vital if the potential of every learner is to be achieved.

The Council believes that all young people in Aberdeen should be involved in outdoor learning, visits and activities and that these should be a normal and routine part of their learning journey. It believes an enjoyable, creative, challenging learning journey helps young people learn by experience and grow as confident and responsible citizens who value and appreciate their local and wider environment

Through the Curriculum for Excellence the Council recognises that learning is embedded in experience. By taking learning outdoors we can remove barriers that the traditional classroom can create and hence provide and first-hand, real-life experiences. Outdoor learning is hands-on and direct, and the knowledge that pupils gain from it is real, and unforgettable.

*. 'In essence, [the curriculum] must be inclusive, be a stimulus for personal achievement and, through the broadening of pupils' experience of the world, be an encouragement towards informed and responsible citizenship.'*  
(A Curriculum for Excellence)

Aberdeen's local and surrounding outdoor environment offers motivating exciting, varied, relevant and easily accessible activities from Pre-school years through to college and beyond. The Council endorses the of value young people enjoying positive experiences in a wide variety of settings as well as planned adventure and residential experiences.

Aberdeen has the sea, beaches, cliffs, old and modern cityscapes, forests, rivers, hills, lochs, farms, theatres, galleries, libraries, sporting facilities, parks, industries, hundreds of miles of local foot paths and cycleways, Deeside and Donside, a National Park on its doorstep, a residential outdoor centre and a host other educational destinations.

This is a corporate policy for all young people and adults in the Council's care. It seeks to make the most of the vast learning potential of the places above and beyond, whilst at the same time supporting leaders and staff to have the confidence that appropriate management systems are in place that meet legal and local authority requirements. This policy is based on the government's framework for safe practice in off site visits "Going Out There" June 2013. The framework refreshes and updates the Health and Safety on Educational Excursions (HASEE) guidance.

The framework, and subsequently this Policy, adopts a low bureaucracy, enabling approach to outdoor experiences and off-site visits. Reflecting the step change in approach to educational visits detailed in the HSE high level statement, "School trips and outdoor learning activities; tackling the health and safety myths"

## **Benefits of Outdoor Learning, Visits, Outdoor Education and residential**

The benefits of taking the learner out of doors, off site and being involved in activities at home or away are very well documented. The Curriculum for Excellence recognises this at all its stages and encourages progressive outdoor learning experiences delivered through a combination of school / centre outdoor learning and residential programmes.

**Outdoor Learning** is the phrase that refers mostly to taking the curricular study areas out of doors into the school area, local community, woods, park or beyond. For Early Years and Primary this approach is proving to be highly effective with real environments and sites being used creatively, usually working in small groups with exploratory and enquiry based techniques, as a way of making learning more exciting and engaging.

**Visits** cover a huge range of experiences from a walk to the local church to international expeditions, and is the term normally used to refer to an activity where a place is visited that

enriches the learning process. Experiences that add relevance, depth and real life to the curriculum make a huge difference in the learning process and is widely believed to accelerate the development of the learner.

**Outdoor Education** normally involves adventurous activities. This is mostly an educational approach undertaken in the upper primary and secondary / community phases and is often combined with residential experiences. It involves active learning through direct personal experience. Activities and opportunities focus on group work in the outdoors in the pursuit of predetermined educational objectives and outcomes. The scope and nature of Outdoor Education opportunities are designed to meet the needs of the individuals and group taking part. Different groups will concentrate on different types of learning and outcome.

The Outdoor Education process requires many things of participants including the need to plan, prepare, listen to instructions, work in small teams, exercise responsible and respectful behaviour, rise and aspire to challenges, learn and develop new skills, promote positive attitudes to peers and the natural environment and goal set to improve / do better.

**Residential Experiences** offer unique opportunities to encounter the practical realities of living and working together away from home, family and familiar surroundings. They provide a powerful vehicle for developing self awareness and social skills. Residential experiences with an adventurous activity focus provide situations in which participants can gain personal fulfilment whilst developing the skills of co-operation, communication and teamwork, and developing the concepts of responsible and respectful behaviour. They can boost confidence and open the door to a lifetime of enjoyment and activity out of doors.

## 2. Effective Practice in Managing Educational Visits Safely

The ability and competence of front line staff to plan and manage a dynamic situation in a safe and appropriate way is a key contributor to safe and successful practice in the different types of educational visits in this policy.

This is underpinned by;

- The Council supporting the Heads of Establishment
- Heads of Establishments supporting, identifying and developing staff with the right competencies and experience for leading different types of visits
- Staff being given training and other opportunities to develop their knowledge, skills and confidence in planning, organising and leading activities or visits
- All staff having access to resources and relevant and competent technical advice

The Council has a duty to provide appropriate information and training to all their employees. It will also monitor the effectiveness of their management and delivery of educational visits. This will be a blend of systems monitoring and on the ground monitoring.

The Council will also support staff in the delivery of activities by ensuring that the identification and assessment of the risks involved has been completed prior to participation and that proportionate control measures are understood and implemented to deal with the risks identified.

The council recognises that generic risk assessments are very useful and has produced specimen assessments in this policy to help staff when compiling their own "living assessments".

This policy describes the Council's arrangements for planning, approval / consultation, monitoring, training and supporting staff to lead educational visits with increasing confidence and competence. Heads of Establishment should ensure staff have ready access to this policy and guidance and that they know how to gain easy access to specialist competent advice.

### How this policy works

This is a Corporate policy for all Aberdeen City Council Services that lead and support groups of young people and adults. Support structures for ECS and SCW are in place to ensure the required level of monitoring, support and back up.

The policy supports visits categorised into the following six headings;

1. Routine and Expected visits
2. Day visits
3. Residential visits
4. Visits Abroad
5. Visits involving adventurous activities
6. Duke of Edinburgh award expeditions

The policy is designed to gather information so the Council can support, monitor, advise and if the situation arose, provide emergency back up. It is envisaged that a lot of routine and expected visits will take place across the city that may be monitored retrospectively if required for quality and standards purposes.

Decisions will need to be made at establishment level as to what is routine and expected curricular activity and what is a day visit. This will be different in and across establishments depending on previous and future normal practise of the establishment.

Advice on any part of the policy can be sought from the Educational Visits Co-ordinator and the Adventure Aberdeen Team Leader.

The policy relies on electronic administration to notify, consult and feed back information. This is all sent to one email address at Balgownie [ACCvisits@aberdeencity.gov.uk](mailto:ACCvisits@aberdeencity.gov.uk) who pass the

information on as appropriate to officers for information and in some cases compulsory consultation.

Day visits outside the city boundary are asked to be registered so the council can build a picture of where its learners are going and a record is stored for emergencies.

For residentials the QIO or Service Manager is informed. For foreign visits and those involving adventurous activities the Adventure Aberdeen Team Leader is compulsorily consulted with providing an overview from outwith the establishment

In all cases the Head of Establishment remains the authoriser of visits.

The policy provides a lot of guidance and useful information on how to plan and carry out visits to the required safety and quality standards. Over time, some of the information will change as national and local guidance / policy changes. This will be updated electronically as soon as possible.

### 3. THE ROLE OF THOSE INVOLVED IN A VISIT

To operate successful and safe visits the Council is required to have staff throughout its structure that take responsibility for the different aspects of leading and assisting on visits.

The following is a guide to the roles and responsibilities of staff, participants, parents and carers and other adults involved. Part 1 is a brief summary; part 2 contains much more detailed information on specific roles.

#### **PART 1 - Summary of roles**

- **The Role of Senior Officers**  
The chief executive, directors and heads of service are responsible for ensuring a policy is in place that measures up to best national and local practice and is compliant to current legislation
- **The Council**  
As employer the Council is responsible for the actions of its staff whilst acting in the line of their employment. By association this includes the safety and well being of employees and the people in their care on visits. To ensure these responsibilities are met, Aberdeen City Council includes a range of functions within senior management staff to ensure systems are in place for informing, training, supporting and monitoring staff who lead visits.
- **Quality Improvement Officer**  
The person who has an involvement in the educational quality and learning opportunities presented by residential visits and visits abroad.
- **Service Manager**  
For Social Care & Wellbeing, and Communities Team ECS, -the person who has an involvement in the educational quality and learning opportunities presented by residential visits and visits abroad.
- **Directorate Support**  
The team who will provide administration and data management of policy related documents (forms etc).
- **Adventure Aberdeen Team Leader**  
The person who has a lead role for the visits policy, provides specialist advice and consultation on adventurous activities and visits / expeditions abroad.
- **Educational Visits Co-ordinator**  
The person who manages and monitors the day to day functions of the policy and provides training, and advice and guidance to all staff.
- **Head of Establishment**  
The person who has overall responsibility for establishment policy and procedure and who authorises visits from that establishment
- **Visit Leader**  
The person leading the visit, and directing visit assistants
- **Visit Assistant**  
The person / staff / volunteer supervising a sub group of the whole visit group
- **Volunteers**  
Non employees of the establishment who help on a visit with the permission of the Head of Establishment

- **Base Contact**  
The person at the establishment (or at home) who acts as a link between the visit, the parent / carers and the Council
- **Activity Leader**  
The person who is leading the activity element within a visit / activity session. This can be the Visit Leader or another employee from an external agency or internal service
- **Participant**  
The person being led on the Visit
- **Parents / carers**  
The home support who consent to their child taking part and provide relevant information

## **PART 2 - Further detailed information on specific roles.**

### **The Role of Quality Improvement Officer (QIO), Service Manager – Social Care & Wellbeing, and Communities Team ECS**

- Provide support to Heads of Establishment who are required to authorise and monitor visits from their establishment / services. This should not only be for safe practice but also in respect of educational outcomes. Prior to authorisation being given, QIO's are encouraged to discuss foreign visit plans / ideas with the Head of Establishment
- To be notified of residentials (GB) for information purposes.
- Ensure adequate training is available and Heads of Establishment

### **The Role of Directorate Support**

- Receive, acknowledge and store notifications of all reportable visits.
- Maintain data bases of all visits data
- Forward information to QIO's / Service Managers as appropriate.
- Forward information to the Adventure Aberdeen Team Leader as appropriate.
- Act as a back up link between the establishment base contact and the Council

### **The Role of the Adventure Aberdeen Team Leader**

- Advise the Educational Visits Co-ordinator, Council Officers and establishment staff on specialist subject areas related to visits and adventurous activities
- Lead on policy development, monitoring, audit and compliance
- Promote educational visits and outdoor learning / adventurous activities
- Provide or source information on legal, transport, insurance, health and safety, emergency procedures, specialist training, external providers,
- Report to SMT on visits as required,
- Provide (compulsory) consultation on adventurous activity visits / activities.
- Provide (compulsory) consultation on visits / expeditions abroad
- Lead on providing or advising on training courses for establishment staff wishing to lead adventurous activities (CPD programme)

### **The Role of the Educational Visits Co-ordinator**

- Provide advice and guidance to Heads of Establishment, Visit Leaders, accompanying staff, volunteers on procedural matters related to the policy
- Embed the policy and ensure it is updated with any local or national policy or lessons learned
- Provide training materials and courses as required on visits including risk assessments
- Collate data from visit notifications and report to DLT as required.
- Manage monitor and review visits data and ensure its availability for audit / support / CPD and emergency procedures / tests
- Manage the contracts and annual register for external providers of adventurous activities and foreign expeditions.

- Manage the data base of Aberdeen City Establishments adventurous activity leaders and co-ordinate CPD as appropriate
- Support establishments with internal checks of equipment maintained for adventurous activities, bike maintenance, climbing walls, etc.

### **The Role of the Head of Establishment**

The Head of Establishment is expected to follow and implement this guidance to ensure their responsibilities are fulfilled and that off-site visits can occur frequently and regularly and are managed safely. Heads of Establishment should ensure that the Visit Leader is competent to manage and monitor the risks throughout the visit

When authorising the visit the Head of Establishment is agreeing that it meets the establishments and councils expectations for purpose and justification as well as the other elements relating to safety, quality and best value

It is the Heads of Establishment role to:

- Provide a rich and varied programme of opportunities for pupils / young people to learn away from the establishment and that this programme is underpinned by safety systems and educational outcomes and that it should be structured and progressive to gradually develop confidence, independence and responsibility
- Ensure parents are made aware of the Establishment's normal and expected routines for visits and off site learning, specifically concerning consent and information home. Also that signed acknowledgement of the councils terms and conditions is collected from parents at least once per year
- Authorise visits from their Establishment. Heads of Establishment are encouraged to discuss future residential and foreign visit plans / ideas with their QIO. (for visits in the distant future internal establishment procedure may ask for a concept visit plan to be authorised by the head of establishment before further detailed planning is undertaken)
- Submit authorised visit plans to directorate support within the requested timescales
- Receive back from directorate support acknowledgement of visits which are adventurous, residential or abroad
- Receive back consultation comments from Adventure Aberdeen Team Leader for foreign or adventurous visits / activities.
- Act / pass onto the Visit Leader any advice / requests as appropriate.
- Ensure administrative systems are in place to check that this policy is applied to all visits especially with respect to the training and competence of Visit Leaders and that they have the (documented) skills to measure and manage the hazards involved
- Ensure that parents have been appropriately informed
- Ensure adequate first aid provision will be available
- Ensure the Council's policy for administering medicine has been followed
- Ensure travel arrangements are appropriate
- Ensure there is adequate insurance cover in place
- Ensure that an appropriate signed off risk assessment is in place for each visit and that proportionate safety measures are in place
- Ensure that roles and responsibilities of assistants and volunteer helpers are clear and that they have the skills required
- Ensure that ratios of staff to visit participants are adequate
- Ensure appropriate child protection procedures are in place
- Make time and resources available for staff to train and develop their expertise in the skills and knowledge required to organise and lead visits of all types
- That a base contact is established and communication line are clear to all staff
- The emergency arrangements are in place and have been communicated to all those who need to know
- There is a contingency plan, with clear lines of responsibility, which will cover incidents such as adverse weather, travel delays and late return home



### **The Role of the Visit Leader**

Visit Leaders must consult with their head of establishment and where appropriate seek advice from support officers with regards to up-to-date agreements about practise and procedure for visits. Those in charge of visit participants have a common law duty to act as any reasonable prudent parent would and do their best to ensure the health and safety of everyone in the group

It is the Visit Leader's role to:

- Manage all elements of the visit either directly or indirectly
- Prepare and submit a visit plan to the Head of Establishment. (for visits in the distant future internal establishment procedure may ask for a concept visit plan to be authorised by the head of establishment before further detailed planning is undertaken)
- Obtain approval for the visit plan from the Head of Establishment
- Ensure that the visit and activities are suitable for the group, and that they are able to control and lead the participants in the proposed location / site and activity
- Communicate with parents / cares ensuring they have information about the visit (series of visits) and that they have consented to their child going and given emergency contact details / medical / swimming info as appropriate
- Have enough information about the participants to assess their suitability for the visit or be satisfied that their suitability has been assessed and confirmed
- Ensure that an appropriate signed off risk assessment is in place and that proportionate safety measures are in place
- Ensure the ratio of staff to participants is appropriate to the needs of the group
- Ensure that a Base Contact has been appointed and two-way communication will be possible
- Ensure that all accompanying adults, whether employees or volunteers, are given responsibility within their level of competence and have been briefed on the purpose of the visit and their roles and responsibilities
- Ensure that if the event is shared with another group that responsibilities and communication lines are very clear as to who is in control of events at different times
- Be aware of child protection issues and have measures in place to protect children and staff / volunteers as required
- Ensure that appropriate first aid kits and cover are available.
- Ensure the whole group are clear as to who is in charge at any one time. If the group is being led at times by other activity leaders / instructors / tutors, clear handovers must be in place. e.g. at the beginning and end of an activity session, lunch time, snack time
- Ensure that when visit group(s) are being "handed over " to other activity leaders, instructors / tutors (from inside or outside the Council) that matters related to the continuation of the full duty of care have been considered and that they have relevant details of participants with special educational or medical needs
- Ensure all relevant medical / dietary needs of all participants and group leaders have been collected, assessed and provided for
- Arrange for clearly understood delegation in his/her absence
- Make appropriate and adequate preparations for emergencies in conjunction with the Base Contact and ensure that all accompanying group leaders are familiar with these procedures
- Establish an appropriate contingency plan to deal with emergencies, staff illness, and delays
- Carry out dynamic risk management while the visit takes place
- Carry out an evaluation of the visit on return to base to help to inform future visits
- If appropriate, obtain accredited activity leader status from the Adventure Aberdeen Team Leader to lead visits involving adventurous activities. This is required if the Visit Leader is actively leading the adventurous activity themselves

### **The Role of Visit Assistants**

Other staff assisting the Visit Leader are acting on behalf of the Establishment at all times. After the Visit Leader has carefully briefed a visit assistant they can help with the running of the visit / activity and be part of the supervision ratio where competent to do so

They should do their best within their level of experience and training to ensure a successful and beneficial outcome of the visit. assistants have a common law duty to act as any reasonable prudent parent would and do their best to assist the Visit Leader to ensure the health and safety of everyone in the group

As such they must:

- Be made aware of the visit plan and any relevant risk assessments
- Be briefed on and understand the expectations of them and the limits of their responsibilities
- Do their best to ensure the successful and beneficial outcome of the visit especially in terms of Health and Safety of everyone in the group. This will be done by following the instructions of the Visit Leader and helping with control and discipline.
- Be briefed on and understand the educational purpose of the visit, its proposed programme, any adjustments to that (i.e. Plan B's), and the emergency procedures to be followed in the unlikely event of an incident or accident.
- Notify the Visit Leader if they think there is a risk to the health and safety of visit members.

### **The Role of the Volunteer**

Volunteers can play a vital role in the enabling and success of visits. They can help with the running of activities and be part of the supervision ratios where competent to do so. A volunteer's actions are covered by the Councils insurance as long as they are in robust supervision structure and they have been made aware of their role and responsibilities and the limitations of these.

Volunteers should be carefully selected and specifically briefed and prepared for their role. They have the same responsibilities as visit assistants. Some Council services have a volunteer agreement for documenting roles and duties to be undertaken. This is where expectations for a visit could be recorded.

### **The Role of the Base Contact (Establishment)**

Every visit requires a person to be assigned to the role of Base Contact (establishment emergency contact person). This is a responsible person with whom information and emergency contact details are left while the visit is away. This person needs to ensure they are contactable at all times by any of the above mentioned people. The Base Contact provides the primary two-way communication link between the visit, the establishment, families, the council and service providers. As such they must:

- Be contactable by the Visit Leader and parents / carers. In the case of a residential visit they must be contactable by QIO's / Service Managers.
- Keep copies of all information throughout the visit (itineraries, venues, return times, group lists, emergency contacts etc.)
- Be familiar with and prepared to raise an alarm to appropriate officers / services if return times without word from the group etc have expired. This would be in an establishment's normal emergency procedure.
- Be able to contact the Head of Establishment or Senior Establishment staff.

### **The Role of Activity Leaders / Instructors / Tutors / Rangers / Specialists**

In many instances the Visit Leader "hands over" the group to an activity leader / specialist to manage the main purpose for the visit. In this hand over the Visit Leader does not hand over all their delegated responsibilities for the Duty of Care of the visit members and a partnership relationship is in place. The Visit Leader, assistants or volunteers have the responsibility to stop the activity or withdraw individuals if they feel it to be in their best interest. For further information on duty of care see \*\*\*

To be able to do this visit, staff must have a good idea as to what is happening with the group by either being present or being instantly contactable by the activity leader / specialist.

### **Professional activity specialists would be expected to:**

- Conduct activities in accordance with best practice set out by activity National Governing Bodies or best practice guidance of activity professionals
- Work to any specific requests made by the Visit Leader
- Work to Aberdeen City Council's policies of best practice for the safe management of activities (section B of this policy) or their own if they would be classed as a higher standard
- Conduct activities in a safe and professional manner in its widest sense. (See visits / activities with internal council services or external providers \*\*\*)

### **The Role of Visit Participants**

Visit participants must be made aware of the purpose of the visit and its programme. For many visits an agreed code of conduct is useful to set base line behaviour expectation. Where appropriate they should be advised on what to do in the event of emergencies and their role in achieving a beneficial and successful outcome. In particular visit participants must be required to:

- Follow instructions of the Visit Leader and other members of staff including those delivering specialist activities from other Council services or external providers.
- Dress and behave sensibly and responsibly.
- Look out for anything that might hurt or threaten anyone in the group and tell the Visit Leader or other member of staff about it
- Take no unnecessary risks
- If abroad, be sensitive to local dress codes and customs.
- Agree to and follow a code of conduct for the duration of the visit. (being made aware of the Council's terms and conditions for off-site visits / activities may be useful)

Any participant whose behaviour may be considered to be a danger to themselves or to the group may be stopped from going on the visit.

Where the visit participant is an adult (18+) they will be expected to sign a self-consenting form V4 declaring that they understand the nature of the visit / activities and agree to taking part and that they are fit and able to do so.

### **The Role of the Parent / Carer**

Parents / Carers have an important role in taking an informed decision on whether any visit / activity is suitable for their child. The Visit Leader must ensure that parents/carers are given sufficient information about the visit / activity and are invited to any briefing sessions.

The Visit Leader should also tell parents / carers how they can help prepare their child for the visit by, for example, reinforcing the visit code of conduct and making them aware of the Council's terms and conditions for all visits.

Parents / carers will be asked to sign an acknowledged understanding of the council's terms and conditions for all visits at least once per year.

Special arrangements may be necessary for parents / carers do not have English as their first language.

Subject to their agreement, parents / carers must:

- Give or refuse consent for their child going on a visit required
- Inform the Visit Leader about any medical, dietary, physical conditions of their child relevant to the visit
- Provide details of where they can be contacted if required.

Parents and carers signing consent for visits with young people (16-18) and adults with additional support needs are required to ensure that, where possible, the young person or adult also sign for their involvement and suitability for the visit / activity.

## 4. IDENTIFYING, DEPLOYING AND SUPPORTING STAFF

The Head of Establishment, who approves all educational visits, should match the demands of the visit to the competence and experience of the individual staff who may be interested in leading / participating.

For **routine and expected visits** in the local area / city or to local facilities, no additional competences over those of a competent professional working on-site should be required.

For **day visits** much will depend upon the visit destination and the supervision demands it provides. Heads of Establishment should decide who is competent to lead, however some staff may need experience of group coach travel and supervising groups in public places.

For **residential** visits Heads of Establishment should decide who is competent to lead. However, staff may need experience of routine and day visits and assisting with residentials before acting as leader.

For **overseas visits**, Heads of Establishments should decide who is competent to lead. However, normally staff will need experience of the above three types of visit and of assisting on and overseas visit before taking the leadership role.

For **adventurous activities** (section B), the Head of Establishment should decide who is competent to lead in terms of professional, teaching and group leadership skills off site. There is a requirement to consult with the Adventure Aberdeen Team Leader before staff lead an activity where technical skills and competences are required. Staff holding valid awards should complete form V7 to register to lead adventurous activities with the council.

The council holds a data base of leaders of adventurous activities see \*\*\*

Heads of Establishment should ensure that a structured and supported induction process is followed and documented as staff undertake their visit leading “apprenticeship” over time. This will in most cases involve monitoring training needs and making the required CPD available and having a mentoring system in place as staff work along side more experienced colleagues on a range of visits.

Specific support for Visit Leaders, in addition to ensuring they have easy access to this policy and guidance, will in most establishments, be direct access to an in-house advice on visits and additional field monitoring by a senior member of establishment staff.

A key area for development of professional skills and competence is the ability of the Visit Leader to make dynamic risk assessments that take account of changing circumstances and events and cause them to respond appropriately.

## 5. VISIT TYPES AND ADMINISTRATION PROCEDURES

### 1. Routine and Expected Visits

Early / primary within school zone or walking distance

Secondary / community within City boundary

- Generic or specific Visit Plan created and authorised / block authorised by Head of Establishment. Establishment tracking system in place
- Generic / block parental consent on V4 (annually / termly) accompanied by a letter with tear off slip (see specimen letter \*\*\*)
- The Council may ask for quantity of these events for standards and quality monitoring

### 2. Day Visits

- Visit plan created, authorised (electronically) by Head of Establishment and submitted no less than 1 week to [ACCvisits@aberdeencity.gov.uk](mailto:ACCvisits@aberdeencity.gov.uk) for registration and acknowledgement
- Letter / info home (see specimen letter \*\*\*)
- Parent / Carer consent on form V4 or letter tear off slip

### 3. Residential Visits (includes camping and sleeping on coaches)

- Visit plan created, authorised (electronically) by Head of Establishment and submitted no less than 4 weeks to [ACCvisits@aberdeencity.gov.uk](mailto:ACCvisits@aberdeencity.gov.uk) for registration and acknowledgement
- ACCvisits inform QIO / Service Manager
- ACCvisits inform AATL if adventurous activities are involved for (compulsory) comment and acknowledgement back and copy in QIO
- Letter info / home (see specimen letter \*\*\*) with information pack if required.
- Parent / Carer consent on form V4 (this may need to be done twice if the visit is a long time in the future)

### 4. Visits Abroad

- Visit plan created, authorised (electronically) by Head of Establishment and submitted no less than 6 weeks to ACCvisits for registration and acknowledgement
- ACCvisits inform QIO / Service Manager
- ACCvisits inform AATL for consultation (compulsory) and acknowledgement back and copy in QIO
- Letter info / home (see specimen letter \*\*\*) with information pack if required.
- Parental consent on form V4 (this may need to be done twice if the visit is a long time in the future)

### 5. Visits involving adventurous activities

- Visit plan created (for one off or series of events), authorised (electronically) by Head of Establishment and submitted no less than 2 weeks to ACCvisits for registration and acknowledgement
- ACCvisits inform AATL for consultation (compulsory) and acknowledgement back and copy in QIO
- Letter info / home (see specimen letter \*\*\*)
- Parental consent on form V4 for one off or series of events.

### 6. Duke of Edinburgh's Award Expeditions

For training events, i.e. activities that are not notifiable D of E events involving green forms follow guidance above for Day, Residential or Adventurous visits.

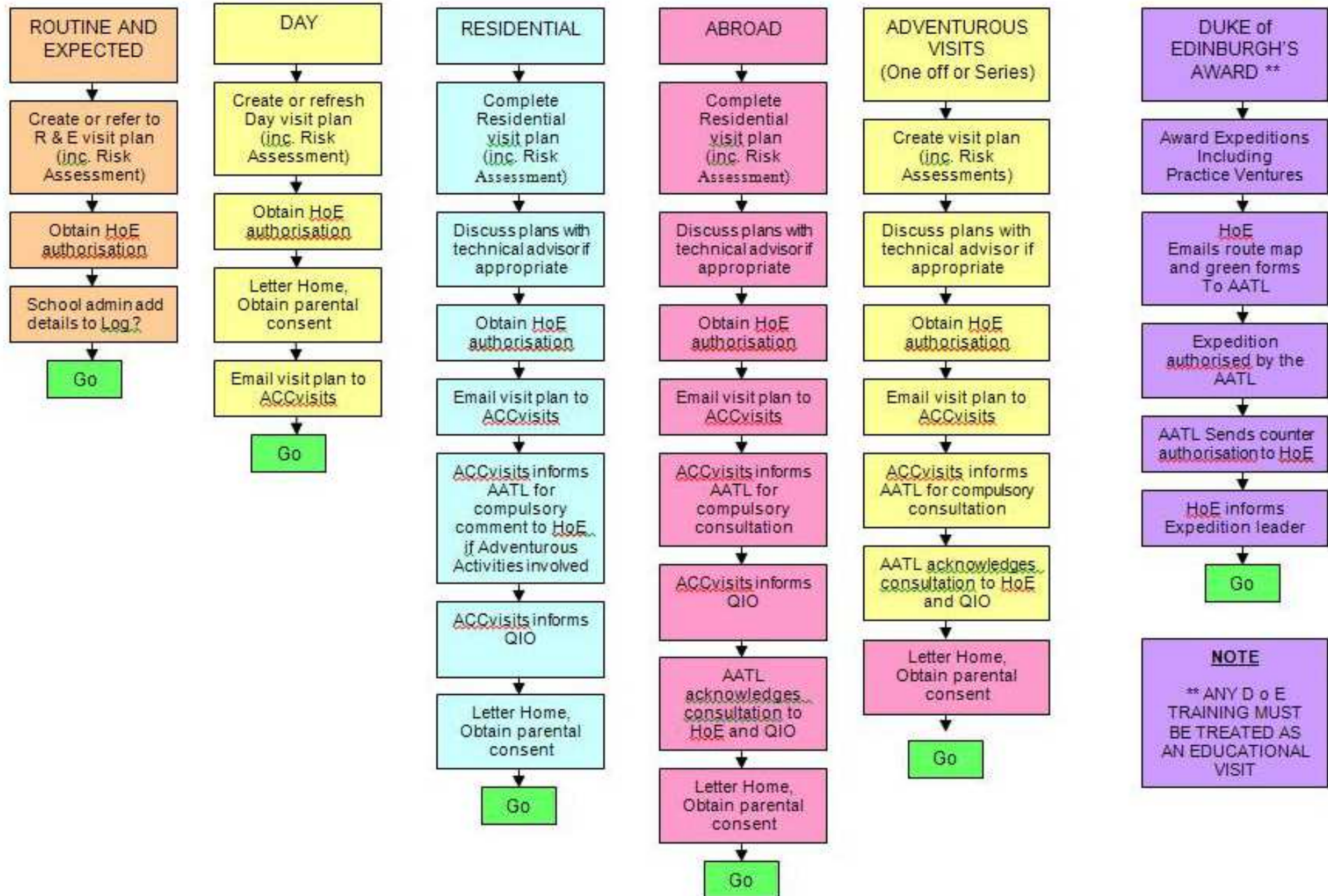
For practice or qualifying expeditions involving green forms;

- Expedition plans (route maps and green forms, not route cards) sent to the Adventure Aberdeen Team Leader (forwarded) from Head of Establishment no less than four weeks before the expedition, preferably by email [jkitching@aberdeencity.gov.uk](mailto:jkitching@aberdeencity.gov.uk). The green form must state who the supervisor for each group is and state their qualification / training for leading groups.

- AATL acknowledges receipt and authorises route sending email to Head of Establishment (who should forward to named D of E leader on letter), AATL copy in D of E Development Officer for info and Visits Co-ordinator for logging

For visits that do not fall within the above categories, advice should be sought from the Educational Visits Co-ordinator.

## PLANNING A VISIT – PROCEDURAL FLOWCHART





## **6. PLANNING VISITS**

### **6.1 Introduction**

Whatever type of visit is being undertaken, a visit to the local park, museum or swimming pool, a residential visit to Europe or an adventurous expedition to Nepal, time given for preparation will ensure good planning, maximise potential benefits of the experience and help minimise the risk from any incidents

The planning process and time taken should be proportional to the activity. More complex visits and activities will require more planning, involve more people and take more time. The head of establishment must satisfy themselves that the person planning the visit is competent and has the necessary level of experience and if appropriate, access to relevant technical advice.

### **6.2 Preparing a visit plan**

A visit plan needs to be in place for all visits. The visit plan outlines who is to do what and when. The amount and content and detail in the Visit plan will be determined by the nature of the visit itself. It is sufficient for routine and expected visit plans to be reviewed and refreshed on an annual basis or where circumstances change significantly.

The visit plan will, as well as managing the safety of the visit, help to ensure a successful and meaningful visit by focussing on the benefits of the activities and clearly setting out the aims and objectives

A visit plan should be thought of in three parts

1. Prior to the visit
2. During the visit
3. Following the visit

The visit plan is the means of internal establishment information and authorisation and for submitting to the Authority if required for consultation, logging, monitoring, support and emergency back up purposes.

Examples of visit plans are in the visit summaries for the different types of visit.

### **6.3 Establishing ratios**

#### **Supervision Ratios**

It is important to have suitable ratios of adult supervisors for any visit. Heads of Establishment and Visit Leaders may use the ratios below as a guide. It is widely recognised that supervision ratios are normally arrived at through the risk assessment process, for this the following must be taken into consideration.

- Sex, age, maturity and ability of the group;
- People with Additional Support Needs;
- The nature of the activity;
- Experience of the adults in off site supervision;
- Duration and nature of the journey;
- Type of accommodation;
- Competence of staff, both general and on specific activities;
- Competence and behaviour of visit participants;
- First aid cover

For visits with an overnight element close regard must be given to ensure adult supervision is appropriate to the male / female composition of the group.

	<b>Day Visits</b>	<b>Residential Visits GB</b>
Under 1 year	1 : 1	Head of Establishment's discretion
1 – 3 yrs	1 : 3	Head of Establishment's discretion
Nursery	1 : 4	Head of Establishment's discretion
P1 – P3	1 : 6	Head of Establishment's discretion
P4 – P7	1 : 12	1 : 10
Secondary Age	1 : 15	1 : 15
Adults	1 : 15	1 : 15
<b>People with Additional Support Needs (ASN)</b>		
At the discretion of the Head of Establishment but not more than those for similar age groups		

When determining staffing levels, Visit Leaders should:

- Recognise that large parties create special supervisory problems and should be sub-divided for activity purposes.
- Be aware that small parties with minimum staffing are very vulnerable to staff illness or accident. This eventuality needs serious consideration at the early planning stage, especially for extended visits and visits abroad.
- Allow for the possible reduction in effectiveness of any member of staff who is accompanied on the visit by a close relation. This may be particularly relevant in an emergency situation.

Where leaders operate alone, the group should be trained and briefed on what action to take in the event of leader incapacitation. An assistant leader, able to look after the group and raise the alarm, should be present if the group would be at significant risk were the leader incapacitated.

