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

Town House,
ABERDEEN 27 November 2013

# FINANCE, POLICY AND RESOURCES COMMITTEE

The Members of the **FINANCE, POLICY AND RESOURCES COMMITTEE** are requested to meet in Committee Room 2 - Town House on **THURSDAY, 5 DECEMBER 2013 at 2.00 pm**.

JANE G. MACEACHRAN
HEAD OF LEGAL AND DEMOCRATIC SERVICES

## B U S I N E S S

## DETERMINATION OF EXEMPT BUSINESS

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

## REQUESTS FOR DEPUTATION

2.1 None received at this stage.

## MINUTE, COMMITTEE BUSINESS STATEMENT AND MOTIONS LIST

3.1 Minute of Previous Meeting of 26 September 2013 (Pages 1 - 18)

3.2 Committee Business Statement (Pages 19 - 30)

3.3 Motions List (Pages 31 - 34)

## REFERRALS FROM OTHER COMMITTEES

4.1 School Server Refresh and Rationalisation - referred from the Education, Culture and Sport Committee of 21 November 2013 (Pages 35 - 44)

4.2 Internal Waste Implementation Plan - referred by the Enterprise, Strategic Planning and Infrastructure Committee of 12 November 2013 (Pages 45 - 70)

Members, please note that the Enterprise, Strategic Planning and Infrastructure Committee approved the report recommendations

4.3 City Events and Twinning 2014 - 2015 (Pages 71 - 88)

4.4 Commonwealth Travel Bursary – Update on Progress - referred by the Diamond Jubilee Commonwealth Travel Bursary Working Group of 21 November 2013 (Pages 89 - 96)

## CORPORATE GOVERNANCE SERVICE ISSUES

5.1 2013/14 Financial Monitoring - Corporate Governance (Pages 97 - 102)

## FINANCE

6.1 Council Budget 2013-14 Monitoring (Pages 103 - 112)

6.2 2013/14 Common Good Budget - Monitoring Report Update (Pages 113 - 116)

6.3 General Fund Revenue and Capital Budget 2014-15 and Indicative 5 Year Budgets (Pages 117 - 128)

6.4 Draft Housing Revenue Account (HRA) Budget and Housing Capital Budget 2014/15 to 2018/19 (Pages 129 - 166)

6.5 Common Good Budget 2014-15 and Indicative 2015/16 to 2018/19 Budget (Pages 167 - 176)

6.6 North East Scotland Pension Fund 2014/15 and Indicative 2015/16 to 2018/19 Budget (Pages 177 - 182)

6.7 Small Financial Assistance Grants 2013/14 (Pages 183 - 190)

## HUMAN RESOURCES

7.1 Whistleblowing Policy/Procedure (Pages 191 - 210)

7.2 Sickness Absence Update (Pages 211 - 220)

## STAFFING - BUSINESS CASES

8.1 Posts to deliver Key Goal 1 of the Strategic Infrastructure Plan (Affordable Houses) (Pages 221 - 226)

8.2 Business Requirements for Service Improvement - Building Services - to follow

8.3 Young Women's Service (Pages 227 - 230)

## GENERAL BUSINESS

9.1 Corporate Governance Service Asset Management Plan and ICT Asset Management Plan Updates (2013) (Pages 231 - 304)

9.2 Haudagain Upgrade (Middlefield) Update (Pages 305 - 348)

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

## REFERRALS FROM OTHER COMMITTEES

10.1 Sites for Waste Management Infrastructure and Update on Waste Management Services Contract Update - to be referred by the Zero Waste Management Sub Committee of 4 December 2013 (Pages 349 - 360)

## FINANCE

11.1 Satrosphere Limited - Strategic Partnership Agreement and Facility Redevelopment Update (Pages 361 - 366)

## STAFFING - BUSINESS CASES

12.1 Establishment of a new Housing Access Team (Pages 367 - 378)

12.2 Expansion of Gas Team - to follow

12.3 Learning Disability Transformation Programme Planning and Development Manager (Pages 379 - 384)

## PROCUREMENT

13.1 Tendering for Executive Recruitment Services (Pages 385 - 388)

13.2 National Housing Trust Initiative Phase 2B (Pages 389 - 394)

## GENERAL BUSINESS

14.1 Transfer of Ownership of Thomas Blake Glover House - to follow

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

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# FINANCE AND RESOURCES COMMITTEE

ABERDEEN, 26 September 2013 - minute of meeting of the FINANCE, POLICY AND RESOURCES COMMITTEE. Present: Councillor Young, Convener; Councillor Forsyth (Vice Convener); and Councillors Allan, Cameron, Delaney (as a substitute for Councillor Yuill), Dickson, Donnelly, Grant (for articles 1 to 12 only), Len Ironside CBE (as a substitute for Councillor Crockett), Lawrence (as a substitute for Councillor Laing), McCaig, Milne, Jean Morrison MBE (as a substitute for Councillor Grant from item 13 onwards), Noble, Reynolds and Samarai (as a substitute for Councillor Jackie Dunbar); and Councillor Greig was in attendance for article 8 only.

The agenda and reports associated with this minute can be located at the following link:-
**HTTP://COMMITTEES.ABERDEENCITY.GOV.UK/IELISTDOCUMENTS.ASPX?CID=146&MID=2903&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 altered retrospectively.

## DETERMINATION OF EXEMPT ITEMS OF BUSINESS

**1.** The Convener proposed that the Committee consider those reports identified on the agenda as being for determination in private, with the press and public excluded.

**The Committee resolved:-**
in terms of Section 50(A)(4) of the Local Government (Scotland) Act 1973, to exclude the press and public from the meeting from item 10.1 of the agenda (article 29 of this minute) onwards so as to avoid disclosure of information of the classes described in the following paragraphs of Schedule 7(A) to the Act: article 29 (paragraph 9), article 30 (paragraphs 6 and 9), article 31 (paragraph 11), article 32 (paragraph 6), article 33 (paragraphs 6 and 9), article 34 (paragraph 8) and article 35 (paragraphs 6, 8 and 10).

## REQUEST FOR DEPUTATION

**2.** In terms of Standing Order 10, the Committee had before it a request for a deputation from Dr W Melvin Morrison on behalf of Aberdeen Medico-Chirurgical Society relating to item 4.1 (Motion by Councillor Greig – Policing Museum) on the agenda.

**The Committee resolved:-**
to accept the request and hear the deputation immediately prior to the report being considered.

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## MINUTE OF PREVIOUS MEETING

**3.** The Committee had before it the minute of its previous meeting of 13 June 2013.

**The Committee resolved:-**
(i) to approve the minute as a correct record; and
(ii) in relation to article 8 (Small Financial Assistance Grants 2013/2014) resolution (ii), to request officers to provide the Committee with an update, by way of email, on the invitation to Celebrate Aberdeen to apply for financial assistance towards the cost of traffic management and barriers for its parade held on 1 June, 2013.

## MINUTE OF ADDITIONAL MEETING OF 25 JULY 2013

**4.** The Committee had before it the minute of its additional meeting of 25 July 2013.

**The Committee resolved:-**
to approve the minute as a correct record.

## MINUTE OF LOCAL GOVERNMENT EMPLOYEES JOINT CONSULTATIVE COMMITTEE OF 22 MAY 2013

**5.** The Committee had before it the minute of the Local Government Employees Joint Consultative Committee meeting of 22 May 2013, for information.

**The Committee resolved:-**
to note the minute.

## COMMITTEE BUSINESS STATEMENT

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

**The Committee resolved:-**
(i) to note that a report on item 10 (Processions Charging Policy), would be considered by the Enterprise, Strategic Planning and Infrastructure Committee on 12 November 2013 and therefore to delete;
(ii) to note that reports on items 16 (Volunteering Strategy) and 17 (Auto-enrolment), were to be considered on today's agenda and to remove them subject to the decision taken; and
(iii) to otherwise note the updates provided.

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## MOTIONS LIST

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

**The Committee resolved:-**
(i) in relation to motion 1 (Motion by Councillor McCaig – Business Rates Incentive Scheme), to note that a report would be submitted to the next meeting of the Committee on 5 December 2013; and
(ii) in relation to motion 2 (Motion by Councillor Greig – Policing Museum), to note that a report was to be considered on today's agenda.

## PROPERTY SUB COMMITTEE ORDERS OF REFERENCE

**8.** With reference to article 11 of the minute of meeting of Council of 21 August 2013, members had before them the Orders of Reference of the Property Sub Committee for approval.

**The Committee resolved:**
to approve the Orders of Reference of the Sub Committee.

## MOTION BY COUNCILLOR GREIG - POLICING MUSEUM

**9.** (A) In terms of Standing Order 10(1), and as agreed at the beginning of the meeting (article 2 refers), the Committee received a deputation from Dr W Melvin Morrison on behalf of Aberdeen Medico-Chirurgical Society.

Dr Morrison advised of the Society's aspiration for a museum for Aberdeen City and possibly the North East and acknowledged that it required the support of the Council, in principle, for this concept to be progressed. On this basis, Dr Morrison sought the Committee's approval of the following actions in order to progress this matter jointly:
(1) support, in principle, the concept of a museum for Aberdeen City and possibly the North East;
(2) support the Aberdeen Medico-Chirurgical Society's concept of such a museum being housed in the Simpson Pavilion, Woolmanhill;
(3) support the Aberdeen Medico-Chirurgical Society's suggestion that the Society host a meeting of interested parties to discuss how to progress the concept or alternatively to suggest another way forward; and
(4) authorise officials to engage in such discussions.

Members were invited to ask questions of Dr Morrison and then thanked him for his contribution.

(B) With reference to article 6 of the minute of its meeting of 13 June 2013, the Committee had before it a report by the Director of Enterprise, Planning and

Infrastructure which provided an update on discussions held regarding the terms of the Councillor Greig's motion, namely to explore the establishment of a policing museum for the North East, as well as the possibility of creating a regional museum which would include a public protection section.

**The report recommended -**
that the Committee -
(a) note the information contained in the report; and
(b) instruct officers to report in more detail to a future meeting of the Education, Culture and Sport committee, and if it were agreed to pursue this project, to refer it to the budget process.

The Convener moved, seconded by Councillor Greig:-
that the Committee approve the recommendations.

Councillor Noble then moved as an amendment, seconded by Councillor McCaig:-
that the Committee -
(1) approve recommendation (b);
(2) support, in principle, the concept of a museum for Aberdeen City and possibly the North East;
(3) support the Aberdeen Medico-Chirurgical Society's concept of such a museum being housed in the Simpson Pavilion, Woolmanhill;
(4) support the Aberdeen Medico-Chirurgical Society's suggestion that the Society host a meeting of interested parties to discuss how to progress the concept or alternatively to suggest another way forward; and
(5) authorise officials to engage in such discussions.

On a division, there voted:- For the motion (11) - the Convener; the Vice Convener; and Councillors Allan, Delaney, Donnelly, Grant, Greig, Len Ironside CBE, Lawrence, Milne, Reynolds. For the amendment (5) - Councillors Cameron, Dickson, McCaig, Noble and Samarai.

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

**STATUTORY PERFORMANCE INDICATORS 2012/2013 (CG/13/089)**

**10.** The Committee had before it a report by the acting Director of Corporate Governance which detailed the outturn performance for the Council's agreed Statutory Performance Indicators (SPIs) for 2012/2013.

**The report recommended -**
that the Committee -
(a) note the outturn performance for 2012/13 SPIs;

(b) note that the SPIs detailed in the report would also be reported to the Council's service committees as appropriate and that further details required by members, including analysis and trend information were available on request;
(c) agree that the performance outturn detailed in the report be published in accordance with statutory requirements; and
(d) note the developments in SPI management and reporting scheduled for the 2013/14 financial year.

**The Committee resolved:-**
(i) to approve the recommendations;
(ii) to request officers to provide the Committee, by way of email, with information on the Council's performance across the SPIs against the four principal cities and other comparable authorities; and
(iii) to note that members could contact the Head of Asset Management and Operations to further discuss road network restrictions.

**CORPORATE GOVERNANCE SERVICE – PERFORMANCE REPORTING (CG/13/090)**

**11.** With reference to article 6 of the minute of the meeting of the former Corporate Policy and Performance Committee of 27 September 2012, the Committee had before it a report by the acting Director of Corporate Governance which presented the performance of the Corporate Governance Service as at September 2012, and apprised on progress in implementing the approved Service Business Plan 2011/2016.

**The report recommended:-**
That the Committee –
(a) note the Corporate Governance Service's reported progress and performance;
(b) note the progress being made towards continuous improvement in risk management arrangements across the Service; and
(c) instruct such action as was considered appropriate.

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

**2012/2013 FINANCIAL MONITORING - CORPORATE GOVERNANCE SERVICE (CG/13/092)**

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

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**The report recommended -**
that the Committee -
(a) note the information on management action and risks contained within the report; and
(b) instruct officers continue to review budget performance and report on Service strategies.

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

**COUNCIL REVENUE BUDGET 2013/2014 MONITORING (CG/13/072)**

**13.** With reference to article 7 of the minute of its meeting of 13 June 2013, the Committee had before it a report by the acting Director of Corporate Governance which presented the revenue position for the Council for 2013/2014 and advised as to any areas of risk that had been highlighted by Directors.

**The report recommended –**
that the Committee -
(a) note and endorse the content of the report; and
(b) agree to use any uncommitted revenue surplus to benefit the funding of the Council's capital investment requirements as set out in the five year capital programme.

The Convener moved, seconded by the Vice Convener:-
that the Committee approve the recommendations.

Councillor Delaney then moved as an amendment, seconded by Councillor Dickson:-
that the Committee -
(1) note and endorse the content of the report;
(2) agree to set aside £1million from projected surpluses;
(3) instruct officers to bring forward a priority list for the replacement of street lighting and the resurfacing of roads and pavements throughout the city, drawing first from those projects on this year's reserve lists followed by other projects known to officers to be in the greatest need of attention, making full use of the additional resource;
(4) instruct officers to progress these additional works at the earliest opportunity, carrying forward any approved but uncompleted works which might exist at the year end;
(5) instruct officers to report the list of works to the Enterprise, Strategic Planning and Infrastructure Committee for information; and
(6) agree to use any further uncommitted revenue surplus to benefit the finding of the Council's capital investment requirements as set out in the 5 year capital programme.

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Councillor Noble moved as a further amendment, seconded by Councillor McCaig:-

that the Committee approve recommendation (a) and in light of the projected £4million underspend, instruct the Corporate Management Team to bring forward proposals to utilise the £5million risk fund, on a spend to save basis, to help meet the financial challenges that the Council would face in future years.

There being a motion and two amendments, the Committee first divided between the amendment by Councillor Delaney and the amendment by Councillor Noble.

On a division, there voted:- For the amendment by Councillor Delaney (1) - Councillor Delaney; For the amendment by Councillor Noble (5) - Councillors Cameron, Dickson, McCaig, Noble and Samarai; Declined to vote (9) - the Convener; the Vice Convener; and Councillors Allan, Donnelly, Grant, Len Ironside CBE, Lawrence, Milne and Reynolds.

The Committee then divided between the motion and the amendment by Councillor Noble.

On a division, there voted:- For the motion by the Convener (9) - the Convener; the Vice Convener; and Councillors Allan, Donnelly, Grant, Len Ironside CBE, Lawrence, Milne and Reynolds; For the amendment by Councillor Noble (5) - Councillors Cameron, Dickson, McCaig, Noble and Samarai; Declined to vote (1) - Councillor Delaney.

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

**2013/2014 COMMON GOOD BUDGET - MONITORING REPORT (CG/13/093)**

**14.** With reference to article 16 of the minute of its meeting of 25 April 2013, the Committee had before it a report by the Head of Finance which presented information on the income and expenditure of the Common Good budget for the period to 31 July 2013, and outlined the forecast position of the cash balances.

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

(a) note the income and expenditure position as at 31 July 2013, and the forecast outturn for the year; and

(b) note the forecast cash balances as at 31 March 2014, of £6,900,000 based on current estimates, which was within the recommended levels indicated by the Head of Finance.

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

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## TREASURY MANAGEMENT – MID YEAR REVIEW (CG/13/091)

**15.** With reference to article 13 of the minute of the meeting of Council of 26 June 2013, the Committee had before it a report by the acting Director of Corporate Governance which provided an update on treasury management activities undertaken during the financial year 2013/2014.

**The report recommended –**
that the Committee recommend that Council note the treasury management activities undertaken in 2013/2014 as detailed in the report.

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

## CAPITAL PROGRAMME MANAGEMENT – PROPOSED CHANGES (EPI/13/176)

**16.** The Committee had before it a report by the Director of Enterprise, Planning and Infrastructure which sought approval of the recommended changes to the management of the capital programme to take account of the Audit Scotland report entitled "Major Capital Investment in Councils".