For visits to swimming pools read the specific guidance in appendix 1. \*\*\*

Leaders of visits involving adventurous outdoor activities must be familiar with the ratio stated in the adventurous activities section of this policy. Section B

### **Staff briefings**

The Visit Leader will normally wish to involve as many of the accompanying staff as possible in the planning stages of a visit. At least one formal briefing meeting for all staff is desirable prior to the visit.

It may be appropriate for the Head of Establishment to attend this briefing. At this meeting the Visit Leader should ensure that:

- All staff are aware of and support the visit's objectives
- All staff are aware of significant hazards and safety measures to be followed
- All staff understand and accept their responsibilities
- Procedures to be adopted in the unlikely event of an emergency are clearly understood

Occasionally senior staff to the Visit Leader may be included in the party. In such circumstances the overall authority of the Visit Leader should be agreed prior to departure.

## **6.4 Communications with Parents / Carers**

The majority of visits are a normal part of educational provision and are classified as 'Routine and Expected'. For these visits parents should be informed about the range of activities their child might be involved in and it should be explained that parents will be kept informed about the general plans for routine and expected visits. However it should also be explained that they may not be informed every time their child goes off site. This annual / termly communication and (block) consent must include the terms and Conditions that Aberdeen City Council place on all off-site visits

Consent form (V4) should be given to parents termly or annually or at an induction to cover these sort of routine and expected activities and a letter home with a tear off slip can be used as required to inform parents / acknowledge understanding of any specific details as required. See specimen letter with tear off slip \*\*\*\*\*)

All establishments are encouraged to agree with participants and parents the need for adequate outdoor clothing and footwear to be provided for all year round site activity / visits as a normal part of everyday experience

For visits that cannot be classified as Routine and Expected, parents must have been appropriately informed about the purpose, nature and demands of the visit with the appropriate visit letter (see\*\*\*) so they are able to make informed choices about it's suitability for their child, and prepare them appropriately for the experience.

Further guidance on providing information to parents is found within each relevant visit summary chapter.

## **6.5 Parental / Self Consent and Medical Information V4**

The majority of visits are routine and an expected part of educational provision and are referred to within this policy as "routine and expected visits". For this category of visit the process of gathering consent and informing parents should be kept as simple as possible and must not be restrictive. Recommendations for good practice can be found in visit summary \*\*\*\* "Routine and Expected Visits".

Visit specific consent is usually only requested for activities or visits that involve a higher level of safety management. These include

- Some day visits
- Residential visits
- Visits abroad
- Adventure activities
- Where remote supervision is involved

See the appropriate visit summaries for examples of consent forms for these different type of visit.

For routine and expected visits and the majority of day visits, the medical and contact information which has been obtained at the start of the school session (or other appropriate point) is sufficient.

It is recommended that for more complex visits parents are asked to provide an update on any medical issues as part of the visit specific consent.

If parents withhold their consent the participant must not be taken on the visit, this will require the Head of Establishment and Visit Leader to consider other ways for the curricular aims of the visit to be delivered if possible. If parents give a conditional consent, the Head of Establishment will need to consider whether the participant may be taken on the visit or not.

For participants of 16 and 17 years (young person) a degree of self-certification can be exercised; however the Council request a counter signature is gained by parents for visits involving adventurous activities or a residential element.

For over 18 year olds, it is important that participants authorise their participation on the understanding that they have been fully informed of the nature of the visit / activity, the possible demands placed upon them and that they are fit to take part. In cases of adults with special support needs the signature of a parent or carer is required.

Parents / carers must be asked to agree to the participant receiving emergency treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities. If parents / carers do not agree to this, Heads of Establishment may decide to withdraw the participant from the visit given the additional responsibility this would entail for the Visit Leader.

## 6.6 Preparing participants

It is good practice to prepare participants so they understand the aims and nature of the visit. Education beyond the establishment boundary, often where the risks are greater, is an important aspect of young people's development and participants should take part in the planning, implementing and evaluating their own contribution to visits where possible

Consideration should be given to ensuring that participants understand

- The nature and demands of the visit
- The supervision arrangements including which adult is responsible for them at any one time
- The standards of behaviour at all times
- What to do in the event of an accident / incident
- Their role in ensuring the safety of all participants
- The code of conduct.

## 6.7 Preparing participants with disabilities

The Equality Act (2010) places duties on local Authorities not to discriminate against disabled people for reasons relating to their disabilities. The Council has a duty to make reasonable adjustments to ensure that disabled pupils can participate in the school's learning programme as fully as possible.

Establishments must check that all reasonably practicable efforts have been made to include young people with disabilities in Visits. However, this must be balanced against the safety of the individual and other group members and a reasonable compromise sought.

The following factors should be taken into consideration:

- Is the person capable of taking part in and benefiting from the activity?
- Is the person capable of coping with the required level of responsibility that the visit entails?
- Can the activity be adapted to enable the person to participate at a suitable level without diminishing the benefits to others to an unacceptable level?
- Will additional / different resources or insurance cover be necessary?
- Is the person able to understand and follow instructions?
- Is transport / accommodation / venue appropriate for the person?
- Are arrangements in place for taking any required medication? Can sufficient supplies be obtained?

SENSE Scotland and Grounds for Learning have been working on a blog of examples of work they have been doing in the outdoors to support people with additional support needs. The Blog was set up to support people working with those with additional needs in the outdoors. It is a collection of tried and tested ideas by a number of organisations and intended to inspire others. The blog can be found at <http://accessibleoutdoors.blogspot.co.uk>

The Equality and Human Rights Commission has two very useful documents relevant to Equalities with specific sections on visits

- What Equality Law means to you as an Education Provider
- Schools and reasonable Adjustments for Disabled Pupils Scotland

## 6.8 Contact with Parents / Carers during the visit

- A communication system must be established so that parents / carers can contact their child / ward during the visit. This will in most cases involve the Base Contact who will in turn contact the Visit Leader.
- Parents / carers should therefore be aware of the emergency contact arrangements which in most cases will involve contacting the Base Contact.

- Most establishments have designated mobile phones that Base Contacts carry when not in the establishment. The numbers of these phones are given to parents / carers along with the working details of the Base Contact.
- Before the visit, the leader should decide what level of visit to home contact is desirable. This needs to be agreed by all the parties especially if mobile phone protocols are in place. The Base Contact must be well briefed on this arrangement.
- Form V6 'Information held by base contact' should be completed in advance of the visit with copies retained at the establishment and with the base contact while the visit is away.

## 6.9 Supervision

The Visit Leader has overall responsibility for supervision whilst away from the establishment. This responsibility will be shared in many cases with other staff, helpers and how this is done must be clearly identified, with clear handover arrangements and co-ordinated by the Visit Leader. All adults who are in a supervisory role / ratio have a duty of care \*\*\*\* for the group at all times and should know who they are responsible for at any one time

During the visit, the leader should give general consideration to the following:

- Monitor the group and conditions and be prepared to change plans to ensure the success of the visit and / or the safety and well-being of the group.
- Know the group, the particular environment and the resources as far as is reasonably practical. If any of these elements is unfamiliar then the leader will need to be particularly vigilant and may need to modify the activity.
- Understand the effect of likely weather change on the activity.
- Accept that there are some weather conditions and activities which are too dangerous for some people.
- Carry a list / register of all group members that includes emergency contact and medical details if thought necessary
- Ensure the group is directly supervised (except during remote supervision) particularly important when they are mingling with the public and may not be easily identified
- Clearly understand what to do in an emergency and how to call for help, emergency procedures and be able to carry them out.
- Have appropriate access to First Aid.

Each participant should: (where appropriate)

- Know who their leader is at any given time and how to contact him or her.
- Have been given clear, understandable and appropriate instructions.
- Alert the leader if someone is missing or in difficulties.
- Have a meeting place to return to, or an instruction to remain where they are if separated from the group.
- Understand and accept the expected standards of behaviour.
- Carry a note of the address of their accommodation.

## 6.10 Code of conduct

In many instances a pre agreed written code of conduct is useful. This is a good opportunity to apply the establishment's rules or values to a wider context. It should set out acceptable and unacceptable standards of behaviour and the action / sanctions that may be taken as a result of a breach of the code of conduct, including arrangements and costs for returning a person home early as the result of bad behaviour. The importance of sound discipline should not be underestimated; lack of control and discipline has been a common cause of accidents in the past.

Where the behaviour of a person has significant safety implications for themselves or others in the group, then the person should be withdrawn from the activity. On residential visits the leader should consider whether such people should be sent home early.

## 6.11 Drug issues:

As part of the planning process for an educational visit, the Visit Leader should carefully consider issues connected with medicine use and substance misuse. It is good practice to agree rules and sanctions relating to drug issues where appropriate and to include this in the code of conduct.

Issues to consider include:

- Use of medicines; use of tobacco; consumption of alcohol;
- Use / carrying of drugs illegal in the UK or abroad.

### **6.12 Mobile phone protocol:**

Mobile phones can provide a useful link between participants and their parents but can also create difficulties if misused. Clear instructions should be given to participants and parents if the decision is taken for them to take phones; this could be included in the code of conduct.

The Visit Leader may choose to use some of the following techniques when supervising a group

### **6.13 Head Counts**

Regular head counting of participants should take place, particularly before leaving any venue. It is good practice for all Visit Leaders to:

- Consider how participants are readily identifiable, especially if the visit is to a densely populated area. Brightly coloured caps, T-shirts or a school uniform can help identify group members more easily.
- Avoid identification that could put participants at risk e.g. name badges (though some establishments find it useful to provide participants with badges displaying its name with a mobile number to call if required).

### **6.14 Buddy Systems**

Visit Leaders may wish to create a buddy system to involve participants in the head count process. Each participant is paired with a buddy and regularly checks that this buddy is present and is OK. A variant of this is the 'circle buddy' system – the participants form a circle at the start of the visit so that each young person has a left side buddy and a right side buddy. He or she will check on these when asked. Thus two participants are less likely to vanish together and not be missed (as might happen with paired buddies).

### **6.15 Rearranging Groups**

It can be easy to lose people when rearranging groups. In particular:

- When a large group is split into smaller groups for specific activities
- When groups transfer from one activity to another and change leader
- During periods between activities
- When small groups re-form into a large group

It is therefore important that the Visit Leader:

- Clearly takes responsibility for the group when their part of the programme begins, particularly making certain that all group members are present and aware of the changeover.
- Clearly passes on responsibility for the group when their part of the programme is concluded, together with any relevant information ensuring that the group members know who their next leader is.

### **6.16 Down Time Arrangements**

On visits 'downtime' (i.e. times when the group are not directly engaged in the main programmed activities) can create opportunities for social development and relaxation. However, Visit Leaders should note that a high proportion of accidents and problems have occurred during 'downtime'.

Visit Leaders should therefore ensure that participants continue to be properly supervised during downtime before and after activities, including the evenings on residential visits. A group

occupied in planned activity is far safer than a group left to its own devices in an unfamiliar environment. Too much unstructured free time on a residential programme can allow time for mischief, bullying, homesickness and wandering off from the body of the group.

It is good practice to:

- Ensure the group are briefed on, and understand the required standards of behaviour, boundaries and time limits for downtime
- Ensure that all leaders understand that their supervisory role continues in the evening. A rota system may be necessary with some staff not participating in the daytime activities
- Use downtime in the evening or at the beginning of the day to brief the group on the planned activities for the day to come, e.g. specific health and safety issues, meal and break times etc.
- Use down time after activities for individual reflection (diaries) on personal learning outcomes (personal learning plans), and group discussion about the highs and lows of the day
- Apply the advice contained in remote supervision below and adapt as necessary if it is felt reasonable to allow young people some time without close supervision
- Occupy the group with suitable activities in the evening, e.g. craft activities, environmental activities, quizzes, team challenges, led-walks.

When using an external provider on adventurous activity visits a Service Schedule is used to determine the agreed nature of the services to be provided. This document would also be an agreement for areas such as supervision of downtime when an element of this is shared with staff from a contracted centre / accommodation.

### **6.17 Remote Supervision**

Remote supervision is the term used when the leader is not directly present with participants. Remote supervision comes in varying degrees and is used in a variety of circumstances. In its simplest form participants may be given time to look around a museum on their own; at the other end of the spectrum young people may take part in wild country expeditions where they have limited contact with leaders for long periods of time.

Working without immediate supervision can help learners to develop independence and self reliance. When such activity is planned the Visit Leader must be confident that the participants have the appropriate skills to operate without undue risk. It required extra contingencies to be put in place. This should be reflected in the visit plan. See section \*\*\*\* remote supervision and appendix \*\*\*

### **6.18 Behavioural Problems**

Poor behaviour may be reduced by ensuring that all participants are signed up to an agreed code of conduct.

Visits can be a good opportunity for establishment staff to get to know participants away from the confines of the establishment. The different hazards faced whilst away from the establishment will requires them to observe standards of behaviour that are at least as high as, or higher than, in the establishment.

Visits leaders and activity leaders planning to use potentially hazardous environments must consider the risks of taking participants with specific behavioural support needs into these places. This consideration should be tempered by the value and intensity of experience such environments can provide.

It is the very nature of these places that has proved to be beneficial when working with people with behavioural or additional support needs. The adventure and apparent risk call upon individual and group co-operation to ensure the well being of everyone involved.

If before a visit a participant is demonstrating behaviour that suggests strongly that they may not be able to cope with the demands of the visit or could be putting themselves and others at extraordinary risk, the visit leader and the Head of Establishment must risk assess the behaviour

and decide on a course of action.. Significant risks to the individual or the group brought on by inappropriate behaviour, for most part is unacceptable. the Head of Establishment the has authority to withdraw the participants from a visit or activity if required

### **6.19 Illness, Injury or Homesickness**

Illness or injury may require the use of first aid or medical assistance. A doctor or hospital will require access to any medical information you have, along with parental consent to operate on their child if required. In cases of hospitalisation, participants should be accompanied by an adult they know and arrangements made for frequent visits. If possible there should be communication between the local doctor / hospital and the participant's own doctor when a participant returns home. It is important to collect all available data e.g. X-rays, medicines, case notes. When an admission to hospital is undertaken, the hospital / A & E will ask for name, date of birth, address etc of the injured person.

Accidents involving injury to a participant or adult require that the Visit Leader (or other adult at the scene) make a detailed, written record of the circumstances of the incident. These records should be retained on file in support of the report of the incident on return to the establishment. In the heat of the moment it can be difficult to remember to do this, but these 'contemporaneous' notes are of great value afterwards.

[In the unlikely event of a minor or serious accident the Emergency Procedures detailed \*\*\* should be applied.]

If an adult has to give prolonged attention to one group member, the Visit Leader should reassess the supervisory roles of the other adults to ensure that all members of the group know who is responsible for them. Activities may need to be amended until the other adult returns all of his or her attention to the group.

Visit and group leaders should trust their own knowledge of the participants and use their own professional judgement. This may include challenging an activity leader where the Visit Leader's knowledge of the group is superior, or intervening to assist with group management or to prompt a change of plan. There is no simple answer to the question 'who is ultimately in charge?' Sometimes only a court can decide so it is better for leaders to discuss options early in the visit.

Homesickness:

Homesickness requires that the Visit Leader follows a balanced approach that should be explained to parents / carers prior to the visit taking place. It is recommended that all parents / carers and participants are informed that telephone contact with home may not be possible during an visit. Parents / carers should be reassured, however, that they will be contacted over any serious incident or serious and prolonged homesickness. Parental contact with the child may help to reduce homesickness, but, if not, the participant may have to be returned home.

### **6.20 Sending / Going Home Early**

Arising from an emergency, disciplinary or medical incident, the Visit Leader may choose to send an under 16 year old home early. The Visit Leader has the authority to do this and to nominate an adult from the visit to act as an escort.

In this circumstance the Visit Leader must contact the base contact and if appropriate the parents / carers depending upon the circumstances to make arrangements for the visit participant to be taken home or an agreed meeting point.

Arrangements for this eventuality should be discussed at parents' briefings or in information letters home.

The method of return should be the most direct as decided by the Visit Leader. The council will not normally accept responsibility for additional expenses incurred if participants are sent home early.



The declaration on parental consent forms expects parents / carers to meet the costs of this travel if brought about for disciplinary reasons. Where medical or other non-disciplinary reasons are the cause of the early return, the council may accept responsibility for costs not covered by insurance.

## **6.21 Supervision on Transport**

The level of supervision necessary should be considered as part of the planning for the journey. The Visit Leader is responsible for the group at all times including maintaining good discipline. Aberdeen City Council's suggested supervision ratios including supervision on transport is contained within the section supervision ratios. If appropriate passengers should be made aware of emergency doors, alarms, use of facilities, etc.

Factors that the Visit Leader should consider when planning supervision on transport include:

- The level of supervision that will be necessary on double-decker buses / coaches - one supervisor on each deck should be appropriate in normal circumstances
- Contractually Aberdeen City Council is required to provide a leader / escort for every 33 pupils. If a visit risk assessment identifies a participant with specific additional support needs or medical concerns (e.g. epilepsy or may require administration of medication) the Visit Leader would provide additional staff as appropriate
- Booking transport  
The Visit Leader should arrange for seats to be reserved well in advance to ensure that the group can travel together wherever possible
- Safety of participants whilst waiting at pick-up and drop-off points and when getting on or off transport, particularly when using UK vehicles abroad  
Young people should be made aware of safety rules and expected standards of behaviour. Running in front or behind a bus is one of the most common causes of accidents. Where possible Visit Leaders must ensure that vehicles stop kerbside (some European coaches have doors on the driver side and people try to board from the road!)
- Safety while on stops or rests during the journey  
Visit Leaders should plan with the driver sufficient stops at suitable areas when considering the well-being and safety of all group members including the driver. Drivers of buses and coaches must comply with legislation covering maximum periods of driving and minimum rest periods
- Safety of the group in the event of an accident or breakdown  
The group should remain under the direct supervision of the Visit Leader or other visit staff wherever possible. The driver will arrange recovery, however if the Visit Leader feels the Police should be involved to provide additional safety support while broken down they can call the Police (e.g. if it is on the hard shoulder of a motorway or dual carriageway or is blocking or partially blocking a road). In the meantime the Visit Leader should assess whether it is safer to keep the group on board the vehicle or to disembark and wait elsewhere
- Head counts should always be carried out when the group is getting off or onto transport
- Seat belts are the responsibility of the Visit Leader so ensure they are fastened at all times during transportation. The law states that the operator shall take all reasonable steps to ensure that every passenger is notified that he is required to wear a seat belt. The term 'operator' includes not only the owner but, if the bus is in the possession of any other person under an agreement for hire, hire-purchase, conditional sale, loan or otherwise. The rules also contemplate that, irrespective of whoever has possession of the vehicle, there might be one of a variety of people to whom responsibilities can be assigned, for example, a conductor, a courier or a Visit Leader / assistant

- Young people should be made aware that they are not allowed access to the driving area at any time
- Visit Leaders may choose to inspect the interior of a coach before the group board, making note of any, or the absence of any damage, graffiti etc. if possible any concerns should be pointed out to the driver
- Safety on buses, trains, and boats. The Visit Leader should make clear how much or little freedom the pupils have to 'roam'. Misbehaviour is a main cause of accidents on such means of transport. Pupils should be made aware of what to do in an emergency. All baggage should be distinctively tagged. A definite easy recognisable base where a staff member will always be should be established at an airport, ferry terminal ferry / boat, stations. A periodical "all meet here at X o'clock" can help to monitor participants

## **6.22 Supervision in Hotels / Hostels - Residential accommodation**

### **On Arrival:**

Depending on the type of visit, arrival may require considerable patience, flexibility and organisation, even after short journeys

For residential visits it is a good idea to establish a temporary base for participants, luggage and equipment whilst liaison with centre / accommodation staff is made. Ensure introductions are undertaken and a briefing is given relating to (where relevant):

- What they can expect from their visit.
- Security and fire routines including a practice evacuation from bedrooms
- Toilets and other immediately required facilities.
- Room / tent allocation
- Luggage arrangements
- Facilities (including recreation facilities)
- Routines, rules, duties, responsibilities
- Expectations regarding behaviour
- Mealtimes and punctuality
- Staff contact arrangements.

Where problems are perceived with the arrangements, an objective discussion and co-operative approach with the management will normally be effective. If you are unhappy about fire precautions, safety or security arrangements make your point firmly with the management and insist on improvements. In the event of serious concerns remaining, consider the options including abandoning the visit.

Several incidents have occurred on the Continent in recent years whereby intruders have gained access to group accommodation. Visit Leaders should check:

- There is a member of staff present in the area whenever the young people are there.
- In the absence of 24 hour staffing of reception, external doors must be made secure against intrusion and windows closed as necessary to prevent intrusion.
- Procedures for summoning help should the need arise.

## **6.23 Return Journey**

Brief the group about the return journey. If the exact time of departure is uncertain, plan activities that purposefully occupy the group.

Where customs controls are involved, check on duty-free concessions beforehand and inform the group about illegal imports. Failure to conform to customs duty regulations can be costly, time-consuming and embarrassing.

If a significant delay occurs, measures must be taken to inform parents / carers of the delay, to assure them and to give some indication of the expected, amended return time. Your Base Contact will prove invaluable in this eventuality.

## 6.24 Exploratory visits

A Visit Leader needs to be confident that the location and facilities are suitable for their plans. In most cases this will involve a prior exploratory visit. However, in consultation with the Head of Establishment, an experienced Visit Leader with good reason to be confident in their own judgement may decide to use a location that has not been previously visited.

An exploratory visit allows the leader to (as appropriate):

- Identify other suitable options (plan B) in case the original plan has to be abandoned for any reason
- Note potential hazards and the safety measures they will need to introduce to manage risks
- Check timings (local transport, lengths of walks, tides etc)
- Establish local contacts
- Check accommodation, especially for security, fire-hazard and evacuation
- Agree in advance, between Visit Leaders and activity provider the content of the Service Schedule, especially the division of supervisory responsibility
- Obtain information on local services (e.g. places of interest, locations of doctor, hospital, toilets)
- Establish an appropriate emergency action plan in the unlikely even of a serious incident or injury

## 6.25 Supervision Planning and the European Working Time Directive

The Visit Leader when planning supervision levels, timings etc for a residential visit must be aware of the terms of the European Working Time Directive that aims to protect staff and participants. The directive aims to:

- Protect staff from being expected to work unduly long hours without sufficient breaks
- Protect participants from staff who may have been working too long without sufficient breaks

Of most concern in relation to visits are: Working too many hours with resulting exhaustion, leading to impaired decision, making, poor judgement and lack of attention to supervisory issues, returning back in the establishment too soon after the visit in a state of exhaustion

As with all activities the need for planning and risk assessment is required, and this should include ensuring that the staff ratios and clarity around supervision is agreed.

The working time directive states that:

- Staff working longer than six hours should have some sort of break
- Each day (24 hours), there must be a minimum of 11 hours uninterrupted rest
- There must be a full day off (24 hours) in every 7 days
- The average working time for each week does not exceed 48 hours
- Staff should not be working between 11 p.m. and 6 a.m.

It is recognised that due to the nature of residential visits there may be times when staff work more than 48 hours a week, or do not meet the legislated breaks set out by the directive. This should be discussed and agreed with the relevant staff that the following exception of the working time directorate is applicable when supporting the visit:

### Exceptions

The legislation provides flexibility to cover certain exceptional circumstances at work. The key ones are:

- where the worker's activities involve the need for continuity of service ; supervision
- surges of activity, such as inspections or school visits
- unusual and unforeseeable circumstances beyond the control of the employer (including accidents).

If staff cannot receive rest breaks they must be offered an equivalent period of compensatory rest wherever possible. This compensatory rest should be given immediately after the end of the work period where possible. If this is not possible for objective reasons, the Head of Establishment should give staff "such protection as may be appropriate in order to safeguard the workers' health and safety" ..

Visit Leaders must consider ratios of staff to visit participants to allow for staff to take adequate breaks / rests. Visit staff must consider what constitutes a break / rest in terms of their proximity to the group. Heads of Establishment must consider the time of departure and return in terms of rest time after and before normal work.

Visit Leaders must consider night-time supervision in relation to duties next day (especially after the first night!).

### **6.26 Using an External Provider**

The term external provider can include museums, local farms, activity providers, residential centres, tour operators, expedition providers etc. See section C of this policy\*\*\*

### **6.27 First aid**

Access to first aid should part of the visit plan.

For many everyday activities, there is no need for a qualified first aider as there is easy access to professional help and other staff who have been first aid trained. If difficulties in accessing professional help are anticipated then further consideration is required. A suitably stocked first aid kit should be taken on all visits.

All adults in the group should know how to contact the emergency services and have the means to carry it out. The limitations of mobile phones in remote locations must be factored in.

### **6.28 Visits to environments needing specific extra planning (e.g. coast, beaches, rocky shores, harbours, cliff top paths, rivers, lochs etc.)**

See Section 12

## 7. TRANSPORT

### 7.1 Introduction

The Visit Leader must give careful thought to planning transport and ensuring that the travel plan is suitable for the age and nature of the participants. A number of Council and National polices apply that must be complied with.

At the very least, problems with transport can detract from the quality of an visit and have the potential to create critical safety issues. Road traffic accidents are statistically one of the main causes of serious injuries on visits.

Consideration should be given to the following

- The length, nature and complexity of the journey and implications for supervision ( see \*\*\*\*supervision on transport
- Selecting the right mode of transport including the increased use of public transport
- Using a reputable transport provider
- Contingency plans
- The time of year, road conditions and weather
- The needs of any participants with limited mobility

Transport operators are all subject to regulations and inspection. Visit Leaders can use them in the same way as members of the public. There is no requirement to obtain risk assessments from transport providers

### 7.2 Hiring Coaches and Buses

The Visit Leader should ensure that coaches and buses are hired from a reputable company. Aberdeen City Council Public Transport Unit at Marischal College can advise on approved transport companies – Tel: 01224 523760.

Approved operators to ACC have a pool of drivers who have either enhanced disclosure or PVG checks in place and have been cleared for working for children by Aberdeen City Council. Non – approved operators will not have drivers who have current, valid approval from the Council to undertake transport work with children.

When planning a long journey Visit Leaders are recommended to agree a travel plan in advance with the company for stops, rests, access to cafes, services etc.

Most vehicles don't provide bin bags, a roll of plastic bags helps in a number of respects.

Professional operators of buses and coaches are legally required to be licensed. Establishments not using the Council's approved list of operators should enquire, preferably in writing, whether the operators have the appropriate Public Service Vehicle (PSV) operator's license.

When booking transport, the Visit Leader should enquire, preferably in writing, whether seat belts are available for young people. Whilst seat belts must be fitted on coaches that carry groups of children, they are not legally required on buses. Buses where seat belts are not fitted are not normally appropriate for visits involving long journeys.

If any of the group uses a wheelchair, the Visit Leader should enquire, preferably in writing, whether transport used has appropriate access and securing facilities. It may be appropriate to use portable ramps.

## 7.3 Licenses and Permits

All Aberdeen City Council minibuses must have a Section 19 Permit displayed on the windscreen. Establishments can apply to the public transport unit at Marischal College Business Hub 11, Level 2 West, 01224 523760 or the local Traffic Commissioner for a Section 19 permit.

Separate rules exist for all those wishing to take minibuses abroad. The Public Transport Unit can provide further information.

### **Minibus driver licence requirements:**

For more detailed information on submitting candidates for assessment and entry in the Council's register of approved minibus drivers, see appendix \*\*\* (Minibus driver guidance notes for organisers / applicants)

### **Summary of licensing requirements:**

A) Drivers who gained their car driving licences before January 1 1997

Staff with a licence issued before 01/01/97 may drive a minibus without a D1, (PCV) licence. It is good practice for drivers to be trained in a non-PCV course to a standard of driving competence expected by the Local Authority (e.g. MIDAS or RoSPA schemes) if appropriate

B) Drivers who gained their car driving licences after January 1 1997

A D1, PCV licence does not need to be held if all of the following conditions are met:

- The driver must be aged 21 years or over
- The driver must have held a full driving licence for at least two years
- The driver is trained in a non-PCV course to a standard of driving competence expected by the Council (e.g. MIDAS or RoSPA schemes)
- No trailer is to be attached
- No driving outside the UK takes place
- The maximum weight of the vehicle must not exceed 3.5 tonnes
- The driver must be driving in a voluntary capacity (i.e. they receive no payment for driving and driving does not form part of their job description)
- The minibus is used for education or social purposes by a non-commercial body

If one or more of the above conditions is not met the driver must hold a full D1 PCV licence (plus E if they tow a trailer).

Please note: Most minibuses today weigh more than 3.5 tonnes and it is possible that the majority if not all will be above this weight in the future. In the long term it may therefore be necessary for all drivers to hold full D1 PCV licences. This test is costly and can take a number of months to complete but establishments would be well advised to consider investing in D1 PCV training over the coming years.

## 7.4 Private Cars – Parents / Carers and Employees

Many visits are only made possible thanks to the willingness of parents / carers to drive their own, and often other people's children to venues. It is the legal responsibility of the driver to ensure their passengers' safety

This includes:

- Ensuring that front and back passengers wear properly adjusted seat belts
- Having appropriate seating in place for children (including booster seating and seatbelt adjustment devices)
- Ensuring the vehicle is roadworthy, and that they have appropriate licence and insurance cover that includes Business Use for carrying the participants.(this should be checked by the Head of Establishment / Visit Leader

## 7.5 Transport in the School / Centre Minibus

Many schools / centres use their own minibuses for short, frequent journeys and sometimes for longer trips. Minibuses must comply with the various regulations about construction, fittings and maintenance, seat belts must be provided for each child. Some important regulations are the Minibus (Conditions of Fitness, Equipment and Use) Regulations 1977 and the Road Vehicle (Construction and Use) Regulations 1996.

Fleet services at Kittybrewster can give advice on servicing, maintenance etc. Tel: 01224 489324

### Establishment Driver:

Although the Head of Establishment is ultimately responsible for the establishment's minibus, the driver is responsible for the vehicle during the visit. The driver must be qualified to drive a minibus and have a valid licence. The Head of Establishment should consider in-house guidance on a rest period before driving minibuses – particularly for longer journeys. Drivers must always adhere to transport Regulations, and abide by the below code of conduct. See appendix \*\*\*

Aberdeen City Council's minibus driving code of conduct \*\*\*

## 7.6 Minibus Supervision and Driver's Hours

Minibus incidents nationally have highlighted the risks posed by driver fatigue or distraction. It is for Heads of Establishment to make decisions regarding arrangements for specific journeys. In determining the staffing ratio for any journey, establishments should carefully consider the factors that might influence the safety of the driver and passengers

- The length of the journey and time of day when it takes place
- The route and the familiarity of the driver with this route
- The nature of the group (e.g. age / maturity / special needs / behavioural issues) and the level of behaviour management or support they are likely to require during the journey
- The overall workload of the driver during the day or other responsibilities and duties undertaken or planned by the driver(s)

Based on an assessment of these factors, establishments should decide whether:

- A single staff member driving is sufficient (e.g. for short journey with small groups who are unlikely to present any supervision issues)
- Additional staff are required to supervise groups and / or share driving duties during the journey, and if so, how many

## 7.7 Maintenance of the Establishment Minibus

The Head of Establishment (or delegate) will usually be responsible for the establishment minibus. This person, responsible for maintaining the minibus, should:

- Check the vehicle's condition on a regular basis (weekly for minibuses with high usage)
- Ensure proper servicing by the council's repair workshops at Kittybrewster or by a reputable garage
- Maintain the record-of-use book with the service history, insurance and other relevant documents
- Ensure that any member of staff driving the minibus are competent to do so and have undertaken suitable training
- Always be informed before other staff use the school / centre minibus
- Ensure that drivers of the minibus are aware that the vehicle should always be logged in and out

For organising your own transport for visits abroad see Visits Abroad.

## **8. INSURANCE**

### **8.1 Introduction**

The Head of Establishment must ensure, well before the group departs, that adequate insurance arrangements have been made for the visit

Aberdeen City Council currently has off site travel insurance for educational visits, however further insurance may be provided by a tour operator, activity provider or taken out independently with an insurance company.

It is recognised that despite thorough planning and preparation situations can still occur that call for insurance payments to be made. Visit Leaders need to consider what the appropriate level of insurance would be for the planned visit and ensure that parents/carers and all other visit staff (and if appropriate participants) are aware of this information.

It is important that Visit Leaders do not buy unnecessary insurance that is inappropriate to the nature of the visit.

Summary details of the current Aberdeen City Council off-site travel insurance for educational visits can be found in appendix \*\*\*

In addition to the current Aberdeen City Council off-site travel insurance for educational visits, the following explains the Council's position on insurance for its staff and all visit participants.

The council's Public Liability insurance policy would indemnify (insure against) visit participants for an injury or property loss whilst on an visit where the Council is legally found at fault. The policy also extends to indemnify (insure) leaders undertaking voluntary organisation or supervision of games, athletics and other sporting activities, dramatic productions and clubs, camps and journeys and other similar activities which are complementary to but not part of the duties of leaders under their normal contract of service.

### **8.2 Insurance Information for Parents / Carers**

The Visit Leader should write to parents/carers to inform them of the scope of the current Aberdeen City Council off-site visits travel insurance of any insurance cover the establishment is to arrange and to advise them about any additional insurance they may wish to arrange.

To explain the Council's position to parents / carers the following statement must appear on letters or communications before the visit takes place:-

Participants wishing to obtain cover for personal accident and third party liability are advised to contact an insurance company or broker.

This means that if parents / carers wish to insure the actions of their child / ward in terms of injuring somebody or damaging something they should take out extra insurance from a broker.