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

(a) approve the following changes to the capital programme process:-
   1. projects would only be considered for possible inclusion in the capital programme when up to date business cases, which comprehensively addressed the various component elements of the proforma and particularly took account of the value of the project to the Council's overall priorities were submitted; and
   2. in the event that Elected Members added projects to the programme that had not been subject to normal business case procedures, a full business case should be completed by officers as soon as reasonably practical and submitted for approval by the relevant service committee; and

(b) note the other listed actions approved by the Corporate Asset Group.

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

## UNRECOVERABLE DEBT (CG/13/086)

**17.** With reference to article 17 of the minute of its meeting of 6 December 2012, the Committee had before it a report by the acting Director of Corporate Governance which (a) requested approval, in terms of financial regulation 11.3.7, to write off business rate debts in excess of £25,000 deemed to be unrecoverable during 2012/13 and (b) advised of the numbers and values of Council Tax, business rates, community charge

and housing benefit overpayments of up to £10,000, deemed to be unrecoverable during 2012/13 after all approved recovery procedures had been followed, in terms of financial regulations 11.3.6 and 11.3.9.

**The report recommended –**
that the Committee -
(a) note the value of Council Tax, business rates, community charge and housing benefit overpayments deemed by the Director of Corporate Governance as unrecoverable, as detailed at appendices 1 to 4; and
(b) agree that the business rates amounts over £25,000 (and as detailed at appendix (5) in the exempt section of the agenda) deemed as unrecoverable by the Director of Corporate Governance, also be written off.

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

**SOCIETY OF PERSONNEL AND DEVELOPMENT SCOTLAND ANNUAL CONFERENCE 2013**

**18.** The Committee had before it details of the Society of Personnel and Development Scotland annual conference, to be held on 7 and 8 November 2013.

The Convener moved, seconded by the Vice Convener:-
that the Committee agree that one member of the administration and one member of the opposition attend the Society of Personnel Development Scotland Annual Conference on 7 and 8 November 2013.

Councillor Delaney then moved as an amendment, seconded by Councillor Dickson:-
that the Committee take no action.

Councillor McCaig moved as a further amendment, seconded by Councillor Noble:-
that the Committee agree that one members of the administration, that being the Leader of the Council, or the Convener or Vice Convener of the Finance, Policy and Resources Committee attend the Society of Personnel Development Scotland Annual Conference on 7 and 8 November 2013.

In terms of Standing Order 12(10), the Committee first divided between the motion by the Convener and the amendment by the Delaney.

On a division, there voted:- For the motion by the Convener (9) - the Convener; the Vice Convener; and Councillors Allan, Donnelly, Grant, Len Ironside CBE, Lawrence, Milne and Reynolds; For the amendment by Councillor Delaney (1) - Councillor Delaney; Declined to vote (5) Councillors Cameron, Dickson, McCaig, Noble and Samarai.

The Committee then divided between the motion and the amendment by Councillor McCaig.

On a division, there voted:- For the motion (9) - the Convener; the Vice Convener; and Councillors Allan, Donnelly, Grant, Len Ironside CBE, Lawrence, Milne and Reynolds; For the amendment by Councillor McCaig (5) - Councillors Cameron, Dickson, McCaig, Noble and Samarai; Declined to vote (1) – Councillor Delaney.

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

## AUTO-ENROLMENT – UPDATE FOLLOWING IMPLEMENTATION (CG/13/097)

**19.** With reference to article 11 the minute of the meeting of the former Corporate Policy and Performance Committee of 29 November 2012, the Committee had before it a report by the acting Director of Corporate Governance which provided an update on the auto-enrolment project following implementation at the Council's staging date on 1 April 2013, including information on the latest known costs.

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

(a) note the update on the auto-enrolment project following implementation, including information on the latest known costs and instruct officers to continue to progress the remaining tasks in relation to auto-enrolment; and

(b) note that the Council was one of the few Scottish Local Authorities to have implemented auto-enrolment on schedule at the appointed staging date, demonstrating its genuine care for the financial wellbeing of its employees in their later years.

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

## FAILURE TO ATTEND WORK DUE TO BAD WEATHER (CG/13/098)

**20.** The Committee had before it a report by the acting Director of Corporate Governance which proposed the replacement of the two current policies on failure to attend work due to bad weather (non-teaching and teaching), with a set of new corporate guidance.

**The report recommended –**
that the Committee approve the introduction of the new corporate guidance on failure to attend work due to bad weather, to replace the two existing policies.

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**The Committee resolved:-**
(i) to approve the recommendation; and
(ii) to instruct officers to report back to the Committee on the guidance in one year.

**SMARTER WORKING FRAMEWORKS (CG/13/102)**

**21.** The Committee had before it a report by the acting Director of Corporate Governance which sought approval of the introduction of comprehensive guidance for managers and for employees on different forms of flexible working available within Aberdeen City Council which would supersede the previous Flexible Working Scheme, Teleworking Scheme and Job Share Scheme.

**The report recommended –**
that the Committee approve the introduction of the Smarter Working Frameworks which would supersede the existing Flexible Working, Teleworking and Job Sharing schemes.

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

**TELEPHONE SYSTEMS AND MOBILE DEVICES FOR PRIVATE USAGE (CG/13/100)**

**22.** The Committee had before it a report by the acting Director of Corporate Governance which proposed the replacement of the existing policy on the use by employees of the Council's telephone systems for private calls with a set of guidance, which also covered the use of mobile devices for private calls and digital messaging.

**The report recommended –**
that the Committee approve the replacement of the existing policy on the use by employees of the Council's telephone systems for private calls with a set of guidance, which also covered the use of mobile devices for private calls and digital messaging.

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

**DATA VALIDATION – OUTCOME OF 2012/2013 EXERCISE (CG/13/099)**

**23.** The Committee had before it a report by the acting Director of Corporate Governance which provided details of the outcome of the 2012/2013 data validation exercise.

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**The report recommended –**
that the Committee note the outcome of the 2012/2013 data validation exercise and instruct officers to further develop the reporting of diversity and equality information to fully meet Equality Act requirements.

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

**INFRASTRUCTURE AND ASSETS MANAGER FOR EDUCATION, CULTURE AND SPORT (CG/13/105)**

**24.** The Committee had before it a report by the acting Director of Corporate Governance which sought approval to establish a new post of Infrastructure and Assets Manager for Education, Culture and Sport to meet the Directorate's obligation to deliver a school estate which met the needs of learners throughout the city.

**The report recommended –**
that the Committee approve the establishment of an event related fixed term post of Infrastructure and Assets Manager for Education, Culture and Sport on Chief officer terms and conditions of employment.

The Committee heard from the Head of Educational Development, Policy and Performance who advised the Committee that the title of the proposed new post contained within the report was inaccurate and therefore clarified that the post title was "Infrastructure and Assets Manager for Education, Culture and Sport, and that the post would be fixed term for up to approximately 25 years".

The Convener moved, seconded by the Vice Convener:-
that the Committee approve the recommendation.

Councillor Noble then moved as an amendment, seconded by Councillor McCaig:-
that the Committee take no action.

On a division, there voted:- For the motion (8) - the Convener; the Vice Convener; and Councillors Allan, Donnelly, Len Ironside CBE, Lawrence, Milne and Jean Morrison MBE. For the amendment (6) - Councillors Cameron, Delaney, Dickson, McCaig, Noble and Samarai.

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

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**DECLARATION OF INTEREST**

**Councillor Dickson declared an interest in relation to the following item of business arising from being a member of a company which might benefit from the tender, withdrew from the meeting and took no part in the Committee's deliberations thereon.**

**PROVISION OF LIFEGUARDS IN SWIMMING POOLS TENDER (ECS/13/064)**

**25.** The Committee had before it a report by the Director of Education, Culture and Sport which sought approval of a tender exercise for the provision of lifeguards during curriculum time in swimming pools attached to schools for a maximum of three years at the estimated expenditure detailed in the report.

**The report recommended –**
that the Committee approve the estimated annual expenditure of £60,000 for three years for the provision of lifeguards in swimming pools attached to schools, in accordance with Standing Order 1(3) of the Council's Standing Orders Relating to Contracts and Procurement.

**The Committee resolved:-**
(i) to approve the recommendation.
(ii) to instruct officers to advise the Committee, by way of email, when the tendering exercise commenced.

**PROVISION OF WORKPLACE WATER TENDER (CG/13/103)**

**26.** The Committee had before it a report by the acting Director of Corporate Governance which sought approval of a tender exercise for the provision of water in the workplace for a maximum of four years at the estimated expenditure detailed in the report.

**The report recommended –**
that the Committee approve the estimated annual expenditure of £20,546 for four years for the provision of water in the workplace, in accordance with Standing Order 1(3) of the Council's Standing Orders Relating to Contracts and Procurement.

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

**PROCUREMENT OF FUEL OIL (CG/13/104)**

**27.** The Committee had before it a report by the acting Director of Corporate Governance which sought approval (a) to use a national mini-competition procedure to

call-off from a pre-tendered UK Government Procurement Service Framework Agreement (RM1013 Liquid Fuels) for the purchase of fuel oil; and (b) of the estimated expenditure as detailed in the report.

**The report recommended –**
that the Committee approve the use of the Government Procurement Service Framework Agreement in order to purchase fuel oil as required and the estimated expenditure detailed in the report.

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

**COMMUNITY COUNCIL PROTOCOL (CG/13/080)**

**28.** The Committee had before it a report by the acting Director of Corporate Governance which sought approval of the Community Council Protocol which outlined the expected relationship between the Council and Community Councils across Aberdeen specifically in relation to communication and consultation.

**The report recommended –**
that the Committee adopt the Community Council Protocol as set out in appendix 1 of the report.

**The Committee resolved:-**
to approve the recommendation subject to the addition of the fact that Community Councils were statutory consultees for alcohol licenses.

**VOLUNTEERING POLICY (CG/13/015)**

**29.** With reference to article 18 of the minute of the meeting of the former Corporate Policy and Performance Committee of 1 December 2011, the Committee had before it a report by the acting Director of Corporate Governance which sought approval of the Volunteering Policy Guidance and Service Pack.

**The report recommended –**
that the Committee
(a) to endorse the Making the Difference: Volunteering in Aberdeen Volunteering Service Pack and the Making the Difference: Volunteering in Aberdeen Volunteering Policy Guidance;
(b) to note that local arrangements would be developed for volunteers to be inducted properly to the organisation and ensure that they operated within the principles and behaviours agreed by the Council; and
(c) to agree that the responsibility for coordinating and monitoring volunteering opportunities within the Council would be taken by the Corporate Governance,

Customer Service and Performance Service and linked into the Community Planning Aberdeen Volunteering Strategy.

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

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

**COMMON GOOD PROPERTY REPAIRS (EPI/13/171)**

**30.** Reference was made to article 8 of the minute of meeting of the Property Sub Committee of 24 September 2013, at which time members agreed, amongst other things, to refer the report before them to this Committee for consideration of an allocation of an additional £20,000 from the Common Good Revenue Budget to allow the urgent works on Common Good properties to be progressed this financial year. The Committee had before it on this day, the report as presented to the Property Sub Committee.

**The Committee resolved:-**
to agree to allocate an additional £20,000 from the Common Good Revenue Budget to allow the urgent works on Common Good properties to be progressed this financial year.

**DECLARATION OF INTEREST**

**Prior to the consideration of the following item of business, Councillor Donnelly declared an interest in the subject matter due to his position on the Aberdeen Performing Arts Board but considered that the nature of his interest did not require him to leave the meeting.**

**LEMON STREET, WEST NORTH STREET (EPI/13/168)**

**31.** With reference to article 10 of the minute of the meeting of the Property Sub Committee of 24 September 2013, the Committee had before it a report by the Director of Enterprise, Planning and Infrastructure which advised members of progress of negotiations regarding the formalising of the agreement for the Lemon Tree.

**The report recommended –**
that the Committee –
(a) approve the proposed twenty five year lease of the Lemon Tree to Aberdeen Performing Arts (APA);

(b) approve the proposed twenty five year lease of the office property at Shoe Lane to Aberdeen performing Arts; and
(c) instruct the Head of Legal and Democratic Services to conclude the appropriate legal agreements incorporating various qualifications as were necessary to protect the Council's interests .

The Convener moved, seconded by the Vice Convener:-
that the Committee –
(1) approve recommendations (a) and (c);
(2) approve the proposed twenty five year lease of the office property at Shoe Lane to APA with a rent free period until 1 April 2014;
(3) agree that the grant to APA be looked at again in February 2014 as part of the budget process.

Councillor McCaig then moved as an amendment, seconded by Councillor Noble:-
that the Committee –
(i) approve recommendations (a) and (c);
(ii) approve the proposed twenty five year lease of the office property at Shoe Lane to APA with a rent free period until 1 April 2014 and a two month break option pending the outcome of the Council's budget process; and
(iii) agree that the grant to APA be looked at again in February 2014 as part of the budget process.

On a division, there voted:- For the motion (8) - the Convener; the Vice Convener; and Councillors Allan, Donnelly, Len Ironside CBE, Lawrence, Milne and Jean Morrison MBE. For the amendment (6) - Councillors Cameron, Delaney, Dickson, McCaig, Noble and Samarai.

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

**2013/2014 PAY AWARD – AMENDMENT TO GRADE STRUCTURE (CG/13/101)**

**32.** The Committee had before it a report by the acting Director of Corporate Governance which (a) sought approval of an amendment to the equal pay and modernisation grade structure once negotiations on the 2013/14 pay agreement were concluded; and (b) detailed the revisions that would be required if the currently proposed pay award was accepted.

**The report recommended –**
that the Committee grant authority to the Director of Corporate Governance in consultation with the Convener to implement a revision to the pay and grading structure following a determination on the 2013/14 pay award for SJC Local Government Employees.

**FINANCE AND RESOURCES COMMITTEE**
26 September 2013

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

**UNRECOVERABLE DEBT- APPENDIX**

**33.** With reference to article 16 of this minute, the Committee had before it an appendix containing details of business case write offs above £25,000.

**The Committee resolved:**
to note that this matter had been dealt with at article 16 of this minute.

**ACQUISITION OF PROPERTY FOR THIRD DON CROSSING (EPI/13/167)**

**34.** With reference to article 10 of the minute of the meeting of Council of 6 March 2013, the Committee had before it a report by the Director of Enterprise, Planning and Infrastructure which provided an update on the progress of negotiations over the payment of compensation claims following The Aberdeen City Council Access from the North Proposals ("Third Don Crossing") Compulsory Purchase Order 2010.

**The report recommended –**
that the Committee -
(a) note the current progress of discussions regarding compensation;
(b) suspend Standing Orders to grant delegated powers to the Head of Asset Management and Operations, after consultation with the Head of Legal and Democratic Services and the Convener of the Property Sub Committee to agree and pay any compensation claims in relation to this compulsory purchase order which exceeds £100,000 without the need to refer payment to Committee; and
(c) note that the Council was currently challenging two Notices of Objection of Severance and that the Head of Legal and Democratic Services and the Head of Asset Management and Operations would undertake such work as required to protect the Council's interests in respect of these cases.

**The Committee resolved:**
(i) to approve recommendations (a) and (c) of the report; and
(ii) to agree to suspend Standing Orders to grant delegated powers to the Head of Asset Management and Operations, after consultation with the Head of Legal and Democratic Services, the Convener of the Finance, Policy and Resources Committee and the Convener of the Property Sub-Committee to agree and pay any compensation claims in relation to this compulsory purchase order which exceeded £100,000 without the need to refer payment to Committee; and
(iii) notwithstanding the progress report being submitted to the next meeting of the Committee, to instruct officers to bring forward the determination of the land tribunal decision to the Council or this Committee, whichever was sooner.

**FINANCE AND RESOURCES COMMITTEE**
26 September 2013

**EXTENSION OF COUNCIL INSURANCES (CG/13/107)**

**35.** The Committee had before it a report by the acting Director of Corporate Governance which sought approval of a one year extension to the Council's existing insurance arrangements.

**The report recommended –**
that the Committee –
(a) approve the estimated expenditure of £11,967 for an extension of the Council's existing insurance arrangements for a period of one year in accordance with Standing Order 1(3) of the Councils Contract and Procurement Standing Orders;
(b) agree to invoke the provisions of Standing Order 1(6)(b) in order to set aside the need for compliance with Standing Order 4; and
(c) approves the proposed extension of the current insurance arrangements for a period of one year in order to allow officers to explore the possibility of a future joint tender with Aberdeenshire Council.

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

**LAGAN CUSTOMER RELATIONSHIP MANAGEMENT (CRM) SYSTEM CONTRACT RENEWAL (CG/13/096)**

**36.** The Committee had before it a report by the acting Director of Corporate Governance which sought approval to (a) invoke Standing Order 1(6)(a) of the Council's Standing Orders Relating to Contracts and Procurement and thereby exempt a contract for the provision of support and maintenance of the Lagan Customer Relationship Management (CRM) System from the requirement to go out to competitive tender and to advertise on the Public Contracts Scotland Portal on the grounds that the exemption was justified by special circumstances; and (b) renew the existing contract for a period of three years and approve the estimated expenditure detailed in the report.