### **8.3 Insurance Cover for Visits**

Insurance policies are legal documents. They will impose conditions, limit the cover, and exclude certain people or activities. Insurance companies / travel firms can advise on particular types of insurance. However, the following are examples of cover that may be appropriate to many types of visit:

- Employer's liability.



- Public liability.
- Personal accident cover for Council staff, other adults, and participants.
- Costs of medical treatment.
- Specialised risk activities (often excluded from standard policies) and the costs of evacuation for medical reasons when abroad.
- Damage to or loss of hired equipment (check the wording of the hire agreement).
- Programmed and non-programmed activities.
- Transport and accommodation expenses in case of emergency.
- Compensation against cancellation or delay.
- Compensation for loss of baggage and personal effects including money. Legal assistance in the recovery of claims; and failure or bankruptcy of the centre or travel company.

Additional arrangements may be necessary to obtain insurance cover for activities abroad and activities of a potentially hazardous nature. The Visit Leader should scrutinise carefully the list of exclusions in the policy. If there is any doubt about the cover the insurer should be asked for clarification.

The council's approval of external providers of adventurous activities includes the checking of insurance documentation.

Additional cover may be necessary for participants with medical conditions. The Visit Leader should check this with the insurance company before departure.

## 9. SAFETY AND RISK MANAGEMENT

### 9.1 Risk Management and Risk Assessment

Risk management and risk assessment is an integral part of any visit or activity. Aberdeen City Council accepts that there are hazards and risks associated with visits but acts in the knowledge that its staff can manage and reduce these to an acceptable level so the benefits of visits and activities can be gained.

The risk assessment process should be adequate and proportionate, nothing more and nothing less. It should only deal with significant and foreseeable risks

For Visit Leaders the process of writing risk assessments requires them to focus on real risks rather than on those that are trivial or as a result of over protectiveness and put measures into place to reduce that potential to a reasonable level.

All risk assessments must be signed off (electronically agreed) by the Head of Establishment or substitute.

Being involved in risk associated activities helps young people develop their risk awareness and prepares them for their future working lives. Striking the right balance between protecting from risk and allowing them to learn from educational visits has been a challenge for many establishments, but getting this balance right is essential for realising all these benefits in practice.

Risk assessments protect:

- Staff leading visits or activities
- Group members in their charge
- Third parties in the same area who could be affected

The law does not expect us to eliminate all risks, but to take a sensible approach to risk assessment and we are required to protect people 'as far as reasonably practicable'.

The risk assessment process lays the foundation for the building up of best practice, training, and operational procedure so events can take place in a considered and managed way with a robust approach to safety management and due diligence to health and well being.

Many visits and activities involve a number of parties or agencies that will be responsible for different parts of the total risk assessment process. The risk assessment process must be undertaken by all the parties involved for the part they have overall control of.

This division of the process can cause confusion and misunderstandings. Visit and activity leaders should check with other agencies who is responsible for what at different times of the visit or activity. From this it has become a key element of a shared activity that there is a definite hand over of the group to the agency and a hand back when the activity is over.

External Providers of adventurous activities to the Council will have signed a statement and contract saying that all risks have been assessed for the part of the visit for which they are in overall charge

### 9.2 Generic, Dynamic and Specific Assessments

#### **Generic risk assessments:**

These can be used over and over again or for all visit types. What is most important is that the Visit Leader refers to the generic assessments keeping it active and alive and refreshing it where required with extra or new considerations and changes of circumstance. The generic hazards and control measures \*\*\* will help with generic assessments

### **Dynamic assessments**

This is the process whereby we constantly assess hazards as they appear and we act to reduce the risk to an acceptable level. It is understood that in addition to a written risk assessment this is a process that manages hazards on an ongoing basis.

This would be for example where the visit was to the local park and on arrival it was clear that the grass was being cut by tractor mowers. The Visit Leaders would direct the group to stay within specific zones.

It is understood that on visits, opportunities arise to take part in one off non-technical activities e.g. play parks, pedalos, ice skating, sledging, paddling, swimming. In this instance the Visit Leader must make a full assessment of the hazards and the possible risks arising from them. Only after this has been done and the risk rating is low or medium should they allow the activity to go ahead.

It must be remembered here that in such circumstances the parents / carers may not have given permission to take part in this activity. Possibilities like this can be included in the parental information letter or a section of form V\*\*\*.

It must be noted that the majority of serious incidents during visits have occurred during ancillary activities or during 'downtime' somewhere else.

### **Specific risk assessments**

A specific risk assessment can be created for a one off event, activity, activity site or person.

If there are specific hazards associated with an activity site or visit site these can be specifically assessed and measures put in place to manage these.

If the behaviour of a specific person / visit member is such that they may be exposed to an unacceptable level of risk as a result of taking part then a specific assessment could be undertaken.

## **9.3 Risk Assessment (stages 1- 5)**

### **Stage 1**

Once a basic plan has been formed about where to go, how to get there and back, and activities to be undertaken an assessment of the risks that could cause significant harm to those involved must be made.

This assessment would be made by the visit / activity leader with the help of others who might be involved if possible. The overall understanding and acceptance of the assessment by everybody involved is very important especially if contingency plans need to be put in place due to a member of the leaders team becoming ill / injured etc.

### **Stage 2**

If the initial assessment highlights risks that need specific close management (fire evacuation of a person with a disability) or information not available until arrival (e.g. hotel floor plan) then a plan must be made to address these risks when the information becomes available.

You may need to carry out individual risk assessments for visit members with a disability and to comply with the requirements of the Equality Act (2010)

### **Stage 3 - Who and How Many People Might be at Risk**

This part of the process requires the Visit Leader to examine who specifically may be at risk. This may be the leader themselves, helpers or assistant leaders, the group members or other third parties in the area or any combination of these.

Within this examination the visit / activity leader should consider what would happen to the group if it was themselves or another member of the leader team that became injured / unwell etc.

**Stage 4 - What Measures Are Already In Place?**

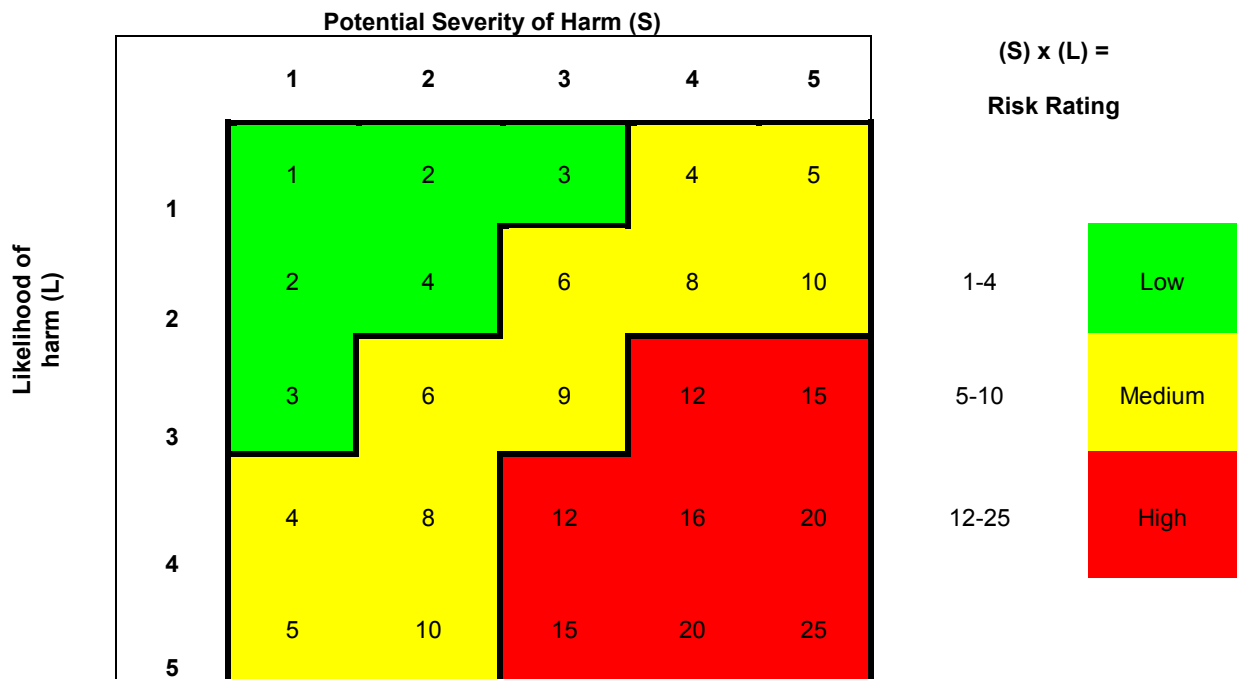
The measures to control the hazards are listed here. The more practical these are the better. In many instances these measures can read like a procedure to help keep the visit safe

**Stage 5 - Assessing the Risk**

This process asks the Visit Leader to assess what the likelihood is of the hazards actually causing harm given all the control measures in place. The numerical assessment is arrived at by multiplying the severity of an injury / accident / harm happening to somebody in the whole group, against the likelihood of it happening. This establishes the risk rating.

SEVERITY (S) x LIKELIHOOD (L) = RISK RATING (RR)

The risk rating based on the existing situation **including control measures** present at the time of assessment can be evaluated as follows:



1 – 4	Low	<p><b>Proceed with the visit / activity</b> Review if the circumstances of the visit or activity specifically change.</p> <p>Any small and / or easy methods to improve the overall security or well being of the group in the process of continuous improvement of risk management.</p>
5 – 10	Moderate	<p><b>Proceed with the visit or activity</b> In the knowledge that the control measures in place must be rigorously adhered to and ongoing vigilance of all aspects of safety and security is essential.</p> <p>If the circumstances (traffic volumes, weather, ground conditions, water levels, group behaviour etc) present circumstances that are beyond the leaders training or experience, change the visit or activity plan to one that is more controllable.</p> <p>Continue to examine the hazards and investigate options and possible actions that might bring the risk rating down. Record there possible options and any plans to address them and by when</p>
12 –25	Unacceptable	<p><b>Do not proceed with the visit or activity</b></p>

**STOP!**

Until controls measures are introduced that brings the risk rating down to a Medium level.

An action plan should be created and timescales put in place

#### **9.4 Ancillary Activities (Sledging, Ice Skating etc.)**

Visit Leaders may wish to organise, or permit participation in, ancillary activities that are not central to the visit. Details of ancillary activities that the group might take part in should be included in information sent to parents / carers before the visit and consent gained to take part.

#### **9.5 When Should Assessment Be Reviewed?**

The assessments must be reviewed each time circumstances change significantly enough to warrant a new look at the hazards and risks. All risk assessments should be seen as living and alive.

## **10. EMERGENCIES and INCIDENTS**

### **10.1 Introduction**

Serious accidents and incidents during council visits are extremely rare. Statistically, participants are less likely to have an accident on a visit than when in school or in their own homes. But occasionally accidents can and do happen, even on well-led and organised visits, and emergency procedures are therefore an essential part of planning for any visit.

Careful planning in this area of visits can help avoid the stress of being caught up in a serious incident. On such occasions leaders may need the support, advice and management skills of the Head of Establishment.

Staff in charge of participants during a visit have a duty to keep the participants in their care safe and healthy, they also have a common law duty to act as a reasonably prudent parent would. Staff should not hesitate to act in an emergency and to take lifesaving action in an extreme situation.

This section should assist in the preparation of emergency procedures for council visits over and above normal contingency planning.

## 10.2 Tasks for Visit / Activity Leaders In the Event of Incident / Accident

### Level 1 - Misfortunes

Slightly delayed return to home

Minor "accidents" requiring some attention from the group leader

No medical attention required.

Visit / Activity Leader:

- Assesses and secures situation
- Secures group
- Attends to injured
- Completes accident reporting procedure on return

### Level 2 - Minor Events

Significantly delayed return

Injuries minor but requiring medical attention on return.

Group still able to extract itself and return home without outside help

Visit / Activity Leader:

- Assesses and secures situation
- Secures group
- Contacts Emergency Services
- Attends to injured
- Advises Base Contact
- Completes accident reporting procedure on return

Base Contact:

- Advises parents and / or Head of Establishment
- (If Head of Establishment not contactable, Base Contact contacts Emergency Planning Officer on: office hours 01224 633030 or if no answer / out of hours 01224 620610
- Summons help if required

### Level 3 - Serious Events

Injuries significant but not life-threatening

Part or all of the party requires to be "rescued".

and

### Level 4 - Fatal or Near-Fatal Events

Visit / Activity Leader:

- Assesses and secures situation
- Secures group
- Contacts Emergency Services
- Attends to injured
- Advises Base Contact (if unable to make contact direct call the Emergency Planning Officer on: office hours 01224 633030. or if no answer / out of hrs 01224 620610
- Completes accident reporting procedure on return

Base Contact:

- Summons help if required

Head of Establishment:

- Advises parents and/or senior personnel (QIO / Service Manager, Community Team Leader etc)

Senior Personnel (QIO, Service Manager, Community Team Leader etc):

- Advises Head of Service and Director

Director and Emergency Planning Officer:

- Advise Chief Executive and consider instigation of Council Emergency Management System

### **10.3 General Emergency Procedures**

Depending on the type of visit, Visit Leaders should ensure accompanying staff and participants know what to do initially if something goes wrong or they feel something could go wrong

The Base Contact, who is often the Head of Establishment or another senior member of staff must have the authority to make significant decisions and should be able to respond immediately at the establishment (or from home if out of hours) to the demands of the emergency. It is not good practice for the Base Contact to be the parent of a young person on the visit.

Base Contacts must provide 24 hour per day access by telephone. Their function is to act as a first point of contact with the group and to alert higher authorities if appropriate. Heads of Establishment and Visit Leaders should bear in mind that the contact lines may become busy in the event of an incident and that alternative numbers to ring would be useful.

Many establishments have a number of designated mobile phones only for the purpose of emergency calls. A phone of this type is in the keeping of the Visit Leader and the Base Contact along with a file of relevant contact details. These phones may have important numbers pre-programmed in their address book

Base Contacts would require different amounts of information depending on the type of visit and its destination. See \*\*\*

The tasks for visit / activity leader in the event of an incident / accident should be used as the basis for dealing with incidents. Visit Leaders should use this chart as a basis, but may add other agreed establishment procedures in consultation with other staff involved.

Medical information pertinent to emergency hospital treatment should be obtained using a Parent / Carer Consent Form One copy of this form for each participant in the party should be carried by the Visit Leader if appropriate.

### **10.4 Who Will Take Charge in an Emergency?**

The Visit Leader would usually take charge in an emergency and would need to ensure that emergency procedures are followed and that back-up cover in the role of Base Contact is in place.

If using an external provider it is extremely useful to have the company's emergency number in the phone of the Visit Leader and recorded on the Base contact form.

Activity / leaders / tutors / instructor / guide / specialist

If the group are in the shared care of these professionals it would be normal, in discussion with the Visit Leader or other member of staff with the group to call the emergency services etc so an accurate description of their location can be given. After this they would be responsible for returning the group to a safe environment where the Visit Leader would be able to resume charge

Base Contact's main responsibility is to link the group with the School / Centre, parents / carers and the Council, and to provide assistance as necessary.

Emergency planning officer / corporate communications team

These services of the council need to be involved by the Visit Leader or the Base Contact for level 3 & 4 incidents to ensure the council's emergency systems are activated.

### **10.5 Information and Communication**

- Alert your Base Contact with details of what has happened as soon as practical.
- Do not release names of involved or injured participants other than to official sources such as Police, medical services



- Ensure relevant telephones are staffed and log all call
- Restrict access to telephones until your Base Contact at the establishment has been alerted with details
- Control participant mobile phone use to contain information
- If an emergency occurs abroad, notify the nearest British Embassy or Consulate. Identifying contact numbers for these should be part of preparing for the visit
- It is common for media reporting to be incomplete and/or inaccurate following an incident. To avoid this, leaders and group members must avoid any direct dealings with the media. Media enquiries should be referred asap to ACC Media Team Manager Graham Lawther, glawther@aberdeencity.gov.uk, tel (01224) 523188, duty officer out-of-hours 07801 792825
- No-one in the group should discuss legal liability with other parties, nor sign anything relating to accident liability without clear advice from the council

## 10.6 Administration

The Visit Leader should make every effort to keep an ongoing record of facts relating to the incident: time, date, those involved, what happened and witness details and preserve any vital evidence.

## 10.7 Emergency Procedures for Base Contact

The main factors for the Base Contact to consider include:

- Checking that the Visit Leader is able to manage the emergency or whether they need additional assistance e.g. from emergency services or from the establishment.
- Contacting parents / carers. The Base Contact should act as a link between the group and parents / carers. Parents/carers should be kept as well informed as possible at all stages of the emergency / incident. See critical incident checklist \*\*\*\*
- In the event of a serious injury or fatality, contact should be made with the Police and the emergency planning officer / corporate communication team as soon 01224 523188 or out of hrs duty officer 07801 792852

### After a Serious Incident

The Visit Leader must follow the guidance in the Critical Incident recovery guidance \*\*\* (current work in progress)

# 11. VISIT SUMMARIES, FORMS AND TEMPLATES

## 11.1 ROUTINE AND EXPECTED VISITS

### 11.1.1 Introduction

Aberdeen City Council recognises the need for young people to be regularly involved in outdoor activity and learning. This will involve establishments taking young people off-site on Educational visits.

Many of these visits will be routine, and are an accepted and expected part of the curriculum or centre programme. Within this policy, these types of visits have been termed 'Routine and Expected Visits'. Establishments should ensure that the process for running them is simple (e.g. the use of sign out and sign in books at the establishment reception). Routine and Expected Visits will generally be to local venues, involve easily managed activities, happen on a regular basis and be completed within the normal session times.

For primary and nursery schools Routine and Expected Visits will be, for the most part, within walking distance of the school. However this may extend to locations beyond that if schools have their own easily organised transport.

For secondary schools, community's team groups and groups from Social Care and Wellbeing, Routine and Expected Visits would be within the City boundary. If travelling beyond the city boundary or visit timings are beyond the normal session times this would, in most instances be classed as a one-off day visit

### 11.1.2 Approval

Approval for Routine and Expected Visits is the responsibility of the Head of Establishment.

### 11.1.3 Visit Plans

There should be a collaborative approach within establishments to develop Visit Plans for the range of venues likely to be used on a regular basis. Heads of Establishment should work with staff to develop an agreed approach to travelling on foot, to crossing roads or in the use of transport in and around the city.

Visit Plans should be reviewed regularly and adapted if required. They should be considered as working documents (living templates) that are influenced by any incidents or lessons that have been learned. Sample Visit Plans can be found within the Toolkits section \*\*\*\*

### 11.1.4 Risk Assessment

Heads of Establishment should work with staff to develop risk assessments for the range of venues likely to be used on a regular basis. Routine and Expected Visits are by their nature low risk activities and should be quick and easy to risk assess adopting a common sense approach. Risk assessments should be reviewed on a regular basis. Routine and Expected Visits might include venues such as local shopping centres, park, church, city museums, exhibition centres, etc. Destinations to places where staff or a building is involved, e.g. the local garden centre, local church, exhibition centre, cinema etc are required to carry out a risk assessment of their own premises and activities. They must then implement appropriate measures to ensure that their activities are safe. There is no need for Visit Leaders to request copies of these risk assessments. . It is the Visit Leader's responsibility to assess the significant risks during the whole visit including transport, walking supervision whilst at the venue etc.

Sample risk assessments can be found within the toolkit\*\*\*\*\*. All risk assessments must be on Aberdeen City's standard RA templates.

### 11.1.5 Information for Parents /Carers and Parental Consent

When children join an establishment or group, parents should be informed about the range of activities that are part of the programme or curriculum. Parents should be advised that they will be informed about the general plans for Routine and Expected Visits, but that they will not necessarily be told every time their child goes off-site. Establishments should explain this to parents as part of the induction in to the establishment.

Participants and parents should be informed about the need for adequate outdoor clothing and footwear to be available throughout the year to enable Routine and Expected Visits to become a normal part of everyday experience. Consent for Routine and Expected Visits (including the Council's terms and conditions for all educational visits) should be on an annual basis or at induction if joining the establishment mid-year. If a visit requires any specific arrangements then parents should be informed and a tear off letter of acknowledgement could be used.

#### **11.1.6 First Aid**

Heads of Establishment should work with staff to agree the level of first aid provision that is required for a Routine and Expected Visit. The following factors should be considered;

- How quickly medical care can be accessed
- Any known medical needs

Where the risk assessment determines the risk is low, it may not be necessary to provide a trained first aider. By contrast, if the risk assessment indicates a raised or high level of risk it will be necessary for one or more of the accompanying staff to hold a first aid certificate.

#### **11.1.7 Template visit plans, specimen letters, living template risk assessments**

- Visit plan
- Vist Plan (example)
- Specimen letter home primary
- Specimen letter home secondary.
- Specimen annual block consent form V4
- Living template risk assessments

**V1****VISIT PLAN - ROUTINE AND EXPECTED**

ESTABLISHMENT:

**LEADER:****VISIT TO:**

DATE:

NO OF PUPILS:

AGE RANGE

COST PER HEAD:

Level of experience of accompanying staff: (LOW 1 2 3 4 HIGH )

NAME	LEVEL	NAME	LEVEL

Educational objective of visit:

.....  
 .....  
 ...

	ITEMS TO BE PLANNED	DETAILS
1	Information home / consent	
2	Venue research	
3	Staff / participant ratios	
4	Travel / logistics	
5	Equipment / clothing required	
6	Managing the activity	
7	Medical / health considerations	
8	Weather factors	
9	Emergency procedures	
10	External provider (if applicable)	
11	Risk assessment completed	
12	Other	

<b>Visit approved by Head of Establishment:</b>	<b>YES / NO</b>	<b>Signature</b>	<b>Date</b>	<b>Date for review</b>
---	-----------------	------------------	-------------	------------------------

V1 – Visit plan for visits which are Routine and Expected and covered by annual block consent. This form to be retained in the Establishment.

**V1****VISIT PLAN - ROUTINE AND EXPECTED**ESTABLISHMENT: [Anyschool, Anyroad, aberdeen](#)**LEADER:** [Mr Smith](#)

NO OF PUPILS: 20

**VISIT TO:** [Local park / woodlands](#)

AGE RANGE 10 – 11yrs

DATE: [10.10.13](#)

COST PER HEAD: £0

Level of experience of accompanying staff: (LOW 1 2 3 4 HIGH )

NAME	LEVEL	NAME	LEVEL
<a href="#">J Bloggs</a>	3		
<a href="#">T Bone</a>	4		

Educational objective of visit: ...[To identify and take photos of different tree and plant types for biology project, collect leaves](#)

	ITEMS TO BE PLANNED	DETAILS
1	Information home / consent	<a href="#">Letter Home</a>
2	Venue research	<a href="#">Venue well known to leader and accompanying staff.</a>
3	Staff / participant ratios	<a href="#">1:7</a>
4	Travel / logistics	<a href="#">Walking to park from school</a>
5	Equipment / clothing required	<a href="#">Outdoor clothing, warm and waterproof if cold / wet</a>
6	Managing the activity	<a href="#">Group to stay together whilst traveling to and from park, splitting into 3 groups upon arrival</a>
7	Medical / health considerations	<a href="#">None</a>
8	Weather factors	<a href="#">Forecast to be checked. Children must have appropriate clothing and footwear</a>
9	Emergency procedures	<a href="#">Mobile phones to be carried by each staff member.</a>
10	External provider (if applicable)	<a href="#">N/A</a>
11	Risk assessment completed	<a href="#">YES</a>
12	Other	<a href="#">Bags required for leaf collection.</a>

Visit approved by Head of Establishment:	YES / NO	Signature	Date	Date for review

V1 – Visit plan for visits which are Routine and Expected and covered by annual block consent. This form to be retained in the Establishment.

**Routine and expected / letter home / block consent / primary**

Add Establishment address, badge and other minor adjustments as required.

Dear Parent / Carer,

**Annual Block Consent Form**

Attached to this letter is the Annual Block Consent Form, and a copy of the Aberdeen City Council terms and conditions for Educational Visits.

Upon reading please sign the tear off slip at the base of the terms and conditions and return with the completed Consent Form.

The consent form may already be familiar to you and I would like to explain why we are issuing the form now, and how we plan to use it.

The Annual Block Consent Form attached will be used for all 'Routine and Expected' visits that are an accepted part of the curriculum and take place during the school day. These visits are to local venues within the local school area, involve easily managed activities and happen on a regular basis.

For all visits outwith the local school area, adventurous activities and residential visits individual consent will still be required.

The medical information and contact details that are needed for all visits will be collected from the information provided on the Block consent Form and held at the school.

If any health information or contact details change could you please notify the school.

I would be grateful if you could complete and return the attached form and tear off slip to the school by (insert date)

Yours Sincerely

.....Tear off slip (please return with the Annual block consent form V4).....

ANNUAL BLOCK CONSENT TERM 2013 / 2104

Pupil ..... Date of .....  
Name ..... Birth .....

I confirm that I have read and understood the Aberdeen City Council Educational Visits terms and conditions and will inform the School of any changes to my emergency contact details or my child / ward's medical details.

Signature ..... Name (Block .....  
Capitals) .....

**Routine and expected / letter home / block consent / secondary**

Add Establishment address, badge and other minor adjustments as required.

Dear Parent / Carer,

**Annual Block Consent Form**

Attached to this letter is an Annual Block Consent Form, and a copy of the Aberdeen City Council terms and conditions for Educational Visits.

Upon reading please sign the tear off slip at the base of the terms and conditions and return with the completed Consent Form.

The consent form may already be familiar to you and I would like to explain why we are issuing the form now, and how we plan to use it.

The Annual Block Consent Form attached will be used for all 'Routine and Expected' visits that are an accepted part of the curriculum and take place during the school day. These visits are to local venues within the city boundary, involve easily managed activities and happen on a regular basis.

For all visits outwith the city boundary, adventurous activities and residential visits individual consent will still be required.

The medical information and contact details that are needed for all visits will be collected from the information provided on the Block consent Form and held at the school.

If any health information or contact details change could you please notify the school.

I would be grateful if you could complete and return the attached form and tear off slip to the school by (insert date)

Yours Sincerely

.....Tear off slip (please return with the Annual block consent form).....

ANNUAL BLOCK CONSENT TERM 2013 / 2014

Pupil ..... Date of .....  
Name ..... Birth .....

I confirm that I have read and understood the Aberdeen City Council Educational Visits terms and conditions and will inform the School of any changes to my emergency contact details or my child / ward's medical details.

Signature ..... Name (Block .....  
Capitals) .....

## Specimen annual block consent form V4

<b>VISIT TO</b>	ALL ROUTINE AND EXPECTED CURRICULAR VISITS	<b>DATE</b>	2013 / 14 YEAR
<b>LEADER</b>	SCHOOL STAFF		

<b>VISIT MEMBER</b>	<b>AGE &amp; D.O.B.</b>
Address	
Parent / Carer name (if applicable)	

<b>EMERGENCY CONTACT INFORMATION</b>			
First option - Name		Tel (home)	
Address		Tel (mobile)	
Second option - Name		Tel (home)	
Address		Tel (mobile)	

<b>SWIMMING – For water based activities and swimming pools</b>
Can the above named person swim YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, how far do you think they can swim .....metres. If they can not swim would they be confident in water with an approved buoyancy aid or life jacket YES <input type="checkbox"/> NO <input type="checkbox"/>

<b>MEDICAL – Please give full and accurate information</b>
Doctors name <input style="width: 40%;" type="text"/> Practice <input style="width: 30%;" type="text"/> Tel <input style="width: 20%;" type="text"/>
Recent medical issues / illnesses / surgery <input style="width: 80%;" type="text"/>
Has your child / ward been in close contact with any contagious diseases? If yes please give details
Any infections in the last 4 weeks <input style="width: 80%;" type="text"/>
Any current course of medication <input style="width: 80%;" type="text"/>
Any restrictions you would wish to place on emergency treatment:
I authorise all medical and surgical treatment, including X-ray, laboratory, anaesthesia and other medical and/or hospital procedures as may be performed or prescribed by the attending doctor and/or paramedics for my child and waive my right to informed consent of treatment. This waiver applies only in the event that neither parent/carer can be reached in the case of an emergency.
Parent / Carer's signature <input style="width: 60%;" type="text"/> Date <input style="width: 20%;" type="text"/>

<b>PHOTOGRAPHY</b>
Please tick the box If you do not consent to photographs being taken of your child / ward that could be used to promote activities in the Establishment / Council. <input type="checkbox"/>

<b>CONSENT</b>
I, being over 18yrs of age or having parental rights and responsibilities towards the above named person understand the nature of the visit / activities and agree to them taking part and that they are fit and able to do so. By signing this form I agree to Aberdeen City Council's terms and conditions which can be found at ***** and also understand that it is my responsibility to inform the visit leader of any significant changes to the information I have provided about the person named in this form between now and the visit taking place.
Name (Block Capitals) <input style="width: 40%;" type="text"/> Signature <input style="width: 20%;" type="text"/> Date <input style="width: 20%;" type="text"/>
Name (Counter signature for young persons 16 – 18) <input style="width: 40%;" type="text"/> Signature <input style="width: 20%;" type="text"/> Date <input style="width: 20%;" type="text"/>



## Risk Assessment (general)

<b>Line Manager name:</b>		<b>Line Manager signature</b>		<b>Assessment No:</b>	
<b>Date:</b>	<b>Assessed by:</b>	<b>Location:</b>		<b>Review date:</b>	
	<b>Signature:</b>	<b>Activity:</b>			

This is a Live Template of a risk assessment identifying typical hazards and control measures for Routine and Expected visits. Visit Leaders should add specific details relevant to each venue and on a regular basis. Delete elements that are not relevant

What has the potential To cause harm (hazards) and what harm might result?	Who and how many people might be at risk?	What measures are already in place?	<b>Severity</b>	<b>Likelihood</b>	<b>Risk rating</b>	What further action (s) needs to be taken to reduce risk	By whom and by what date
Vehicular traffic contact. Class walking on pavements adjacent to roads crossing drives, roads; leading to impact injuries	All participants	Adequate staff ratio All staff familiar with route. Clear staff procedures / traffic warning / calming techniques established. Clear briefing / procedure set for walking as a group <ul style="list-style-type: none"> <li>Leader front and back and at appropriate intervals</li> <li>Group clearly briefed on behaviour / conduct</li> <li>Pairs, hand holding, older pupils on outside next to road</li> <li>Clear hand arm signal</li> </ul> Communications established for staff and group				<b>List specific extra actions to control hazards to a reasonable level</b>	

What has the potential To cause harm (hazards) and what harm might result?	Who and how many people might be at risk?	What measures are already in place?	Severity	Likelihood	Risk rating	What further action (s) needs to be taken to reduce risk	By whom and by what date
		<ul style="list-style-type: none"> <li>• High visibility clothing considered for some poor lighting conditions</li> <li>• Sub division of group considered when crossing roads</li> </ul> Emergency procedures in place.					
Vehicular traffic contact; transporting groups on coaches, service busses, mini busses leading to impact injuries,	All participants	Adequate staff ration Clear staff procedures for group transport Clear briefing for group behaviour on all aspects of travel <ul style="list-style-type: none"> <li>• Getting to vehicle and boarding</li> <li>• Use of seat belts if appropriate</li> <li>• Monitor driving standards</li> </ul> Emergency procedures in place					
(At the venue) Possible hazards include <ul style="list-style-type: none"> <li>• Stairs</li> <li>• balconies</li> <li>• River banks / deep water</li> <li>• Park traffic/ mowers</li> <li>• Litter / broken glass</li> <li>• Used needles</li> <li>• Dogs / horses</li> <li>• Third parties</li> </ul>		Adequate staff ratio Ensure Visit Leader has prior knowledge of site / venue Carry out staff training for new staff Carry out dynamic risk assessment Identify suitable supervision techniques Group clearly briefed on zones, where staff will always be, behaviours, specific hazards, timings etc Have plan B available Emergency sign out / in procedures in place Mobile phones carried with pre loaded					

What has the potential To cause harm (hazards) and what harm might result?	Who and how many people might be at risk?	What measures are already in place?	Severity	Likelihood	Risk rating	What further action (s) needs to be taken to reduce risk	By whom and by what date
		important numbers					
Adverse weather	All participants	Obtain weather forecast if necessary Issue clothing advice and check before visit Carry spare clothing when necessary Have plan B available Emergency sign out / in procedures in place					
Vehicular traffic contact Individuals walking on pavements adjacent to roads crossing drives, roads; catching buses making own way to venues or study site ; leading to impact injuries	Participants	Participants clearly briefed on responsible behaviour and safe conduct / return times, buddy group sizes, Emergency procedures in place Parents aware of self transporting / remote supervision arrangements and timings Sign out / in arrangements as appropriate Venue induction undertaken with group Mobile phones carried with pre loaded important numbers					

## 11.2 ONE-OFF DAY VISITS

### 11.2.1 Introduction

Visits which are a one-off experience or which are not 'Routine and Expected' require additional planning considerations.

One-off Day Visits might include an annual trip to Doonies Farm, Dundee Discovery Point, Edinburgh Science Park, an evening visit to His Majesty's Theatre, etc. and are more likely to extend beyond the normal session time.

### 11.2.2 Approval and notification

Approval for One-off Day Visits is the responsibility of the Head of Establishment. If the destination of the visit is beyond the city boundary notification to the Council is requested by emailing in the Visit Plan.

### 11.2.3 Visit Plans

The Visit Leader is responsible for completing a Visit Plan for a One-off Day Visit. The Visit Plan should outline who is to do what, and when. The amount of content and detail in the Visit Plan will be determined by the nature of the Visit. The Visit Plan will, as well as helping to keep everyone safe, helps to ensure a successful and meaningful visit by clearly setting out the aims, objectives and benefits of the activities. A sample plan can be found at \*\*\*\*

### 11.2.4 Risk Assessment

It is the responsibility of the Visit Leader to prepare a specific risk assessment for a One-off Day Visit. Visit Leaders are responsible for recording significant and foreseeable risks specific to their visit. This should take in to account:

- The participants (including leaders and helpers)
- The venue
- The activity
- Getting there
- Time of year

The findings of the risk assessment and the relevant precautions / controls, should be agreed with and understood by all participants including Visit Assistants (and parents where appropriate).

A One-off Day Visit is likely to involve going to destinations both within and outwith the City and usually involve facilities with buildings and staff. These facilities are required to carry out a risk assessment of their own premises and activities. They must then implement appropriate measures to ensure that their activities are safe. There is no need for Visit Leaders to request copies of these risk assessments. Sample risk assessments can be found at \*\*\*\*

**For one-off or day visits involving coastal visits, walking on cliff tops or river banks Visit Leaders are required to undertake an OIL module to ensure they are specifically aware of the hazards associated with these type of environments. See \*\*\*\***

### 11.2.5 Information for Parents / Carers and Parental Consent

For One-off Day Visits specific information has to be provided to parents and should include:

- The aims and benefits
- The venue
- Travel arrangements
- Insurance cover
- Supervision arrangements

For One-off Day Visits which are not routine and expected or involve adventurous activities individual consent is still required. Information to parents would be in the form of an information letter covering the points above. See specimen letter \*\*\*\*

### **11.2.6 Emergency Details**

Visit Leaders should ensure that they carry the following up-to-date information for all participants (including accompanying adults):

- Relevant medical information
- Emergency contact details
- Any other information relevant to the specific visit

This can be obtained from the annually updated information provided to schools. For One-off Day Visits which include outdoor activities or venues with specific considerations it may be appropriate to ask parents for up to date information which may have an impact on the visit (e.g. fear of heights, allergies to animals etc.).

### **11.2.7 First Aid and Medical Facilities**

Heads of Establishment and Visit Leaders need to take the following factors into account when deciding the level of first aid provision that is required on a One-off Day Visit:

- The type of medical facilities that are available
- How quickly medical care can be accessed
- The age of the participants
- Any known medical needs

Where the risk assessment determines the risk is **low**, it may not be necessary to provide a trained first aider among the accompanying staff. By contrast, if the risk assessment indicates a raised or high level of risk it will necessary for one or more of the accompanying staff to hold a first aid certificate.

It should be noted that there are different levels of first aid training and qualification. See \*\*\*\* first aid

### **11.2.8 Template visit plans, specimen letters, living template risk assessments**

- Visit plan
- Visit Plan (example)
- Specimen letter home
- Specimen letter home (with tear off slip)
- Specimen block consent form V4 for a series of visits / activities
- Living template risk assessments

**V2****VISIT PLAN – DAY VISITS**

ESTABLISHMENT:

**LEADER:****VISIT TO:**

Email:

Tel (school):

Tel (when away)

DATE:

NO OF PUPILS:

AGE RANGE:

COST PER

HEAD:

Does this visit have an adventurous activity as defined by Section B of the Outdoor learning and educational Visits Policy ?	YES* / NO
--	-----------

Level of experience of accompanying staff: (LOW 1 2 3 4 HIGH )

NAME	LEVEL	NAME	LEVEL

Educational objective of visit:

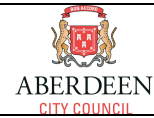
.....  
 .....  
 ...

	ITEMS TO BE PLANNED	DETAILS
1	Departure point and time. Return point and time	
2	Activities	
3	Information home / consent	
4	Venue research.	
5	Staff / participant ratios	
6	Travel / logistics.	
7	Equipment / clothing required.	
8	Managing the activity.	
9	Medical / health considerations.	
10	Weather factors.	
11	Emergency procedures.	
12	First aid provision	

V2 – Visit plan for day visits, activity weeks or a series or programme of activities where there is no residential element.

Annual block, specific block or one-off consent can be used depending on nature of visit.

For all day visits outwith the city boundary or those with an adventurous activity the Head of Establishment to email completed form to [ACCvisits@aberdeencity.gov.uk](mailto:ACCvisits@aberdeencity.gov.uk)

**V2****VISIT PLAN – DAY VISITS**

13	External provider if applicable. (all details and contact numbers)	
14	Risk assessment completed.	
15	Participants to bring / not to bring	
16	Other	

<b>Visit approved by Head of Establishment:</b>	<b>YES / NO</b>	<b>Signature</b>	<b>Date</b>	<b>Date for review</b>
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**NOTIFICATION TO APPROPRIATE COUNCIL OFFICERS**

\* If this visit has an adventurous activity as defined by Section B of the Outdoor Learning and Educational Visits Policy the council must be notified by emailing a copy of this form to:

[ACCvisits@aberdeencity.gov.uk](mailto:ACCvisits@aberdeencity.gov.uk)

For office use only:

<b>DIRECTORATE SUPPORT</b>	Initials:	Date:
Comments:		
<b>ADVENTURE ABERDEEN TEAM LEADER</b>	Initials:	Date:
Comments:		

V2 – Visit plan for day visits, activity weeks or a series or programme of activities where there is no residential element.

Annual block, specific block or one-off consent can be used depending on nature of visit.

For all day visits outwith the city boundary or those with an adventurous activity the Head of Establishment to email completed form to [ACCvisits@aberdeencity.gov.uk](mailto:ACCvisits@aberdeencity.gov.uk)

V2

## VISIT PLAN – DAY VISITS



ESTABLISHMENT:	Anyschool, Anystreet, Aberdeen		DATE:	10.10.13
<b>LEADER:</b>	J Bloggs		NO OF PUPILS:	30
<b>VISIT TO:</b>	Edinburgh Museum		AGE RANGE:	14 – 15yrs
Email:	jbloggs@anyemail.com		COST PER HEAD:	£10
Tel (school):	01224 000000			
Tel (when away)	0777000000			

Does this visit have an adventurous activity as defined by Section B of the Outdoor learning and educational Visits Policy ?	NO
--	----

Level of experience of accompanying staff: (LOW 1 2 3 4 HIGH )

NAME	LEVEL	NAME	LEVEL
T Bone	3	R Smith	5
B Boop	1		

Educational objective of visit: To visit the national Museum of Scotland to carry out project work and research

	ITEMS TO BE PLANNED	DETAILS
1	Departure point and time. Return point and time	Leave Anyschool Carpark 08:00hrs Return Anyschool Carpark 17:00hrs
2	Activities	Museum Visit
3	Information home / consent	Letter Home with consent form
4	Venue research.	Venue researched online, Museum staff to meet us upon arrival at entrance for tour
5	Staff / participant ratios	1:8
6	Travel / logistics.	40 seater Coach with toilet and DVD player from Aberdeen coaches
7	Equipment / clothing required.	School uniform to be worn
8	Managing the activity.	Group to be split into 2 on arrival with 2 members of staff to each group
9	Medical / health considerations.	One pupil with mobility issues, wheelchair available at venue if required
10	Weather factors.	N/A (indoor venue)
11	Emergency procedures.	Base contact informed upon departure. Consent forms taken
12	First aid provision	First aid box to be taken from school. Staff at venue trained in First aid.

V2 – Visit plan for day visits, activity weeks or a series or programme of activities where there is no residential element.

Annual block, specific block or one-off consent can be used depending on nature of visit. For all day visits outwith the city boundary or those with an adventurous activity the Head of Establishment to email completed form to ACCvisits@aberdeencity.gov.uk



**V2****VISIT PLAN – DAY VISITS**

13	External provider if applicable. (all details and contact numbers)	Aberdeen Coaches for transport. Museum staff for tour
14	Risk assessment completed.	YES
15	Participants to bring / not to bring	Snacks for journey , Packed lunch and spending money (maximum £5)
16	Other	Parents to be informed on route if arrival back at school is delayed

<b>Visit approved by Head of Establishment:</b>	<b>YES / NO</b>	<b>Signature</b>	<b>Date</b>	<b>Date for review</b>
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**NOTIFICATION TO APPROPRIATE COUNCIL OFFICERS**

\* If this visit has an adventurous activity as defined by Section B of the Outdoor Learning and Educational Visits Policy the council must be notified by emailing a copy of this form to:

[ACCvisits@aberdeencity.gov.uk](mailto:ACCvisits@aberdeencity.gov.uk)

For office use only:

<b>DIRECTORATE SUPPORT</b>	Initials:	Date:
Comments:		
<b>ADVENTURE ABERDEEN TEAM LEADER</b>	Initials:	Date:
Comments:		

V2 – Visit plan for day visits, activity weeks or a series or programme of activities where there is no residential element.

Annual block, specific block or one-off consent can be used depending on nature of visit.

For all day visits outwith the city boundary or those with an adventurous activity the Head of Establishment to email completed form to [ACCvisits@aberdeencity.gov.uk](mailto:ACCvisits@aberdeencity.gov.uk)

### Day Visits / information letter to Parents / Carers

For visits where the visit leader and Head of Establishment wish to collect parental consent and medical details etc. on a V4 form. This would always be used for adventurous activities, visits and activities at venues that need specific planning and preparation, and swimming.

Add Establishment address, badge and other minor formatting adjustments as required.

Dear Parent / Carer,

#### Visit to: ??

I have arranged a (class / group) visit to (venue) on (date),

The purpose of this visit is (aims and benefits).

The details are as follows:

Visit Leader	
Destination / Venue	
Date of Visit	
Activities*	
Time of departure	
Expected time of return	
Transport arrangements	
Cost	
Food and Drink arrangements	
Clothing required	
Items to bring / not to bring	
Other relevant information	

\*Further information on these activities can be found in section B of the Educational Visits policy online at ?

If you have any questions regarding this visit please or if you are willing to be an accompanying parent helper please contact me on telephone number, email address.

Please refer to the Aberdeen City Council terms and conditions for Educational visits which can be found online at ? and complete the attached consent form (V4) and return to the Visit Leader before (insert date).

Yours Sincerely

**Day Visits / information letter to Parents / Carers (With tear off slip)**

For visits where the visit Leader and Head of Establishment wish to use the establishment records or information gathered on the annual block consent form in addition to a consent tear off slip.

Add Establishment address, badge and other minor formatting adjustments as required.

Dear Parent / Carer,

**Visit to: ??**

I have arranged a (class / group) visit to (venue) on (date),

The purpose of this visit is (aims and benefits).

The details are as follows:

Visit Leader	
Destination / Venue	
Date of Visit	
Activities*	
Time of departure	
Expected time of return	
Transport arrangements	
Cost	
Food and Drink arrangements	
Clothing required	
Items to bring / not to bring	
Other relevant information	

\*Further information on these activities can be found in section B of the Educational Visits policy online at ?

If you have any questions regarding this visit please or if you are willing to be an accompanying parent helper please contact me on telephone number, email address.

Please refer to the Aberdeen City Council terms and conditions for Educational visits which can be found online at ? and complete the attached consent form (V4) and return to the Visit Leader before (insert date).

Yours Sincerely

.....tear off slip.....

VISIT TO: ..... DATE:.....VISIT LEADER:.....

Participant name ..... Date of Birth .....

I give my consent for child to go on the above detailed visit and confirm that I have read and understood the Aberdeen City Council Educational Visits terms and conditions and will inform the School of any changes to my emergency contact details or my child's medical details.

Signature ..... Name (Block Capitals) .....

## Specimen block consent form V4 for a series of visits / activities

<b>VISIT TO</b>	<b>ACTIVITY WEEK VENUES</b> (list here) Or <b>VENUE FOR A SERIES OF ACTIVITIES</b>	<b>DATE</b>	<b>ENTER DATE RANGE</b>
<b>LEADER</b>	<b>LIST ALL LEADERS</b>		

<b>VISIT MEMBER</b>	<b>AGE &amp; D.O.B.</b>
Address	
Parent / Carer name (if applicable)	

<b>EMERGENCY CONTACT INFORMATION</b>			
First option - Name		Tel (home)	
Address		Tel (mobile)	
Second option - Name		Tel (home)	
Address		Tel (mobile)	

<b>SWIMMING – For water based activities and swimming pools</b>
Can the above named person swim YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, how far do you think they can swim .....metres. If they can not swim would they be confident in water with an approved buoyancy aid or life jacket YES <input type="checkbox"/> NO <input type="checkbox"/>

<b>MEDICAL – Please give full and accurate information</b>		
Doctors name	Practice	Tel
Recent medical issues / illnesses / surgery		
Has your child / ward been in close contact with any contagious diseases?		
If yes please give details		
Any infections in the last 4 weeks		
Any current course of medication		
Any restrictions you would wish to place on emergency treatment:		
I authorise all medical and surgical treatment, including X-ray, laboratory, anaesthesia and other medical and/or hospital procedures as may be performed or prescribed by the attending doctor and/or paramedics for my child and waive my right to informed consent of treatment. This waiver applies only in the event that neither parent/carers can be reached in the case of an emergency.		
Parent / Carer's signature		Date

<b>PHOTOGRAPHY</b>
Please tick the box if you do not consent to photographs being taken of your child / ward that could be used to promote activities in the Establishment / Council. <input type="checkbox"/>

<b>CONSENT</b>				
I, being over 18yrs of age or having parental rights and responsibilities towards the above named person understand the nature of the visit / activities and agree to them taking part and that they are fit and able to do so. By signing this form I agree to Aberdeen City Council's terms and conditions which can be found at ***** and also understand that it is my responsibility to inform the visit leader of any significant changes to the information I have provided about the person named in this form between now and the visit taking place.				
Name (Block Capitals)		Signature		Date
Name (Counter signature for young persons 16 – 18)		Signature		Date

## Risk Assessment (General)

<b>Line Manager name:</b>		<b>Line Manager signature</b>		<b>Assessment No:</b>	
<b>Date:</b>	<b>Assessed by:</b>	<b>Location:</b>		<b>Review date:</b>	
	<b>Signature:</b>	<b>Activity:</b>			

This is a Live Template of a risk assessment identifying typical hazards and control measures for One-off Day Visits. Visit Leaders should add specific details relevant to each venue and on a regular basis. Delete elements that are not relevant.

What has the potential To cause harm (hazards) and what harm might result?	Who and how many people might be at risk?	What measures are already in place?	Severity	Likelihood	Risk rating	What further action (s) needs to be taken to reduce risk	By whom and by what date
Vehicular traffic contact. Class walking on pavements adjacent to roads crossing drives, roads; leading to impact injuries	All participants	Adequate staff ratio All staff familiar with route. Clear staff procedures / traffic warning / calming techniques established. Clear briefing / procedure set for walking as a group <ul style="list-style-type: none"> <li>Leader front and back and at appropriate intervals</li> <li>Group clearly briefed on behaviour / conduct</li> <li>Pairs, hand holding, older pupils on outside next to road</li> <li>Clear hand/arm signal</li> </ul> Communications established for staff and group				<b>List specific extra actions to control hazards to a reasonable level</b>	

What has the potential To cause harm (hazards) and what harm might result?	Who and how many people might be at risk?	What measures are already in place?	Severity	Likelihood	Risk rating	What further action (s) needs to be taken to reduce risk	By whom and by what date
		<ul style="list-style-type: none"> <li>• High visibility clothing considered for some poor lighting conditions</li> <li>• Sub division of group considered when crossing roads</li> </ul> Emergency procedures in place. (list any other specific control measures here)					
Vehicular traffic contact; transporting groups on coaches, service buses, mini buses leading to impact injuries	All participants	Adequate staff ration Clear staff procedures for group transport Clear briefing for group behaviour on all aspects of travel <ul style="list-style-type: none"> <li>• Getting to vehicle and boarding</li> <li>• Use of seat belts if appropriate</li> <li>• Monitor driving standards</li> </ul> Emergency procedures in place					
(At the venue) Possible hazards include <ul style="list-style-type: none"> <li>• Stairs</li> <li>• Balconies</li> <li>• Activities</li> <li>• River banks / deep water</li> <li>• Park traffic / mowers</li> <li>• Litter / broken glass</li> <li>• Used needles</li> <li>• Dogs / horses</li> </ul>	All participants	Adequate staff ratio Ensure Visit Leader has prior knowledge of site / venue Carry out staff training for new staff Carry out dynamic risk assessment Identify suitable supervision techniques Group clearly briefed on zones, where staff will always be, behaviours, specific hazards, timings etc Have plan B available Emergency sign out / in procedures in					

What has the potential To cause harm (hazards) and what harm might result?	Who and how many people might be at risk?	What measures are already in place?	Severity	Likelihood	Risk rating	What further action (s) needs to be taken to reduce risk	By whom and by what date
<ul style="list-style-type: none"> <li>Third parties</li> </ul> List possible result of hazard		place including mobile phone policy					
Adverse weather leading to minor or significant cold / heat injuries	All participants	Obtain weather forecast if necessary Issue clothing / snacks/ sun cream advice and check before visit Carry spare clothing when necessary Have plan B available Emergency sign out / in procedures in place					
Activities provided by External Provider (list activities and possible result of hazards if appropriate)	All participants	Adventurous activity provider on approved Register for current year. Reputable provider of activity, assurances made. Has provided detailed and suitable programme (list specific control measures if appropriate)					
Difficulties of access to information in an emergency; leading to communication breakdown	All participants	List of participants and V6 left with Base Contact List of participants and required Medical details and medicines carried by Visit Leader Mobile phones carried with pre loaded important numbers					

## 11.3 Residential Visits

### 11.3.1 Introduction

A residential experience can be an extremely valuable learning opportunity and should be part of the progressive outdoor learning experiences provided for young people. Residential Visits include any form of overnight stay regardless of the type of accommodation (including sleeping on coaches).

### 11.3.2 Approval and Notification

Residential Visits should be approved by the Head of Establishment before Registration with the Council by sending in a Visit Plan. The relevant QIO or Service Manager will be informed

### 11.3.3 Visit Plans

The Visit Leader is responsible for completing a Visit Plan for a Residential Visit. The Visit Plan should outline who is to do what, and when. The amount of content and detail in the Visit Plan will be determined by the nature of the visit. The Visit Plan will, as well as helping to keep everyone safe, help to ensure a successful and meaningful visit by clearly setting out the aims, objectives and benefits of the activities. A sample plan can be found \*\*\*\*

### 11.3.4 Risk Assessment

It is the responsibility of the Visit Leader to prepare a specific risk assessment for a Residential Visit. Visit Leaders are encouraged to involve the participants in this process as much as possible. The residential establishment is required to have risk assessments in place for their own premises. There is no need for Visit Leaders to request copies of these risk assessments.

Visit Leaders are responsible for recording significant and foreseeable risks specific to their visit. This should take in to account:

- The participants (including leaders and helpers)
- The venue
- The accommodation (in terms of how it affects the group)
- The activity
- Getting there
- Time of year

The findings of the risk assessment and the relevant precautions / controls, should be agreed and understood by all participants including Visit Assistants (and parents where appropriate).

As part of the risk assessment careful consideration has to be given to establishing Leader: Participant ratios. Various factors could affect the ratios during a visit such as staff or participant illness, or the need to provide 1:1 supervision. It is the responsibility of the Head of Establishment and Visit Leader to ensure that adequate levels of supervision can be maintained in these circumstances. Sample risk assessments can be found at \*\*\*\*

### 11.3.5 Supervision

Residential Visits entail additional requirements for supervision. Consideration has to be given to the following:

- Establishing ratios (taking in to account the need to provide 24 hour responsibility)
- Gender of the accompanying staff
- Vetting accompanying adults
- Periods of remote supervision

Further information can be found on these points in Chapter \*\*\*\*.

Supervision during a Residential Visit will require a range of supervisory techniques. Heads of Establishment should ensure Visit Leaders have sufficient knowledge and experience to



carry out the very varied role that Residential Visits demand. The Visit Leader and accompanying staff should allow sufficient time in the planning stage to discuss the supervision arrangements. Consideration should be given to a supervision rota, with identified hand-over arrangements, to ensure that it is clear at all times who has supervisory responsibility. This should be co-ordinated by the Visit Leader.

#### **11.3.6 Information for Parents / Carers**

For Residential Visits specific information has to be provided in writing to parents and should include:

- The activities and the learning objectives
- The venue
- Domestic and sleeping arrangements
- Medical provision
- Supervision arrangements
- Travel arrangements
- Insurance cover
- Code of conduct

In addition to written information Heads of Establishment and Visit Leaders should consider holding a meeting where these points can be discussed. The nature of the visit, the age and experience of the participants and the length of visit will affect this decision. Communication with parents should include making them aware of procedures for dealing with misbehaviour or behaviour that gives Visit Leaders cause for concern.

#### **11.3.7 Parental Consent**

Parental consent has to be obtained for a Residential Visit using consent form V4. Detailed information has to be provided regarding the visit to enable parents to give informed consent. Parents should be reminded of some of the relevant elements of the Council's terms and conditions that they are asked to sign annually

#### **11.3.8 Preparing Participants**

It is particularly important for a Residential Visit to ensure that participants are adequately prepared. Sufficient time should be given to enable participants to be informed and hold discussion about:

- The aims and benefits of the visit
- The nature and demands of the visit
- The domestic and sleeping arrangements
- The supervision arrangements, including which adult is responsible for them
- The standards of behaviour expected at all times and the subsequent sanctions
- What to do in the event of an accident/incident
- The individual's role in ensuring the safety of all participants

If for any reason a participant has to return home early participants, parents and accompanying staff should agree in advance how this will be carried out.

#### **11.3.9 Points to Consider about Accommodation**

In the planning stage the Visit Leader should consider whether the accommodation:

- Fits with the aims and objectives of the visit
- Suits the needs and requirements of all participants (including disabled access)
- Is suitable for the gender mix of the group
- Provides adequate security and privacy for all participants
- Complies with appropriate safety standards for the nature of the visit
- Prior to the visit the Visit Leader should if possible / appropriate:
- Make a prior visit

- Obtain a floor plan showing the location of the group's rooms. Ideally the rooms should be close together with the leaders' quarters located to enable adequate supervision
- Allocate rooms to participants

On arrival the Visit Leader should:

- Carry out a fire drill as soon as possible to ensure all participants are aware of the lay-out of the accommodation and its fire precautions / exits
- Check the accommodation to ensure it is safe and fit for purpose
- Check for any potential hazards (balconies, electrical connections, access to other rooms etc.) and if necessary establish control measures to deal with these. Where the hazards are extreme or cannot be managed adequately consideration has to be given to insisting on alternative accommodation
- Ensure all participants are aware of the system to ensure their overnight security
- Ensure participants are aware how to obtain assistance if required during the night

### **11.3.10 Emergency Details**

On a Residential Visit it is important that the Visit Leader has adequate knowledge and information about participants to ensure their well-being. Parents should be given the opportunity to pass on relevant information on the consent form and by more informal approaches.

The Visit Leader should ensure that they carry up-to-date information for all participants (including accompanying adults) on the following:

- Relevant medical information
- Emergency contact details
- Any other information relevant to the specific visit

It is essential that this information is shared with accompanying adults, and External Providers, where appropriate.

For Residential Visits which include outdoor activities or to environments needing specific extra planning it may be appropriate to ask parents for information which may have an impact on the visit (e.g. fear of heights, allergies to animals etc.). This information should be supplied by the parent on the consent form V4.

### **11.3.11 First Aid and Medical Facilities**

The aims and objectives of the visit can influence the degree of risk that parents and participants will find acceptable. For example parents of a primary aged pupil going on a Residential Visit could reasonably expect similar access to medical care as their child would have at home. By contrast, the parents of an older child taking part in an unaccompanied walking expedition in a remote area would accept that access to medical care is limited. When considering the location of a Residential Visit it is an important part of the risk assessment to consider:

- The type of medical facilities that are available
- How quickly medical care can be accessed
- The aims and objectives of the visit
- The age of the participants
- Any known medical needs

Heads of Establishment and Visit Leaders need to take these factors into account when deciding the level of first aid provision that is required. Where the risk assessment determines the risk is low, it may not be necessary to provide a trained first aider among the accompanying staff. By contrast, if the risk assessment indicates a raised or high level of risk it will necessary for one or more of the accompanying staff to hold a first aid certificate.

### **11.3.12 Template visit plans, specimen letters, living template risk assessments**

- Visit plan
- Vist Plan (example)
- Specimen letter home for primary and secondary
- Living template risk assessments
- Specific Living template risk assessments for visits abroad

**V3****VISIT PLAN – RESIDENTIAL VISITS  
(+ ABROAD)**

ESTABLISHMENT:

Tel (school) :

Tel (when away) :

Email:

DEPARTURE DATE:

RETURN DATE:

**LEADER:****VISIT TO:**

NO OF PUPILS:

AGE RANGE:

COST:

Does this visit have an adventurous activity as defined by  
Section B of the Outdoor Learning and Educational Visits Policy?

YES\* / NO

Level of experience of accompanying staff: (LOW 1 2 3 4 HIGH )

NAME	LEVEL	NAME	LEVEL

Educational objective of visit:

.....

.....

...

.....

.

	ITEMS TO BE PLANNED	DETAILS
1	Information home / consent	
2	Staff / participant ratios	
3	Activities	
4	Venue / Location research	
5	Travel / logistics	
6	Accommodation	
7	Programme	
8	External provider if applicable (all details and contact numbers)	
9	Base Contact	
10	Insurance	
11	Equipment / clothing required	
12	Managing the activity	

V3 – Visit plan to be used for all residential visits (inc Abroad). One off consent is required for a residential visit.

Head of Establishment to email completed form to [ACCvisits@aberdeencity.gov.uk](mailto:ACCvisits@aberdeencity.gov.uk)

**V3****VISIT PLAN – RESIDENTIAL VISITS  
(+ ABROAD)**

13	Medical / health considerations	
14	Weather factors	
15	Emergency procedures	
16	First aid provision	
17	Participants to bring / not to bring	
18	Risk assessment completed	
19	Other	

I confirm that satisfactory planning and preparation has taken place for this visit. I have checked that all reasonable steps have been taken to ensure the safety and wellbeing of participants.

**Residential Visit  
approved by Head of  
Establishment**

**Signature**

**Date**

**NOTIFICATION TO APPROPRIATE COUNCIL OFFICERS**

Upon approval the council must be notified by emailing a copy of this form to:

[ACCvisits@aberdeencity.gov.uk](mailto:ACCvisits@aberdeencity.gov.uk)

ACC has a compulsory consultation system for all residential visits abroad and those with adventurous activities, a return email confirming receipt will be sent.

For office use only:

<b>DIRECTORATE SUPPORT</b>	Initials:	Date:
Comments:		
<b>ADVENTURE ABERDEEN TEAM LEADER</b>	Initials:	Date:
Comments:		

V3 – Visit plan to be used for all residential visits (inc Abroad). One off consent is required for a residential visit.

Head of Establishment to email completed form to [ACCvisits@aberdeencity.gov.uk](mailto:ACCvisits@aberdeencity.gov.uk)

**V3****VISIT PLAN – RESIDENTIAL VISITS  
(+ ABROAD)**

ESTABLISHMENT:	<a href="#">Anyschool</a>	<b>LEADER:</b>	<a href="#">Mrs Smith</a>
Tel (school) :	<a href="#">01224 00000</a>	<b>VISIT TO:</b>	<a href="#">Austria (skiing)</a>
Tel (when away) :	<a href="#">004477700000</a>	NO OF PUPILS:	<a href="#">20</a>
Email:	<a href="mailto:anybody@anymail.com">anybody@anymail.com</a>	AGE RANGE:	<a href="#">14 – 16 yrs</a>
DEPARTURE DATE:	<a href="#">10.02.14</a>	COST:	<a href="#">£600</a>
RETURN DATE:	<a href="#">17.02.14</a>		

Does this visit have an adventurous activity as defined by Section B of the Outdoor Learning and Educational Visits Policy?	<b>YES</b>
---	------------

Level of experience of accompanying staff: (LOW 1 2 3 4 HIGH )

NAME	LEVEL	NAME	LEVEL
<a href="#">F Kendall</a>	<a href="#">5</a>	<a href="#">Mrs Smith</a>	<a href="#">4</a>
<a href="#">D Cameron</a>	<a href="#">1</a>		

Educational objective of visit: [Annual ski trip to Austria \(Solden\) to learn new skills and experience a high mountain environment.](#)

	ITEMS TO BE PLANNED	DETAILS
1	Information home / consent	<a href="#">Parents night 10.11.13</a> <a href="#">Info pack sent home with consent form</a>
2	Staff / participant ratios	<a href="#">1:7 Travel, Hotel.</a> <a href="#">1:10 with ski instructor during lessons</a>
3	Activities	<a href="#">Alpine Skiing</a> <a href="#">Sledging (après ski)</a>
4	Venue / Location research	<a href="#">Ms kendall went on an inspection visit in January 2013 to Hotel and area.</a>
5	Travel / logistics	<a href="#">Flight from Aberdeen to Innsbruck</a> <a href="#">Coach from Innsbruck to resort</a>
6	Accommodation	<a href="#">Small hotel on 2 floors, we have exclusive use (no other guests)</a>
7	Programme	<a href="#">5 Days skiing, See attached info pack for evening activities.</a>
8	External provider if applicable (all details and contact numbers)	<a href="#">Snowtraxx Holidays, 5 City Street, Edinburgh</a> <a href="#">Contact : Mr Murphy</a> <a href="#">Tel (24hrs) 0131 111 0000</a> <a href="#">Resort 00 33 111 300000</a>
9	Base Contact	<a href="#">School base contact to carry mobile at all times whilst visit is away.</a>
10	Insurance	<a href="#">Specific insurance included in the price</a>
11	Equipment / clothing required	<a href="#">Ski Clothing, including hats, gloves, goggles. See info pack for kit list</a>
12	Managing the activity	<a href="#">1 Staff member will be with each ski group during the day. 1 staff member to float between groups. Group will remain</a>

V3 – Visit plan to be used for all residential visits (inc Abroad). One off consent is required for a residential visit.

Head of Establishment to email completed form to [ACCvisits@aberdeencity.gov.uk](mailto:ACCvisits@aberdeencity.gov.uk)

**V3****VISIT PLAN – RESIDENTIAL VISITS  
(+ ABROAD)**

		together at all other times in Hotel and evening activities.
13	Medical / health considerations	Medical forms to be completed by parents and tour operator notified
14	Weather factors	Pupils to be briefed each morning on weather forecast and clothing checked.
15	Emergency procedures	Base contact established and all leader numbers, tour operator numbers and hotel numbers passed on.
16	First aid provision	Ms kendall and ski Instructors all first aid qualified. First aid kit to be taken on visit.
17	Participants to bring / not to bring	See info pack
18	Risk assessment completed	YES
19	Other	

I confirm that satisfactory planning and preparation has taken place for this visit. I have checked that all reasonable steps have been taken to ensure the safety and wellbeing of participants.

**Residential Visit approved by Head of Establishment**

**Signature**

**Date**

**NOTIFICATION TO APPROPRIATE COUNCIL OFFICERS**

Upon approval the council must be notified by emailing a copy of this form to: [ACCvisits@aberdeencity.gov.uk](mailto:ACCvisits@aberdeencity.gov.uk)

ACC has a compulsory consultation system for all residential visits abroad and those with adventurous activities, a return email confirming receipt will be sent.

For office use only:

<b>DIRECTORATE SUPPORT</b>	Initials:	Date:
Comments:		
<b>ADVENTURE ABERDEEN TEAM LEADER</b>	Initials:	Date:
Comments:		

V3 – Visit plan to be used for all residential visits (inc Abroad). One off consent is required for a residential visit.  
Head of Establishment to email completed form to [ACCvisits@aberdeencity.gov.uk](mailto:ACCvisits@aberdeencity.gov.uk)

**Residential visits / information letter home / primary and secondary**  
Add Establishment address, badge and other minor formatting / contextual adjustments as required.

Dear Parent / Carer,

**Residential Visit to: ??**

I have arranged a (class or year) visit to (venue) for (number of days).  
The purpose of this visit is (aims and benefits).

The details are as follows:

Visit leader	
Destination	
Date of Visit	
Accommodation details	
Activities*	
Date and time of departure	
Date and time of return	
Transport arrangements	
Cost	
Food and Drink arrangements	
Clothing required	
Items to bring / not to bring	
Other relevant information	

\*Further information on these activities can be found in section B of the Educational Visits policy online at ?

Further information will be sent out to you in a detailed information pack, however

If you have any initial questions regarding this visit please contact me on telephone number, email address.