**The report recommended –**
that the Committee -
(a) approve the expenditure for renewal of the Lagan CRM System support and maintenance contract with Kana Software Incorporated for a three year period; and
(b) agree not to go out to competitive tender for the Lagan CRM System support and maintenance contract due to the special circumstances detailed in the report.

**The Committee resolved:-**
to approve the recommendations.
**- COUNCILLOR WILLIE YOUNG, Convener.**

**FINANCE, POLICY AND RESOURCES COMMITTEE**

**COMMITTEE BUSINESS**

**5 December 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.**

| No. | Minute Reference | Committee Decision | Update | Lead Officer(s) | Report Due | Report Expected (if known) |
|---|---|---|---|---|---|---|
| 1. | Housing and Environment 24/01/12 article 13 | **Affordable Housing Delivery**<br><br>The Committee resolved:<br>to request that officers report to the appropriate committee in due course to advise as to whether there is any evidence to suggest that reducing the Council Tax discount on long term empty properties provides an incentive to owners to bring their empty properties back into use. | A report will be issued on the outcome of consultation with Scottish Government.<br><br>**A report will be submitted to the Committee on 20 February 2014.** | Head of Finance/ Revenues and Benefits Manager | **06/12/12** | 20/2/14 |
| 2. | Finance and Resources 15/03/12 article 30 | **Grampian Japan Trust Loan Request**<br><br>The Committee resolved:<br>(i) to instruct officers to seek further clarification on the Grampian Japan Trust as per paragraph 5.4 of the report;<br>(ii) subject to the above, to approve a secured loan for a period of 12 months of up to £15,000 to Grampian Japan Trust subject to (1) the Head of Legal and Democratic Services being satisfied that the Council has adequate security over the property known as Thomas Glover House; and (2) the Head | **A report is on the agenda.** | Enterprise, Planning and Infrastructure | **04/10/12** | 5/12/13 |

| No. | Minute Reference | Committee Decision | Update | Lead Officer(s) | Report Due | Report Expected (if known) |
|---|---|---|---|---|---|---|
| | Finance and Resources 21/06/12 article 14 | of Finance being satisfied that there is no financial risk to the Council, and evidence of proper financial stewardship of the Trust; and<br>(iii) to instruct the Director of Education, Culture and Sport to report back to this Committee providing details of the final outcome of the above.<br><br>The Committee resolved:<br>to instruct that a report be presented to the next meeting of this Committee of 4 October, 2012, which should either confirm that the further information sought has been provided and the loan made, or that the loan offer has been withdrawn. | | | | |
| 3. | Finance and Resources 21/04/11 article 25<br><br>Corporate Policy and Performance Committee 14/06/12 article 4 | **External Support to Deliver the Business Plan**<br><br>The Committee resolved:<br>to instruct that a report be brought back to the Corporate Policy and Performance Committee (or the Urgent Business Committee if during recess) to deal with any securing of external support that may be required to assist with the delivery of service options relating to external delivery. Updates to be provided by the Director as and when required.<br>At its meeting of 14 June, the Corporate Policy and Performance Committee recommended that this item be transferred to the Finance and Resources Committee. | | Directors as appropriate | As and when required | |

| No. | Minute Reference | Committee Decision | Update | Lead Officer(s) | Report Due | Report Expected (if known) |
|---|---|---|---|---|---|---|
| 4. | Finance and Resources 04/10/12 article 29 | **Satrosphere**<br><br>At its meeting on 4 October 2012 the Committee agreed amongst other things, to instruct officers to provisionally negotiate terms and conditions of lease, or an extension to an existing lease, or other potential property transaction, in the event that consideration leads Satrosphere to the conclusion that either relocation to another venue held on the Council's Property Account or redevelopment of their existing facility at 179 Constitution Street was the preferred option, on the basis that any provisional agreement between the parties be reported to a future meeting of this Committee, in order that members might consider formal approval. | At its meeting on 25 April 2013, the Committee resolved, amongst other things,<br>(a) to note the position in respect of both the potential re-development of the premises at 179 Constitution Street and discussions around the establishment of a Partnership Agreement to formalise continued support of Satrosphere Limited by the Council instructed at the Committee meeting of 4th October 2012; and<br>(b) to approve the recommendation, identified within 5.3.8 (i) that oversight of Satrosphere's operational and educational outcomes, linked to the development of a formal partnership framework, is provided annually through the Culture and Sports Sub-Committee with consideration of future renewals of the Bank Guarantee being considered separately by this Committee.<br><br>The Service is in on-going discussions with Satrosphere around the detailed terms of the Partnership Agreement which are progressing well, and the potential re-development proposal for the premises. | Head of Educational Development, Policy and Performance | **26/9/13** | 5/12/13 |

| No. | Minute Reference | Committee Decision | Update | Lead Officer(s) | Report Due | Report Expected (if known) |
|---|---|---|---|---|---|---|
| | | | With the appointment of a full-time Chief Executive Officer, commencing in late August/September 2013, Satrosphere have signalled an intent to enhance it's capacity to effectively move forwards with these projects and a report will be made availble to Committee on conclusion of the Partnership Agreement negotiations and, dependant on the progress of the re-development option, as and when additional authorities are required in connection with the premises lease.<br><br>As agreed at the April meeting of the Committee, a separate oversight report, linked to the Partnership Agreement will be reported to the Culture and Sport Sub-Committee in May 2014<br><br>**A report is on the agenda.** | | | |
| 5. | Housing and Environment 15/01/13 article | **Local Authority Mortgage Scheme**<br><br>The Committee resolved to approve the principle of taking the scheme forward subject to further exploration of the financial and legal position with a detailed report to Finance and Resources Committee on 21 February 2013. | An information bulletin report was presented to the Committee's meeting on 21 February 2013.<br><br>A report was withdrawn from the agenda of 25 April.<br><br>Legal Services provided detailed legal advice in relation to the position of the Council and the Monitoring Officer in advance of the previous Finance and Resources Committee meeting, however the report was withdrawn before consideration by | Head of Housing and Community Safety | **25/4/13** | 5/12/13 – information bulletin |

| No. | Minute Reference | Committee Decision | Update | Lead Officer(s) | Report Due | Report Expected (if known) |
|---|---|---|---|---|---|---|
| | | | the Committee. The Chancellor of the Exchequer announced a Help To Buy Scheme at the March Budget, which will apply to Scotland and provide the same assistance as the LAMS would do. This is likely to be introduced in January 2014. We are awaiting details of the scheme which will almost certainly result in the need for the aforementioned LAMS scheme to be replaced with this new scheme. Details of the new Scheme and the potential for participation by ACC will be reported to the Housing and Environment Committee.<br><br>At its meeting on 26 June 2013, the Committee resolved to request officers to advise the Committee if the Director of Housing and Environment had written to the building society to determine its position.<br><br>**An information bulletin report is available.**<br><br>**This item is recommended for removal.** | | | |
| 6. | Finance and Resources 21/2/13 article 16 | **Centre for Scottish Public Policy**<br><br>The Committee resolved to request that a report on the benefit to the Council of membership on this body be submitted to the Committee within one year to enable members to determine if it should continue the membership. | | Chief Executive | 20/2/14 | |

| No. | Minute Reference | Committee Decision | Update | Lead Officer(s) | Report Due | Report Expected (if known) |
|---|---|---|---|---|---|---|
| 7. | Finance and Resources 25/4/13 article 21 | **Joint Commissioning Strategy for Older People 2013-2023 - Financial Framework**<br><br>The Committee resolved amongst other things to agree to receive a report on the baseline integrated budget, once the work on this was completed | **A verbal update from the Director of Social care and Wellbeing will be provided.** | Head of Older People and Rehabilitation | **26/9/13** | 5/12/13 – verbal update |
| 8. | Housing and Environment 14/05/13 | **Haudagain Upgrade - A Way Forward – Middlefield**<br><br>The Committee resolved amongst other things:<br>(i) to report to the relevant Committees as soon as possible to advise on the project and at each stage of the project thereafter; and<br>(ii) to note the meeting with Transport Scotland in May 2013 to discuss the way forward for regeneration in association with the Haudagain upgrade and instruct officers to report to the next meeting of Finance and Resources Committee outlining the financial implications for the project. | At its meeting on 13/6/13 a report was considered and referred to Council on 26/6/13 for consideration.<br><br>Council on 26 June 2013 agreed, amongst other things, to instruct officers to bring a report to an additional meeting of the Finance and Resources Committee on 25 July 2013 on the meeting with Transport Scotland, including detailed information from the Government on the financial arrangements to be made to purchase assets required to deliver the Haudagain junction improvements and setting out the Council's objectives to start this project within the next two years.<br><br>The Committee on 25 July 2013 agreed, amongst other things, to:<br>(1) instruct Councillor Crockett, Leader of the Council, to write to all council tax payers within the Middlefield regeneration area setting out the Council's objectives for regeneration, taking into consideration the fact that the Scottish | Head of Regeneration and Housing Investment | 5/12/13 | 5/12/13 |

| No. | Minute Reference | Committee Decision | Update | Lead Officer(s) | Report Due | Report Expected (if known) |
|---|---|---|---|---|---|---|
| | | | Government had not yet agreed a compensation package despite this matter being discussed by Council on 25 June 2008 as an emergency item in order that the decision of Council could be referred to the Scottish Government at the earliest opportunity;<br>(2) instruct officers to continue to push the Scottish Government to enter into a legally binding contract with the Council to fully fund the project noting the decision of the previous administration on 19 November 2009 at the Housing and Environment Committee, which included the then Vice Convener of that Committee, Councillor Mark McDonald now MSP and ward Councillors Kevin Stewart now MSP and Jackie Dunbar, "to suggest that the Scottish Government fully fund replacement facilities for the Middlefield Community Project, Middlefield Youth Project, Pathways and the Healthy Hoose, reporting back to the December meeting of the Finance and Resources on its progress";<br>(3) instruct officers to carry out a feasibility study on how best to proceed with Middlefield | | | |

| No. | Minute Reference | Committee Decision | Update | Lead Officer(s) | Report Due | Report Expected (if known) |
|---|---|---|---|---|---|---|
| | | | regeneration should the Scottish Government renege on its verbal promise to fund the construction of the road improvements, including all compensation costs for the delivery of the Haudagain Scheme, reporting back to the December meeting of the Finance and Resources Committee; and<br>(4) request a comprehensive risk assessment covering political, business and finance risks to be considered in the form of the Corporate Risk Register, reporting back to the December meeting of the Finance and Resources Committee.<br><br>**This decision was referred to Council for determination and was approved by Council on 21 August.**<br><br>**A report is on the agenda.** | | | |
| 9. | Finance and Resources 13/6/13 article 10 | **Annual Housing And Council Tax Benefit Report**<br><br>The Committee resolved to note that an annual report advising of Housing and Council Tax Benefit service performance would be presented to the Committee. | | Head of Finance | 19/6/14 | |

| No. | Minute Reference | Committee Decision | Update | Lead Officer(s) | Report Due | Report Expected (if known) |
|---|---|---|---|---|---|---|
| 10. | Council 26/6/13 | **Tillydrone Project**<br><br>Council resolved, amongst other things, to authorise officers to implement mitigation measures to reduce the uncertainty over grant funding contribution, and request that reports be submitted to the Housing and Environment and Finance and Resources Committees once grant funding levels were known. | **At this time grant funding levels remain unknown, however officers are seeking this information and will report to the Committee once this has been obtained.** | Head of Regeneration and Housing Investment | **5/12/13** | 20/2/14 |
| 11. | Council 26/6/13 | **Grampian Joint Police Board Draft Statement of Accounts 2012/13**<br><br>Council resolved, amongst other things, to request officers to report to a future meeting of the Finance and Resources Committee regarding the reserves redistributed by Grampian Police to the Council and how it would be spent. | **A report is on the agenda.** | Head of Finance | 5/12/13 | 5/12/13 |
| 12. | Continuous Improvement 06/05/08 Article 10<br><br>Scrutiny Panel 19/01/09 Article 2 | **Local Code of Corporate Governance**<br><br>The Continuous Improvement Committee agreed that the refreshed Local Code of Corporate Governance be brought to its meeting on 17 June 2008, having been updated in light of the improvement agenda set out in the Audit of Best Value and Community Planning and in line with the new Framework for Delivering Good Governance in Local Government.<br><br>At its meeting on 19 January 2009, the Scrutiny Panel agreed to instruct officers to investigate, in consultation with appropriate Councillors, all appropriate and viable alternative methods other than | Further updates on the development of the Code in light of the decisions made by the Audit and Risk Committee to be brought back to the Corporate Policy and Performance Committee as and when required. | Head of Service, Office of Chief Executive | **As required** | |

| No. | Minute Reference | Committee Decision | Update | Lead Officer(s) | Report Due | Report Expected (if known) |
|---|---|---|---|---|---|---|
| | | investigations to address the issue of leaked reports and report back to the next meeting of the Panel on 2 March 2009.<br><br>At its meeting on 29 November 2012, the Committee (i) noted the update on the ongoing implementation of the Council's Local Code of Corporate Governance; and (ii) agreed that further updates on the development of the Code in light of the decisions made by the Audit and Risk Committee would be brought to the Corporate Policy and Performance Committee when required. | | | | |
| 13. | Finance and Resources 21/04/11 article 35 | **Trade Union Facility Time**<br><br>The Committee resolved:<br>to instruct the Head of Human Resources and Organisational Development to report back to this Committee on the review within six months.<br><br>At its meeting on 22 September, the Committee agreed to refer the report to Aberdeen City Council's Local Government Employee's Joint Consultative Committee for discussion, not negotiation, and that a report on this matter be considered at the next meeting of the Corporate Policy and Performance Committee on 1 December 2011. | At its meeting of 20 February 2013, the Committee noted that discussions were still ongoing, with a report due before CMT in a few weeks, following which there would be a formal engagement process where Councillors could be involved. The report back to Committee would therefore be expected in a few months' time.<br><br>This matter is now being discussed at the Local Government Employee's Joint Consultative Committee, thereafter should a decision be required a report will be submitted to this Committee. | Head of Human Resources and OD | **01/12/11** | 20/2/14 |

| No. | Minute Reference | Committee Decision | Update | Lead Officer(s) | Report Due | Report Expected (if known) |
|---|---|---|---|---|---|---|
| 14. | Corporate Policy and Performance Committee 22/9/11 article 6 | **Sickness Absence Performance**<br><br>The Committee resolved, amongst other things, to instruct the Head of Human Resources and Organisational Development to report quarterly to the Corporate Policy and Performance Committee on the Council's performance on the management of sickness absence. | The Committee had a report before it at its meeting of 18 April 2013. At that meeting, the Committee requested that future reports reflect the long-term sickness absence figures.<br><br>**A report is on the agenda.** | Head of Human Resources and OD | **26/09/13** | 5/12/13 |
| 15. | Corporate Policy and Performance Committee 27/09/12 Article 13 | **Parenting Strategy**<br><br>At its meeting of 27 September 2012, the Committee approved the Parenting Strategy and asked that a review of the policy be brought back to Corporate Policy and Performance Committee in six months' time. | In line with the SOA this work will be reported as part of the supporting families' priority. A revised strategy will be reported to the Committee in April 2014. | Education, Culture and Sport | **06/06/13** | 24/04/14 |
| 16. | Corporate Policy and Performance Committee 18/04/13 Article 13 | **Impact and Potential for Social Media**<br><br>The Committee resolved, amongst other things, to approve a further review of Council business use of social media to be presented to this Committee in April 2014. | | Communications Manager | 24/04/14 | |
| 17. | Finance and Resources 25/04/13 Article 27 | **Social Care and Wellbeing Management Structure – Monitoring Officer Investigation**<br><br>The Finance and Resources Committee resolved to instruct the Monitoring Officer to conduct an investigation into the leaking of this exempt report to the press and to request that all Councillors and officers make themselves available to be interviewed as part of this process. | A report will be presented to a future meeting of the Committee once the investigation has been completed.<br><br>**A verbal update from the Monitoring Officer will be provided.** | Monitoring Officer | **26/09/13** | 5/12/13 |

| No. | Minute Reference | Committee Decision | Update | Lead Officer(s) | Report Due | Report Expected (if known) |
|---|---|---|---|---|---|---|
| 18. | Corporate Policy and Performance Committee 06/06/13 Article 7 | **Corporate Parenting Policy**<br><br>At its meeting of 6 June 2013, the Committee, amongst other things, resolved to instruct officers to report back on the implementation and review of the Corporate Parenting Policy and action plan to the Corporate Policy and Performance Committee in May 2014. | | Director of Social Care and Wellbeing | 12/06/14 | |
| 19. | Enterprise, Strategic Planning and Infrastructure Committee 29/8/13 | **Subsistence Rate for Foreign Travel**<br><br>At its meeting of 29 August 2013, the Committee, amongst other things, to request officers to review the method of calculating the subsistence rate for foreign travel and report to the Finance, Policy and Resources Committee on the outcome. | **A review is being undertaken and will be reported to the next meeting on 20 February 2014.** | Head of Finance | **5/12/13** | 20/2/14 |
| 20. | Finance, Policy and Resources 26/09/13 Article 19 | **Failure To Attend Work Due To Bad Weather**<br><br>The Committee resolved, amongst other things, to instruct officers to report back to the Committee on the guidance in one year | | Head of Human Resources and Organisational Development | 30/9/14 | |
| 21. | Finance, Policy and Resources 26/09/13 Article 33 | **Acquisition of Property for Third Don Crossing**<br><br>The Committee resolved, amongst other things, to notwithstanding the progress report being submitted to the next meeting of the Committee, to instruct officers to bring forward the determination of the land tribunal decision to the Council or this Committee, whichever was sooner. | | Head of Asset Management and Operations | **5/12/13** | 20/2/14 |