Please read the Aberdeen City Council terms and conditions for Educational Visits which can be found online at ? and complete the attached consent form (V4) and return to the visit leader before (insert date)

Yours Sincerely



## Risk Assessment (General)

<b>Line Manager name:</b>		<b>Line Manager signature</b>		<b>Assessment No:</b>	
<b>Date:</b>	<b>Assessed by:</b>	<b>Location:</b>		<b>Review date:</b>	
	<b>Signature:</b>	<b>Activity:</b>			

This is a Live Template of a risk assessment identifying typical hazards and control measures for Residential Visits. Visit Leaders should add specific details / re- refresh, relevant for each Residential Visit planned. Delete elements that are not relevant. Elements of the Routine and One-Off day Visits may be relevant for parts of a Residential Visit

What has the potential To cause harm (hazards) and what harm might result?	Who and how many people might be at risk?	What measures are already in place?	Severity	Likelihood	Risk rating	What further action (s) needs to be taken to reduce risk	By whom and by what date
<b>Transporting group members</b>  Getting on and off transport / other moving vehicles Inappropriate behaviour Third parties and retail opportunities at rest breaks Driver behaviour, timings , speeding, road conditions	All participants	Ensure <ul style="list-style-type: none"> <li>Adequate staff ratio</li> <li>Getting on and off transport is supervised</li> <li>Clear procedures for behaviour</li> <li>Rest breaks are supervised</li> <li>Regular head counts are carried out</li> <li>Driving standards monitored</li> </ul>				<b>List specific extra actions to control hazards to a reasonable level</b>	

<b>What has the potential To cause harm (hazards) and what harm might result?</b>	<b>Who and how many people might be at risk?</b>	<b>What measures are already in place?</b>	<b>Severity</b>	<b>Likelihood</b>	<b>Risk rating</b>	<b>What further action (s) needs to be taken to reduce risk</b>	<b>By whom and by what date</b>
<p><b>In the accommodation</b></p> <p>Inadequate fire precautions / facilities                      Inadequate overnight security / building security                      Unsuitable accommodation                      Down time supervision inadequate</p>		<p>Ensure</p> <ul style="list-style-type: none"> <li>• Adequate staff ratio</li> <li>• Dynamic risk assessment is carried out on arrival (balconies etc)</li> <li>• Fire procedures and facilities</li> <li>• Fire practice carried out</li> <li>• Suitable gender segregation</li> <li>• Down time supervision adequate</li> <li>• Night time security systems are in place</li> <li>• Group briefings on zones, no go areas and activities, relations with third parties</li> </ul>					
<p><b>Around the residential venue</b></p> <p>Contact with local / on site traffic                      Down time supervision inadequate                      Inadequate management of on site activity facilities, ponds, swimming pool, climbing walls, the bar,</p>	<p>Group members</p>	<p>Ensure:</p> <ul style="list-style-type: none"> <li>• Prior knowledge of the venue if possible</li> <li>• Adequate staff ratio</li> <li>• Dynamic risk assessment carried out</li> <li>• Assess any dangers from traffic, car parks, roads</li> <li>• Identify suitable supervision techniques, all staff briefed</li> <li>• Code of behaviour explained and monitored</li> </ul>					

What has the potential To cause harm (hazards) and what harm might result?	Who and how many people might be at risk?	What measures are already in place?	Severity	Likelihood	Risk rating	What further action (s) needs to be taken to reduce risk	By whom and by what date
<p>Programme of activities by External Provider</p> <p>Risk assessments are the Provider's responsibility</p>	<p>All participants</p>	<p>Ensure:</p> <ul style="list-style-type: none"> <li>• If adventurous activities Register checked</li> <li>• Programme has been agreed on service schedule</li> <li>• Provider is aware of any relevant medical issues</li> <li>• Provider competent to look after welfare of group</li> <li>• Clear handover at start / finish of session</li> <li>• If not adventurous activity, insurance checked??</li> </ul>					
<p>Programme of activities led by establishment staff</p> <p>Unclear plans Deficient supervision Deficient equipment Risks not properly assessed and managed Inadequate supervision</p>	<p>All participants</p>	<p>Ensure:</p> <ul style="list-style-type: none"> <li>• Clear plans exist for all activities and participants / staff.</li> <li>• Dynamic risk assessments undertaken</li> <li>• All staff trained for tasks performed</li> <li>• All equipment used in fit condition and checked by appropriate person</li> <li>• Supervision arrangements established</li> <li>• Code of behaviour explained</li> <li>• Meeting times / places clearly established</li> </ul>					

What has the potential To cause harm (hazards) and what harm might result?	Who and how many people might be at risk?	What measures are already in place?	Severity	Likelihood	Risk rating	What further action (s) needs to be taken to reduce risk	By whom and by what date
		<ul style="list-style-type: none"> <li>Emergency procedures in place</li> </ul>					
<p>Adverse weather</p> <ul style="list-style-type: none"> <li>Effect on transport</li> <li>Effect on programme</li> </ul>	<p>All participants</p>	<p><b>Transport</b></p> <ul style="list-style-type: none"> <li>Weather and conditions monitored</li> <li>Dynamic risk assessments undertaken</li> <li>Consider effects of weather on travel. Abandon if weather too extreme</li> </ul> <p><b>Programme</b></p> <ul style="list-style-type: none"> <li>Clothing / equipment advice issued and on the day checks made</li> <li>Spare clothing carried if appropriate</li> <li>Have plan B available</li> </ul>					
<p>Difficulties of access to information in an emergency; leading to communication breakdown</p>	<p>All participants</p>	<p>Base Contact available 24/7 with list of participants, programme, itinerary, home / Council / service provider contacts etc on V6</p> <p>Visit Leader hold list of participants, home contact numbers, medical details, medicines as required</p>					

What has the potential To cause harm (hazards) and what harm might result?	Who and how many people might be at risk?	What measures are already in place?	Severity	Likelihood	Risk rating	What further action (s) needs to be taken to reduce risk	By whom and by what date
		Mobile phones carried with pre loaded important numbers					

## **11.4 VISITS ABROAD**

### **11.4.1 Introduction**

This section compliments the general guidance for Residential Visits contained within this policy and is specific to visits abroad, however Visit Leaders must also be familiar with the section on Residential Visits

Establishments who wish to organise a self run or external provider led overseas adventurous expedition that involves a specific aim involving adventurous activities / trekking or remote locations must contact the Adventure Aberdeen team leader at least six months before the proposed departure date.

Most visits abroad have either a cultural or activity theme. Visits with a cultural theme in most cases will use one of a range of foreign tour operators. Aberdeen City Council does not hold a list of approved providers of this type of operator, consequently there are no contracts in place with the associated assurances. In these situations Visit Leaders must be extra vigilant to arrangements and contracts and ensure the company is ATOL and ABTA bonded

Visits abroad involving adventurous activities, watersports, snowsports, adventurous expeditions etc, must use an operator on the council's approved list of suppliers. Note that a contract already exists between the council and the operator so no new contract / conditions of booking etc. should be signed by the school. In this situation the service schedule should be used to agree services, costs, arrangements etc.

A Head of Establishment or Visit Leader may decide to organise a visit abroad without the help of an outside body. This model of operation falls under Directive 90/314/EEC. This is implemented in the UK by the Package Travel, Package Holidays and Package Tours Regulations 1992 (The Package Travel Regulations).

These regulations apply to packages sold or offered for sale in the UK. They define a package as a combination of any two of: accommodation, transport, or other tourist services not ancillary to transport. Most package arrangements come within scope of the regulations unless they are 'occasional' or part of an educational course programme as compared with a leisure activity such as skiing.

### **11.4.2 Approval and Notification**

Approval for visits abroad should be given initially by the Head of Establishment who then consults with the Adventure Aberdeen team leader who can contribute to the overall safety of the visit

This is done by the Head of Establishment forwarding a Visit Plan to the Council for registration. This will be registered and forwarded to the adventure Aberdeen team leader who will respond to the head of establishment with any recommendations / comments.

At this point the Head of Establishment can give final approval to the Visit Leader to go ahead

### **11.4.3 Visit plans**

The Visit Leader is responsible for completing a Visit Plan for a Visit abroad. The Visit Plan should outline who is to do what, and when. The amount of content and detail within the Visit Plan will be determined by the nature of the Visit. The Visit Plan will, as well as helping to keep everyone safe, help to ensure a successful and meaningful visit by clearly setting out the aims, objectives and benefits of the activities.

In some instances the Head of Establishment may request an initial visit plan for visits abroad at the early planning stage (that would be registered with the Council) to be followed up by a more detailed plan at a later stage (not registered with council). A sample of a visit plan for abroad can be found \*\*\*\*

### **11.4.4 Risk assessment**

It is the responsibility of the Visit Leader to prepare a specific risk assessment for a Visit Abroad. Visit Leaders are encouraged to involve the participants in this process as much as possible.

Visit Leaders are responsible for recording significant and foreseeable risks specific to their visit. This should take in to account:

- The participants (including leaders and helpers)
- The venue (traffic, local customs, drugs, food and drink etc)
- The accommodation (foreign hotels, swimming pools, balconies, fire standards, security etc)
- The activity (handovers from instructors, free time / down time, ancillary activities: ice skating, sledging, pedalos, swimming,etc)
- Getting there and back
- Time of year (clothing, weather)

The findings of the risk assessment and the relevant precautions / controls, should be agreed and understood by all participants including Visit Assistants

As part of the risk assessment, careful consideration has to be given to establishing the leader participant ratios. Various factors could affect the ratios during a visit such as staff or participant illness, or the need to provide 1:1 supervision. It is the responsibility of the Head of Establishment and the Visit Leader to ensure that adequate levels of supervision can be maintained in these circumstances. Sample risk assessments can be found at \*\*\*\*

For ancillary activities, sledging, ice skating, swimming etc. that are not central to the visit Visit Leaders may permit participation following consultation with other staff to consider the risks involved and undertake a dynamic risk assessment.

Details of ancillary activities that the group might take part in should be included within information sent to parents / carers before the visit and consent gained to take part.

It must be noted that the majority of serious incidents during visits have occurred during ancillary activities or during 'downtime'.

#### **11.4.5 Supervision ratios**

Supervision during a visit abroad requires a range of supervisory techniques. Heads of Establishment should ensure Visit Leaders have sufficient knowledge and experience to carry out the very varied role that Visits Abroad demand. The Visit Leader and accompanying staff should allow sufficient time in the planning stage to discuss the supervision arrangements. Consideration should be given to a supervision rota, with identified hand-over arrangements, to ensure that it is clear at all times who has supervisory responsibility. This should be co-ordinated by the Visit Leader.

For visits abroad the recommended ratio of adult Visit Leaders to a group of under 16-year-olds is 1:10. This is regarded as flexible, subject to the nature of the visit, the maturity of the group and the experience of the leaders. The Visit Leader or other competent staff must determine the actual ratio for the visit

#### **11.4.6 Information for parents / carers and parental consent**

For Visits Abroad specific information has to be provided in writing to parents and should include:

- Cost and methods of / and timescale for payment
- Passports / visas
- The activities and the learning objectives
- The venue
- Domestic and sleeping arrangements

- Medical provision
- Supervision arrangements
- Travel arrangements
- Insurance cover
- Code of conduct

In addition to written information Heads of Establishment and Visit Leaders should consider holding a meeting where these points can be discussed. The nature of the visit, the age and experience of the participants and the length of visit will affect this decision.

The Visit Leader and Head of Establishment may choose to issue an initial consent form V4 in the early planning stages, to be followed up by a reissue to collect up to date medical and emergency contact information

Parental consent must be from both parents for visits outside the UK. Written consent from both parents exercising parental responsibilities and rights is required. More information on this can be obtained from the Family Information Service [fis@aberdeency.gov.uk](mailto:fis@aberdeency.gov.uk)

#### **11.4.7 Preparing Participants**

Thorough preparation of participants for an overseas visit will contribute immensely to enjoyment, educational value and safety. Issues to consider will include:

- Language - even a few common phrases will help.
- Relevant legal differences and the consequences of breaking these laws.
- Cultural differences such as dress codes, rules, local customs, behavioural norms and attitudes to drugs and alcohol.
- In some countries the risks associated with tap water, ice cubes, and some foods, such as unpeeled fruit and raw vegetables, need to be explained.
- Money – how to carry money and valuables discreetly (e.g. money belts). If larger amounts of money will be needed, it is advisable to take travellers' cheques or arrange to use an ATM. N.B. in some countries it can be very difficult to change travellers' cheques.
- Communication - differing telephone systems, the cost of using mobile phones abroad, simple phrases, carrying a phrase book.
- Card with useful information e.g. accommodation address, action to take in an emergency.

#### **11.4.8 Dealing with Emergencies and Emergency Details**

The recommendations given in EMERGENCIES & INCIDENTS (see \*\*\*\*) are of particular importance for visits abroad and Visit Leaders should check that adequate arrangements are made. All group members should be made aware of these procedures.

An emergency plan for the visit should consider action in case a member of staff or a young person becomes incapacitated or has to leave the visit.

#### **11.4.9 Health**

Visit Leaders need to be aware that some diseases are more prevalent in some countries than in others and should know what action to take should a member of the group become infected.

Many of the health problems of participants on longer visits are caused by a lack of food, liquid or sleep and issues associated with hot climates.

The Visit Leader should take this into account at the planning stage and take measures to prevent these risks. If appropriate, parents / carers should be asked to provide suitable factored sun protection cream and sun hats / glasses. Visit Leaders may issue group



members with sun cream unless parents / carers have indicated that their child has a specific allergy to sun cream.

Group members should be advised about the dangers of over-exertion in the heat and of dehydration. In warm climates it is important to keep fluid levels high, and wear loose, lightweight clothing – preferably made of cotton or other natural fibres.

For questions about vaccines and inoculations The Visit Leader must consult with the travel agent or a GP at least 4 months prior to the visit. Some courses of vaccination can take several weeks.

#### **11.4.10 Reciprocal European health insurance**

UK residents may be entitled to free medical treatment or at a reduced cost when temporarily visiting a European Union (EU) country. To obtain treatment, participants and staff will need to take a European Health Insurance Card (EHIC) with them. These can be applied for, free of charge, from the nearest post office. Refer to the NHS Direct and FCO websites for up to date information on medical and other issues for the country you intend to visit.

It is advisable to have access to a contingency fund as sometimes treatment must be paid for in advance and money has to be claimed back later. ATMs may offer the most secure way to access a contingency fund.

#### **11.4.11 Administration / Communications**

The type of visit will determine what is taken in the way of documentation. Visit Leaders must take the following

- Travel tickets, passports and visas.
- Medical papers, e.g. European Health Insurance Card (EHIC) and significant medical histories.
- Parent/carer consent forms and permission for the Visit Leader to authorise emergency treatment on parents/carers' behalf.
- The telephone numbers and addresses, at home and in the establishment, of the Head of Establishment and establishment Base Contact.
- Details of insurance arrangements and the company's telephone number.
- The name, address and telephone number of the group's accommodation.
- Location of local hospital/medical services (if appropriate)
- A copy of the contract with the centre/hotel etc.
- Copies of important documents, including serial numbers of travel documents, passports etc, be and kept separately in the event of loss of originals. It is good practice to have scanned copies of these saved in an online dropbox or USB flashdrive.

Copies of most of the above information should be left at the establishment for the duration of the visit. Establishment emergency contact arrangements must ensure accessibility to such information at all times via the Base Contact during the visit and to the council's emergency planning unit / corporate communications

It is the Head of Establishment's responsibility to ensure this information is available at all times and arrangements are in place for contacting the Base Contact. This is particularly important if the visit takes place when the establishment is closed.

#### **11.4.12 Insurance and legal (Graeme C to check this section)**

Travel insurance is vital for all visits abroad.

Zurich Municipal, the council's insurers, offers Schools travel insurance. A number of other insurance companies also offer this as an integral part of the visit package. Organisers are strongly advised to:

- Check the detail of such insurance.
- Check the suitability of such policies, where in doubt, contact the council's insurance officer at Resources Management Service of the council at Balgownie. 01224 814856 sshaw@aberdeencity.gov.uk
- Advise parents/carers of the detail of the cover.

#### **11.4.13 Visas / passports**

Personal identification is required in many countries and for visits this is usually in the form of an individual passport and in some cases a visa. Visit Leaders must check, well in advance of the visit, the current requirements with regard to individual and / or collective passports. Visit Leaders are strongly advised to check the validity of individual passports well before departure (if they need to be renewed, which can take several weeks) and to ensure their safety during the visit.

Visit Leaders should bear in mind that, if travelling using a collective passport, they would need to obtain a temporary travel permit from the local British Embassy / Consulate for any young person who needs to return home early from a visit.

Some countries have an immigration requirement for a passport to remain valid for a minimum period (usually at least six months) beyond the date of entry to the country. Therefore, leaders will need to ensure that passports are in good condition and valid for at least 6 months at the date of return. This is a requirement of the country concerned, not the UK Passport Service. Any questions should be addressed to their Consulate or Embassy.

An emergency plan for the visit should consider action in case a member of staff becomes incapacitated or has to leave the visit. If the country visited requires a visa, is there a back up member of staff ready to travel and in possession of a visa?

#### **11.4.14 Nationality**

If the group includes young people whose national or immigration status or entitlement to a British passport is in doubt, it is advisable to make early enquiries of the Home Office's Immigration and Nationality Directorate concerning the requirements of the immigration rules and the right of re-entry.

Young people who are not nationals of any EU member state may need a visa to travel from the UK to another member state. However, they may receive visa exemption if they are members of a School / Centre group. Details and forms are available from the Central Bureau for Educational Visits and Exchanges.

Young people other than EU nationals may require a separate passport and may need to use separate passport control channels from the rest of the group.

#### **11.4.15 Care Orders and Wards of the Court**

If a child is subject to a care order, foster parents will need to ensure that the council consents to any proposed visit. If a pupil is a ward of court, the Head of Establishment should seek advice from the court in relation to school / centre journeys and activities abroad well in advance.

#### **11.4.16 Other information**

The Department of Trade and Industry - for the regulations governing tour operators; <http://www.legislation.gov.uk/ukSI/1992/3288/contents/made>

The Schools and Group Travel Association (SAGTA) is an independent association with a members' code of good conduct and safety rules. Tel: 01989567690

Alternatively, there are voluntary bodies established to promote school journeys, such as the School Journey Association; <http://sjatours.org/>

Heads of establishment or Visit Leaders who decide to arrange travel independently should seek the advice and help of the Foreign and Commonwealth Office's (FCO) Travel Advice Unit. The Unit's purpose is to help intending travellers to avoid trouble

abroad. It can provide information on threats to personal safety arising from political unrest, lawlessness, violence etc. <http://www.fco.gov.uk/en/travel-and-living-abroad/>

#### **11.4.17 Exchange Visits**

Exchange visits can provide valuable and often unique experiences for young people to experience other cultures, develop new friendships and broaden their horizons and knowledge. Staying with a host family gives young people a first hand opportunity to use their language skills in a real context.

Exchange visits differ from other visits in that young people spend most of their time with host families and are, therefore, not always under the direct supervision of council staff. Expectations and assurances should be established for all parties involved (young people, teachers/youth workers, host families and establishments) and these must be fair and reciprocal wherever possible.

The following issues should be considered by leaders and staff when planning an exchange visit:

- Are families and young people carefully matched with regard to issues such as gender, diet, religious belief, special needs etc ?
- Are families known to the host establishment and have they been confirmed as suitable?
- Are contingency plans in place to allow a young person to be moved at short notice?
- Has consideration been given to the safety and well-being of the young people during travel, and does this include appropriate drivers and transport whilst with the host family?
- Are young people and host families aware of emergency procedures including access to a 24 hour contact number?
- Do leaders have daily contact with all young people and do young people have an agreed 'keyword' which they can use which means 'I want you to visit me immediately'?
- Will young people have access to a phone and/or can they use a mobile phone to call or text messages if necessary to staff?
- Have young people been briefed about personal safety?
- Does work experience feature as part of the exchange and if so, has an assessment been made by an appropriate person about any significant hazards the work environment may present ?
- Does the council's policy for work experience cover work experience abroad?
- Have acceptable and unacceptable activities on 'family days' been discussed and has parent/carer agreement been sought prior to the visit if necessary?

Careful matching of exchange partners is central to successful visits and host families should be confirmed as suitable by the host establishment. Factors to consider include:

- Code of conduct.
- House rules.
- Home visit checks.
- Sleeping arrangements.
- Family activities.
- Transportation including drivers.
- Providing information to, and receiving information from host families.

Disclosure checks, or equivalents if they exist overseas may help to supplement this process but should not be used to replace it.

If the host establishment or placing agency does not have appropriate measures in place for carrying out checks to ensure the health, safety and welfare of young people on the exchange, the Visit Leader should seek further assurances and/or reconsider whether the visit should take place.

## 11.5 ADVENTUROUS ACTIVITIES

### Using an External Provider

#### 11.5.1 Introduction

Adventurous activities should form part of the natural progression of outdoor learning opportunities offered to young people. They can contribute greatly to the personal and social development of an individual as well as increasing their understanding of risk management. Adventurous activities can be part of any category of visit and reference should be made to the relevant procedures within each specific type of visit. If planning a visit which will include an adventurous activity, the Visit Leader must consult with the Adventure Aberdeen Team Leader.

#### 11.5.2 Approval and Notification

Where adventurous activities are part of a visit or establishment activity, approval should be given initially by the Head of Establishment who then consults with the Adventure Aberdeen Team Leader who can contribute to the safety of the adventurous element.

This is done by the Head of Establishment sending in a visit plan to the Council for registration. This registration may be for a one off activity, a residential including adventurous activities or block of activities.

The Adventure Aberdeen Team Leader will respond back directly to the Head of Establishment with any recommendations before the Head of Establishment gives their final approval for the activity to go ahead. See \*\*\*\* for timescales for registrations to the Council.

#### 11.5.3 Register of Providers of Adventurous Activities

Aberdeen City Council groups, from any service, must only enter into a contract with a provider of adventurous activities that are on the Council's Register of External Providers See\*\*\*\*. This annually updated register lists contacts and agreed activities that can be provided. The contract also ensures the wider service elements of a provider, accommodation, transport, etc are addressed.

#### Service Schedule

Visit Leaders wishing to raise concerns about any aspect with a contracted provider should contact the Educational Visits Co-ordinator \*\*\*\*

#### Specific Activity Information for Visit Leaders and Accompanying Staff

Visit Leaders or accompanying staff taking groups of young people to providers of adventurous activities are not expected to be familiar with best practise and recognised standards of delivery. With this in mind section B of this policy has been written to help staff be more aware of the standards of good quality adventurous activity provision. Staff are encouraged to look at this section before accompanying the group.

See section C of this policy \*\*\*\*

#### 11.5.4 Licensing

Under some circumstances providers of Adventurous Activities to young people are required to hold a licence. The Visit Leader needs to be aware that some activities fall "within scope of the licence" and that anyone who provides these activities must be inspected by the Adventure Activity Licensing Service and hold a current licence. Details of licences and their validity can be found on the HSE website. During inspections the Inspector must be satisfied that appropriate safety measures are in place for the provision of the specified licensed adventurous activities. The Visit Leader does not need to make any further checks.

#### 11.5.5 Establishment-led Adventurous Activities

Aberdeen City Council encourages and supports establishments delivering their own adventurous activities.

Visit Leaders wishing to organise and deliver their own Adventurous Activities must:

- Be on the Council's Register of Leaders of adventurous activities. This supported register ensures appropriate CPD is provided
- Be fully conversant with relevant chapter in section B of this policy
- Prepare the relevant risk assessments
- Ensure that group supervision is in line with advice provided on their training and / or assessment courses.

#### **11.5.6 Visit Plans**

The Visit Leader is responsible for completing a Visit Plan for a Visit with an adventurous activity element. The Visit Plan should outline who is to do what, and when. The amount of content and detail in the Visit Plan will be determined by the nature of the Visit and the activities involved. The Visit Plan will, as well as helping to keep everyone safe, help to ensure a successful and meaningful visit by clearly setting out the aims, objectives and benefits of the activities. A sample plan for a visit with an adventurous activity can be found \*\*\*\*

#### **11.5.7 Risk Assessment**

It is the responsibility of the Visit Leader to prepare a specific risk assessment for a Visit involving adventurous activities. Visit Leaders are encouraged to involve the participants in this process as much as possible. Residential centres and activity providers are required to have risk assessments in place for their own premises and activities. There is no need for Visit Leaders to request copies of these risk assessments.

Visit Leaders are responsible for recording significant and foreseeable risks specific to the aspects of the visit they are directly responsible for. This could take in to account:

- Getting there and back
- The venue (if self lead activity)
- The activity (if self lead activity)

The findings of the risk assessment and the relevant precautions / controls should be agreed and understood by all participants including Visit Assistants (and parents where appropriate).

As part of the risk assessment careful consideration has to be given to establishing Leader : Participant ratios. Various factors could affect the ratios during a residential visit such as staff or participant illness, or the need to provide 1:1 supervision. It is the responsibility of the Head of Establishment and Visit Leader to ensure that adequate levels of supervision can be maintained in these circumstances. Sample risk assessments can be found at \*\*\*\*

#### **11.5.8 Emergency Details**

On a Visit involving adventurous activities it is important that the Visit Leader has adequate knowledge and information about participants to ensure their well-being. Parents should be given the opportunity to pass on relevant information on the consent form and by more informal approaches.

The Visit Leader should ensure that they carry up-to-date information for all participants (including accompanying adults) on the following:

- Relevant medical information
- Emergency contact details
- Any other information relevant to the specific activity

It is essential that this information is shared with accompanying adults, and External Providers, where appropriate.

For Residential Visits which include outdoor activities or venues with specific considerations it may be appropriate to ask parents for information which may have an impact on the visit (e.g. fear of heights, allergies to animals etc.).

#### **11.5.9 Information for Parents / Carers and Parental Consent**

For any visit which involves adventurous activities specific information has to be provided in writing to parents and should include:

- The activities
- The venue
- Medical provision
- Supervision arrangements
- Travel arrangements
- Insurance cover

Parental consent (one off or block) has to be obtained for any visit or series of visits which involves adventurous activities. Detailed information has to be provided regarding the visit in order to enable parents to give informed consent.

#### **11.5.10 Preparing Participants**

It is particularly important for any visit which involves Adventurous Activities to ensure that participants are adequately prepared. Participants should be informed about:

- The nature and demands of the visit
- The supervision arrangements, including which adult is responsible for them
- The standards of behaviour expected at all times
- What to do in the event of an accident / incident

The Visit Leader should ensure that:

- The aims and objectives of the visit are clear
- The planned activity matches the age and ability of the participants
- The participants are adequately trained for the venture

#### **11.5.11 Remote Supervision during Adventurous Activities**

Remote supervision is the term used when the Visit Leader is not directly present with participants. Working without immediate supervision can help learners to develop independence and self-reliance.

If Remote Supervision is used as a part of the delivery of Adventurous Activities the Visit Leader and / or the instructor should have significant experience in the relevant activity. Advice can be sought from the Adventure Aberdeen Team Leader.

Visit Leaders remain responsible for participants even when not in direct contact with them. They should not underestimate the challenges of remote supervision. It requires extra planning and contingencies to be put in place. This should be reflected in the Visit Plan.

See \*\*\*\* for specific guidance on remote supervision

#### **11.5.12 Adult (18+) groups including staff and corporate groups**

Visits or activities organised for adults:

An visit / activity organised for a group of adults has all the same elements as for children and young people. The leader still has a duty of care for those in the group however the group members have an increased responsibility for their own well being and actions.

All adults must be informed of the nature of the activity, what will be expected of them and be given the opportunity to declare any relevant medical or personal information that would be useful to the leader.

Emergency contact details must be held by the leader and a Base Contact if appropriate. All adults are required to sign a participation statement that details insurance information, agreeing that they are fit and able to take part.

Operational procedure for adult groups undertaking adventurous activities will be based upon the guidance in Section B of this policy .

#### **11.5.13 Adult Groups without an Activity Leader**

Groups of adults participating in activities without a qualified activity leader (typically a 50+ walking group from a Community Centre) are able to do so as long as safeguards are in place and seen to be working.

The Council has a duty of care to the adults and this is exercised by supporting, monitoring and overseeing the groups as they go about their activities.

In such circumstances adults are primarily retaining responsibility for themselves, whilst accepting a mutually agreed level of shared responsibility as a group.

The Head of Establishment or Management Committee should authorise operational procedures and ensure arrangements are in place to:

- Ensure the activity is participatory rather than instructional
- Ensure participants are well informed and within their competence level
- Ensure participants are appropriately equipped
- Ensure participants have signed to effect that they are fit to take part
- Have a named leader on each activity who acts as "co-ordinator" and ensures leader or group are carrying equipment as directed by section B of this policy for hill walking leaders
- Have on every occasion a Base Contact who knows the plan for the activity, and has a list of participants and has emergency contact details for everybody
- Ensure the Base Contact has a return time and knows what to do if the group are late back
- Have First Aid training within the group to an appropriate level.

Where young people accompany their Parent / Carer on such an activity it is acceptable for them to participate under these arrangements, as no transfer for responsibility of care occurs.

#### **11.5.14 Adventurous activity equipment in Establishments**

Establishments who own technical activity equipment and Personal Protective Equipment (PPE) for use by staff/activity participants must ensure that this is maintained according to manufacturers' recommendations of care and lifespan and that a record is kept of regular maintenance checks. The Adventure Aberdeen Team Leader can advise on this.

Equipment owned by establishments must have service records that show the following information (including bikes):

- Date purchased
- Discard date (shelf life or use life as per manufacturers guidelines)
- Checking policy (e.g. monthly, every 6 months, every time used)
- Who checks the equipment (this must be a qualified person)

If an establishment is exploring the options for accessing equipment including buying it, advice should be sought from the Adventure Aberdeen Team Leader.

Specifically for fleets of bikes see \*\*\*\*

#### **11.5.15 Hiring Equipment**

If equipment is hired from an Adventure Activity Licensed Provider (AALS) or a reputable retail outlet all of the above can be assumed to be in place.

Where technical equipment is hired or loaned from an unlicensed provider it MUST be assessed and designated “fit for purpose” by an appropriately qualified person. Advice should be sought from the Adventure Aberdeen Team Leader.



## **12. DUKE OF EDINBURGH'S AWARD EXPEDITIONS**

### **12.1 Introduction**

The expedition element of the Duke of Edinburgh's Award scheme offers extremely valuable opportunities for progressive learning and developing the skills for independence, resilience and teamwork.

### **12.2 Approval and notification**

Approval for Duke of Edinburgh's Award expeditions is the responsibility of the Head of Establishment who consults with the Adventure Aberdeen Team Leader who can contribute to the safety of the overall expedition.

This is done by the Head of Establishment either:

- Emailing electronic green forms and route maps to [jkitching@aberdeencity.gov.uk](mailto:jkitching@aberdeencity.gov.uk)
- Or signing and dating the bottom of the front page of a paper copy in a space of choice. This paper copy is either sent in with route maps by post or handed into the Adventure Aberdeen Base at Fairley Road.

The route map should have the expedition route marked clearly on it with campsites indicated.

The Adventure Aberdeen Team Leader will respond back directly by email to the Head of Establishment with any comments before the H of E gives their final approval for the expedition to go ahead.

The AATL will copy in (in most circumstances if all matters are in order) the Expedition Leader / Supervisor or person who created the green form, the Duke of Edinburgh Award Support Officer for information and the Educational Visits Co-ordinator who will log the details for record keeping and emergency uses.

Training day walks and events that involve visiting remote places as described in Hillwalking \*\*\*\* must be treated as an adventurous activity with a visit plan being forwarded to \*\*\*\* .  
Training events involving overnight camping must be classed as a residential visit \*\*\*\*

For Practice and Qualifying Duke of Edinburgh's Award expeditions, green forms and route maps should be submitted (as described above) no less than four weeks before the expedition,

IN SUMMARY – If the D of E green forms are being submitted to the Adventure Aberdeen Team Leader then no other notification is required to the Authority

Other notifications

Notification to Expedition Area Co-ordinator (if assessor required) 6 weeks

Notification to Expedition Area Co-ordinator (if no assessor required) 4 weeks

### **12.3 Visit Plans**

Unless the Head of Establishment specifically requests a visit plan for internal establishment information / authorisation purposes then no visit plan is required. The green form is seen to satisfy this requirement.

### **12.4 Risk Assessment**

It is the responsibility of the Expedition Leader / Supervisor to prepare a specific written risk assessment for Duke of Edinburgh's award expeditions. Supervisors are responsible for

recording significant and foreseeable risks specific on the expedition. This should take in to account:

- The participants age, maturity, experience and training
- The venue / route, altitude, water crossings etc.
- The activity, exhaustion, heavy packs, blisters, cooking with stoves, water quality, e-coli, remoteness, etc.
- Getting there, transport to and from the start point
- Time of year, temperature, prevailing weather, ground conditions, ticks etc

The findings of the risk assessment and the relevant precautions / controls, should be agreed with and understood by all participants and adults involved. The more the group is involved in drawing up the risk assessment the more valuable the expedition becomes to the participants

## 12.5 Supervision

Expedition Leaders / Supervisors of D of E groups must be trained / accredited to be on the ground they are on. Aberdeen City Council staff must be registered on the Adventure Activities Leader data base, managed by the Adventure Aberdeen Team Leader. See\*\*\*\*

In most cases this training will be Lowhills or a Mountain Leader award. Staff with other awards must contact the AATL to ensure their training is appropriate

Ventures are increasingly using alternative methods to walking based expeditions. Under each individual adventurous activity listed within this policy it explains what is involved in these different means of transport.

Companies (external providers) contracted to act as supervisors will be required to hold the appropriate national governing body award for the ground they are on. These companies must have a contract with the Council and be on the Councils register of external providers \*\*\*\*

The Head of Establishment and the Expedition Leader / Supervisor must be satisfied that all supervisors hold the appropriate level of group management skills and experience. The Adventure Aberdeen Team Leader will comment on the technical skills required for the intended route when details are submitted.

The skills required to remotely supervise groups must not be underestimated. A specific set of guidance for remotely supervising groups is within this policy at \*\*\*. Expedition leaders / supervisors must be familiar with these guidelines.

An integral part of the Duke of Edinburgh's Award scheme is the ability of the young people to complete an expedition on their own. To reach the stage of acting independently, they must have acquired the necessary techniques, with sufficient experience, confidence, physical ability and judgement. The training given must be sound and thorough with careful judgement being made before the leader can withdraw. Even then, withdrawal from direct supervision should be a gradual and progressive process. A staged progression may develop as follows:

1. Accompanying groups (direct, close supervision);
2. Shadowing groups;
3. Checking at various times and venues (remote supervision);
4. Occasional contact via pre-arranged locations and methods.

The Supervisor continues to be responsible for the group even when direct supervision has been withdrawn. Supervisors must be familiar with the specific guidance in this policy on remote supervision \*\*\*

The D of E Expedition Guide recommends that groups should complete expeditions without external help. However, where a route potentially places a group in technically difficult terrain then supervision by an appropriately qualified leader may be acceptable. Routes requiring

supervision for safety reasons should not become the norm since they would then fall outside the expectations of the Award.

Where essential, supervision must:

- Be undertaken by someone with a council leader accreditation or a contracted contractor with the relevant National Governing body qualifications
- Be restricted to those parts of the route which are outside the technical experience of the group e.g. on or adjacent to sharp ridges, very steep ground or crossing rivers
- Be of an absolute minimum and provided only to ensure the safety of group members.
- Be discreetly done by 'shadowing',

Special considerations involving water:

Fording streams and rivers is sometimes required on routes through the mountains. This is a potentially high-risk activity. Even ankle-deep fast flowing water can be enough to knock someone off their feet and, when combined with the effects of wearing a large rucksack, can lead to serious consequences. Groups should be briefed on the hazards during training and routes should be selected to avoid stream or river crossing, except in the most obviously benign circumstances.

Swimming at camp sites should be discouraged. Supervisors should follow the guidance given within the policy on swimming in natural waters.

## 12.6 The role of expedition staff

An **Expedition Leader**, In most circumstances, co-ordinates a group of Supervisors who work together to look after a number of groups. The expedition leader has overall responsibility for the safe outcome of the venture and reports to the Head of Establishment.

The **Supervisor** has responsibility on the ground for their group. It is their responsibility to ensure the health and safety of the group. This is a responsible position that involves decision making on behalf of the groups and liaising with the Expedition Leader / Base Contact if an emergency arises.

Supervisors in major emergencies may have to devolve responsibility to the emergency services. Supervisors will need the competency and experience to understand the nature of an incident, procedure required to resolve the problem.

Supervisors will determine the nature and extent of close and remote supervision based on the experience of the group and nature of the terrain.

**Assessors** ensure that all conditions and requirements for the Award are met. The assessor should make no decisions that effect the expedition. However, a supervisor would be wise to accept advice from an assessor, especially when local knowledge is involved. In some circumstances the assessor and the supervisor can be the same person

During the expedition a Base Contact will be appointed. See\*\*\*

## 12.7 Preparing of participants

The Duke of Edinburgh's Award puts a huge emphasis on developing and preparing participants so they can operate on expeditions without direct supervision. This preparation is mostly training groups with the skills for independent travel and camp craft. After this training the Head of Establishment and the expedition leader / supervisor must be satisfied that the group have the necessary skills to be independent before direct supervision is withdrawn.

The training of groups must include what to do in an emergency situation and how to find help or raise an alarm.

## **12.8 Information for Parents / Parental Consent**

Parents must be specifically informed of expedition plans in writing and should include:

- The activities and the learning objectives
- A packing list
- The venue / route
- Domestic and sleeping / camping arrangements
- Supervision arrangements
- Travel arrangements and times
- Insurance cover
- Code of conduct

Parental information letter V\*\*\* and consent form V4 for residential visits should be used

## **12.9 Emergency details and situations**

Expedition Leaders / Supervisors should ensure that they carry the following up-to-date information for all participants (including accompanying adults):

- Relevant medical information
- Emergency contact / Base Contact details
- Any other information relevant to the venture

Groups must have information with them on how to raise an alarm or find help. A mobile phone with pre-programmed numbers will help in this situation. Such phones with the group must only be used in an emergency and can be, for example wrapped in bubble wrap, sealed with tape then drawn on with permanent marker.

## **12.10 First Aid and Medical Facilities**

Duke of Edinburgh's Award groups must be trained in basic first aid to be able to deal with emergencies they could encounter. The risk assessment process will highlight the sort of injuries that could be sustained.

The expedition leader must consider the following when drawing up the supervision plan for the group

- How quickly medical care can be accessed
- The age, maturity, training and trustworthiness of the participants
- Any known medical needs

Any incident during an expedition, which resulted in injury, must be reported to the Council by contacting the Duke of Edinburgh's Award Support Officer as soon as possible after the incident.

## **13. VISITS AND ACTIVITIES AT VENUES THAT NEED SPECIFIC PLANNING AND PREPARATION**

### **13.1 Introduction**

Coastal visits: beaches, rocky-shores, paddling, harbours, cliff top walks

Most young people thoroughly enjoy the opportunity to visit coastal areas or paddle in natural waters – particularly in warm weather. These areas as well as being hugely enriching present specific hazards that need to be considered in the planning process and they require careful judgement and vigilance.

Beach visits are to be encouraged for the wealth of experiences to be found there. Some beaches have rocky shores elements at their edges that in themselves require special consideration. In some locations easy access to rocky shores without beaches can be found which need significant management and judgement to be used safely

Harbours present a range of interest from cultural industrial and historical perspectives. They do however in most cases involve deep water and precipitous edges that need to be managed.

Cliff top walks offer spectacular views of scenery and bird life and often link beaches and easy access routes. Like harbours, cliff top paths present planning and group management challenges that need to be very carefully considered.

Paddling in the sea on a coastal visit has huge benefits to visit participants and is almost inevitable if the weather is warm. Due to the constantly changing tides and sands paddling needs to a planned activity that draws on staff's full understanding of the hazards involved and how these should be managed

Visit Leaders should be aware that many of the incidents affecting young people have occurred by or in the sea. The Visit Leader should bear the following points in mind when assessing the benefits and risks of a coastal activity:

### **13.2 Approval**

All coastal visits should be approved by the Head of Establishment. For visits to rocky shores that do not have a beach element this should be classed as an adventurous activity. For this the Head of Establishment must consult with the Adventure Aberdeen Team Leader before final approval.

The Head of Establishment must be confident that the Visit Leader has the knowledge and experience to lead a visit to a beach with its associated activities.

Before giving final approval for a coastal visit involving beaches, rocky shores adjoining beaches, paddling, cliff top walks or harbours, Heads of Establishment must ensure that the Visit Leader has the necessary knowledge, experience and supervisory skills to manage the hazards involved.

Visit Leaders taking groups to beach locations or using rocky shore environments adjacent to beaches must complete the coastal visit OIL training module \*\*\*\*

### **13.3 Visit Plans**

The Visit Leader is responsible for completing (refreshing) a visit plan for a visit to a coastal location. See visit plans for routine and expected and one off day visits.

### **13.4 Risk assessment**

The Visit Leader must ensure there is a risk assessment in place for a visit to a coastal area. See \*\*\*\* and risk assessments for routine and expected and one off day visits.

Involvement of the group in the risk assessment process is a fundamental part of training young people to manage hazards and is strongly encouraged. Local sources of information such as the coastguard, harbour master, lifeguard or tourist information office can provide valuable information and advice on the nature and location of hazards specific. Knowledge of the coastal location from previous use or an inspection visit is extremely important to managing the hazards listed below.

Specifically on coastal visits, hazards from the following must be managed if appropriate

**Beaches and rocky shore fringes:**

- Broken glass / dog mess/ beach litter / sharp rocks / shells
- Cold wind, wind chill on paddlers
- Too much sun masked by a cool breeze.
- Strong waves / currents
- Slippery rocks leading to impacts / deep rock pools
- Ill-defined boundaries
- Being lost in the crowd
- Jelly fish stings
- Flying sand in the eyes
- Thrown stones
- Strangers

**Harbours and coastal paths:**

- Precipitous edges
- Deep water
- Trip hazards from tied up boats (ropes)
- Moving vehicles
- Fishing equipment / boxes / fuel tanks

### **13.5 Supervision on beaches, rocky shores fringing onto a beach and paddling**

Establish a weather forecast on the day. The weather on the day will make a big difference as to how a group of young people should be managed on a beach. Wind speed and direction will determine levels of communication, flying sand, size of wave temperature and general enjoyment.

Whilst planning the visit establish from either the WEB, the newspaper or the coastguard what the tide will be doing on the day. Local knowledge of a beach will help to establish how much room there will be on the beach when the tide is high.

On arrival, establish a base on the beach to which members of the group may return if separated. The Visit Leader should check the beach for glass / dog mess and tide wash hazards / litter, sand bars that could be surrounded by an incoming tide or large waves, other beach users.

The Visit Leader and other staff must ensure a toilet request system is established and that consideration has been given to getting changed and use of cameras.

Set very clear boundaries to start with including proximity to the waters edge. Some old PE equipment can be used to do this, small cones, a bib on a spade etc. These boundaries can be changed later once initial excitement has worn off and staff have had an opportunity to "test the waters".

Set very clear behaviours e.g., no throwing sand or stones, keep an eye out for your and your buddies safety, when the whistle blows come back to here, don't get led away by somebody you don't know, avoid dogs.

The Visit Leader may wish to consider establishing some whistle blow or hand signals for participants and staff to aid communications.

Gently sloping beaches are safer than steeper ones. Gentle slope beaches create waves with little energy at the waters edge. Steep sandy but especially shingle beaches can, especially with an offshore wind create dumping waves that can draw small people into the water into currents.

If a rocky shore fringes the beach set initial boundaries for use or not, e.g. don't go more than a cars length from the sand, don't climb anything.

Rock pooling should be a supervised activity. (Scrambling over the rocks for its own sake should be avoided - this requires specialist skills and judgement). A culture of care for living things can create a careful, gentle approach. Rock pool areas are inherently slippery so care of footing and movement in general must be exercised. Slow, low, crab like movement will help. Rocky shores that have had a bit of time to dry are less slippery.

Paddling should be a supervised activity. The Visit Leader must be satisfied that the nature of the sea / waves is not hazardous to paddlers and that the waves are not strong enough to knock participants off their feet or draw them out to sea. This should be tested one way or another. Very clear physical boundaries must be set and instructions as to how deep to go. Ankle or shin deep will lead to knees getting wet, knee deep will lead to skirts, shorts swimmers etc getting wet. Paddling is generally understood to be below the knee

Supervision should be close enough to talk (rather than shout) to paddlers and be able to reach a paddler in a couple of moments if needs be. Groups of other paddlers are best avoided if possible so counts are easy. Paddlers leaving the waters edge in ones or twos should be assigned into another leader's responsibility with a clear handover.

Jelly fish will cause excitement and possible distress. Any stings can be alleviated with the use of vinegar. Sachets as found in cafes in the first aid kit are useful on beaches. Surfers or surf kayakers can be a hazard if they come into close into the paddlers

### **13.6 Supervision on harbours and cliff tops**

Both harbours and cliff top walks involve places to fall off and deep water. Supervision consequently needs to be close and direct. This role needs experience and supervision ratios need to be established taking experience of accompanying staff into consideration

Establish a weather forecast on the day. This will help determine wind direction and strength and if ground conditions will be wet and slippery or dry and grippy. Strong winds, especially offshore, would require a plan B.

On arrival (or before) establish small groups and supervisors. On a cliff path it is easier to supervise a distant small group walking with a gap between the other groups. The Visit Leader should consider asking staff to appoint a back (responsible) person. Leading from the back, so the whole group can be seen all the time, may work better with a responsible person at the front.

At a harbour site locate any buoys or other public safety equipment and any specific hazards; vehicles, loaders, trip hazards etc that come and go. The Visit Leader should discuss a dynamic risk assessment and resulting actions with all the supervisory staff.

Set very clear behaviours to reduce pushing, overtaking on narrow paths, throwing stones, being too close to precipitous edges, interfering with piles of nets, fish boxes etc. Participants should be responsible for making sure their shoes laces are tied and that they are not carrying coats / bags etc in a way that could be tripped over.

Distance from edges can be managed by using easily understood lengths, a person, a cars length etc. It is good practise to point out things of interest while the group are standing still rather than on the move.

During snacks, breaks, lunch etc the group should be located in a safe place with staff located between the group and the hazard (edges). The Visit Leader and other staff must ensure a toilet request system is established that doesn't let participants go wandering off looking for an out of site space.

### **13.7 Information for Parents / Carers and parental consent**

Parental consent has to be obtained for visits to coastal areas. This can be for Routine and Expected visits or one-off visits depending upon the normal curricular functions of the establishment.

### **13.8 Visits to other water margins**

Visits to other water margins, loch sides, river banks and beaches, burns, ponds present many opportunities for learning and enriching the curriculum. They also present significant hazards that need to be managed or avoided.

The Head of Establishment and Visit Leader must carefully consider the suitability of the venue and the level of competence required to supervise the participants safely and effectively.

When selecting a suitable venue the Visit Leaders should consider:

- The likelihood of someone falling in.
- The seriousness of falling in. Factors influencing seriousness include:
  - a. Depth and temperature of the water and air (note: sudden and unexpected Immersion in cold water has a rapid and dramatic effect on the body's systems and will often impair people's ability to reach safety).
  - b. Current - is the current strong enough to knock someone off his or her feet? (fast flowing water doesn't need to be deep to do this – ankle deep may be enough). If so, where would the current take them?
  - c. Presence of underwater or bank hazards (e.g. tree roots, shopping trolleys, rocks, sharp objects).
  - d. Water quality (e.g. bacteria from chemicals, sewage, dead animals or other causes). Can groups wash their hands in clean water prior to eating if required?
  - e. How easy would it be to rescue someone who has fallen in or who is in difficulty?
    - i. Could they get themselves out easily?
    - ii. Could they be reached safely e.g. with a towel, a stick, a piece of clothing, a length of floating rope or any public safety equipment available?
    - iii. Could someone wade in to get them without putting him or herself in danger?
  - f. How does the venue change according to current and past weather conditions?
  - g. Is the venue subject to rapid changes in water levels? When and why do these happen? How would these effect your chosen location?
  - h. Are there clearly recognisable 'cut-off' points which can be identified (e.g. river level height indicator) to help the Visit Leader decide whether or not
  - i. The visit should go ahead or be stopped? Can the Visit Leader clearly recognise if conditions are suddenly changing during the visit? Can they get the group to safety if conditions require it?
  - j. Has the venue changed in character recently? (Remember: just because it was safe on the last visit doesn't mean it will be safe for the next one).
  - k. Planned swimming in natural waters presents many issues and requires staff to be experienced and well trained. See Swimming in Natural Waters chapter in section B of this policy.



If planned paddling in natural waters is to be part of a visit the Visit Leader must be aware of the hazards involved with this from the sections above, also that the water quality of flowing natural waters in and around the Aberdeen is not high and that river bed debris / litter is in no short supply.

Visit Leaders must consider the use of buoyancy aids and robust grippy footwear if young people are working / spending time on river banks that could present hazards from deep flowing water. These can be sourced from Adventure Aberdeen. Visit Leaders may wish to discuss plans and venues with the adventure Aberdeen Team Leader

### **13.9 Farm Visits**

Farms can provide an exciting opportunity for young people to learn about rural life and food production but can also be places of relatively high risk. Careful planning and good on-site management is vital. Visit Leaders should ensure that they, other staff and the young people in their care engaged in these activities take the relevant precautions listed below and inform parents/carers accordingly.

Zoonosis infections (e.g. Weil's disease) are a risk to visitors to farm sites. Zoonosis infections are transmitted by contact, directly or indirectly, with the faeces or urine of some animals or by the drinking of contaminated water. Leaders should ensure that all supervisors and children are informed of the precautions to be taken.

Such infections are relatively rare but can be serious. Most are treatable with antibiotics. Symptoms of infection may include flu-like attacks, headache (often persistent), vomiting, muscle pain, diarrhoea and abdominal pain. Parents/carers should be briefed to inform the establishment and arrange for their child to see a doctor if they develop any of the above symptoms in the days or weeks following an visit to a farm.

Visit Leaders should check the provision at the farm to ensure that:

- Eating areas are separate from those where there is any contact with animals
- There are adequate clean and well-maintained washing facilities
- There is clear information for visitors on the risks and precautions to take
- There is adequate trained adult supervision wherever young people might come into contact with animals
- All young people wash their hands thoroughly as soon as possible after touching animals and before any eating and drinking
- Shoes are cleaned and then hands are washed on leaving the farm.

Visit Leaders should never let participants:

- Place their faces against animals
- Put their hands in their mouths after touching or feeding the animals
- Eat or drink while going round the farm
- Sample any animal foodstuffs
- Drink from taps other than in designated public areas
- Touch animal droppings – if they do then wash and dry hands
- Play in the vicinity of, or ride on, tractors or other machinery unless part of an 'approved' ride
- Play in the farm area (other than designated play areas), or in other areas that are out of bounds such as grain storage tanks, slurry pits etc.

### **13.10 Play barns / Soft play areas**

Play barns and child soft play areas, can provide exciting space to play for children from birth to 12 years. They offer opportunities for children to participate in exciting physical play within a confined environment. The play areas are designed to minimise the risk of harm or injury to children through the use of padded covers, playmats and impact absorbing safety floors. Features may include ball pits, slides, tubes, rope bridges, maze puzzles, footprint trails etc.

Careful planning and good on-site management is vital. Staff should ensure that the exit point is monitored at all times, and remain vigilant to the activities being undertaken throughout the entire session.

### **13.11 Forest Schools**

The Forestry Education Initiative has developed the Forest School idea that has been run for a number of years in Scandinavia, Wales and England. For further information see [http://www.foresteducation.org/forest\\_schools.php](http://www.foresteducation.org/forest_schools.php) Forest School programmes can take a variety of forms to suit the group's abilities and available sites. Activities would normally include shelter building using tarpaulins or natural materials, using tools, making small fires and use of storm kettles.

Forest School aims to deliver outcomes to promote self esteem, team working and healthy living as well as providing educational opportunities on a regular basis in the outdoors in all weather conditions. All activities are risk assessed in advance to take account of site situation / conditions, weather, client group and activities.

Only qualified Level 3 Forest School leaders would be leading these activities or at least are managing the session overall. The level 3 training is an Open College Network accredited qualification, see [http://www.foresteducation.org/forest\\_schools.php?page=6](http://www.foresteducation.org/forest_schools.php?page=6)

### **13.12 Aberdeen City Ranger Service**

The Ranger Service of the City Council is based at Loriston Loch Farm in the south of the City. The service works with school and community groups in a variety of locations across the City. The ranger team can deliver a wide range of environmental activities. See appendix \*\*\*\* for a full list of activities

### **13.13 Aberdeenshire Ranger Service**

The Ranger Service of Aberdeenshire has a variety of operation bases. Rangers leading activities in high or remote places must be appropriately qualified to do so. Advice on this can be sought from the Adventure Aberdeen Team Leader.

### **13.14 Fairgrounds and theme parks**

Visit Leaders must seriously consider the educational merit of visits to fairgrounds and theme parks before offering them to would be participants.

If going ahead with these activities, Visit Leaders must ensure:

- Parents / Carers are aware of the types of rides activities that will be available
- Relevant medical information is collected e.g. epilepsy, vertigo, motion sickness etc.
- Dynamic risk assessments are undertaken on arrival as to best manage the group
- Remote supervision methods applied if necessary including meeting points and times, where to find help at any time
- Codes of safe conduct are agreed.

### **13.15 Paint Ball and Shooting**

Paintball:

The Council does not endorse paintball shooting activities where participants are targets.

Shooting / clay pigeon / targets:

Visit Leaders should seriously consider the moral and ethical implications of these activities before offering them to would be participants.

If going ahead with this activity, Visit Leaders should establish that:

- Parents / Carers are aware of exactly what the activity will be.
- The maturity of the group is compatible with the levels of discipline required when fire arms are present.
- The group are aware that if codes of safe conduct are not followed all activity will stop.
- Shooting activity providers must be an accredited external service provider of the council.

### **13.16 Quad Bikes**

Quad biking is a popular activity often offered as part of a multi activity programme at Activity Centres. As with all motor sports involving groups of participants it can involve significant exposure to hazards from speed, collision, rolling and crushing.

If, after careful consideration as to the appropriateness of quad biking activities, Visit Leaders overseeing groups taking this activity must:

- Ensure the provider is an accredited as an external service provider by the Council
- That Parents / Carers are aware of exactly what the activity will be
- The maturity of the group is compatible with the levels of discipline required when using quad bikes
- The group are aware that if codes of safe conduct are not followed all activity will stop.

### **13.17 Airborne flying activities and parachute jumps**

Aberdeen City Council would not normally endorse visits that involve flying activities or parachute jumps. However, specific cases would be considered on individual merit and Visit Leaders should contact the Adventure Aberdeen Team Leader.

### **13.18 Small commercial vessels (certified)**

Vessels bearing a 'Small Commercial Vessel Certificate' (commonly used by the Royal Yachting Association on behalf of the Marine Safety Agency) have been thoroughly inspected in respect of the vessel, its equipment, safety arrangements and the competence of the Skipper. The Certificate will specify the capacity of the vessel and its class (range from port) and should be displayed in the wheelhouse of the vessel.

Such vessels may be used with groups of young people in the company of a Teacher, Youth Worker, Social Worker etc who should confirm that the vessel is to be deployed within the scope of the Certificate.

### **13.19 Fieldwork**

Field work can provide a very rewarding opportunity for school students to expand their understanding of practical aspects of curricular studies.

It is recognised that Council establishments frequently use field trips and field work to enhance their curricular work. Field work sites can be in both the rural and urban environments and each with their own hazards and risks. Careful planning and good activity management is vital.

School staff should ensure that they and the participants in their care engaged in field studies take the relevant precautions listed below and inform parents/carers accordingly.

Visit Leaders visiting field work sites in environments for which the council would normally approve leaders must contact the Adventure Aberdeen Team Leader if they are not approved. See HILLWALKING

Before the visit, Field Study Leaders should:

- Discuss with land-owners and occupiers (if appropriate), to work on the site and be clear about access rights and restrictions on access and activities. See legal section; access
- Choose sites with care, avoiding sites of Special Scientific Interest and Nature Reserves (unless these specially cater for education groups) and seek resilient areas
- Ensure that everyone is familiar with appropriate codes of conduct, such as the Outdoor Access Code
- Consider child protection issues carefully, particularly in areas where there is open public access
- Ensure they follow the guidelines relating to remote supervision.

During the field work if young people will be operating away from direct staff supervision leaders should ensure that:

- All participants have appropriate clothing and footwear for the activity and conditions
- they maintain a degree of supervision, appropriate to the nature of the group
- They carry first-aid and emergency equipment appropriate to the environment and activity and that they know how to use this equipment
- Disruption of the environment, e.g. by collection of plants, rocks etc. is kept to an absolute minimum or prohibited. Members of the party should be encouraged to record by sketches, photographs etc.
- The behaviour of the group does nothing to damage the attitude to field studies held by site owners or the general public, and to this end make
- Sure that all members of the group recognise the need for good behaviour and courtesy in all their contacts with the public.

## Field Work by Senior Students in their Own or School Time

In some instances senior students (16-18) independently undertake field work in their own or school time. In this instance the establishment must satisfy themselves that there are no hazards present that the student could not easily assess and control themselves.

Heads of Establishment, through delegated responsibilities, must ensure that students working in the field away from supervision:

- Are doing so with the knowledge and agreement of the students parents / carers
- Are aware of appropriate clothing and foot wear
- Are aware of, and how to avoid any hazards that might be present
- Are preferably with other students or being remotely supervised by staff or parents especially in terms of return time
- Use mobile phones to keep in touch with remote supervisors.

### **13.20 Remote supervision**

These principles apply particularly to remotely supervised groups while undertaking adventurous activities such as the qualifying expedition section of the Duke of Edinburgh's Award but are also relevant to fieldwork, 'downtime' and other times when groups are not directly supervised by a leader.

Activity undertaken without direct leader supervision can be a powerful learning experience for participants but must not be undertaken lightly. Such activities:

- Should be run by a suitably qualified and experienced leader, familiar with the area and with a good knowledge of the group
- Should form a natural progression to the programme of study. Participants should be at a stage to cope with and benefit from such experience
- Should be at a level of difficulty below that which would be appropriate for the same participants operating in a led situation
- Require appropriate participant maturity, levels of training and experience
- Require a system for frequent staff checks on the welfare and behaviour of participants
- Should be included in information to parents / carers.

Remotely supervised activities should never be used as a means to overcome staffing shortage.

Visit Leaders should note that the skills, knowledge and qualifications of the leader overseeing a remotely supervised group should normally be greater than those required by leaders overseeing a directly supervised group in the same activities / environment.

Leaders should recognise that they remain responsible even when the group is operating independently and should set arrangements accordingly.

## Management of Remotely Supervised Groups

The leader should be sufficiently qualified and experienced to determine that the training, skills and abilities of the individual members of the group are appropriate to the activity undertaken.

- Basic ground rules regarding behaviour, mutual support, out-of-bounds areas etc. must be established and agreed with the group when on an expedition, or in remote environments where there is a significant risk of benightment away from shelter, remotely supervised groups must carry (and have had instruction in the use of), emergency bivouac equipment (or tents), including spare food and clothing appropriate to the conditions.
  - Routes chosen must reflect the experience and fitness of the group and the loads being carried
  - If a trained first aider or emergency services cannot reach the group quickly following an incident, it is recommended that members of the party are first aid trained and carry a first aid kit
  - Clear, concise, written instructions for emergency action and emergency telephone contacts should be available to all members of the group
  - Emergency telephone numbers should be permanently manned. Leaders should note that mobile phones cannot be relied upon to give adequate coverage in many remote areas unless a reconnaissance has shown otherwise
- 
- All young people wash their hands thoroughly as soon as possible after touching animals and before any eating and drinking
  - Shoes are cleaned and then hands are washed on leaving the farm.

Visit Leaders should never let participants:

- Place their faces against animals.
- Put their hands in their mouths after touching or feeding the animals.
- Eat or drink while going round the farm.
- Sample any animal foodstuffs.
- Drink from taps other than in designated public areas.
- Touch animal droppings – if they do then wash and dry hands.

- Play in the vicinity of, or ride on, tractors or other machinery unless part of an 'approved' ride.
- Play in the farm area (other than designated play areas), or in other areas that are out of bounds such as grain storage tanks, slurry pits etc.

## 14. APPENDICES

### 14.1 Terms and Conditions for Educational Visits

This information is issued annually and should be kept on record. It can also be found online at: [www.?](http://www.aberdeencity.gov.uk)

#### **Insurance information**

Aberdeen City Council provides off-site activities travel insurance cover for all insured persons (pupils, teaching staff, youth workers, support staff, adult volunteers, helpers, assistants and other authorised children) of participating schools and community groups whilst on organised visits outside the designated school boundaries. Further details can be found within the policy summary (appendix 13 of the Educational Visits Policy) which can be found online at:

[http://www.aberdeencity.gov.uk/AdventureAberdeen/About/adventure\\_about.asp](http://www.aberdeencity.gov.uk/AdventureAberdeen/About/adventure_about.asp)

Participants wishing to obtain cover for personal accident and third party liability are advised to contact an insurance company or broker. If the Visit Leader takes out additional insurance, you will be informed.

The following are the conditions of declaration by **parents/carers**.

I having parental rights and responsibilities towards my child/ward named on the consent form (V4):

- Understand that under the Act of Legal Capacity (Scotland) 1991, a young person (16-18 year old) may give consent for their involvement in the visit. However, it is encouraged that a counter-signature be provided by those with parental rights and responsibilities. A space is provided on the consent form (V4) for this.
- Have read the information issued concerning the visit and the statement of insurance.
- Understand the nature of the activity/activities to be undertaken and consider the above named person fit to take part.
- Understand that the visit has been risk assessed and every effort will be made to minimise risk. Nonetheless I acknowledge that a totally risk free environment is unrealistic and in signing the parental consent form I accept that a degree of risk remains.
- Will meet reasonable expenses incurred in replacing or repairing property, furnishings, goods or equipment damaged due to misbehaviour or disobedience which would not be covered by the Council's or the visit insurance.
- Will meet any costs for travel in the event of the above being taken home due to misbehaviour or disobedience.
- Understand that any deposit paid may not be returned should the above named be withdrawn from the visit for disciplinary reasons.
- Understand that if the above named is unsuccessful in securing a place on the visit, any deposit paid will be returned.
- Understand that the visit will take place according to Aberdeen City Council's educational visits policy, which can be found online at [www.aberdeencity.gov.uk/AdventureAberdeen](http://www.aberdeencity.gov.uk/AdventureAberdeen)

#### **Data Protection**

The personal information collected on these forms is recorded on computer, stored securely and processed only for the purpose of educational visits. Aberdeen City Council (ACC) will process this information fairly and lawfully and in accordance with the Data Protection Act 1998.

For the purposes of processing the personal information ACC is the Data Controller. The nominated representative of the Data Controller is the City Solicitor. You have a right to obtain details of the personal information which ACC holds about you. Such a request should be made in writing and go to the Head of the Establishment organising the visit.

## 14.2 V forms

- V1 Visit Plan Routine and Expected
- V2 Visit Plan Day Visits
- V3 Visit Plan Residential Visits
- V4 Consent, medical information and emergency contacts
- V5 Authorisation of foreign travel
- V6 Base contact information
- V7 Registration to lead adventurous activities
- V8 Terms and conditions for educational visits



<b>V1</b> <b>VISIT PLAN - ROUTINE AND EXPECTED</b>	 <b>ABERDEEN</b> <small>CITY COUNCIL</small>
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<b>ESTABLISHMENT:</b> <b>LEADER:</b> <b>VISIT TO:</b> <b>DATE:</b>	<b>NO OF PUPILS:</b> <b>AGE RANGE:</b> <b>COST PER HEAD:</b>
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Level of experience of accompanying staff: (LOW 1 2 3 4 HIGH )

NAME	LEVEL	NAME	LEVEL

Educational objective of visit: .....



	ITEMS TO BE PLANNED	DETAILS
1	Information home / consent	
2	Venue research	
3	Staff / participant ratios	
4	Travel / logistics	
5	Equipment / clothing required	
6	Managing the activity	
7	Medical / health considerations	
8	Weather factors	
9	Emergency procedures	
10	External provider (if applicable)	
11	Risk assessment completed	
12	Other	

Visit approved by Head of Establishment:	YES / NO	Signature	Date	Date for review
--	----------	-----------	------	-----------------

V1 – Visit plan for visits which are Routine and Expected and covered by annual block consent. This form to be retained in the Establishment.

V2	<b>VISIT PLAN – DAY VISITS</b>	
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<b>ESTABLISHMENT:</b> <b>LEADER:</b> <b>VISIT TO:</b> Email: Tel (school): Tel (when away):	DATE: NO OF PUPILS: AGE RANGE: COST PER HEAD:
--	--

Does this visit have an adventurous activity as defined by Section B of the Outdoor learning and educational Excursions Policy?	YES* / NO
---	-----------

Level of experience of accompanying staff: (LOW 1 2 3 4 HIGH )

NAME	LEVEL	NAME	LEVEL

Educational objective of visit: .....

.....

	ITEMS TO BE PLANNED	DETAILS
1	Departure point and time. Return point and time	
2	Activities	
3	Information home / consent	
4	Venue research.	
5	Staff / participant ratios	
6	Travel / logistics.	
7	Equipment / clothing required.	
8	Managing the activity.	
9	Medical / health considerations.	
10	Weather factors.	
11	Emergency procedures.	
12	First aid provision	

V2 – Visit plan for day visits, activity weeks or a series or programme of activities where there is no residential element. Annual block, specific block or one-off consent can be used depending on nature of visit.  
 For all day visits within the city boundary or those with an adventurous activity the Head of Establishment to email completed form to ACCvisits@aberdeencity.gov.uk

V3	<b>VISIT PLAN – RESIDENTIAL VISITS (+ ABROAD)</b>	 ABERDEEN CITY COUNCIL
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ESTABLISHMENT: Tel (school): Tel (when away): Email: DEPARTURE DATE: RETURN DATE:	<b>LEADER:</b> <b>VISIT TO:</b> NO OF PUPILS: AGE RANGE: COST:
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Does this visit have an adventurous activity as defined by Section B of the Outdoor Learning and Educational Excursions Policy?	YES* / NO
---	-----------

Level of experience of accompanying staff: (LOW 1 2 3 4 HIGH )

NAME	LEVEL	NAME	LEVEL

Educational objective of visit: .....

.....

	ITEMS TO BE PLANNED	DETAILS
1	Information home / consent	
2	Staff / participant ratios	
3	Activities	
4	Venue / Location research	
5	Travel / logistics	
6	<u>Accommodation</u>	
7	<u>Programme</u>	
8	External provider if applicable (all details and contact numbers)	
9	Base Contact	
10	Insurance	
11	Equipment / clothing required	
12	Managing the activity	
13	Medical / health considerations	

V3 – Visit plan to be used for all residential visits (inc Abroad). One off consent is required for a residential visit.