**FINANCE AND RESOURCES COMMITTEE**

**MOTIONS LIST**

**5 DECEMBER 2013**

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

| No. | Motion | Date of Council Meeting | Committee Motion referred to / date/ decision of Committee | Action taken / Proposed Future Action | Responsible Head(s) of Service | Due Date | Is authority sought to remove motion from list? |
|---|---|---|---|---|---|---|---|
| 1. | Motion by Councillor McCaig<br><br>"In order to ensure that Aberdeen City Council reaps the financial benefits of the Scottish Government's Business Rates Incentive Scheme, Council instructs the Director of Enterprise, Planning and Infrastructure to consider measures to boost the city's business rates income and agrees that 50% of any additional funding received by the Council as a result of this scheme be reinvested in economic development." | 10 October 2012 | The Finance and Resources Committee of 06/12/12 resolved:<br>(i) to instruct officers to report on the terms of the motion and the Council's current position in relation to the Business Rates Incentive Scheme (BRIS) to the next meeting of the Committee; and<br>(ii) to instruct officers to report on the Council's current position regarding BRIS at the budget meeting on 7 February 2013. | At its meeting on 21 February, the Committee resolved, amongst other things,<br>(a) to note that officers would report on the terms of Councillor McCaig's motion to the next meeting of the Committee;<br>(b) to instruct the Director of Corporate Governance to ask an independent consultant to bring forward a report, based on a research study, exploring the existing financial settlement and its impact on the contribution Aberdeen makes to Scotland and the UK and how a different or better funding settlement could benefit Aberdeen and the remainder of Scotland, and that the report be considered by an additional meeting of this | Finance | **13.6.13** | No |

| No. | Motion | Date of Council Meeting | Committee Motion referred to / date/ decision of Committee | Action taken / Proposed Future Action | Responsible Head(s) of Service | Due Date | Is authority sought to remove motion from list? |
|---|---|---|---|---|---|---|---|
| | | | | Committee, at which time the Committee can determine its position on the contents and findings of the study.<br><br>At its meeting on 25 April 2013, the Committee agreed, amongst other things:<br>(i) to agree to receive a further report on the current position of the scheme, and in conjunction with the Director of Enterprise, Planning and Infrastructure address the remaining aspects of the motion; and<br>(ii) to note the oral update from the Director of Corporate Governance regarding action (b) above.<br><br>At its meeting on 13 June 2013, the Committee received an oral update from the Director of Corporate Governance and the Corporate Accounting Manager.<br><br>**A verbal update will be provided.** | | | |

| No. | Motion | Date of Council Meeting | Committee Motion referred to / date/ decision of Committee | Action taken / Proposed Future Action | Responsible Head(s) of Service | Due Date | Is authority sought to remove motion from list? |
|---|---|---|---|---|---|---|---|
| 2. | Motion by Councillor Greig - Policing Museum<br><br>"That this Council works with Grampian Police, its two successor divisions, Aberdeenshire Council and the Moray Council to set up a policing museum for the North East and that all possible funding sources and sponsorship opportunities are sought. | 6 March, 2013 | The Finance and Resources Committee of 13/6/13 resolved to request officers to hold discussions with the organisations named in the motion, as well as the Scottish Fire and Rescue Service and any other relevant organisations, regarding the terms of the motion, and the possibility of the creation of a regional museum which would include a public protection section. | At its meeting on 26 September, the Committee resolved 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.<br><br>**It is recommended that the Committee refer the motion to the Education, Culture and Sport Committee Motions List in light of the previous decision of the Committee.** | Communities, Culture and Sport | 30.1.14 – Education, Culture and Sport Committee | Yes |

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**EDUCATION, CULTURE AND SPORT**

**21 November 2013**

**SCHOOL SERVER REFRESH AND RATIONALISATION (ECS/13/071)**

The Committee had before it a report by the Director of Education, Culture and Sport which sought approval to refresh and rationalise the ICT server estate of the Council's educational establishments by means of the development and implementation of a virtualised server infrastructure.

**The report recommended –**
that the Committee notes the following proposals:

(a) 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;

(b) 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;

(c) the estimated expenditure of (1) an initial planned capital investment in the current financial year of £180K. No additional capital is requested, and (2) £500K per annum over 3 years from the existing ICT Investment budget in respect of such framework agreement;

(d) 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.

The Convener noted at this juncture that the above recommendations should be agreed by the Committee, rather than noted as suggested above.

**The Committee resolved:**

(i) 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;

(ii) to approve 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;

(iii) to approve the estimated expenditure of:

(1) an initial planned capital investment in the current financial year of £180,000 (noting that no additional capital is requested).

(2) £500,000 per annum over three years from the existing ICT Investment budget in respect of such framework agreement;

(iv) **to refer this report to the Finance, Policy and Resources Committee for approval to spend capital and revenue from existing budgets as described in the report**; and

(v) in relation to paragraph 4.4 of the report (page 283 ie "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"), to instruct officers to enter into urgent discussions with affected staff and trades unions.

**ABERDEEN CITY COUNCIL**

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|---|---|
| COMMITTEE | **Education, Culture and Sport** |
| DATE | **21 November 2013** |
| DIRECTOR | **Gayle Gorman** |
| TITLE OF REPORT | **School Server Refresh and Rationalisation** |
| REPORT NUMBER: | **ECS/13/071** |

## 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 |
|---|---|---|---|---|
| **Capital Expenditure** | | | | |
| Virtualisation Infrastructure | £180K | | | £180K |
| **Revenue Expenditure** | | | | |
| Server and Desktop Virtualisation | £500K | £500K | £500K | £1,500K |
| Total | £680K | £500K | £500K | £1,680K |

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

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_authorties.968401af.9789.pdf

9. REPORT AUTHOR DETAILS

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Appendix 1

# Internal Waste Minimisation Plan

## Aberdeen City Council

**October 2013**
**Version 1.1**

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**3.0 Waste Actions**

**Appendix A** Council waste by waste stream

**Appendix B** Internal waste communications

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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[1] and the transition to a Low Carbon Economy. Scottish Government has underlined this with the Safeguarding Scotland's Resources programme[2] 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

[1] *Scotland's Zero Waste Plan – http://www.scotland.gov.uk/Publications/2010/06/08092645/0*
[2] *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 | | |
|---|---|---|
| *Paper* | *Food waste* | *Confidential waste* |
| *Cardboard* | *Furniture* | *Paper towels* |
| *Plastic bottles* | *Fluorescent tubes* | *Hygiene waste* |
| *Printer/ toner cartridges* | *Waste Electronic & Electrical Equipment (WEEE)* | *Packaging – plastic & polystyrene* |
| *Cans* | *Stationery* | *Telephones* |
| *Glass* | *Batteries* | |

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[3] 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.

[3] *– Key recyclates - paper, cardboard, plastic, metal, and glass*

## 2.2 Schools

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

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[4] 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.

[4] *- 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

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

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

| Community, culture & leisure waste streams | | |
|---|---|---|
| *Paper* | *Food waste* | *Confidential waste* |
| *Cardboard* | *Furniture* | *Paper towels* |
| *Plastic bottles* | *Fluorescent tubes* | *Hygiene waste* |
| *Cans* | *Printer/ toner cartridges* | *Batteries* |
| *Glass* | *Waste Electronic & Electrical Equipment (WEEE)* | |

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?lID=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

| **Fleet waste streams** | | |
|---|---|---|
| *End of life vehicles* | *Brake fluid* | *Bulbs* |
| *Car batteries* | *Antifreeze* | *Plastic bottles* |
| *Waste oil* | *Used oil filters* | *Aerosols* |
| *Tyres* | *Tools* | *Cans* |
| *Cardboard* | *Gloves* | *Waste Electronic & Electrical Equipment (WEEE)* |

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 | | |
|---|---|---|
| *Green waste* | *Pesticides* | *Tools* |
| *Plants* | *Equipment* | *Urine (mobile toilets)* |
| *Trees* | *Waste from street cleansing* | *Landscaping materials* |

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** | | |
|---|---|---|
| *Metal* | *Plasterboard* | *Packaging* |
| *Wood* | *WEEE* | *Soil and stone* |
| *Woodchippings* | *Batteries* | *Personal Protective Equipment (PPE)* |
| *Mixed construction and demolition waste* | *Clearance from void properties* | *Special waste: including asbestos* |
| *Glass* | *Plastic* | *Paint* |
| *Concrete, bricks and tiles* | *Tools* | *Aquapanels* |
| *MDF* | | |

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** | | |
|---|---|---|
| *Road planings* | *Hardcore* | *Slabs* |
| *End of life street signs* | *Waste from gully emptying* | *Granite* |
| *Bollards* | *Waste from oil spills* | *Cardboard (packaging)* |
| *Traffic cones* | *Street signs* | *Personal Protective Equipment (PPE)* |

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** | | |
|---|---|---|
| *End of Life street columns* | *Bitumen & slabs* | *Cables* |
| *Lantern Head* | *End of life control gear* | *Concrete* |
| *Lamps* | *Metal ballast* | *Cardboard (packaging)* |

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)[5] accreditations reduce the environmental impact if any new furniture is required.

[5] *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 | | | | | |
|---|---|---|---|---|---|---|---|
| A | **Waste Prevention** | | **2013** | **2014** | **2015** | **2016** | **2017** |
| A.1 | Development of the Hybrid Mail project for cost and resource efficiencies. | *Facilities* | ✓ | ✓ | ✓ | ✓ | ✓ |
| A.6 | Extensive opportunities to lease equipment rather than buy. This would be on a case by case basis. | *Procurement* | | ✓ | ✓ | ✓ | ✓ |
| B | **Waste Reduction** | | **2013** | **2014** | **2015** | **2016** | **2017** |
| B.1 | Make greater use of online systems to reduce paper consumption, as demonstrated through YourHR. | *HR/ All staff* | ✓ | ✓ | ✓ | ✓ | ✓ |
| B.2 | Ensure effective use of building space and resources through the Smarter Working Programme. | *Smarter Working Programme* | ✓ | ✓ | ✓ | ✓ | ✓ |
| B.3 | Ensure printers are set to default settings - double sided, black & white as default and banner sheets are switched off.<br>- ensure defaults remain during system upgrades. | *Managers/ All staff/ ICT* | ✓ | ✓ | ✓ | ✓ | ✓ |
| B.4 | Reduce the use of disposable catering/ kitchen items such as, cups, trays etc. | *Facilities/ E,C & S/ Events/ S,C & W* | ✓ | ✓ | ✓ | ✓ | ✓ |
| B.5 | Reduce the use of single use catering items, such as individual portions, sachets etc. | *Facilities/ E,C &S/ Events/ S,C & W* | ✓ | ✓ | | | |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| B.6 | Where possible, remove battery operated clocks. | *Facilities* | ✓ | ✓ | | | |
| B.7 | Reduce food wasted in production from kitchens and catering. | *Facilities/ S,C & W* | ✓ | ✓ | ✓ | ✓ | ✓ |
| B.8 | Ensure, where possible, take back schemes for packaging are put in place through procurement agreements. | *EP& I/ E,C & S/ H & E/ SC& W/ CG - Procurement* | ✓ | ✓ | ✓ | ✓ | ✓ |
| B.9 | Review the Council Sustainable Printing Policy. | *Env Policy* | | ✓ | | | |
| B.10 | Investigate participation in the Waste Standard scheme. | *Env Policy* | | ✓ | | | |
| **C** | **Reuse** | | **2013** | **2014** | **2015** | **2016** | **2017** |
| C.1 | Encourage the reuse of paper as scrap, for printing drafts or as message pads. | *Managers/ All staff* | ✓ | ✓ | ✓ | ✓ | ✓ |
| C.2 | Maintain current reuse systems for waste streams including:<br>- Furniture<br>- Plants<br>- Occupational therapy equipment | *- Facilities*<br>*- Env Serv*<br>*- SC&W* | ✓ | ✓ | ✓ | ✓ | ✓ |
| C.3 | Investigate opportunities to reuse additional waste streams, including working, where practical, with charities. | *EP& I/ E,C & S/ H & E/ SC& W/ CG* | | ✓ | ✓ | | |
| C.4 | Provide a central list of resources, such as display equipment.<br>- Investigate options for a pool of resources/ bookable system. | *EP& I/ E,C & S/ H & E/ SC& W/ CG* | | ✓ | ✓ | | |
| C.5 | Where items cannot be reused elsewhere in the Council, investigate options for the auction of unwanted goods and materials. | *EP& I/ E,C & S/ H & E/ SC& W/ CG* | | ✓ | ✓ | ✓ | ✓ |
| C.6 | Examine options to establish an online internal resource distribution network to encourage the reuse of corporate resources. | *Env Policy/ ICT* | | ✓ | ✓ | | |
| C.7 | Reuse envelopes.<br>- Managers to ensure envelopes are segregated for reuse. | *Managers/ All staff* | ✓ | ✓ | ✓ | ✓ | ✓ |
| C.8 | Examine opportunities to roll out the Council stationery reuse scheme, Swap Station, at other Council premises. | *EP& I/ E,C & S/ H & E/ SC& W/ CG* | ✓ | ✓ | ✓ | ✓ | ✓ |
| C.9 | Develop a Green Marketing Policy to minimise waste from council communications and events. | *Env Policy/ Marketing/ Events* | | ✓ | | | |
| C.10 | Examine opportunities to share infrequently used items with other organisations. | *EP& I/ E,C & S/ H & E/ SC& W/ CG* | | | | ✓ | ✓ |

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

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|---|---|---|---|---|---|---|---|
| | recycling waste streams, including:<br>- WEEE<br>- 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* | | ✓ | ✓ | ✓ | ✓ |
| **F** | **Measuring and monitoring waste** | | **2013** | **2014** | **2015** | **2016** | **2017** |
| 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* | ✓ | ✓ | | | |

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|---|---|---|---|---|---|---|---|
| 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* | | | | ✓ | |
| **G** | **Awareness and Education** | | **2013** | **2014** | **2015** | **2016** | **2017** |
| G.1 | Develop and implement a staff waste minimisation campaign.<br>- Link into EU & national waste and environmental campaigns including Green Office Week, Recycling Week and European Week for Waste Reduction.<br>- Provide consistent and ongoing waste minimisation messages and use visual examples to reinforce messages.<br>- Build awareness of responsibilities for resource efficiency and the waste hierarchy.<br>- 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.<br>- 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:<br>- 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.<br>- 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. | *Env Policy/ Corporate Comms* | ✓ | ✓ | | | |
| G.9 | Provide information on market opportunities for waste streams from services, including Roads and Building Services. | *Env Policy* | ✓ | ✓ | | | |
| G.10 | Update corporate induction information in line with the Internal Waste Minimisation Policy. | *Env Policy/ HR* | ✓ | ✓ | | | |
| G.11 | Roll out the Empower online efficiency tool for staff. This learning tool includes waste, as well as energy efficiency information. | *Env Policy/ HR* | | ✓ | | | |

**Appendix A**

## Council waste by waste stream

| | |
|---|---|
| **Books** | Library book and media sales take place annually allowing income generation from the recycling of older stock. |
| **Cans** | 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. |
| **Confidential waste** | Confidential waste is currently managed through the bag system and in some premises shredders are also in place. |
| **Construction Waste** | The Sustainable Building Standards for Council Buildings ensure contractors on new council buildings produce site waste management plans.<br>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. |
| **Envelopes** | Envelopes can be reused. |
| **Food Waste** | 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. |
| **Furniture** | 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. |
| **Glass** | 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. |
| **Granite kerbstones & setts** | Granite kerbstones from road operations are reused and granite setts are put into storage, for reuse where possible. |
| **Grounds Waste** | Shrub prunings, hedge trimmings and other green waste gathered from parks, open spaces and amenity areas during maintenance is shredded and made into mulch. |
| **Gully Waste** | 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. |

| | |
|---|---|
| **Ink & Toner Cartridges** | 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. |
| **Paper** | 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. |
| **Plants** | Environmental Services is moving away from annual planting to more sustainable planting – with plants being replanted between sites rather than sent to landfill. |
| **Plastic Bottles** | 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. |
| **ICT equipment** | ICT WEEE (waste, electronic and electrical equipment) is recycled. Under WEEE regulations waste electronic and electrical equipment should not be sent to landfill. |
| **Road Planings** | Road planings are segregated for reuse. |
| **Street Lighting** | End of life aluminium street lighting columns are recycled. Lantern heads & lamps are segregated and sent for recycling. |
| **Traffic bollards** | Damaged traffic bollards are recycled. |
| **Tyres** | Used tyres are disposed of by a third party who arrange retread of the tyres or recycling and disposal. |
| **Used oil filters** | Used oil filters are segregated and collected for recycling. |
| **Vehicles** | Some vehicle components are retained for reuse. Functional end of life vehicles are sold at auction for reuse. |
| **Vehicle oil** | Vehicle oil is segregated for separate collection. |
| **Wood Waste** | 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. |

**Appendix B**

## Internal Waste Communications

| Target Audience | Purpose of Communication | Method of Communication | Frequency of Communication |
|---|---|---|---|
| **Elected Members** | Raise awareness & inform on internal waste management measures. Decision making capacity. | • Committee reports to coincide with key decision points.<br>• Bulletin reports to keep members informed. | As required |
| **Directors** | Engage and keep informed | • Reports<br>• Managers update<br>• Briefings<br>• Emails | As required |
| **Heads of Service** | Raise awareness and keep informed. | • Emails<br>• Meetings<br>• Reports<br>• Briefings | As required |
| **Head teachers** | Engage and keep informed. Need support and buy in for school measures. | • Emails<br>• Meetings<br>• Presentations | As required |
| **Pupils & teachers** | Encourage participation in school waste measures. | • GLOW<br>• Publications<br>• Presentations<br>• Posters<br>• Signage | As required |
| **Facilities Management** | Liaise. Keep informed. | • Emails<br>• Meetings<br>• Reports | Quarterly updates |
| **Internal waste contacts** | Disseminate information | • Emails<br>• Meetings | As required |
| **Trade waste team** | Liaise. | • Emails<br>• Meetings | As required |
| **All Staff** | Engage and raise awareness<br><br>Inform of appropriate waste facilities & methods | • Regular updates on the zone<br>• Information at corporate induction<br>• Directorate magazines | To mark milestones and correspond with recycling roll outs and new waste |

| | | | |
|---|---|---|---|
| | of disposal | • Emails<br>• Posters<br>• Displays<br>• Signage | minimisation measures |
| **Contractors** | Liaise | • Meetings<br>• Emails | As required |
| **Carbon Management team** | Keep informed on progress and milestones. | • Emails<br>• Reports | As required by Carbon Management Programme |
| **Carbon Reduction Champions** | Keep informed on any measures that impact on staff | • Meetings<br>• Emails<br>• Invites to events | As required |

**Appendix C**

## 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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**DRAFT**

**ENTERPRISE, STRATEGIC PLANNING AND INFRASTRUCTURE COMMITTEE**

**12 November 2013**

**CITY EVENTS PROGRAMME 2014-2015 – EPI/13/185**

The Committee had before it for consideration a report by the Director of Enterprise, Planning and Infrastructure which sought approval of the 2014-2015 City Events programme and associated budgets, which were outlined in appendices 1 and 2 of the report.

**The report recommended:-**

(a) that members note the content of this report;

(b) that members approve the proposed City Events programme for 2014 – 2015;

(c) that members approve the proposed budget of up to £928,850 in total to deliver the programme for 2014 – 2015;

(d) that members approve a final location for the end of day celebrations associated with the Queens Baton Relay 2014;

(e) that members approve the allocation of funding for an Events Executive G10 that would grow and develop the existing income generating activities of the service, subject to the normal HR recruitment process;

(f) **that this report is referred to Finance, Policy & Resources Committee to consider the request for monies from the Common Good Fund and General Fund should members approve the relevant expenditure;** and

(g) that members receive a further report in summer 2014 outlining the proposed creation of an Events Fund in 2015 that would maximise the opportunities for attracting new events to Aberdeen of a national and international calibre.

**The Committee resolved:-**

(i) to approve the recommendations;

(ii) that officers identify an appropriate Council service to support the delivery of Galas and Festive Community Grants and report back to the Committee in this regard;

(iii) that officers liaise with Third Sector colleagues in relation to a possible tie-in of the Aberdeen Day event with the Third Sector event;

(iv) that officers consider an event relating to the Riding of the Marches (March Stones);

(v) that Union Terrace Gardens be used as the location for the final location for the Queens Baton Relay 2014; and

(vi) that officers write to all elected members seeking any further suggestions regarding the programme of events.

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ABERDEEN CITY COUNCIL

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|---|---|
| COMMITTEE | Enterprise Strategic Planning & Infrastructure |
| DATE | 12 November 2013 |
| DIRECTOR | Gordon McIntosh |
| TITLE OF REPORT | City Events & Twinning 2014 - 2015 |
| REPORT NUMBER: | EPI/13/185 |

1. PURPOSE OF REPORT

To seek approval for the City Events & Twinning programme 2014 - 2015 and associated budget as outlined in Appendices 1 and 2.

2. RECOMMENDATION(S)

1. That members note the content of this report.
2. That members support the proposed City Events programme for 2014 - 2015.
3. That members support the proposed budget of up to £928,850 in total to deliver the programme for 2014 - 2015.
4. That members support funding for an Events Executive G10 from within the ESP & I revenue budget that would grow and develop the existing income generating activities of the service, subject to the normal HR recruitment process.
5. That this report is referred to Finance & Resource Committee to consider the request for monies from the Common Good Fund and General Fund should members approve the relevant expenditure.
6. That members receive a further report in summer 2014 outlining the creation of an Events Fund in 2015 that would maximise the opportunities for attracting new events to Aberdeen of a national and international calibre.

3. FINANCIAL IMPLICATIONS

This report outlines the proposed financial implications from the ESP & I revenue budget, Common Good Fund and General Fund to deliver a dynamic but compact programme of events for Aberdeen in 2014 – 2015.

It should be noted that there are significant budgetary pressures placed on all the individual event budgets due to the rising costs associated

with traffic management, Temporary Traffic Restriction Orders (TTRO), licensing and the installation of essential events infrastructure.

Similarly the costs associated with the provision of stewarding, security, medical and welfare also continue to rise annually but are a necessary requirement to meet our obligations under Health and Safety legislation.

The EP & SI revenue budget also has to accommodate the costs associated with the Performing Rights Society for Music (PRS) fees that a number of Aberdeen City Council's events are legally subject to. Previously these costs were met from the local authority's General Fund.

Additional pressures are also placed on all the event budgets due to the increase in expenditure associated with the securing and staffing of parks and open spaces across the city that are regularly occupied by the travelling community. As a result stewards, overnight facilities and infrastructure has to be deployed to ensure that Aberdeen City Council can deliver its core programme of events for the citizens of and visitors to Aberdeen. In the 2013-14 financial year, City Events have spent approx £3,000 securing its public spaces for its own purposes.

Members are asked to consider meeting some of the costs associated with the delivery of this programme from the General Fund through the annual budget setting process with Finance due to the existing pressures currently placed on service budgets and the Common Good Fund.

4. OTHER IMPLICATIONS

**Staffing**

Officers in the City Events team possess specialist knowledge and skills that are needed to meet the standards expected within current Health and Safety legislation and public sector guidance, as laid out in "The Event Safety Guide – A Guide to Health, Safety and Welfare at Music and Similar Events" (commonly known as "The Purple Guide").

There is no direct correlation between the number of qualified staff and the number of events that can be organised by the events team. The current staff compliment represents the minimum number of qualified staff needed for a single large event and the proposed programme of work represents the maximum number of events capable of being delivered by this team at this time.

The current team consists of 3 skilled Events Officers (1 x Senior City Events Officer and 2 x City Events Officers) and 1 City Events Assistant. All these officers have lead responsibilities to deliver specific events and activities within the programme and there is no capacity within current staffing levels for officers to double up should

there be one or more officers unable to carry out their duties due to long term absence or illness.

Should this number decrease at any significant period of time new staff would need to be recruited or, alternatively, current and additional events would require to be removed to ensure safe delivery. The team is therefore, inevitably, focused on event delivery and has no capacity to plan for the legacy of the city events programme or its future development. Likewise, there is insufficient capacity to facilitate knowledge transfer between officers or explore opportunities to secure other income streams that would support the future growth of the events programme.

In order to address these issues, it is proposed that an additional post is created within the City Events Team that would support the opportunities for income generation within the service including the charges associated with parks and open spaces, thus allowing senior officers in the team to focus on the establishment of an Event Fund, event attraction and sponsorship generation around existing and new events in Aberdeen.

**City Twinning**
Since 2012 there has been a significant strengthening of the relationship between City Events and Twinning, with twin city partners actively participating in a number of the events delivered by the team, adding an international and cultural dynamic that hasn't existed previously.

This has also resulted in reciprocal arrangements where organisations from within Aberdeen have been invited to participate in events, activities and projects overseas benefiting our local communities and citizens.

The twinning programme continues to grow and develop annually and actively encourages engagement from groups who have never accessed support either financial or in-kind from Aberdeen City Council previously.

Members are provided with the opportunity each EP&SI Committee to determine which twinning projects should be supported and also receive regular updates about the growth and development of the programme.

In 2014-15, the programme of twinning support will continue to grow with twin city partners already agreeing to work collaboratively on projects to commemorate the Great War, educational knowledge transfer as well as participating in Aberdeen's Summer and Winter festivals.

5. BACKGROUND/MAIN ISSUES

During the development of the Enterprise, Planning & Infrastructure Service Five Year Priority Based Business Plan, it was determined that the City Events Team would face a reduction in its revenue budget in the coming years. This report outlines the proposed programme of events the City Events Team is tasked with delivering on behalf of Aberdeen City Council in 2014 – 2015. It also identifies the associated budgets that ensure events are delivered within our legal responsibilities under Health and Safety legislation.

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

The City Events Team work closely with a number of City agencies including Visit Aberdeen, the Aberdeen City and Shire Hotels Association and Aberdeen Inspired to ensure that events that are held in Aberdeen support local business and offer exciting activities to support the weekend leisure destination break market. These events also aim to attract local residents and national and overseas visitors which in turn benefit local traders within the city.

The events detailed in the City Events programme contribute to the common good of the city, are inclusive, maintain and develop the city's continued civic pride and showcase Aberdeen's ability to attract and host major cultural and sporting events.

Where possible the team continues to maximise income opportunities through the recovery of fees for advice, consultancy and event delivery time that is provided to assist external event organisers who run commercial activities in the city. Income is also derived from the hire of Aberdeen's parks and open spaces.

Income from sponsorship has proved to be very difficult to secure, particularly since the team has limited staff resources to approach potential sponsors, are lacking in available capacity to develop skills that will support the generation of sponsorship and are unable to develop a long term event delivery plan due to the annual budgetary process.

As well as proposing an increase in staff within the team to generate capacity for senior officers to develop a programme of new events and sponsorship, support is sought for the establishment of an Events Fund to be created in 2015 that would provide a financial resource to

maximise the opportunities for attracting new events to Aberdeen in the future.

The budget, criteria and framework for the fund have yet to be determined but it is proposed that a further report be brought to Finance & Resources Committee in summer 2014 which provides members with the detail required to determine whether such a fund will provide the city with the opportunity to develop its core event programme to match the city's future ambitions as a dynamic, cultural hub.

This will also afford officers the opportunity during 2014 to review the existing events programme, determine those events which should be ceased or delivered by other means in the city other than Aberdeen City Council and advise the relevant organising bodies accordingly.

6. IMPACT

Corporate

*Aberdeen – the Smarter City*

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

*Smarter Living ( Quality of Life)*

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

*Smarter Economy (Competitiveness)*

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

*Community Plan*

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

7. MANAGEMENT OF RISK

8. BACKGROUND PAPERS

None

9. REPORT AUTHOR DETAILS

Daniel Parrott
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Economic & Business Development
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**Appendix 1 - City Events Programme 2014-2015**

**Galas**
City Events administer and manage the galas budget. This budget allows for groups and organisations that arrange and deliver a gala/fun day in their community to receive grant funding to support associated costs in delivery of their event. The grant can support towards infrastructure costs, entertainment and publicity.

Due to the current workload of the City Events Team it is proposed that beyond 2014 they no longer support the delivery of galas to maximise their resources in identifying and attracting high quality events to Aberdeen,. As a result Aberdeen City Council needs to determine whether ongoing support should be maintained for the galas and if so, how authority can offer the relevant support with minimum resources.

**Summer/Winter Promotions**

A budget is set aside for the promotion of our Summer and Winter Festivals. This includes advertising in various local publications such as relevant What's on, Raring2Go, Scottish Field, Explore Scotland and Aberdeen Journals. The team also uses radio for specific events such as the Fireworks Display and have publicised the Winter Festival on First Aberdeen buses and panels on Aberdeen to Perth, Dundee and Inverness trains. City Events also produce and distribute posters, leaflets and fliers for various events and in particular publish and distribute 10,000 Winter Festival brochures locally, nationally and internationally in conjunction with our partners at Aberdeen Inspired, Visit Aberdeen and the Aberdeen City and Shire Hotels Association. During 2014/15 it is proposed to continue to develop the services online presence through website development and social media.

**Highland Games**

For over 50 years, Aberdeen's Highland Games has been an ever popular and long standing event in the annual programme. It has developed over the years to become a firm favourite for all the family and is always held on the 3rd Sunday in June. The Games are a multi faceted event that combines traditional highland games, free family activities, trade and charity stalls, Scottish traditional music, a funfair, beer tent, armed forces displays and catering.

The Games provide a safe, family friendly environment with a range of affordable or free activities so they are inclusive to as many of those who attend the event.

The budget income is dependant on the weather conditions and attendance can fluctuate from 5,000 to over 15,000 people. Inclement weather can result in a low attendance and will have an impact on the income derived for the entrance fees on the day of the event.

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

In 2014 the City Events Team will again look to increase activities that reflect the ethos of a family friendly event whilst incorporating the Year of Homecoming and the summer of sport from key events across Scotland.

**Armed Forces Day**

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

The event takes the form of a parade down Aberdeen's premier street consisting of veteran associations and individuals, serving personnel, cadets from all three of our armed forces and vintage military vehicles. Led by over 8 pipe bands, the parade generates great pride and emotion and attracts over 2,000 people.

The budget covers traffic management, stewarding, first aid, pipe bands, transport and promotion. There is not sufficient funding from ACC to deliver this event, however, in previous years there has been an annual grant awarded from the MOD of £6k. The MOD has indicated that this funding will be reduced in future years and finally withdrawn.

Our original funding from the MOD stood at £10k. The grant reduction has already impacted on the event with the withdrawal of funds for refreshments for parade participants at the Bridge of Don Barracks. Any further reduction from the MOD will again impact on the event and more elements of the parade will be cut. The application process for funding from the MOD begins at the end of this year and at present, the MOD will not indicate what level of funding may be awarded.

Beyond 2014 it is proposed that officers work closely with the AUOTC in transferring the organisation and delivery of the parade for future years, so there is no City Events involvement.

**BP Big Screen**
For over 20 years, the Royal Opera House has screened live relays from its building at Covent Garden to cities around the UK.

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

The Big Screen concept:
- Introduces opera and ballet in relaxed surroundings to new audiences
- Gives people an opportunity to see the world's best performances and performers
- Provides free world class entertainment to families who might otherwise not be able to access tickets

The partners in the Big Screen 2014 project are Aberdeen City Council, the Royal Opera House and BP.

Aberdeen City Council's financial contribution covers all infrastructure costs associated with the event including barriers, stewarding, first aid facilities and staff, toilets, waste management, lighting and seating.

As these infrastructure costs continue to rise, it is proposed to increase the budget in order to allow the event to maintain its high standard of delivery and safety.

**Aberdeen's Winter Festival-City of Aberdeen Fireworks Display**
This annual event at Aberdeen Beach is always held on 5 November and attracts well over 15,000 spectators.A 20 minute display, accompanied by

music, set up is delivered by a professional, licensed and competent fireworks company and regularly receives positive feedback from its attendees.

The budget for this event covers provision and firing of fireworks, traffic management, medical and welfare, emergency planning, stewarding, park and ride services, an independent safety advisor, pre-entertainment and publicity.

An increase in this budget is proposed to ensure the City Events Team continue to deliver this event within a safe environment with robust emergency planning procedures.

**Aberdeen's Winter Festival-Christmas Lights Switch On**
This event is a very popular family favourite in our events programme attracting well over 20,000 people to Union Street. A carnival themed parade led by a pipe band, the Lord Provost and his special helper travels down Union Street switching on each light as it passes underneath.