Head of Establishment to email completed form to [ACCvisits@aberdeencity.gov.uk](mailto:ACCvisits@aberdeencity.gov.uk)



V4

## CONSENT, MEDICAL INFORMATION AND EMERGENCY CONTACTS FORM



<b>VISIT TO</b>	<b>DATE</b>	
<b>LEADER</b>		

<b>VISIT MEMBER</b>	<b>AGE &amp; D.O.B.</b>	
Address		
Parent / Carer name (if applicable)		

EMERGENCY CONTACT INFORMATION			
First option - Name		Tel (home)	
Address		Tel (mobile)	
Second option - Name		Tel (home)	
Address		Tel (mobile)	

<b>SWIMMING – For water based activities and swimming pools</b>
Can the above named person swim <u>YES</u> <input type="checkbox"/> <u>NO</u> <input type="checkbox"/> If yes, how far do you think they can swim .....metres. If they can not swim would they be confident in water with an approved buoyancy aid or life jacket <u>YES</u> <input type="checkbox"/> <u>NO</u> <input type="checkbox"/>

MEDICAL – Please give full and accurate information			
Doctors name	Practice	Tel	
Recent medical issues / illnesses / surgery			
Has your child / ward been in close contact with any contagious diseases / If yes please give details			
Any infections in the last 4 weeks			
Any current course of medication			
Any restrictions you would wish to place on emergency treatment:			
I authorise all medical and surgical treatment, including X-ray, laboratory, anaesthesia and other medical and/or hospital procedures as may be performed or prescribed by the attending doctor and/or paramedics for my child and waive my right to informed consent of treatment. This waiver applies only in the event that neither parent/carer can be reached in the case of an emergency.			
Parent / Carer's signature		Date	

PHOTOGRAPHY
Please tick the box if you do not consent to photographs being taken of your child / ward that could be used to promote activities in the Establishment / Council. <input type="checkbox"/>

CONSENT			
I, being over 18yrs of age or having parental rights and responsibilities towards the above named person understand the nature of the excursion / activities and agree to them taking part and that they are fit and able to do so. By signing this form I agree to Aberdeen City Council's terms and conditions which can be found at ***** and also understand that it is my responsibility to inform the excursion leader of any significant changes to the information I have provided about the person named in this form between now and the excursion taking place.			
Name (Block Capitals)		Signature	Date
Name (Counter signature for young persons 16 – 18)		Signature	Date

PARENTS / CARERS PLEASE RETURN THIS FORM TO EXCURSION LEADER

V5

## AUTHORISATION OF FOREIGN TRAVEL



ESTABLISHMENT:

LEADER:

VISIT TO:

DATES:

## + Details of Visit Member

NAME:	
PARENT / CARER NAME	
ADDRESS	
TEL (Home)	
TEL (Mobile)	
Email	

## Passport Information

Does the visit member have their own passport?	
If yes, what was the country of Issue	

Where eligible, the above named visit member may be included in a collective passport\*. Please provide the following details. (N.B. Visit members who are 18 years or over will require their own passport.)

Date of Birth		Country and Place of Birth	
Nationality			
If born abroad, Name, place and date of birth of the mother			
If born abroad, Name, place and date of birth of the father			
Does the child have parents born in the UK or naturalized or registered as a citizen?			
If you have answered No were there any restrictions on the mother or father's stay in the UK when the child was born?			
Citizenship of	Father	Mother	
If your child is included on a non EU passport, please provide the following information			
Country of issue		Passport Number	
Date of Issue		Date of Expiry	

For visits involving overseas travel, the written consent of both parents is required (see - Notes for Parents on next page)

Signature		Date	
Relationship to child			
Signature		Date	
Relationship to child			

\*UKPA issues 2 different collective passport questionnaires, 1 for children born in the UK, and the other for children born outside the UK

V5 – This form to be sent home and returned to the excursion leader. All information given will be treated with confidence and disposed of according to data protection legislation.



V6 <b>INFORMATION HELD BY BASE CONTACT</b>	 ABERDEEN CITY COUNCIL
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Full details of the visit should be retained at the establishment and with the base contact while the visit is away

VISIT TO	Date(s):	
Address, Times, Places.		
VISIT LEADER		
Tel (mobile)	email	
OTHER STAFF		
Tel (mobile)		
BASE CONTACT	email	
Tel (school, mobile)		
ESTABLISHMENT SENIOR STAFF		
Tel (Home, mobile)		
Useful information on contact times		

TRAVEL COMPANY		
Contact Person	email	
Tel (office & Mobile)		

+

RESIDENTIAL / ABROAD		
Destination Contact	email	
Telephone details		
Education Officer	email	
Telephone details		
Alternative Contact		

Council emergency contact details / corporate communications	
01224 633030 (daytime)	01224 693350 (out of hours)
Contact details for British Embassy or consulate	
Tel	

CHECK SHEET (Attach if applicable)

1.	Itinerary (including contingency plans)	
2.	V-forms (including individual consent forms)	
3.	A copy of contract / service schedule with the hotel etc. if appropriate	
4.	Copies of travel insurance and medical documents	
5.	A list of group members and their details	

V6 – This form contains the emergency contact details to be retained by the establishment base contact whilst the visit is away. A copy of this form should be carried by the excursion leader and accompanying staff.

V7

## REGISTRATION TO LEAD ADVENTUROUS OUTDOOR ACTIVITIES



In order to lead adventurous activities with Aberdeen City Council groups approval must be gained from the Adventure Aberdeen Team Leader.

For the most part it is the activities in section B of this policy that leaders need to be approved to lead. It does not include low level local walks or non-technical team challenge activities.

This approval is current for one year and subject to annual review.

The leader will need to demonstrate their competence either by certification or by demonstration and that they have a sound grasp of the risk assessment process for the activities to be lead.

Please forward a copy of this form to the Adventure Aberdeen Team Leader either by letter, email or fax.

NAME	
Address	
Place of work	
Work Tel No	
Email	
Post held	

Activity / activities for which approval to lead is being sought	
Relevant national governing body or in-house training awards to lead these activities.	
	Date gained
First aid award held	
Expiry date	

Referee (To be completed by either the Head of Establishment or Senior management)			
Referee name		Post held	
Tel		Email	
Signature		Date	

**Important note** Referees are not required to confirm applicant's technical; competence to lead these activities; this will be assessed by the Adventure Aberdeen Team Leader.

### RETURN THIS FORM TO:

Jonathan Kitching, Adventure Aberdeen Team Leader, Adventure Aberdeen, Fairley Road, Kingswells, Aberdeen, AB15 8PZ.

Or email: [jkitching@aberdeencity.gov.uk](mailto:jkitching@aberdeencity.gov.uk) FAX: 01224 745879

V7 – This form must be submitted in order for ACC staff to gain approval to lead adventurous outdoor activities.



This information is issued annually and should be kept on record. It can also be found online at: [www.aberdeencity.gov.uk](http://www.aberdeencity.gov.uk)?

#### **Insurance information**

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[http://www.aberdeencity.gov.uk/AdventureAberdeen/About/adventure\\_about.asp](http://www.aberdeencity.gov.uk/AdventureAberdeen/About/adventure_about.asp)

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I having parental rights and responsibilities towards my child/ward named on the consent form (V4):

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- Have read the information issued concerning the visit and the statement of insurance.
- Understand the nature of the activity/activities to be undertaken and consider the above named person fit to take part.
- Understand that the visit has been risk assessed and every effort will be made to minimise risk. Nonetheless I acknowledge that a totally risk free environment is unrealistic and in signing the parental consent form I accept that a degree of risk remains.
- Will meet reasonable expenses incurred in replacing or repairing property, furnishings, goods or equipment damaged due to misbehaviour or disobedience which would not be covered by the Council's or the visit insurance.
- Will meet any costs for travel in the event of the above being taken home due to misbehaviour or disobedience.
- Understand that any deposit paid may not be returned should the above named be withdrawn from the visit for disciplinary reasons.
- Understand that if the above named is unsuccessful in securing a place on the visit, any deposit paid will be returned.
- Understand that the visit will take place according to Aberdeen City Council's educational visits policy, which can be found online at [www.aberdeencity.gov.uk/AdventureAberdeen](http://www.aberdeencity.gov.uk/AdventureAberdeen)

#### **Data Protection**

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For the purposes of processing the personal information ACC is the Data Controller. The nominated representative of the Data Controller is the City Solicitor. You have a right to obtain details of the personal information which ACC holds about you. Such a request should be made in writing and go to the Head of the Establishment organising the visit.



14.3 Risk assessment template

**Risk Assessment (general)**

<b>Line Manager name:</b>		<b>Line Manager signature</b>		<b>Assessment No:</b>
<b>Date:</b>	<b>Assessed by:</b>	<b>Location:</b>		<b>Review date:</b>
	<b>Signature:</b>	<b>Activity:</b>		

<b>What has the potential To cause harm (hazards) and what harm might result?</b>	<b>Who and how many people might be at risk?</b>	<b>What measures are already in place?</b>	<b>Severity</b>	<b>Likelihood</b>	<b>Risk rating</b>	<b>What further action (s) needs to be taken to reduce risk</b>	<b>By whom and by what date</b>

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## ABERDEEN CITY COUNCIL

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COMMITTEE	<b>Education, Culture and Sport</b>
DATE	<b>21 November 2013</b>
DIRECTOR	<b>Gayle Gorman</b>
TITLE OF REPORT	<b>Increase to 600 hours of free Early Learning and Childcare</b>
REPORT NUMBER:	<b>ECS/13/067</b>

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### **1. PURPOSE OF REPORT**

The purpose of the report is to set out how Aberdeen City Council plans to implement the increase in free early learning and childcare provision from 475 to 600 hours every year in accordance with The Children and Young People (Scotland) Bill (April 2013).

The Bill is currently progressing through Scottish Parliament and planned implementation is for August 2014, resulting in changes to the statutory provision of free early learning and childcare for 3 and 4 year old children and the introduction of free early learning and childcare for Looked After 2 year old children.

In Aberdeen City we will need to increase children's time in local authority nursery classes for three and four year olds, and increase payment for children's time in Partner Provider settings accordingly to comply with statutory obligations. In addition we will make 600 hours a year of free early learning and childcare available for Looked After 2 year olds.

### **2. RECOMMENDATION(S)**

Consultation has taken place with parents, staff and other stakeholders. Parents were consulted on 7 possible options of early learning and child care and as a result of the consultation it is recommended that committee agrees the following;

1. To increase free early learning and childcare for all 3 and 4 year old children from 2 hours 30 minutes a session to 3 hours 10 minutes a session during school term time from August 2014 (Appendix 1 Table 1 Option 1).
2. To make provision of 600 hours of free early learning and child care for all Looked After 2 year olds from August 2014.

3. To increase the payments made to Partner Providers to support the statutory increase in free early learning and childcare hours from August 2014.

### **3. FINANCIAL IMPLICATIONS**

The Scottish Government has increased the funding to Local Authorities to support the implementation Children and Young People Bill (April 2013). Additional funding will be provided for the next 2 years to meet the cost of early learning and childcare section of the Bill. For Scotland this includes £50.8 million revenue and £30 million capital in 2014; and £75.1 million revenue and £30 million capital in 2015–16.

The funding for Aberdeen City in 2014-15 is based on the GAE share is £1.762 million with an additional £71k to support the provision for Looked after 2 year old children. The total additional revenue allocation will be £1.833 million for part year implementation in 2014-15.

The full year allocation in 2015-16 from the Scottish Government will cover full year costs of option 1.

Aberdeen City Council has also been allocated £1.088 million for capital projects associated with the policy.

The costs have been identified as a growth area in the service budget plan and are included as a part year growth for 2014-15.

There will be an increase in staffing in schools. The different models of hours for children have been costed and these are in Appendix 1.

### **4. OTHER IMPLICATIONS**

- 4.1 As a result of the change of hours, the Care Inspectorate (the regulatory body who inspect pre-school provision) will need to review each establishment's registration. Some building modifications may be required for current accessibility regulations.
- 4.2 It is anticipated that it will be necessary to expand provision in a number of settings to meet the increased demand both for Looked After 2 year olds and for three and four year olds.

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

- 5.1 **Historical Background**  
For over 70 years young children in Aberdeen City have received nursery education from the local authority, the voluntary sector or the private sector. Funding for this came from the local authority, the voluntary sector or from the parents themselves.

The Nursery Voucher Scheme was introduced in 1996 and the entitlement to free provision of 12.5 hours of nursery education during the school terms (38 weeks, 475 hours per year) has been available to all children, whose parents wish it since 1998. Nursery education, which has almost entirely been part-time provision for 3 to 5 year old children, has historically formed one distinct strand of public provision for children below the age of compulsory education, and since the Schools (Scotland) Code (1956) there has been a ratio of one teacher to twenty children in nursery classes in Aberdeen City.

The other important strand of provision has been the private sector offering part time or full time care to children aged 0 to 5, often for 50 weeks a year; this has provided much needed childcare for working parents.

Since 1995 the local authority has been in partnership with a wide range of partner providers in the private and voluntary sector. The partnership involves Aberdeen City Council and the provider in a partnership agreement where the partner provides funded quality pre-school provision and receives payment for each child's place. In addition the partner benefits from the ongoing support and challenge of Quality Improvement from the Aberdeen City Council Early Years Pre-School Officer team on a regular basis and in addition access to the extensive Early Years Training Programme.

## 5.2 Current Situation

In Aberdeen City primary schools 2938 three and four year old children attend nursery for 12.5 hours a week, for 38 weeks in the year totaling 475 hours over the course of an academic year. Children attend for a morning or an afternoon session of 2.5 hours daily.

Some parents make the choice for their child to attend a Partner Provider. Aberdeen City Council supports placements at these Partner Provider settings for 475 hours of pre-school education and parents often supplement this to allow for their child to attend different or longer hours. Aberdeen City has a partnership with 103 partner settings and through the partnership funds 12.5 hours weekly of pre-school education places for 1,181 three and four year olds within the private and voluntary sectors.

## 5.3 Overview of Bill

The Children and Young People (Scotland) Bill (April 2013) represents one of the biggest changes to children's legislation for over a decade impacting on children, pre-school education and childcare. The Bill combines pre-school education and childcare by using the term 'early learning and childcare'. This is to make it explicit that all provision should support parents and carers in accessing work and education as well as providing learning for the child. The increase in hours will also support all children and provide increased early intervention to some of the most vulnerable children in the city whilst ensuring high quality provision. The Bill also makes it clear that consultation with parents is required before implementing any model of provision.

Under section 47, in The Children and Young People (Scotland) Bill (April 2013), local authorities must deliver the mandatory amount of 600 hours within a minimum framework of sessions which are no less than 2.5 hours and no more than 8 hours in duration. This must be over a minimum of 38 weeks which need not be confined to term time.

#### 5.4 Consultation with Parents

In Aberdeen City parents with children aged from 1 – 4 years have been consulted on a range of different options. A variety of communication methods have been used to engage with the harder to reach parents. An online survey was issued with paper copies available if parents requested this. In total there were 860 parental responses.

Through this consultation we have offered a range of pattern of hours of early learning and childcare which allow a degree of choice for parents to support work and training patterns. In offering this, the necessity to ensure a high quality universal education system based on Curriculum for Excellence, which starts at 3 years of age, has been central.

Options offered to parents in consultation	Parents' 1st choice preference
3 hours 10 mins for 5 days for 38 weeks	34.7%
3 hours for 5 day week for 40 weeks – 2 set weeks in the school holiday period	23.5%
4 hours for 4 days for 38 weeks	14.5%
3 days for 6 hours 20 mins one week and 2 days for 6hours 20 next week (lunch would be included) for 38 weeks	9.4%
2 hours 30 mins for 5 days for 48 weeks	9.0%
2 ½ days per week for 6 hours and 20 minutes(lunch would be included) for 38 weeks (Mon – Wed)	5.8%
2 ½ days per week for 6 hours and 20 minutes(lunch would be included) for 38 weeks (Wed – Friday)	3.1%

#### 5.5 Consultation with Staff

All staff have had the opportunity to participate in an online survey. In total there were 180 staff responses.

The strong view of staff (70%) was that option 1 (3 hours and 10 minutes per session) was the best model for children as the daily contact was seen to be valuable for developing learning and sustaining relationships between adults and children.

As the hours are greater than the primary school day, schools will endeavour to ensure timings of session coincide to assist parents in collecting their children. (e.g. 8.40am – 11.50am or 12.20pm – 3.30pm)

- 5.6 The Care Inspectorate clearly define the adult / child ratios in nursery classes and this has been factored in all the financial costings
- |                 |   |
|-----------------|---|
| 3 / 4 year olds | 1 adult :10 children (if less than 4 hours) |
| 3 / 4 year olds | 1 adult : 8 children (if 4 hours or more)   |
| 2 year olds     | 1 adult : 5 children                        |
- 5.7 The Care Inspectorate registers every establishment and has specific criteria regarding amount of floor space for each child. All the settings in Aberdeen City will require a re-registration from the Care Inspectorate due to the lengthening of the sessions.

They also require appropriate arrangements for rest periods if any 3 or 4 year old children are present in the nursery for a period of 4 hours or more.

## 6. **IMPACT**

The EHRIA assessment has been carried out.

The Children and Young People (Scotland) Bill (April 2013) clearly aims to improve to children's experiences and the increase in hours for pre-school children will benefit all our children's educational and social and emotional needs.

Aberdeen – the Smarter City states

'We will help every citizen to improve their knowledge and skills together contributing to our success as a learning city. The increase in pre-school hours will give young children the opportunity to achieve their potential.'

Within the Five Year Business Plan 2013/14 to 2017/18.

Smarter people – 'Focusing on education including lifelong learning and nurturing a city of learning with a city wide workforce which can grow.'

The increase in nursery hours will allow all pre-school children the opportunity to access a wider range of early learning experiences. Children will have the time to spend longer in activities allowing the breadth and progression to be explored in early play. Greater challenge can be offered and children will have the time to achieve depth in their understanding.

The plan is clear that underpinning the priorities are the objectives to improve attainment and achievement for all our learners and to close the gaps in learning, health, participation and employment outcomes that exist within the city. The increase in pre-school provision will support this aim.

For Aberdeen's Children, The Integrated Children's Services Plan – 2011–15 reinforces the commitments to improving outcomes for children, young people and their families and closing the gap between children in need and their peers. It focuses on improving outcomes for children in their early years, and children who are looked after. This plan recognises the crucial role played by parents, carers, families and volunteers in improving outcomes for children and young people; that all

children and young people need to have a sense of belonging and to be enabled to make a positive contribution to their communities.

#### Single Outcome Agreement

National Outcome 2 - We realise our full economic potential with more and better employment opportunities for our people. The increase in pre-school provision will give parents greater opportunity to access the employment as the daily sessions will be longer.

National Outcome 3 - We are better educated, more skilled and more successful.

National Outcome 4 - Our young people are successful learners, confident individuals, effective contributors and responsible citizens.

National Outcome 5 - Our children have the best start in life and are ready to succeed. The increase in daily sessions will give all children the opportunity to develop their skills and learning through experiencing a wider range of opportunities at nursery.

## **7. MANAGEMENT OF RISK**

The risk to Aberdeen City Council is high as failure to implement would leave us exposed to legal challenges. As all children will be entitled to receive 600 hours of free early learning and childcare Aberdeen City Council will have the statutory duty to implement the increase in provision. The likelihood of negative publicity from the press would also be high. There would also be a high likelihood of increased scrutiny from both Education Scotland and the Care Inspectorate during inspections.

## **8. BACKGROUND PAPERS**

The Children and Young People (Scotland) Bill 2013  
For Aberdeen's Children – Integrated Children's Services Plan 2011-15  
Aberdeen City Council Five year Business Plan  
Aberdeen – the Smarter City  
Single Outcome Agreement

## **9. REPORT AUTHOR DETAILS**

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## Financial Information

- 1.1 The financial implications of the different models offered to parents are stated below. Based on previous decisions by Education, Culture and Sport Committee the costing model is based on a teacher being present for the duration of the extended session.

This will result in a 20/20 nursery class being staffed with 1.4fte (full time equivalent) teacher over the week as teachers are contracted to have class contact for 22.5 hours a week. This is a national agreement.

Table 1

	Options offered to parents in consultation	Additional full year costs with Teacher covering additional hours £'000	Additional full year Cost to Partner Providers £'000	Total additional full year cost £'000	Total additional part year cost £'000
1	3 hours 10 mins for 5 days for 38 weeks	1,162	1,015	2,177	1,412
2	3 hours for 5 day week for 40 weeks – 2 set weeks in the school holiday period	1,206	1,015	2,221	1,481
3	4 hours for 4 days for 38 weeks	3,343	1,015	4,358	2,905
4	3 days for 6 hours 20 mins one week and 2 days for 6hours 20 next week (lunch would be included) for 38 weeks	3,493	1,015	4,508	3,005
5	2 hours 30 mins for 5 days for 48 weeks	1,008 All holiday hours will be provided by nursery nurses	1,015	2,023	1,349
6	2 ½ days per week for 6 hours and 20 minutes(lunch would be included) for 38 weeks (Mon – Wed)	3,098 All additional hours will be provided by nursery nurses teacher present for 22.5 hours	1,015	4,113	2,742
7	2 ½ days per week for 6 hours and 20 minutes(lunch would be included) for 38 weeks (Wed – Friday)	3,098 All additional hours will be provided by nursery nurses teacher present for 22.5 hours	1,015	4,113	2,742

- 1.2 For options 4, 6 and 7 a lunch has been included in the total costs. £1,200,000 has been included in the overall total for school meals.

- 1.3 Increase in school administration and cleaning has also been accounted for in the overall total of option 3, 6, and 7.
- 1.4 If options 2 or 5 are considered then additional costs will need to be added as there are currently no administrative staff working for 2 weeks in the summer holiday period. There would also be the need to appoint a manager as there is no contractual obligation for a Head Teacher to work over the holiday period.
- 1.5 The costs to cater for Looked After and Accommodated Children (LAC) 2 year old children in Aberdeen City are yet to be determined. At the census date in September 2013 there were 21 LAC 1 year olds (these children will be 2 for August 2014) in Aberdeen City. There are also a number of children who are in kinship care who should be included in receiving pre-school provision as a result of the new legislation.



# Equality and Human Rights Impact Assessment - the Form

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

## STEP 1: Identify essential information

1. Committee Report No.

2. Name of proposal.

3. Officer(s) completing this form.

Name	Designation	Service	Directorate
Sarah Webb	Head Teacher	Schools	Education Culture and Sport

4. Date of Impact Assessment.

5. When is the proposal next due for review?

6. Committee Name.

7. Date the Committee is due to meet.

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

Education Culture and Sport

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

People with disabilities may find the change in nursery hours difficult as they will not coincide with Primary School hours as the length of the day will be different. Head Teachers will be asked to consider the timings of the nursery classes to link as closely as possible with Primary times to minimise the amount of time parents will have to wait between the different sessions.

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

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

## STEP 2: Outline the aims of the proposal

11. What are the main aims of the proposal?

To comply with national legislation and increase pre school education for all 3 and 4 year old children from 475 to 600 hours over a school year and for Looked After Children who are 2 years of age.

12. Who will benefit most from the proposal?

Pre – school children and their parents.

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

All parents of children who are 3 or 4 years of age have the entitlement to apply for a nursery place in Aberdeen City or with a partner provider to allow their child to attend nursery.

The Children and Young People Bill (Scotland) April 2013 also includes provision for 2 year old children who are Looked After and Accommodated, or in kinship care. Other parents may wish their 2 year old child to attend nursery if they are aware that some children are getting provision – however this is the legislation from the Scottish Government.

**STEP 3: Gather and consider evidence**

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

Consultations have been issued to all parents by an online survey or through hard copy where requested.  
A few parents indicated that they thought that the current 475 hours was sufficient for children to be at nursery, however the majority of parents who completed the survey indicated a preference.

**STEP 4: Assess likely impacts on people with Protected Characteristics**

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

(Positive +, neutral 0, - negative)

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

Notes:

\* Gender Reassignment includes Transsexual

\*\* Race includes Gypsy/Travellers

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

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

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

In making the assessment you must consider relevant evidence, including evidence received from individuals and equality groups. Having considered all of these elements, you must take account of the results of such assessments. This requires you to consider taking action to address any issues identified, such as removing or mitigating any negative impacts, where possible, and exploiting any potential for positive impact. If any adverse impact amounts to **unlawful discrimination**, the policy must be amended to avert this. Detail the impacts and describe those affected.

<p>Positive impacts (describe protected characteristics affected) All parents of 3 and 4 year old children will benefit as their children will get longer sessions at pre school nursery.</p>	<p>Negative Impacts (describe protected characteristics affected) Not all parents of 2 year old children will be able to access a nursery place.</p>
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**STEP 5: Human Rights - Apply the three key assessment tests for compliance assurance**

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

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

**How?**

**Legality**

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

No – this change is reflecting and implementing a change in the law

**Legitimate aim**

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

Yes

**Proportionality**

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

Yes - this will give children greater opportunity to study the curriculum in greater depth and make appropriate connections in their learning. Sessions at nursery will be less rushed and children will be able to explore new learning through play opportunities.

**STEP 6: Monitor and review**

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

The policy will be reviewed on an annual basis linked in with the nursery admissions policy.

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

As part of the government guidance we will have to consult with parents every 2 years. As part of this consultation all parents will be given the opportunity to comment on positive or negative impacts of the increase in nursery hours.

### STEP 7 SIGN OFF

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

Person(s) completing the impact assessment.

Name	Date	Signature

Quality check: document has been checked by

Name	Date	Signature

Head of Service (Sign-off)

Name	Date	Signature

#### Now –

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

Equalities Team  
Customer Service and Performance  
Corporate Governance  
Aberdeen City Council  
**Business Hub 13**  
Second Floor North  
Marischal College  
Broad Street  
Aberdeen  
AB10 1AB





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## ABERDEEN CITY COUNCIL

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COMMITTEE	<b>Education, Culture and Sport</b>
DATE	<b>21 November 2013</b>
DIRECTOR	<b>Gayle Gorman</b>
TITLE OF REPORT	<b>School Server Refresh and Rationalisation</b>
REPORT NUMBER:	<b>ECS/13/071</b>

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### 1. PURPOSE OF REPORT

This report:

- requests approval to refresh and rationalise the ICT server estate of Aberdeen City Council's education establishments by means of the development and implementation of a virtualised server infrastructure.
- describes the background to the existing ICT server and storage infrastructure within the Council's education establishments.

### 2. RECOMMENDATIONS

It is recommended that Committee notes the following proposals:

- 2.1 to progress the refresh and rationalisation of the server estate of Council education establishments by means of the development and implementation by the Council of a virtualised server infrastructure.
- 2.2 the Council's entry into a framework agreement pursuant to the above recommendation, the particular framework agreement to be selected by the Director of Education, Culture and Sport following consultation with the Council's ICT, Procurement and Legal teams, with exemption being granted from any of the Council's Standing Orders relating to Contracts and Procurement in respect of which exemption is required in order to allow the foregoing.
- 2.3 the estimated expenditure of
  - 2.3.1. an initial planned capital investment in the current financial year of £180K. No additional capital is requested.
  - 2.3.2. £500K per annum over 3 years from the existing ICT Investment budget in respect of such framework agreement.

- 2.4 the referral of this report to Finance, Policy and Resources Committee for approval to spend capital and revenue from existing budgets as described in the report.

### 3. FINANCIAL IMPLICATIONS

An initial investment of £180k in the infrastructure is contained within the Capital allocation to the ICT Service for financial year 2013/14.

Further investment to the total of £1.5M has been included within the ICT Investment budget over a three year period to facilitate the implementation of server and desktop virtualisation within the schools.

Period	FY 2013/14	FY 2014/15	FY 2015/16	Total
<b>Capital Expenditure</b>				
Virtualisation Infrastructure	£180K			£180K
<b>Revenue Expenditure</b>				
Server and Desktop Virtualisation	£500K	£500K	£500K	£1,500K
<b>Total</b>	<b>£680K</b>	<b>£500K</b>	<b>£500K</b>	<b>£1,680K</b>

A business case has been prepared that indicates implementation costs of around £3M for a fully virtualised environment over two data centres. The funding that is available is only sufficient to implement the virtualised environment at one data centre at this time.

Funding to improve resilience of the virtualised environment over two data centers will be reviewed as part of the options appraisal for corporate data centres as the overall cost is likely to be significantly reduced combining both curricular and corporate requirements.

The business case also identifies a cost of £2.847M operational costs over 5 years. These costs are, on the whole, offset by current costs of staffing, and ICT network, hardware and software support for educational establishments.

### 4. OTHER IMPLICATIONS

4.1. A continued rapid growth in the use of technology in schools is expected during the next five years. This will have an impact on all areas of learning and therefore on service provision. The aim is to deliver an excellent service to schools with an infrastructure to underpin educational requirements.

4.2. The new Glow, the national intranet for Scottish schools, and facilitating choice and flexibility in teaching and learning, will provide and require a significant increase in availability of resources and support services.

- 4.3. Improvements in consistency, availability and reliability of services will be possible. These are critical to the delivery of an effective service in which users can build confidence.
- 4.4. Improved management of the schools' ICT estate will be possible through a single point of management, allowing the secondary schools' ICT technicians to complement this service by managing local school requirements. A review of the role of all the technical support staff will be carried out to determine potential changes to job descriptions.
- 4.5. To facilitate the required timescale, the procurement of the equipment needed to implement the virtualisation of the infrastructure would be progressed by means of a framework agreement, provided by the Government Procurement Service. The timescale required to carry out a framework 'mini tender' would be greatly reduced in comparison with that necessary for a full tendering exercise. Accordingly, Committee is asked to approve the entry by the Council into an appropriate framework agreement.
- 4.6. The tender will have two phases:
- 4.6.1. Phase 1 – implement in one data centre
- 4.6.2. Phase 2 – implement in second data centre as and when second data centre and funding are available.

#### Standing Orders

Standing Order 1(6)(a) of the Council's Standing Orders relating to Contracts and Procurement as shown below allows for an exemption from Standing Orders when justified by special circumstances;

*"1(6) Subject to compliance with the provisions of the 2006 Regulations [now the 2012 Regulations] or any other rule of law: -*

*(a) any contract may be exempted by the Council from any or all of the provisions of Part A of these Standing Orders, provided the Council is satisfied that the exemption is justified by special circumstances and a record shall be kept of these circumstances..."*

The contractual documentation which the Council would require to sign in order to enter into a framework agreement will not contain the "Applicable Law" (requiring contracts to be subject to the law of Scotland and the exclusive jurisdiction of the Scottish courts), "Corrupt or Illegal Practices", "Insurances" and "Freedom of Information" clauses in the exact terms required by SO 8, 11, 13 and 26 and may not contain clauses of similar effect. However the absence of such clauses would not be considered to pose a significant risk to the Council in this instance.

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

All schools have a local ICT infrastructure which is near the end of its life, difficult to support and due for refresh. Schools are experiencing increasing problems with reliability and capacity of the existing servers. To address the urgency to replace the current infrastructure, an independent options appraisal exercise was completed in January 2013. The resulting report recommended a move to a virtualisation of the schools' ICT infrastructure in a centralised data centre environment.

In developing the infrastructure strategy for the education ICT estate, some of the benefits identified include:

#### **Educational benefits**

Reliability, consistency, availability and accessibility	Ability to access resources efficiently and with confidence. Ability to logon from any mobile device to the Education network while in Council buildings.
Reduced log on time	Enabling users to get the most out of the time which they have, improving productivity and user experience. Target average logon time of less than 1 minute.
Shared teaching resources	Shared teaching resources within the Local Authority and potentially with other Local Authorities for subjects that have low numbers, allowing increased diversity of courses and learning.
Increased flexibility of locations	Teaching and non-teaching staff are able to move freely between schools or other education locations, accessing local resources, common resources, personal or education information and deliver appropriate services.
Integrated Domains – single sign on to resources	“single sign on” to Education, GLOW and external Internet services to improve the user experience and productivity.
Agility	Support to increase agility in responding to the technological changes that are expected to continue.
Work from Home	Allow users to rapidly access the Education network from home or other locations away from council buildings.
Reduced costs	The integrated Infrastructure is less costly to support since the more complex components are centralised and managed through experienced support professionals from one location.

#### **Technological benefits**

Fully managed environment	In the fully managed environment, the success rate for application deployment to all users is considerably enhanced by being able to carry out adequate testing once per application. Presently, applications are tested as appropriate for each school (12 for Secondary, 48 for primary, 3 for special schools).
Standardised and integrated	Reducing the domains from 70 down to 1. This makes consistent management of the infrastructure and the associated services much easier and improves maintainability, security and permissions management.
Standard desktops	Instead of having 24,000 different desktop profiles, reduce this to around 100. Introducing standard desktops and application profiles and limiting the ability for users to modify applications reduces the user support resource requirements.
Integrated storage service	Reduce the storage services from around 70 mini data centres to 2 centralised data centres. Provide a single, integrated storage service for files and folders that is accessible from anywhere, both within the Education network or externally, and incorporates local storage, corporate storage and cloud-based (Glow) storage. Improve the storage provision for all users, providing working space for the present and future curricular needs.
Reduction in network bandwidth	Reduction in bandwidth requirements between remote sites and the data centre (typically around 40Kbps per user) improving performance for externally hosted services and access to user content (files and folders).
Integrated voice, video and data	Single domain architecture makes Voice over IP (VoIP) cheaper and easier to achieve and provides a means of integrating voice, video and data channels for learning.
Improved support	Improved technical support service to schools
Reduced costs	Potential reduction in refresh costs. Reduced power consumption from virtualised server infrastructure.
Updates, consistency and equality	Ability to upgrade operating systems and apply updates across the estate.

The development of a virtualised architecture for the education estate assumes a timescale which includes the purchase of the equipment

required for the infrastructure, starting in the current financial year, followed by a two year implementation period, with an intended end date of August 2015.

This timescale aligns with the funding arrangement included in the ICT Investment budget over a three financial year period as indicated in Section 3 above.

This timescale also aligns with phase 1 of full implementation, that is, one data centre.

### **Potential Delivery of both Education and Corporate ICT Services**

Aberdeen City Council currently has a managed service contract with a third party until January 2016 to manage the Council's corporate data centre. There will be a need to ensure continuity of ICT Services at the end of the current contract and to fund investment to ensure that the infrastructure within data centre facilities is refreshed and upgraded at the end of the contract period. A review of the options available is being progressed to address this need.