The budget for this event covers traffic management, stewarding, entertainers, hire of costumes, infrastructure, confetti canons and associated publicity. In 2013 more money was made available to increase the content of the parade to include additional community groups and would hope the money would be available in future years to continue the parades growth and development.

**Aberdeen's Winter Festival-Christmas Tree Switch On**
The people of the City of Stavanger, one of Aberdeen's twin cities, very generously gift the city a Christmas tree from Norway, sited on the Castlegate facing up Union Street. A switch on ceremony takes place to bless the tree featuring members of the Regional Ecumenical Team, the Salvation Army, Lord Provost of the City of Aberdeen and Mayor of the City of Stavanger.

The budget currently available covers installation, dressing and dismantle of tree, transport costs and publicity.

**Aberdeen's Winter Festival-Nativity Scene**
A traditional nativity scene with appropriate music is displayed in the heart of the city centre within the grounds of the St Nicholas Kirk and provides an opportunity for visitors to enjoy the true message of Christmas.

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

The current budget covers all costs associated with the installation, removal and storage of the scene on an annual basis.

**Aberdeen's Winter Festival-Carol Concerts**

A very popular and free event that has grown from delivering one concert to two to meet demand.

Over 1000 attend the David Welch Winter Gardens to enjoy and sing along to all their favourite carols in the run up to Christmas.

The Friends of Duthie Park continue to support the delivery of these concerts through staffing support and the City Events Team will work with them in 2014 to determine whether this event can be fully delivered by the group without further support from Aberdeen City Council.

This budget covers the provision of PA equipment, seating, stewarding and hospitality.

**Festive Community Grants**
City Events administer and manage the Festive Community Grant Fund. This budget allows for groups, communities and organisations to apply for up to £500 to help support any festive activity or event that they are organising. The grant can help with staff costs, venue hire, refreshments (no alcohol), publicity and promotion, presents and entertainment. The fund is very popular and in 2012 over 80 applications were received from various groups across the city. All were successful in being awarded grant funding though demand did exceed the total grant funding, so all applicants received some funding albeit not to the sums requested.

It is proposed that the City Events Team cease the management and delivery of the Festive Community Grant Fund after winter 2013, as the main function of this activity is administration based and does not require specialist event knowledge to administer this process. Discussions will be undertaken at a service level across the council to determine who could/should manage these grants in the future thus creating capacity within the City Events Team to focus on the attraction and delivery of new events with economic impact.

**Aberdeen's Winter Festival-Hogmanay**
Featuring a large fireworks display launched from the roof of HMT and a small outdoor stage on Union Terrace to entertain the crowds prior to the arrival of the new year, this event continues to attract 3,000 people onto the streets in Aberdeen city centre.

In 2013/14 this budget also supported the delivery of additional activities in Union Terrace Gardens during the winter festival including an additional Christmas tree, Santas Grottos and outdoor entertainment stage for local group performances.

It is the teams' intention to continue to deliver this activity in support of Aberdeen's strong winter festival offering.

**Equipment**

City Events have in invested equipment that is used to assist in the delivery of events across the city. The budget covers the upkeep, maintenance and replacement of equipment in order to meet all health and safety legislation relevant to infrastructure used in the successful delivery of events. Our equipment ranges from a PA Caravan, Stage Unit and a portable PA unit to generators, tables, chairs, steward vests and instant shelters .Expenditure on equipment is offset through income generated by hire costs for our parks and open spaces.

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

**Income Generation**
City Events deliver one event, the Highland Games that attracts an entry fee. All other events are free and therefore City Events must look at other streams of income generation to help meet the annual budget targets. A new system of charging for use of our parks and open spaces was introduced for 2012/13. A separate report will be submitted to Committee in January 2014 outlining the current arrangements in place to manage city events in parks and open spaces and the current pricing structure in place to manage the bookings.

The charges are based on a set of criteria that is measured against the event to determine what daily rate will be charged in the future.

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

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

**New events**

**Aberdeen Day**
It is proposed that a new event be introduced to build on the strong cultural base which exists within three of Aberdeen's most prominent buildings and to offer a new platform to celebrate local culture. Aberdeen's rich heritage will be celebrated though a series of public events held in and around the Central

Library, St Mark's Church and His Majesty's Theatre - known colloquially as "Education, Salvation and Damnation".

The event will comprise performances, exhibitions, workshops, and other activities which showcase the local artistic community, provide opportunities for participation and learning, which celebrate life in Aberdeen and promote the talents of our citizens. This event will replace Tartan Day.

Talks are presently being held with various partner agencies and organisations to progress possible ideas and activities that can be incorporated into this event.

The proposed budget is to cover traffic management, entertainers, stewarding, infrastructure and publicity. It is requested that a budget of £20,000 from the Common Good Fund be allocated to this new event.

**Events only in 2014**

**Summer of Sport**
Following discussions with our partners in Visit Aberdeen, Aberdeen Inspired and other city sporting venues, the group have agreed to investigate the installation of large outdoor screens across the city to encourage people to gather and enjoy the programme of sport in 2014.

From the World Cup, Commonwealth Games and the Ryder Cup there are a number of opportunities to broadcast these occasions for public enjoyment.

All partners would be responsible for the costs associated with this initiative and Aberdeen City Council would provide in-kind support and advice on safe and suitable locations for this activity and may wish to provide some financial support subject to financial commitments to ensure this can be delivered safely for the benefit of Aberdeen's citizens.

**4 Scots Homecoming Parade**
As per the parade delivered in 2011 down Union Street, a request has been received to again provide parade support to this returning group from the armed forces.

The requested budget would cover traffic management, stewarding and staffing for the occasion.

**Queens Baton Relay**
Glasgow will be hosting the 20th Commonwealth Games on the 23rd July to 3rd August. As part of the build up to the games, a single baton will travel around all the Commonwealth countries and will then pass through each local authority in Scotland before being handed over to her majesty for her to read the message contained in the baton.

We have been asked to create a route that the baton will travel within Aberdeen on Monday 30th June 2014 and an end of day event. This end of day event will be shown during the BBC coverage of the baton and in a live link with the 'One Show' programme on BBC1 from 7.00 – 7.30pm.

The Commonwealth Games Team have advised that no financial assistance is available to support and deliver the batons journey through Aberdeen City and that due to existing commercial agreements in place the ability to raise sponsorship to support the delivery of the occasion will be limited. Guidelines have yet to be received so we can determine where opportunities may exist to attract partnership agreements but our best efforts will be made to reduce the costs to ACC where possible.

Members are asked to consider 3 options in relation to the end of day celebration:

Option 1: Indoor Aberdeen Sports Village-£30,000
This celebration will see a programme of sporting and cultural events come together in the facility to welcome the baton and showcase the best of talent in Aberdeen.

This location will demonstrate partnership working, showcase the facility and provide access to a maximum of 2,500 to enjoy the occasion.

Option 2: Union Terrace Gardens-£50,000
As above but in an outdoor location with fewer numbers due to the topography of the site and the need to secure the infrastructure at street level on Union Terrace.

Access to attend and weather proofing of the event will attract additional costs to ensure the event can be delivered safely while presenting Aberdeen in a positive light to a national and international audience.

Option 3: Aberdeen Beach-£70,000
An outdoor event that will look to connect the sporting facilities grouped around the beach through a programme of come and try, entertainment and cultural activities. Costs will be significantly higher as we will look to affect road closures to ensure the delivery of the event within a safe environment.

Again adverse weather will need to be taken into consideration however a significantly larger crowd can be accommodated at this location.

The batons journey around the city from 8am – 6.30pm will be managed through rolling road closures, so significant traffic management costs should be avoided and the final route will be selected with this in mind.

Further consultation will be undertaken with members when possible routes across/around Aberdeen are identified.

**Events being stopped**

**Tartan Day**
After 10 years of this event, it is believed a new focus on local culture and heritage would be of greater benefit to the city. A gradual decline in numbers recognising and participating in Tartan Day have led to the proposal that this event be reinvigorated as Aberdeen Day at different time of year.

Aberdeen International Youth Festival and Wallace Day Celebration organisers will be required to make new arrangements for their events which previously provided supplementary activities to the Tartan Day programme across the course of the day.

**Santa Parade**
Delivered jointly with Trinity Shopping Centre, this event welcomes the arrival of Father Christmas on his sleigh being pulled up Union Street by his real reindeer. On average, 3,000 people attend.

Going forward it is proposed that this funding be stopped with the understanding that Aberdeen Inspired work with the Trinity Shopping Centre in continuing and developing this activity.

**Festive Weekend Entertainment**
Over the years, the Team has delivered a programme of festive entertainment within the City Centre over the 3 weekends in the lead up to Christmas, however this has proved labour intensive for very little return, so this activity will be cancelled in future years with the team focusing on the core winter festival activities.

**Appendix 2 – Proposed Budget for City Events & Twinning 2014-2015**

| **CITY EVENTS** | **Date** | **Revenue Budget** | **Common Good Fund** | **General Fund** |
|---|---|---|---|---|
| | | | | |
| Salaries (1 x G14 , 2 x G12, 1 x G10, 1 x G8) | n/a | £182,000 | | |
| Highland Games | 15 June | £80,000 | | |
| Armed Forces Day | 29 June | | £10,000 | |
| BP Big Screen | 15 July | £20,000 | | |
| Aberdeen Day | End Aug/Sept | | £20,000 | |
| Aberdeen's Winter Festival-Fireworks Display | 5 Nov | £14,000 | £25,000 | |

| | | | | |
|---|---|---|---|---|
| Aberdeen's Winter Festival-Christmas Lights Switch On | 23 Nov | £25,000 | | |
| Aberdeen's Winter Festival-Christmas Tree | 27 Nov | £7,000 | | |
| Festive Community Grants | Nov-Dec | £25,000 | £4,000 | |
| Aberdeen's Winter Festival-Nativity Scene | 1 Dec | | £6,000 | |
| Aberdeen's Winter Festival-Carol Concerts | 20 Dec | £4,000 | | |
| Aberdeen's Hogmanay Celebrations | 31 Dec | | £200,000 | |
| Galas | May-Aug | | £10,000 | |
| Equipment | | £10,000 | | |
| Summer/Winter Promotions | | £30,000 | | |
| Events Training | | £4,000 | | |
| Twinning Projects | | | £137,350 | |
| Performing Rights Society for Music (PRS) | | £30,000 | | |
| | | | | |
| **2014 Events Only** | | | | |
| Summer of Sport 2014 | June - Sept | | | £10,000 Maximum |
| 4 Scots Homecoming Parade | 19 June | | £5,500 | |
| Queens Baton Relay | 30 June | | | £70,000 Maximum |
| | | | | |
| | | | | |
| **Total** | | £431,000 | £417,850 | £80,000 |

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**DIAMOND JUBILEE COMMONWEALTH TRAVEL BURSARY WORKING GROUP**

ABERDEEN, 21 November, 2013 - Minute of Meeting of the DIAMOND JUBILEE COMMONWEALTH TRAVEL BURSARY WORKING GROUP. Present: The Depute Provost, Councillor Reynolds (Convener); and Councillors Cormie, Greig and Jaffrey. Officers in attendance: Lesley Thomson, Culture and Sport Commissioning Manager; Ektor Tsatsoulis, Bid Coordinator (City of Culture); and Vikki Cuthbert, Committee Manager.

**APOLOGIES**

**1.** Apologies were intimated on behalf of Councillors Donnelly and Young. The Working Group agreed to write to Councillor Donnelly conveying their best wishes for a speedy recovery.

**MINUTE OF PREVIOUS MEETING**

**2.** The Working Group had before it the minute of its previous meeting of 29 August, 2013.

**The Working Group resolved:-**
to approve the minute.

**COMMONWEALTH TRAVEL BURSARY – UPDATE ON PROGRESS**

**3.** With reference to Article 3 of the minute of its previous meeting of, the Working Group had before it a report by the Chief Executive which provided an update in relation to the Commonwealth Travel Bursary scheme. Appendices to the report presented, for approval, all paperwork associated with the scheme, including application form, information leaflets, guidance for Delivery Partners, feedback forms etc.

The Culture and Sport Commissioning Manager spoke in furtherance of the report.

**The report recommended:-**
that the Working Group:-

a) approve the project brief, application, selection process, and guidelines for applying to the scheme as presented in Appendix 1;
b) approve the dates proposed to launch the initiative and the closing dates for applications in 2014/15;
c) recommend to the Finance, Policy and Resources Committee that powers be delegated to officers to take decisions on the allocation of travel bursaries within the scheme approved by it on 13 June 2013, based on consideration of the recommendation put forward by the Delivery Partner and the independent assessment panels: and that the remit of the working

group be altered in order to oversee the process, receive updates on progress, to hear presentations on successful bursary awards and to act as ambassadors for the initiative;

d) instruct officers to report progress to the Working Group on an ongoing and timeous basis; and

e) approve that their next meeting will be in May 2014 to be updated on the results of the selection process and the communication of the programme.

**The Working Group resolved:-**

(i) to approve recommendations (a), (b) and (d);

**(ii) to recommend to the Finance, Policy and Resources Committee that it suspend Standing Order 22(1) and that powers be delegated to officers to take decisions on the allocation of travel bursaries within the scheme approved by it on 13 June 2013, based on consideration of the recommendation put forward by the Delivery Partner and the independent assessment panels: and that the remit of the working group be altered to read as follows:- "to oversee the process, to undertake a consultative role in respect of the applications received so as to feed into the selection process before decisions are made by officers, to receive updates on progress, to hear presentations on successful bursary awards and to act as ambassadors for the initiative";**

(iii) to meet on 10th April, 2014, so as to allow the Working Group to be consulted on applications prior to decisions being taken by officers on the allocation of travel bursaries;

(iv) to approve the paperwork associated with the scheme; and

(v) to congratulate officers on all their hard work developing the scheme.

**- The Depute Provost, COUNCILLOR JOHN REYNOLDS, Convener.**

**ABERDEEN CITY COUNCIL**

| | |
|---|---|
| COMMITTEE | **Diamond Jubilee Commonwealth Travel Bursary Working Group** |
| DATE | **21st November 2013** |
| LEAD OFFICER | **Chief Executive** |
| TITLE OF REPORT | **Commonwealth Travel Bursary – Update on progress** |
| REPORT NUMBER: | **ECS/13/077** |

## 1. PURPOSE OF REPORT

The report brings to the Working Group an update on the Diamond Jubilee Commonwealth Travel Bursary (the Bursary).

## 2. RECOMMENDATIONS

That the Working Group:-

a) To approve the project brief, application, selection process, and guidelines for applying to the scheme as presented in Appendix 1.
b) To approve the dates proposed to launch the initiative and the closing dates for applications in 2014/15.
c) To recommend to the Finance, Policy and Resources Committee that powers be delegated to officers to take decisions on the allocation of travel bursaries within the scheme approved by it on 13 June 2013, based on consideration of the recommendation put forward by the Delivery Partner and the independent assessment panels: and that the remit of the working group be altered in order to oversee the process, receive updates on progress, to hear presentations on successful bursary awards and to act as ambassadors for the initiative
d) To instruct officers to report progress to the Working Group on an ongoing and timeous basis
e) To approve that their next meeting will be in May 2014 to be updated on the results of the selection process and the communication of the programme.

## 3. FINANCIAL IMPLICATIONS

The Finance and Resources Committee at its meeting on 21 February 2013 resolved that a maximum sum of £50,000 be made available for the Bursary. The Committee further resolved at its meeting of 13 June 2013 that this sum was a one-off budget.

## 4. OTHER IMPLICATIONS

Given both the specialist nature of the Bursary and the wide range of potential opportunities offered by the diversity of the countries of the Commonwealth, the Working Group should be aware that it is

considered likely that supporting prospective applicants with their applications and then supporting those who are successful will be a significant additional call on existing staff resources and expertise. This support is also likely to require ongoing liaison with other appropriate bodies both in the UK and the intended country to be visited. The benefit of providing this liaison should result in projects and initiatives with a longer term and more beneficial impact on the individuals concerned and the city as a whole.

## 5. BACKGROUND/MAIN ISSUES

### 5.1 Background

At its meeting of 2 May 2013 the (then) Diamond Jubilee Working Group considered a report by the Chief Executive updating it on the development of the Diamond Jubilee Commonwealth Travel Bursary (OCE/13/19). The Working Group considered the report and resolved to approve the draft guidelines and instruct officers to make all necessary arrangements for applications to be sought for the first round of Bursary awards

### 5.2 Progress to date

Officers are continuing to develop the bursary scheme to ensure it as successful as possible. Since the last meeting of the working group this has included consideration of the most applicable time-frame and process as well as identifying and contacting relevant local and international delivery partners. Presented below is a summary of this work.

#### 5.2.1 Application & Selection process

Following on from the draft guidance, it is viewed that up to three travel bursaries per year represents a realistic and manageable level.