A business case relating to the education ICT estate has been produced which identifies and supports the opportunity that exists to provide all of the Council's data requirements, both corporate and schools, via fully virtualised architecture from two data centres.

A dual site solution offers greater capacity than a single data centre and spreads the load across two sites. While there would be an increase in the total hardware and support requirements, this is balanced against increased reliability and availability, with reduced data centre operating costs per centre. Managing the Council's data requirements from two data centres enables the implementation and provision of disaster recovery facilities.

## **6. IMPACT**

This proposal links to the Corporate Governance Business Plan 2013/14 - 2017/18 - Service Improvements.

Citywide network improvements:

"We will improve performance and resilience of the ICT network across the city to ensure that it aligns with the business requirements and expectations."

This proposal links to the Education, Culture and Sport Service Plan 2011/12 - 2015/16.

Technology

"We will widen access to learning for all through the flexible use of technology"

"ICT will be a bigger part of the curriculum and will support and enhance the learning experience"



## **7. MANAGEMENT OF RISK**

Virtualisation has significant benefits to support efficiencies of administration of ICT infrastructure, but increases the reliance on network connectivity, which in a centralised virtualised environment increases the risk of system unavailability.

The overall risk to system availability is partially addressed by the provision of the Council's data requirements via fully virtualised architecture from two data centres.

The business case includes a risk assessment with appropriate mitigating actions identified.

## **8. BACKGROUND PAPERS**

ICT Technical Infrastructure Strategy 2010 - 2015  
Business Case Education Server and Rationalisation  
ICT Asset Management Plan 2012

## **9. REPORT AUTHOR DETAILS**

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## ABERDEEN CITY COUNCIL

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COMMITTEE	<b>Education, Culture and Sport</b>
DATE	<b>21 November 2013</b>
DIRECTOR	<b>Gayle Gorman</b>
TITLE OF REPORT	<b>Schools Management Information System</b>
REPORT NUMBER:	<b>ECS/13/073</b>

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### 1. PURPOSE OF REPORT

This report is to inform committee of the imminent changes to the Schools Management Information System (MIS) and to seek approval of the proposed way forward.

### 2. RECOMMENDATIONS

It is recommended that the Committee:

- 2.1 notes the current contractual position and authorises relevant officers to negotiate and agree with Pearson Education Ltd
  - 2.1.1 a satisfactory termination to the Council's contract with that supplier and
  - 2.2.1 any ancillary matters;
- 2.2 approves the Council's application for membership of SEEMiS Group LLP and the entering into by the Council of all contractual or other legal documentation as may be necessary or desirable in order to facilitate such membership and the receipt by the Council of services from the LLP, with exemption being granted from any of the Council's Standing Orders relating to Contracts and Procurement in respect of which exemption is required in order to allow the foregoing; and
- 2.2 approves the estimated expenditure of £110K per annum over 5 years in respect of such membership of, and receipt of services from, the LLP, with a further report to be brought to Committee in due course if it is proposed to continue such arrangements beyond that 5 year period. The subscription funding currently spent with Pearson Education Ltd will be reallocated to SEEMiS Group LLP. This cost will continue to be paid from the existing MIS revenue budget. No additional funding is required for the MIS subscription.

### 3. FINANCIAL IMPLICATIONS

**Current Supplier: Pearson Education Ltd**

2013 – 14 subscription: £107K paid from revenue.

**Proposed Supplier: SEEMiS Group LLP**

2014 – 15 subscription: indicative £102K and a managed hardware service cost of £8K.

These proposed supplier costs are being revised and some are predicted to reduce.

Therefore, current revenue funding will be sufficient to meet the SEEMiS subscription.

### 4. OTHER IMPLICATIONS

Legal and procurement implications

The Council's legal service has been involved throughout this process and has provided the necessary advice for progressing the proposed move to SEEMiS.

To become a member of the SEEMiS Group Limited Liability Partnership (LLP), the Council's membership application would require to be granted. The Council would then need to sign a Deed of Adherence by which it would agree to be bound by the Members Agreement signed by the LLP and various local authorities which took effect on 1 July 2010. In order to receive the relevant services from the LLP, the Council would need to sign up to a Services Agreement.

If the Council subsequently wished to withdraw from the LLP, it would require to give 24 months' prior written notice. And, unless a specified termination event occurs, the Council or the LLP could only terminate the Services Agreement by giving 24 months' prior written notice.

### 5. BACKGROUND/MAIN ISSUES

- 5.1. Pearson announced in August 2013 that, as a result of major restructuring, it would be withdrawing its MIS product, e1, from the market worldwide. The four Scottish Local Authorities currently having a contract with Pearson successfully proposed that the end date be revised to September 2015 to allow for planning, procurement and implementation of such a large scale change. e1 will now continue to be supported by Pearson and adhere to statutory requirements until September 2015. Thereafter, e1 will continue to be available but it will not be supported.

- 5.2. After a competitive EU procurement exercise, Pearson Education Ltd (“Pearson”) was awarded a contract to supply a Management Information System (MIS) for schools in Aberdeen City in January 2011. The contract is for an initial term of three years with the option of two successive additional periods of one year each (i.e. the maximum possible duration is 5 years). This means that the initial term of three years will expire in January 2014.
- 5.3. Pearson is entitled to end the contract with Aberdeen City Council so that it does not run for the potential full 5 years, without any penalty – provided it does so in accordance with the terms of the contract.
- 5.4. Pearson is working to support the four Local Authorities to migrate to a new system. They have regular meetings with the four authorities, third parties and the proposed new supplier. They have allocated a project manager, volunteered help with training and supporting resources and offered support to ensure that all data required is transferred either automatically or manually if necessary. They are keen to leave a good impression. The Council intends to negotiate with Pearson with regard to bringing the current contract to an end, and achieving migration, in a satisfactory manner.
- 5.5. When it was known that Pearson would be withdrawing e1 all options for moving to a new system were appraised. The agreed conclusion of the four local authorities is that there is only one possible supplier. There are 28 Local Authorities in Scotland already working with SEEMiS Group LLP. No other provider can meet our specific Scottish requirements.
- 5.6. Subject to the comments in the “Management of Risk” section below, and following consultation with Aberdeen City Council’s legal and procurement arms, it is considered that SEEMiS Group LLP is the only alternative supplier and that the Council can contract with the LLP without going through a procurement process. The Council would require to apply to become a member of the LLP. All four Local Authorities are applying for membership.
- 5.7. The benefits of this for Scotland are that all local authorities would be working with the same system, there would be consistency of data held and potentially the strength of all 32 local authorities being on board means that the product could be developed to meet more of the requirements of education.
- 5.8. There is a 24 month period of notice and SEEMiS is a monopoly. However, the overriding national sentiment at this time is that it is a welcome development that all Local Authorities will be using the same system.
- 5.9. There is also change at SEEMiS Group LLP. They are currently improving their infrastructure, they have a new chief executive brought in to modernise and they are updating their governance which will reflect the proposed increase in the number of authorities involved.
- 5.10. Due to the scale of this change it is important to keep the momentum going. The planning needs to be exemplary and the implementation must be efficient. Time will be taken to achieve these objectives. The roll out should

happen as soon as practically possible. At this stage it is hoped that it will start in Spring 2014 after all testing is successfully achieved.

## 6. IMPACT

By maintaining the provision of a Management Information System this ensures that systems are in place to continue to support schools in the delivery of learning and teaching and in administration. In particular, it ensures continuity in areas including reporting to Scottish Government, reporting KPIs and pupil tracking, monitoring and reporting. It also allows schools to continue with curriculum planning, timetabling, easy access to shared data accessible by teachers and efficient administrative functionality including attendance and Educational Maintenance Allowance.

It addresses areas including:

### Council Business Plan

- Provide for the needs of the most vulnerable people;
- Help to ensure that all schoolchildren reach their potential;

### Education Culture and Sport Service Plan

- Using technology for learning
- Helping those with different needs: helping everyone reach their potential
- Working together: making sure services work together in the interests of the learner
  - Accelerate progress to improve learning outcomes for specific underperforming groups/areas

## 7. MANAGEMENT OF RISK

Procurement issues have been carefully considered by Officers. On balance it is considered that this proposed arrangement will probably not require a tender process to be undertaken.

In 2010, the external legal advisers instructed by some other local authorities in connection with the structuring of the LLP arrangements drafted the contractual documentation specifically with a view to benefiting from the so-called *Teckal* exemption (named after a court case) and therefore complying with the procurement rules.

To summarise, for the *Teckal* exemption to apply, two conditions must be met, namely that the Council must exercise over the LLP “*a control which is similar to that which it exercises over its own departments*” and the LLP must carry out “*the essential part of its activities*” with the Member Councils. It is considered that these two conditions would be likely to be met at present although care will obviously require to be taken to ensure that this continues to be the case in any changes in SEEMiS Group LLP arrangements.

Accordingly we cannot entirely rule out the risk of being found in breach of procurement rules. The consequences for the Council of a breach could

include the setting aside or shortening of the relevant contract(s), an award of damages, a financial penalty and reputational damage. This risk is considered to be low.

However, there are a number of factors which would seem to further reduce this small risk. One is that the LLP has now been in place for over 3 years without legal challenge. Nearly all Scottish local authorities are members and this would indicate a collective view that the risk is low. Perhaps most fundamentally, if (as is believed to be the case) there is genuinely no competitor who could meet the Council's requirement, the risk of a procurement challenge would be lower than in a case where there were other obvious competitors.

### Standing Orders

Standing Order 1(6)(a) of the Council's Standing Orders relating to Contracts and Procurement as shown below allows for an exemption from Standing Orders when justified by special circumstances;

*"1(6) Subject to compliance with the provisions of the 2006 Regulations [now the 2012 Regulations] or any other rule of law: -  
(a) any contract may be exempted by the Council from any or all of the provisions of Part A of these Standing Orders, provided the Council is satisfied that the exemption is justified by special circumstances and a record shall be kept of these circumstances..."*

The contractual documentation which the Council would require to sign in order to become a member of, and receive services from, the LLP will not contain the "Corrupt or Illegal Practices", "Insurances" and "Freedom of Information" clauses in the exact terms required by SO 11, 13 and 26. However insurance and FOI are considered nevertheless to be adequately covered by the documentation and the absence of a corruption clause is not considered to pose a significant risk to the Council in this instance.

## **8. BACKGROUND PAPERS**

Not applicable.

## **9. REPORT AUTHOR DETAILS**

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## ABERDEEN CITY COUNCIL

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COMMITTEE	<b>Education, Culture and Sport</b>
DATE	<b>21 November 2013</b>
DIRECTOR	<b>Gayle Gorman</b>
TITLE OF REPORT	<b>Library &amp; Information Services Management Rules</b>
REPORT NUMBER:	<b>ECS/13/066</b>

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### 1. PURPOSE OF REPORT

The Education, Culture and Sport Committee of the 12 September approved the draft Library & Information Services Management Rules 2013 and agreed to allow officers to proceed with the formal process of public notification as required by S112 of the Civic Government (Scotland) Act 1982. This report details the outcome of this public notification

### 2. RECOMMENDATION(S)

- Note the outcomes of the public notification which closed on 28 October 2013
- Agree the form of the annexed draft Library & Information Services Management Rules 2013
- Agree the annexed draft Library & Information Services Management Rules can be signed and sealed on behalf of Aberdeen City Council thus bringing these management rules into force for a period of 10 years from the date of execution;

### 3. FINANCIAL IMPLICATIONS

#### **Advertisement Costs/ New Signage**

Under S114 of the Civic Government (Scotland) Act 1982 signs are required to be displayed at the entrance to the land or premises to which Management Rules apply so that the Management Rules may be seen by members of the public intending to have access to the land or premises. The cost of installing appropriate signage has been met from current Education, Culture & Sport budgets.

#### **Enforcement Costs**

The level of costs stemming from enforcement will be determined by how actively the Council wish to pursue enforcement. It should be borne in

mind that where Management Rules have been introduced, the breach of any rules is not, of itself, a criminal offence but only entitles an authorised officer of the Council to require any person contravening or about to contravene the Management Rules to leave the ground/premises. Should the person fail to do so after being requested to do so this act of refusal is a criminal offence. However, the decision to pursue a criminal prosecution rests with the Procurator Fiscal Service and not with the Council. It should be noted that only punishment that may be imposed is a fine. The fine may not exceed Level 1 on the Standard Scale, which is currently £200.

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

##### **4.1 Legal Implications**

The making of Management Rules is not a mandatory requirement. Section 112 of the Civic Government (Scotland) Act 1982 details the process by which local authorities can make Management Rules. This statutory process has been followed by officers. The public were notified of the library services intention to make Management Rules via the web, notices in all community libraries and a notice in the Press and Journal. Comments were invited from the public and paragraph 5 sets out the response received.

The next step in the process will be to approve the form of the Management Rules as annexed and arrange for them to be signed and sealed on behalf of Aberdeen City Council. These Management Rules will then remain in force for a period of 10 years from the date of execution unless revoked by Aberdeen City Council.

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

In terms of Schedule 13, Section 5 of the Local Government etc. (Scotland) Act 1994, Aberdeen City Council acts as the library authority for Aberdeen City.

The Library Management Rules have been drawn up in exercise of the powers conferred on Aberdeen City Council by Section 112 of the Civic Government (Scotland) Act 1982.

The proposed Library Management Rules were available for inspection at all community libraries, the Central Library and online via Library web pages for a period of four weeks from 25<sup>th</sup> September 2013. Public notices were placed on noticeboards of all community libraries, online and in the Press in Journal of the 25<sup>th</sup> September 2013.

No responses, comments or queries regarding the rules have been received. The annexed Library Management Rules therefore will remain unchanged.

## **6. IMPACT**

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

- People feel safe throughout Aberdeen's communities
- Universal literacy
- Effective lifelong learning through vocational and academic training from secondary school
- Every child and young person in Aberdeen enjoys being young and at the same time feels safe, nurtured, healthy, active, included, respected and responsible
- Older people have increased independence
- Aberdeen is digitally connected ensuring equal opportunity of access to services for all people and support for business development
- People from minority communities are supported to fully participate in the economic, cultural and social life of the city
- Services are accessible to all citizens in the ways which meet their needs

## **7. MANAGEMENT OF RISK**

Equalities: The content of this report is not relevant to the Equality Act 2010 public sector equality duty. It is considered that the Management Rules support and promote responsible use and enjoyment of the city's library facilities for all users.

## **8. BACKGROUND PAPERS**

Library & Information Services Library Management Rules report to Education, Culture and Sport Committee 12<sup>th</sup> September 2013  
Aberdeen City Council (Library & Information Services) Management Rules 2013 (Appendix 1)  
Aberdeen City Library & Information Services Customer Service Charter  
Aberdeen City Library & Information Services Acceptable Use Policy  
[http://www.aberdeencity.gov.uk/Library/general\\_information/lib\\_Library\\_Home.asp](http://www.aberdeencity.gov.uk/Library/general_information/lib_Library_Home.asp)

Civic Government (Scotland) Act 1982  
<http://www.legislation.gov.uk/ukpga/1982/45>

**9. REPORT AUTHOR DETAILS**

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**ABERDEEN CITY COUNCIL  
(LIBRARY & INFORMATION SERVICES)  
MANAGEMENT RULES 2013**

Aberdeen City Council (“the Council”) by virtue of the powers conferred upon them by Section 112 of the Civic Government (Scotland) Act 1982 (“the Act”) or otherwise, hereby makes the following Management Rules to regulate the use, and conduct of persons while in the Central library, Community libraries, any mobile library or any other location in which library services are being provided by the Council (“the Libraries”).

## **1 CONDUCT**

People visiting Libraries must comply with all reasonable instructions and directions given by Council staff acting in the course of their duties.

The normal standards for good conduct in public places will apply in the Libraries and these are summarised in the Library & Information Services Customer Service Charter. The Library & Information Services Customer Service Charter is available from all Libraries and the Library web pages. Whilst using the Libraries it is prohibited to:

- a) make excessive noise or create a disturbance
- b) bring in any animals, with the exception of assistance dogs
- c) smoke
- d) consume food or drink, except in designated areas or on occasions when food and drink are supplied by or on behalf of the Council for consumption on the premises
- e) use a mobile telephone in such a way that it disturbs, interrupts or annoys any other person
- f) use foul and abusive language or act in an aggressive, disrespectful or inappropriate way towards others
- g) willfully disturb, obstruct, interrupt or annoy library staff in the execution of their duties, or any other person engaged in the proper use of the facilities
- h) use the facilities for any illegal purpose or any other purpose for which they are not intended
- i) undertake sound recording, photography or filming, including filming by the use of mobile phones with cameras, without the prior written consent of the Council
- j) leave or distribute leaflets, notices, promotional material, petitions, or public charitable collections without the prior written consent of the Council
- k) damage property
- l) drop litter
- m) engage in or organise a public meeting or assembly without the prior written consent of the Council
- n) engage in any trade or business without the prior written consent of the Council
- o) enter whilst under the influence of drugs or alcohol
- p) enter whilst unclean in person or dress so as to cause offence to other persons

- q) use the power supply to power personal electric/electronic equipment (which in itself may only be used at the owner's risk) except where dedicated power points are provided for such purposes, and which shall be time limited
- r) enter an area designated for staff or private use
- s) play a musical instrument, sing or perform without the prior written consent of the Council.

## **2 LIBRARY MEMBERSHIP**

Library membership is required to borrow items, access online resources remotely and to book time on library computers. Membership entitlements shall be subject to such age limits and other restrictions as the Council may from time to time prescribe. A membership card will be issued on completion of the membership application process and the provision of the current required proof of identity and address. Students studying in, and those employed within Aberdeen will be required to give proof of their parental/main or actual address. Proof of age may be required.

The granting of borrowing rights may be delayed until details given have been confirmed. By signing the membership card users will be agreeing to be bound by these Management Rules and any other regulations as may be made by the Council relating to the use of the Libraries.

### **Age Restrictions**

There is no lower age limit to obtain Library membership. At age 12, children are given teenage membership and adult membership is given to all at age 16.

### **Guarantors**

A child or young person below the age of 16 shall not be entitled to Library membership unless a parent or guardian has agreed, by signing the membership card to accept responsibility for the child or young person as a member. Parents or guardians in giving such an undertaking are liable for any items borrowed under the child or young persons membership, including loss or damage.

### **Membership Cards**

Membership cards issued for borrowing items, accessing on-line resources remotely and booking time on library computers are not transferable. Members shall be personally responsible for the safe-keeping of cards and for items borrowed on their card, whether on their authority or not. Members shall also be responsible for computer time booked on their card, whether on their authority or not. Members shall be required to immediately notify any change of address or the loss of a card. A charge will be made for the replacement of lost cards.

### **3 LOANS**

#### **Issue of items**

Items cannot be taken from Libraries unless issued against a borrower's card. The Director of Education, Culture and Sport or other designated officer ("the Director") is required to lend reference material which will only be granted in accordance with the nature of the request and separate loan arrangements will apply.

#### **Number of items**

The Director shall determine the maximum number of items as may become available for borrowing from the Libraries which a member may have on loan at any one time, and shall have the power to vary these maximum numbers at their discretion.

#### **Loan Periods**

The Director shall have the power (a) to determine the maximum period for which a member may have a particular item on loan; and (b) to vary all or any such maximum loan periods at their discretion.

The Director may, at their discretion, reduce the maximum loan period for any particular item if it is in heavy demand or for any other appropriate reason.

#### **Renewals**

Items may be renewed in person, online, by telephone, or by post, unless requested by another member. When a member has renewed an item twice they will not be permitted to borrow the same item again until a normal loan period has elapsed.

#### **Reservations**

Lending material may be reserved at a charge determined from time to time by the appropriate Council Committee. Children and teenagers do not pay reservation charges on children's items.

### **4 CHILDREN**

Aberdeen City Libraries welcomes all children. To ensure their safety, parents and carers are responsible for the supervising of children during their library visits. Children under the age of 8 must be accompanied by a parent or carer at all times. Children aged between 8 and 12 must not be left unaccompanied for extended periods of time.

- a) Members under the age of 16 are not fined for the late return of children's items.
- b) Members aged 12 – 15 will be liable to pay the cost of any fines or charges incurred in borrowing books or other items from adult collections.

## **5 IT FACILITIES AND WI-FI**

### **Conditions of membership**

All members can access IT facilities. The Wi-Fi service is open to adult members only. All members under the age of 16 may only access PCs set up for child use unless accompanied by a parent or guardian. All members may only access the IT facilities and Wi-Fi services in accordance with the conditions set out in the Acceptable Use Policy. The Acceptable Usage Policy is available from all libraries and on all public access computers. The Acceptable Usage Policy is available from the Libraries, the library web pages and on all public access computers.

## **6 MATERIAL OF VALUE**

Material which has a particular value and/or is liable to damage, may only be issued on loan or made available for reference purposes or copied subject to such conditions, including the provision of appropriate insurance or surety, as the Director deems necessary to ensure its safety.

## **7 LIABILITY**

The Council will have no liability in respect of the loss or theft of an item belonging to any Library user.

The Council will have no liability for damage caused to any audio or reproduction equipment due to defects or condition of loan items played on them.

The Council will have no liability for loss or theft of personal data arising from use of Council computer equipment.

## **8 SERVICE USERS' RESPONSIBILITIES**

### **Defective Items**

It shall be the responsibility of a user of the Library Services to see that any items borrowed and any items or materials used for reference purposes are in good physical condition and to report any defects prior to use or borrowing to a member of the library staff who will record these comments. Failure to do so may result in incurring liability for damage in terms of below.

### **Loss or Damage**

Users of the Library Services shall be responsible for any loss or damage to reference material that they have consulted on the premises. Members shall be responsible for any loss or damage to material that has been borrowed or used in their name, whether such damage or loss is attributable to them or otherwise, and shall be liable to make payment for such damage or loss



together with the administration expenses involved. The amount of such payment shall be determined by the Director.

### c) Contravention of Legislation

Nothing in these Management Rules nor in the provision of Library Services shall authorise the contravention of any enactment and in particular it is prohibited to do anything which contravenes the Copyright, Designs and Patents Act 1988 as amended, or any subsequent legislation relating to intellectual property.

## **9 OVERDUE ITEMS**

Members who retain books items beyond the maximum permitted loan period shall be charged for such items at such a rate or rates as shall be determined from time to time by the Education, Culture and Sport Committee "the Committee". Such rate or rates shall be prominently displayed at all points of issue in the Libraries.

Members who incur fines or charges above the maximum level determined by Committee (the current maximum level of fine or charge is £10.00) will not be permitted to access library services until all fines and charges are paid.

## **10 EXPULSION AND EXCLUSION ORDERS**

Where Council staff have reasonable grounds for believing that a user has contravened, is contravening or is about to contravene any of these Management Rules, they may expel that person from the premises.

Where a user has persistently contravened or attempted to contravene these Management Rules and in the Director's opinion is likely to contravene them again the Council may decide to make that person subject to an exclusion order for a specified period of up to one year.

An exclusion order made under this section 10 shall take effect on such date as the Director may decide, being not less than 14 days after the decision to make that person subject to an exclusion order. A person who has been made subject to an exclusion order:

- a) shall be notified of the decision to make the exclusion order and provided with a statement setting out the reasons for that decision; and
- b) shall be entitled to make written or oral representation to the Council at any time up to the time that order would have taken effect but for the representation being made.

The Council on receiving representations in terms of (b) above shall suspend the effect of their decision, consider the representations and decide whether to confirm their decision or revoke it.

**11 FINE**

Any person who refuses to leave library premises after being requested to do so or any person subject to an Exclusion Order in terms of section 10 above enters or attempts to enter the premises to which the Exclusion Order relates shall be guilty of an offence and liable on summary conviction to a fine not exceeding Level 1 on the Standard Scale.

**12 CITATION AND COMMENCEMENT**

These Management Rules shall, be cited as the Aberdeen City Council (Library and Information Services) Management Rules 2013.

These Management Rules shall come into force on the date of their execution and shall remain in force for a period of ten years thereafter, unless earlier revoked or amended.

To be signed by the proper officer and sealed with the Common Seal of Aberdeen City Council

## ABERDEEN CITY COUNCIL

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COMMITTEE:	<b>Education, Culture &amp; Sport</b>
DATE:	<b>21 November 2013</b>
DIRECTOR:	<b>Gayle Gorman</b>
TITLE OF REPORT:	<b>Aquatics Revenue Funding</b>
REPORT NUMBER:	<b>ECS/13/069</b>

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### 1. PURPOSE OF REPORT

The purpose of this report is to seek agreement for revenue funding to be released from existing budgets for the provision of services at Tullos Swimming Pool, and for the relevant budgets to be transferred from Sport Aberdeen to Aberdeen Sports Village to support the transfer of the delivery of the performance swimming programme to the 50m swimming pool.

### 2. RECOMMENDATION(S)

It is recommended that the Committee:

- a) Agree that up to £146,329 of revenue funding is provided to Sport Aberdeen for the operation of Tullos Pool for the remainder of this financial year, to be funded from existing budgets (This amount to be inclusive of the £50,000 already approved through delegated powers and the required pre-opening start up costs, and to be appropriately adjusted as a result of the pool opening later than 1 November 2013.)
- b) Recommend that £180,838, representing a full year of revenue funding for the operation of Tullos Pool, be included in the overall grant for Sport Aberdeen in 2014/15, as part of the budget setting process (not an additional growth item).
- c) Recommend that, as part of the budget setting process, £110,769 of annual revenue funding is reduced from the grant for Sport Aberdeen and the same amount is added to the grant for Aberdeen Sports Village from 2014/15 onwards, in order to facilitate the change of management of the COAST performance swimming programme from Sport Aberdeen to Aberdeen Sports Village as the operator of the new regional performance swimming centre.

### **3. FINANCIAL IMPLICATIONS**

There is identified budget provision within this years Education, Culture and Sport revenue budget for the operation of Tullos Pool.

For 2014/15 the budget for Tullos Pool has been included in the Council's draft budget, so this report would not require any additional growth to the draft budget.

There will be no financial impact to the Council in relation to the change of management for the COAST performance swimming programme from Sport Aberdeen to Aberdeen Sports Village.

### **4. OTHER IMPLICATIONS**

#### Property Implications

This report relates to the provision of services from Tullos Swimming Pool which is at the time of writing this report undergoing refurbishment.

#### Legal Implications

The proposal that Sport Aberdeen will operate Tullos Swimming Pool on behalf of the Council will require a Minute of Variation to the main Funding and Services Agreement, and will also require the provision of a licence to occupy this facility to tie in with the remaining Sport Aberdeen main licence duration.

The change of management of the COAST performance swimming programme from Sport Aberdeen to Aberdeen Sports Village will require a Minute of Variation to the main Funding and Services Agreements that the Council has with each organisation.

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

#### **5.1 Tullos Swimming Pool**

The redevelopment of Tullos Swimming Pool was agreed as part of the Council's Capital Programme in February 2012. Since then, detailed structural surveys and design work have taken place and a contract was awarded just before Christmas 2012. The contract for the construction work commenced on Monday 25 February 2013.

The work includes:

- Repair of all water damage and redecoration of all internal walls;
- Retiling of both pools and poolside areas;
- Replacement of the old changing area and basket clothes storage with a modern changing area with attractive cubicles and lockers;
- Creation of new disabled changing; group and family changing areas;

- Reconfiguration of the entrance area to create a more inviting and obvious entrance from the front of the building;
- Creation of a welcoming and accessible reception area with notice boards and vending machines;
- New public and disabled toilets;
- Reconfiguration of spectator seating to meet disability access requirements
- Re-commissioning of the plant room.

At the time of writing this report, it is anticipated that these works will be completed and the facility will have opened to the public by the end of November 2013. (Note that it had been anticipated that the opening date would have been 1 November 2013, and the current business plan has been prepared by Sport Aberdeen on this basis.

5.2 At Aberdeen City Council's Education, Culture and Sport Committee in May 2013, the committee was informed that Sport Aberdeen were currently preparing a business plan for the operation of the facility. The committee instructed officers to bring forward the full years financial implications for this facility to the Education, Culture and Sport Committee when this information was forthcoming from Sport Aberdeen, and delegated powers were provided to officers to release up to £50,000 of revenue funding towards the operational costs for the current financial year.

5.3 Since that time Sport Aberdeen have produced a business plan which has been scrutinised by officers, and the relevant officers have confirmed that the proposed business plan appears to be robust and acceptable. (Note: the Sport Aberdeen business plan included provision for a sinking fund. It is not proposed to include this within the budget provided to Sport Aberdeen as no other sports facilities run by Sport Aberdeen currently include funding from the Council for the provision of a sinking fund.)

5.4 It is therefore recommended that the full anticipated funding requirement of up to\* £146,329 for 2013/14 is released to Sport Aberdeen in line with the existing grant payment schedule, to ensure the operation of this new pool, and thereafter the annual operating cost of £180,838 is built into the overall grant for Sport Aberdeen.

\*Note: at the time of completion of the most recent version of the business plan, it was anticipated that the pool would open to the public on 1 November 2013. Due to various factors, this has not happened, and the pool is now anticipated to open later in November. The business plan will require to be revised to reflect this later date, hence the recommendation that funding up to £146,329 is approved. The funding requirement for 2013/14 appears high in comparison to the full year funding requirement as a result of pre-opening costs and lags in realising full income potential until the programme is fully operational.

- 5.5 It is highlighted that any business plan for a new sports facility such as this, includes an element of risk, and can only be as accurate as the information available and projections anticipated at the time of development. In line with best practice, it is intended to commission an independent review of the business plan after one full year of operation of the newly refurbished facility.
- 5.6 **COAST – Performance Swimming Programme**  
COAST (City of Aberdeen Swim Team) is Aberdeen’s performance swimming programme. The programme allows swimming clubs within Aberdeen to train together and compete as a composite club. COAST was initially established in 1996, and is now regarded as a high performing Scottish swimming team.
- 5.7 Aberdeen City Council provides a significant level of funding to COAST, through Sport Aberdeen. When Sport Aberdeen was set up in 2010, the management of COAST transferred to Sport Aberdeen, along with annual Council funding of £110,769 per year.
- 5.8 To ensure that the highly performing athletes within COAST continue to be supported to reach their potential, it is recognised that the appropriate place for COAST swimmers to train will be in the Aberdeen Aquatics Centre. With this in mind, it would be logical for the management of COAST to transfer from Sport Aberdeen to Aberdeen Sports Village. This principle is agreed by both Sport Aberdeen and Aberdeen Sports Village.
- 5.9 When Sport Aberdeen was set up in 2010, the annual net budget for delivering COAST was £110,769. There is some ambiguity about the current net budget for this programme, and this report therefore recommends that the same amount that was initially transferred to Sport Aberdeen is transferred to Aberdeen Sports Village.
- 5.10 To progress the transfer, a formal notification of change document will be progressed in respect of each partner. It is recommended that the Funding and Services grant payment is changed for each organisation to reflect the change of operational responsibility.

## 6. **IMPACT**

Corporate – This report relates to ‘Aberdeen – the Smarter City’

- We will work with our partners to seek to reduce the levels of inequality in the city.
- We will enhance the physical and emotional wellbeing of all our citizens by offering support and activities which promote independence, resilience, confidence and self-esteem.
- We will improve access to and increase participation in arts and culture by providing opportunities for citizens and visitors to experience a broad range of high quality arts and cultural activities.

- We will aim to have a workforce across the city which has the skills and knowledge to sustain, grow and diversify the cultural economy.
- We aspire to be recognised as a City of Culture, a place of excellence for culture and arts by promoting Aberdeen as a cultural centre hosting high quality and diverse cultural events for the whole community and beyond.
- We will embrace the distinctive pride the people of Aberdeen take in their city and work with them to enhance the sense of well-being here, building strong communities which look out for, and look after one another.

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

- Protecting children and vulnerable adults
- People of all ages take an active part in their own learning to achieve their full potential Learning and training is appropriate and accessible to learner's needs
- Children and young people access positive learning environments and develop their skills, confidence and self esteem to the fullest potential
- Children, young people and their families/carers are involved in decisions that affect them. Their voices heard and they play an active and responsible role in their communities
- Educational attainment in Aberdeen is continuously sustained and improved
- Children and young people actively participate in their communities and have optimum involvement in decision making
- All children, young people and their families have access to high quality services when required and services provide timely, proportionate and appropriate response that meeting the needs of children and young people within Getting it Right for Every Child, (GIRFEC) requirements
- Improve the quality of life in our most deprived areas
- Citizens are increasingly more active in their communities regardless of age, gender, sexual orientation, ethnic origin, where they live, disability or faith/religion/belief and contribute to 'active citizenship'
- Develop pathways to participation which enhance the diversity of local representation at and engagement with regional, national and international arts, heritage and sporting events
- Our public services are consistently high quality, continually improving, efficient and responsive to local people's needs

Public - This report will be of interest to citizens within the Torry area of the city.

## **7. MANAGEMENT OF RISK**

There is a risk that any new business plan will be inaccurate. This risk has been mitigated through the robust process that has been gone through to date in respect of each facility, and will continue to be

mitigated through an independent review of each business plan on the completion of one full years operation.

The contractor is responsible for the management of risk during the development period for each of the aquatics development projects. Sport Aberdeen will be responsible for the management of operational risk for Tullos Pool, once handed over.

Seeking Committee approval for the movement of budgets associated with the provision of the COAST performance swimming programme will minimise the risk of failure to agree in relation to the changes in management responsibility for this service.

## **8. BACKGROUND PAPERS**

9/2/12 Full Council: Non Housing Capital Programme Report  
31/5/13 Education, Culture and Sport: Tullos Swimming Pool

## **9. REPORT AUTHOR DETAILS**

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

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