In terms of the selection process and the identified challenges in attracting applicants, following discussions with local partners, it has been determined that a nomination process, alongside an open call, is the most suitable method. On this basis, it has been determined that for the first application round, the following will apply:

a. One applicant will be recommended by North East Scotland College
b. Two applicants will be recommended by an independent panel.

It is proposed that there will be no upper limit placed on the level of support that can be requested through the Bursary. Officers will instead work with partners and applicants submitting through the open process to develop projects which are manageable and ensure Best Value. This allows different projects to be developed based on their scale, meaning both small and large projects may be recommended for support.

Owing to the nature of this Bursary, which will likely require the flexibility to quickly adapt to circumstances and scenarios where projects may not be confirmed until the summer months, it is proposed that officers take decisions on the allocations based on the recommendations put forward. Should this be approved by the Working Group, officers will ensure that all recommendations are fully scrutinised in the line the criteria, provide Best Value and that all progress is reported in a comprehensive and timeous fashion.

### 5.2.2 Application Deadlines

It has been identified that the majority of applicants will be interested to travel during the summer. For that reason it is proposed that the process will start at the beginning of the year, giving adequate time for applicants to prepare their proposals (with the support of ACC officers and North East Scotland College) and for decisions to be taken. On this basis, it is proposed that the opportunity will be launched on Monday 13th of January 2014 with a deadline of Friday 28th March 2014.

### 5.2.3 Delivery Partners

In order to ensure the bursary reaches a broad and relevant group of young people, discussions have been held with relevant partners. This, it is hoped, will provide young people with the necessary support to identify opportunities, make contact with international groups and to develop an application.

Thus far, the following have been agreed in principal with North East Scotland College (NESC):

- NESC will recommend one of its students or recent graduates for the bursary. The selection process will be decided by the college, making use of the ACC guidelines.
- NESC staff will offer advice on developing an application/ proposal to all candidates wishing to apply (including non-college applicants)
- NESC will offer to all successful applicants a workshop on the use of social media and new technologies to record and communicate the development of the project/participant.
- NESC will support the post-evaluation if required.
- NESC will offer presentation/exhibition space for the participants to present their work upon return to an invited group.
- NESC will participate and assist in promoting the Bursary and its results.

NESC staff and lecturers have already designed their internal processes and drafted their application forms, based on the ACC templates.

The ACC Creative Learning Team has agreed to offer mentoring to all applicants to develop their project and identify their development targets.

The Aberdeen City Youth Council have not to date responded to the request to involve them in the initiative. However, Young Scot will support and act as an advocate for the award.

### 5.3 NEXT STEPS

A communication campaign will be designed in partnership with NESC. A dedicated online space will be created to provide information and access to applications and guidelines. Further meetings with the Creative Learning Team and NESC staff will take place to manage the communication and the incoming inquiries and applications.

## 6. IMPACT

This report has the potential to positively impact upon the following priorities:

'Aberdeen – the Smarter City'

- We will improve access to and increase participation in arts and culture
- We aspire to be recognised as a City of Culture, a place of excellence for culture and arts

The Service Action Plan for the Education, Culture and Sport directorate is currently being reviewed. The plan has four priorities, one of which is 'extending quality cultural opportunities': draft actions which are proposed include:

- Developing a step change programme to build capacity
- Increase participation in cultural activities
- Develop volunteering opportunities for those involved in arts and culture
- Develop our existing production and festivals
- Develop links with national bodies and arts organisations for local delivery

Community Planning Aberdeen's Single outcome agreement 2013 articulates culture as 'a high profile deliverable which requires commitment from all the partners, and will support the delivery of the City Vision' with the following outcome:

- Aberdeen delivers a year of culture in 2017 which can be seen to impact every aspect of the 2022 vision

Whilst the bid for UK City of Culture 2017 was unsuccessful, the Council has articulated an intention to deliver a step change programme to help develop the cultural infrastructure of the city to achieve lasting change.

The Cultural strategy for Aberdeen, 'Vibrant Aberdeen' presents a vision of Aberdeen as a 'vibrant, creative and ambitious city' with five strategic objectives:

- Establish a cohesive cultural sector
- Increase community engagement in cultural activity
- Improve the city's cultural profile
- Increase investment in culture
- Effectively monitor and evaluate the impact of culture

## 7. MANAGEMENT OF RISK

The establishment of the Diamond Jubilee Commonwealth Travel Bursary has the potential to enhance the reputation of the Council and to augment the global links the City already enjoys. As with all grants schemes, adherence to the established criteria for the use of the funding will be closely monitored to ensure that public money is used appropriately.

## 8. BACKGROUND PAPERS

None

## 9. REPORT AUTHOR DETAILS

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07917230244

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ABERDEEN CITY COUNCIL

| | |
|---|---|
| COMMITTEE | Finance, Policy and Resources |
| DATE | 5 December 2013 |
| DIRECTOR | Angela Scott |
| TITLE OF REPORT | 2013/14 Financial Monitoring - Corporate Governance |
| REPORT NUMBER: | CG/13/123 |

1. PURPOSE OF REPORT

1.1 The purpose of this report is to:
i) Inform the Committee of the 2013/14 revenue and capital budget's financial performance for the period to 30 September 2013, including the forecast outturn for the year to 31 March 2014 for the services within Corporate Governance; and
ii) Advise on any areas of risk and management action.

2. RECOMMENDATIONS

2.1 It is recommended that the Committee
i) Note this report and the information on management action and risks that is contained herein; and
ii) Instruct that officers continue to review budget performance and report on Service strategies.

3. FINANCIAL IMPLICATIONS

3.1 Financial Implications are detailed in section 5 Background/Main Issues

4. OTHER IMPLICATIONS

4.1 None

5. REPORT

5.1 This report provides a high level summary of accrued actual expenditure to period 6, September 2013. The forecast is based on information and feedback from budget holders captured in September 2013.

**Revenue Financial Position and Risks Assessment**

5.2 The Service report is attached at Appendix A which shows projected net outturn savings £0.8M (2.8%), across the current net budget of £27.8M. There are not any significant risks at this time, and while the following items are of note they have been incorporated into the forecast net outturn:-

- Net savings of £800K are anticipated within staff costs.
- Income for Corporate Governance is expected to be £200K below budget. A number of specific areas can no longer be recovered due to revised accounting practice and identification of significant cost savings which have reduced the level of recoverable expenditure.
- Savings relating to financial guarantees of £40K resulting from reduced debt exposure have been identified and this together with other savings within Administration, Supplies & Services account for the remainder of the movement.

**Management Actions and Risk Assessment**

5.3 Heads of Service in conjunction with the line managers continue to monitor budgets and manage services to achieve savings, whilst maintaining and developing service delivery.

5.4 The Finance team in conjunction with budget holders continue to look at ways of addressing the income shortfall and its impact on future years.

**Capital Financial Position**

5.5 Included at Appendix B is a summary of the Corporate Governance capital programme projects and the spend to date plus forecast position for the full financial year.

5.6 The value of Police Grant payable, arising from national Police Reform introduced from 1st April 2013, means there will be lower capital expenditure than originally anticipated.

**Management Actions**

5.7 Continued focus on the technology investment requirements will ensure that Corporate Governance brings the necessary capital projects to fruition to deliver service improvements based on the Corporate Governance business case, previously reported to the committee.

## 6. COMMUNITY & SERVICE IMPACT

6.1 The Service must managed its financial responsibilities in addition to its service delivery priorities and demand. Decisions are made by the Director and officers to ensure financial resources are committed appropriately and in line with those priorities.

6.2 The issues referred to in this report impact on the overall financial position of the Council which are included in another report on the agenda.

## 7. REPORT AUTHOR DETAILS

James Hashmi, Reporting & Monitoring Team Leader
jhashmi@aberdeencity.gov.uk
01224-346400

## 8. BACKGROUND PAPERS

Financial ledger data extracted for the period 6 (not attached).

Appendix A

| As at end of Sept 2013 | | Year to Date | | | Forecast to Year End | | |
|---|---|---|---|---|---|---|---|
| Accounting Period 6 | Full Year Revised Budget £'000 | Revised Budget £'000 | Actual Expenditure £'000 | Variance Amount £'000 | Outturrn £'000 | Variance Amount £'000 | Variance Percent % |
| Head of Finance - S.95 Officer | 7,441 | 4,118 | 4,160 | 42 | 7,441 | (0) | (0.0%) |
| Head of Legal and Democratic Services | 1,509 | 755 | 407 | (347) | 1,190 | (320) | (21.2%) |
| Head of Human Resources and Organisational Development | 4,414 | 2,228 | 2,130 | (98) | 4,192 | (222) | (5.0%) |
| Head of Procurement | 464 | 232 | 206 | (26) | 435 | (29) | (6.2%) |
| Head of Customer Service and Performance | 13,962 | 6,989 | 6,875 | (114) | 13,763 | (200) | (1.4%) |
| **TOTAL BUDGET** | **27,791** | **14,322** | **13,777** | **(544)** | **27,020** | **(770)** | **(2.8%)** |

Appendix B

**Capital Monitoring – Corporate Governance projects 2013-14 to 2017-18**

| Project Description | Revised Budget 2013/14* £'000 | Spend to Sept 2013 £'000 | Profiled out-turn 2013/14 £'000 | Five year budget 2013-18 £'000 | Legal Commit-ments £'000 | Profiled out-turn 2013-18 £'000 |
|---|---|---|---|---|---|---|
| Data Centre Move | 22 | 22 | 22 | 22 | 0 | 22 |
| Police - Capital Grant | 2,356 | 0 | 0 | 2,356 | 0 | 0 |
| ICT Data Centre | 0 | 0 | 0 | 3,000 | 0 | 3,000 |
| Technology Investment Requirements | 900 | 0 | 900 | 2,700 | 40 | 2,700 |
| **Totals** | **3,278** | **22** | **922** | **8,078** | **40** | **5,722** |

*Revised budget includes carry forward / adjustments approved by F,P&R

- The Data Centre Move has been completed on budget.
- The out-turn for the Police Capital Grant has been adjusted to nil on the basis that the Scottish Government will recover the amount unspent in 2012/13, £1.705m by adjusting the General Capital Grant in 2013/14. The £651k originally budgeted for 2013/14 will not be required.
- Spend on the ICT Data Centre continues to be profiled to commence in 2015/16.
- Work has now started on Technology Investment Requirements - invoices for works carried out are expected in the coming months.

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**ABERDEEN CITY COUNCIL**

| | |
|---|---|
| **COMMITTEE:** | Finance, Policy and Resources |
| **DATE:** | 5 December 2013 |
| **DIRECTOR:** | Angela Scott |
| **TITLE OF REPORT:** | Council Budget 2013/14 Monitoring |
| **REPORT NUMBER:** | CG/13/131 |

## 1. PURPOSE OF REPORT

1.1. The purpose of this report is to inform Elected Members on the current financial position for the Council and the initial forecast outturn for financial year 2013/14 and to highlight areas of risk and management action that have been identified by directors.

1.2. The report also provides an update and recommendation on the value and use of funds returned by the Grampian Police and Grampian Fire and Rescue Joint Boards that were abolished at 31 March 2013.

## 2. RECOMMENDATION(S)

It is recommended that the Committee:

1. note and endorse the content of the report;
2. note the value and agree that the sums, returned at the end of financial year 2012/13 by Grampian Joint Police Board and Grampian Joint Fire and Rescue Board, are earmarked by the Council to contribute towards the funding of the overall capital investment strategy of the Council in future years; and
3. approve the re-profiling of the general fund capital plan to reflect the total gross cost and appropriate partner contributions towards the Hydrogen Bus Project in the 5 year capital plan, rather than the net cost to the Council.

## 3. FINANCIAL IMPLICATIONS

3.1 The early indications are that with expenditure and income for the period to end of September being controlled and the delivery of savings options progressing positively the Council will achieve a balanced budget for the year and generate an overall underspend of £4 million.

3.2 This sum is before £1 million has been earmarked for the Music Hall, as agreed by Council at its meeting of 26 June 2013.

3.3 Risks do exist, from the potential of non-delivery of savings options in a few areas of the budget to winter / road maintenance costs substantially exceeding budget because of harsh winter weather. Contingency funds remain uncommitted to the value of £1.8 million in the General Fund budget and this provides assurance that the forecast outturn can be achieved should a financial consequence arise from the risks that exist.

3.4 An additional sum exists in relation to the anticipated national pay award agreement, the value is the equivalent of a 1% pay award with effect from 1 April 2013. This has now been agreed and costs will be reflected in the monitoring statements with effect from November 2013.

3.5 Where expenditure can be maintained within budget during the remainder of the year and contingencies are not needed then the opportunity exists for the Council to deliver an increased contribution to the General Fund and this continues to be monitored on a monthly basis by the Corporate Management Team.

3.6 The recommended level of uncommitted General Fund Revenue reserves is £11.3 million, as approved by the Committee in October 2012. This will be maintained.

3.7 The projected funding for the General Fund Capital programme will come from a range of sources, and which can include Scottish Government capital grant, capital receipts, revenue contributions, capital usable reserves and borrowing.

3.8 The projected capital expenditure of £64.1 million and previous capital expenditure has an impact on the General Fund revenue budget, through the repayment over time of borrowing. As at the end of September 2013 the projection for the capital financing costs, including repayment of debt is in line with budget. This amounts to 7.3% of the overall net revenue budget.

3.9 The Finance Policy and Resources Committee at its last meeting agreed that underspending, over and above the commitment to the Music Hall, would be set aside to aid the funding of the capital investment requirements that the Council has in the forthcoming years and includes the approval given to the Strategic Infrastructure Plan and the Western Peripheral Route.

3.10 Following the abolition of the Police and Fire & Rescue Joint Boards at 31 March 2013 the closure of their accounts presented surpluses which are made up of Committed and Uncommitted sums. The committed sums are to be transferred for the benefit of Police Scotland to meet those commitments that exist. The uncommitted sums have been redistributed to the constituent Local Authorities and Scottish Government in proportion to the funding arrangements that existed.

3.11 Following the audit of the 2012/13 accounts it has been confirmed that Aberdeen City Council will retain sums of £303K (from Grampian Police) and £411K (from Grampian Fire & Rescue). As the Council has an extensive capital investment programme already in place it is recommended that these sums are retained for use in the funding of the capital investment programme, which incorporates the Strategic Infrastructure Plan.

## 4. OTHER IMPLICATIONS

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

## 5. REPORT

5.1 This is the second opportunity for the Council to consider the overall financial position, with specific reference to the General Fund, for this financial year (2013/14). Throughout the year the Corporate Management Team has received reports on the financial performance and is aware of the current forecast and the risks that exist.

5.2 This report considers the forecast outturn for the Council as a whole and this builds upon information and analysis provided to the individual Service Committees that have been considered during the current cycle of meetings.

5.3 Information within this report provides a high level expenditure forecast for the consideration of Elected Members and presents actual financial figures to the end of September 2013 and the full year forecasts based thereon.

5.4 Appendix A includes a summary of the overall Council projected position.

**General Fund Revenue Position**

5.5 In overall terms the statement at Appendix A shows the Council is managing expenditure within the overall budget and the forecast shows that by the year end initial indications are that a contribution to usable General Fund reserves will be possible. The value attached to this at present is £4 million. The under spending represents approximately 0.9% of budget.

5.6 The most significant risks and matters arising from the figures that are presented include the following:

5.7 Enterprise, Planning and Infrastructure (EP&I) present a favourable variance forecast arising from strong income generation from planning and building warrant application fees, offset by lower than budgeted income in relation to advertising income. Staff costs provide considerable savings through vacancy management arrangements, while operating costs for property repairs and school transport savings are also in evidence. A highlighted cost pressure is in relation to the achievement of savings in fleet management which has been caused due to the progress in reducing the age of the vehicle fleet.

5.8 The key risk for EP&I is in relation to the timing of forecasts and the fact that there remains a degree of uncertainty in relation to key areas such as income for the design team based on the capital programme, property repairs based on early billing information and school transport contracts that are regularly re-tendered, changing the contract price profiles. There is also always the uncertainty of the costs of winter maintenance, which are currently assumed to be containable within the roads maintenance budgets.

5.9 Education, Culture and Sport (EC&S) is forecast to keep expenditure within its budget and is based on a range of small savings across the service portfolio, overall approximately £0.4 million. Specific savings such as probationer teachers savings and a saving due to the timing of the re-opening of the Tullos Swimming Pool offset costs associated with teacher entitlement changes and out of authority placements, the numbers of which remain variable. There remains a significant cost pressure in energy costs due to rising costs and is particularly significant in EC&S as its property asset estate is the largest of any Service.

5.10 In addition to the volatility of out of authority placements the key risks are in relation to the pupil rolls and associated teacher numbers, that they remain as predicted, and that schools overall underspend will be in excess of the 2.5% carry forward limit, as this is incorporated into the full year forecast.

5.11 Corporate Governance (CG) also shows a favourable full year forecast, and an overall underspend of £0.8 million, this being generated in the main from tight staff management, although additional savings are forecast based on administration and supplies and services costs, which have been experienced to date. Income is forecast to be below budget, this arising from recharges for support and shared services.

5.12 Housing and Environment (H&E) forecast that an underspend against budget of £1.6 million is achievable. While significant savings are estimated in the cost of homelessness, based on the volume of people presenting as homeless, there are also savings anticipated in waste disposal, due to the level of tonnages and costs being better than had been budgeted.

5.13 The main risk for H&E is in relation to welfare reform and the unknown impact on homelessness.

5.14 Social Care & Wellbeing (SC&W) reports that a balanced budget position is achievable, although this is based on cost pressures in the commissioning of services. Income forecasts are strong particularly through grants and contributions that are now expected and other areas of expenditure are being managed to ensure that the overall position is in line with budget.

5.15 The key risks for SC&W are in relation to the purchasing of care, both the volatility of out of authority placements for children and the need for care of older people, whether delivered by internal or external services. The impact of welfare reform remains unclear too.

5.16 As Bon Accord Care and Bon Accord Support Services became operational from 1 August there has been a shift in the operation of SC&W budgets as additional expenditure is incurred in the purchasing of care with a corresponding reduction in the staffing and supplies of delivering care. There is no specific change in the cost associated with these services in this financial year.

5.17 The Corporate budgets, which are made up of funding to Capital Financing Costs, the Joint Grampian Valuation Board, Council Expenses, Trading Account surpluses and funding set aside for contingencies, shows an overspend of £0.5 million.

5.18 There are income pressures in all the trading accounts, Building Services, Car Parking and Property Letting and this is having an adverse impact on the overall corporate position and this is offset by anticipating reduced use of corporate contingencies. The costs of borrowing (capital financing costs) are in line with budget at this time having taken account of the current capital expenditure profile for this year, the borrowing entered into for previous years and the repayment of debt.

5.19 There are £1.8 million of uncommitted contingencies, which are in addition to the sums that are earmarked against the General Fund balance and provide a suitable degree of protection against unexpected or unplanned expenditure being incurred.

5.20 The figures outlined reflect previously approved Priority Based Budget options which had previously been approved for the year and had been incorporated into the 5 year business plan in earlier financial years.

**General Fund Capital Programme**

5.21 The overall position of the General Fund capital programme for 2013/14 is reported at a high level to enable Elected Members to see the progress that is being made in the delivery of the programme.

5.22 In relation to funding the programme a range of options are available to the Council and many of these are used on an annual basis to ensure that the most effective way of funding capital investment is found both in-year and in planning for the future.

5.23 The total anticipated expenditure as at the end of September 2013 is £64.1 million and this is broken down by Service in Appendix B, along with the anticipated funding arrangements.

5.24 There has been an increase in the revised capital budget for 2013/14. This is due to the cost now reflecting the gross cost of the project and the income increasing too, to reflect secured partner contributions to the project. This leaves the overall net position the same but improves the clarity of the financial monitoring. It is recommended that this re-profiling is approved and incorporated into the 5 year capital programme.

5.25 The main reason for the significant variance from budget (which includes approved projects carried forward from 2012/13) is because several of the larger new build and refurbishment projects are going to be re-profiled for commencement / delivery in the next financial year.

5.26 In relation to funding this expenditure the Scottish Government capital grants of £16 million will be the first funding stream to be utilised.

5.27 In 2013/14 the other capital financing options that the Council will consider will be contributions from the revenue budget, use of capital receipts and use of the usable capital reserves that exist in the capital fund and capital grants unapplied account. Borrowing will also be considered and, as borrowing has a long term cost, it is the strategy of the Council to reduce the level of debt it carries to ensure a sustainable revenue position for the future.

**Management Actions**

5.28 As the financial year progresses it is imperative that Services continue to deliver the Priority Based Budgeting saving options that are included within Service budgets. Early indications are that there are two significant risk areas (namely Fleet Management and Social Care & Wellbeing) but that these are being managed overall through the careful management of other budget areas.

5.29 Services should be looking ahead with planning and implementation activity being in place to continue to provide robust financial forecasts, to progress operational changes and savings included in the 5 year business place and to mitigate risks as far as possible.

5.30 Further progress reports will be provided to the Committee throughout the year on both the financial position, the risks that exist for the council and the action being taken by management.

**Reserves Position**

5.31 The Council has a reserves strategy (approved by Finance and Resources Committee in October 2012) that means that £11.3 million of uncommitted reserves on the General Fund should be maintained., with the express intention of ensuring that the Council can deal with unexpected and unplanned expenditure should the need arise.

5.32 The impact on reserves of the current full year forecasts for expenditure and income is that additional resources can be secured to address the commitment to the Music Hall redevelopment (£1 million) and the balance is to be used to contribute towards the funding of the capital investment requirements of the Council, as incorporated in the 5 year business plan, Strategic Infrastructure Plan and Western Peripheral Route.

5.33 The Council at its meeting of 26 June 2013 agreed that officers report on the outcome of the external audit process for Grampian Joint Police Board and confirm how any retained sums are to be used. This follows the abolition of the Joint Board, with effect from 31 March 2013.

5.34 Following the external audit process it has been confirmed that Grampian Joint Police Board is able to redistribute funding to the constituent Local Authorities and Scottish Government in proportion to the funding it received. This means that £303K is to be returned to Aberdeen City Council.

5.35 A similar position exists in relation to the Grampian Joint Fire and Rescue Board and using a similar methodology the Council is in receipt of £411K as its share of the surplus as at 31 March 2013.

5.36 The commitment that the Council has to the capital investment programme, incorporating the Strategic Infrastructure Plan, is considerable over the next 5 years and as such it is important to secure the most effective and sustainable funding solution over that period. In line with the financial strategy of debt reduction it is recommended that the sums received from the Police and Fire & Rescue Joint Boards are retained for use by the Council to support the funding requirements to which it is already committed. In doing this it will ensure that the revenue implications of borrowing over the course of the investment programme are reduced.

## 6. SERVICE & COMMUNITY IMPACT

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

6.2. Each Director reports on a regular basis to their service committee, providing the opportunity to consider the financial position and impact in more detail.

## 7. REPORT AUTHOR DETAILS

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01224 522573

## 8. BACKGROUND PAPERS

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

**APPENDIX A**

# ABERDEEN CITY COUNCIL
# 2013/14

## General Fund Revenue Position

## As at 30 September 2013

| As at end of September 2013 | | Year to Date | | | Forecast to Year End | | |
|---|---|---|---|---|---|---|---|
| Accounting Period 6 | Full Year Revised Budget £'000 | Revised Budget £'000 | Actual Expenditure £'000 | Variance Amount £'000 | Forecast Outturn £'000 | Variance Amount £'000 | Variance Percent % |
| **Services** | | | | | | | |
| Office of Chief Executive | 864 | 423 | 392 | (31) | 853 | (11) | (1.27%) |
| Corporate Governance | 27,791 | 14,322 | 13,777 | (545) | 27,020 | (771) | (2.77%) |
| Enterprise Planning and Infrastructure | 40,086 | 22,395 | 20,217 | (2,178) | 38,200 | (1,886) | (4.70%) |
| Housing and Environment | 36,399 | 18,200 | 17,203 | (997) | 34,844 | (1,555) | (4.27%) |
| Education Culture and Sport | 161,260 | 83,315 | 78,009 | (5,306) | 160,816 | (444) | (0.28%) |
| Social Care and Wellbeing | 121,071 | 60,771 | 60,611 | (160) | 121,053 | (18) | (0.01%) |
| **Total Service Budgets** | **387,471** | **199,426** | **190,209** | **(9,217)** | **382,786** | **(4,685)** | **(1.21%)** |
| **Total Corporate Budgets** | **33,718** | **2,441** | **(1,339)** | **(3,780)** | **34,240** | **522** | **1.55%** |
| **Total Net Expenditure** | **421,189** | **201,867** | **188,870** | **(12,997)** | **417,026** | **(4,163)** | **(0.99%)** |
| **Funding:** | | | | | | | |
| Government Support- | | | | | | | |
| General Revenue Grant & Non-Domestic Rates | (321,396) | (160,698) | (159,908) | 790 | (321,396) | 0 | 0.00% |
| Local Taxation- | | | | | | | |
| Council Tax & Community Charge Arrears | (99,793) | (49,896) | (58,327) | (8,431) | (99,805) | (12) | (0.01%) |
| **Total Funding** | **(421,189)** | **(210,594)** | **(218,235)** | **(7,641)** | **(421,201)** | **(12)** | **(0.00%)** |
| **Net Impact on General Fund (Surplus)/Deficit** | **0** | **(8,727)** | **(29,365)** | **(20,638)** | **(4,175)** | **(4,175)** | |
| Transfer to / (from) Earmarked GF Reserve | 0 | 0 | 0 | 0 | 4,175 | 4,175 | |
| Transfer to / (from) Uncommitted GF Reserve | 0 | 0 | 0 | 0 | 0 | 0 | |
| **Net Impact on Budget (Surplus)/Deficit** | **0** | **(8,727)** | **(29,365)** | **(20,638)** | **0** | **0** | |

**APPENDIX B**

# ABERDEEN CITY COUNCIL
# 2013/14

## General Fund Capital Programme

## As at 30 September 2013

| As at end of September 2013 | | | | | |
|---|---|---|---|---|---|
| **Accounting Period 6** | **Approved Budget £'000** | **Service Determined Minimum Required £'000** | **Actual Expenditure £'000** | **Variance Amount £'000** | **Percent Spend %** |
| **Services** | | | | | |
| Corporate Governance | 3,278 | 2,627 | 22 | (2,605) | 0.8% |
| Education Culture and Sport | 12,512 | 6,875 | 3,434 | (3,526) | 49.3% |
| Enterprise Planning and Infrastructure | 43,882 | 39,713 | 8,957 | (30,756) | 22.6% |
| Housing and Environment | 14,742 | 13,180 | 595 | (12,585) | 4.5% |
| Social Care and Wellbeing | 6,446 | 1,572 | 186 | (1,386) | 11.8% |
| **Total Service Budgets** | **80,860** | **64,052** | **13,195** | **(50,857)** | **20.6%** |
| | | | | | |
| **Funding:** | | | | | |
| General Capital Grant | (15,807) | (15,807) | (7,904) | 7,904 | 50.0% |
| Specific Capital Grant | (232) | (232) | 0 | 232 | 0.0% |
| Other Capital Financing | (64,821) | (48,013) | (5,895) | 42,118 | 12.3% |
| **Total Funding** | **(80,860)** | **(64,052)** | **(13,798)** | **50,254** | **21.5%** |
| | | | | | |
| **Slippage Required/ (Underspend)** | **0** | **0** | **(604)** | **(604)** | |

ABERDEEN CITY COUNCIL

| | |
|---|---|
| COMMITTEE | Finance, Policy and Resources |
| DATE | 5th December 2013 |
| CHIEF EXECUTIVE | Valerie Watts |
| TITLE OF REPORT | 2013/14 Common Good Budget – Monitoring Report Update |
| REPORT NUMBER: | CG/13/122 |

1. PURPOSE OF REPORT

1.1 The purpose of this report is to:
a) Inform the Committee of the income and expenditure position of the Common Good Fund for the period to 31 October 2013, including the forecast outturn for the year to 31 March 2014.
b) Provide a forecast position of the cash balances as at 31 March 2014.

2. RECOMMENDATION(S)

2.1 It is recommended that the Committee:
a) Notes the income and expenditure position as at 31 October 2013 and the forecast outturn for the year; and
b) Notes the forecast cash balances as at 31 March 2014 of £7M based on current estimates, which is within the recommended levels indicated by the Head of Finance.

3. FINANCIAL IMPLICATIONS

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

4. OTHER IMPLICATIONS

4.1 None.

5. REPORT

**Income and Expenditure – Forecast Outturn**

5.1 The outturn for the year to 31 March 2014 shows a forecast deficit position of £800K which is an unfavourable variance from budget of £330K. A table summarising income and expenditure is given in Appendix A to this report.

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

| | £'000s |
|---|---|
| Steading at Kepplestone and Kirkhills Farm - not being rebuilt this financial year. Budget will need to be carried forward to 2014/15. | (125) |
| Rental income - rent reviews | (100) |
| Civic Support Team - non filling of vacant posts has resulted in a saving | (35) |
| Archivist Unit - The overspend relates to central support costs and reflects the actual CSS expenditure in 2012-13 | 10 |
| Repairs & Maintenance - Farm properties - Expenditure agreed at Finance, Policy & Resources on 26th September 2013 | 20 |
| Energies City Challenge Cup - agreed at Urgent Business Committee 11th July 2013 | 30 |
| Interest on invested funds | 30 |
| Tenants Compensation - This expenditure was agreed at Finance and Resources on 21st February 2013. | 500 |
| | 330 |

**Cash Balances**

5.3 The forecast cash balance as at 31 March 2014 is £7M. Included in this amount is a sum of £280K remaining for the Greenfern Development and £20K for Newhills Development within earmarked reserves. A total budget of £450K was agreed at the Resources Management committee on 18th January 2008 for the Greenfern Development and this money will be paid back into the Common Good Fund at a later date. A total budget of £50K was agreed at Finance and Resources on 4th October 2012 for Newhills Development.

5.4 The Council agreed at the budget setting meeting on 14th February 2013 that the minimum cash balance should be the equivalent of two years worth of expenditure. This equates to £5.8M.

5.5 As trustee of the Common Good, the Council has a duty to ensure that cash balances are maintained at levels to generate sufficient annual income to fund any future expenditure from the Common Good deemed appropriate.

5.6 The Common Good will benefit from the value of land transactions that have arisen this year and where appropriate these will be invested in line with the current Common Good investment strategy.

6. COMMUNITY & SERVICE IMPACT

6.1 To enable the Common Good to support the wide range of ventures that it does it is essential that the Common Good is managed effectively and the value maintained and investment returns improved to ensure it's sustainability for the future.

7. REPORT AUTHOR DETAILS

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8. BACKGROUND PAPERS

None.

**Appendix A**

| As At 31 October 2013 | | Year to Date | | | Forecast to Year End | | |
|---|---|---|---|---|---|---|---|
| ACCOUNTING PERIOD 7 | Full Year Revised Budget £'000 | Revised Budget £'000 | Actual Expenditure £'000 | Variance Amount £'000 | Outturn Note 1 £'000 | Variance Amount £'000 | Variance Percent % |
| Recurring Expenditure | 2,878 | 679 | 679 | 0 | 2,875 | (3) | (0.1%) |
| Recuring income | (2,846) | (1,562) | (1,562) | 0 | (2,915) | (69) | 2.42% |
| **Budget after Recurring Items** | **32** | **(883)** | **(883)** | **0** | **(40)** | **(72)** | (225.0%) |
| Non Recurring Expenditure | 442 | 10 | 509 | 499 | 840 | 398 | 90.05% |
| **TOTAL** | **474** | **(873)** | **(374)** | **499** | **800** | **326** | 68.78% |

| | | |
|---|---|---|
| **Cash Balances as at 1 April 2013 (unaudited)** | (7,853) | (7,853) |
| **Estimated Cash Balances as at 31 March 2014** | (7,379) | (7,053) |
| **Minimum cash balance requirement per budget report (Council 14th February 2013)** | (5,800) | (5,800) |

**Note 1**

The forecast outturn figure takes into account £1.62M of expenditure that takes place at year end e.g Funding of Twinning activites, Entertainment for the Elderly and Disabled and Contributions to Trusts and Festivals.

ABERDEEN CITY COUNCIL

| | |
|---|---|
| COMMITTEE | Finance, Policy & Resources |
| DATE | 5 December 2013 |
| DIRECTOR | Angela Scott |
| TITLE OF REPORT | General Fund Revenue and Capital Budget 2014/15 and Indicative 5 Year Budgets |
| REPORT NUMBER: | CG/13/116 |

## 1. PURPOSE OF REPORT

1.1 The purpose of this report is to provide the Committee with details of the 2014/15 General Fund Revenue budget along with indicative 5 Year budgets for the General Fund and an indicative investment level of £300 million for the Non Housing Capital Programme during the same time frame, incorporating the recently approved Strategic Infrastructure Plan.

1.2 These budgets are based on the current settlement information from the Scottish Government (Finance Circular 1/2013) and are therefore subject to change once an updated settlement position is announced.

## 2. RECOMMENDATIONS

2.1 It is recommended that the Committee:

a) Notes the attached 2014/15 draft budget proposal which will be presented to the 6 February 2014 Budget Setting Council meeting;
b) Notes the draft 5 Year Business Plan position in relation to the Council's General Fund Revenue budget, subject to the final grant settlement award letter;
c) Notes the continuation of a Risk Fund to mitigate against any in year cost pressures subject to final Council approval in February 2014;
d) Agrees that the Council continues to retain uncommitted revenue reserves in accordance with the Reserves Strategy, which presently shows a requirement for £11.3m to be held; and
e) Notes that a capital investment programme of £300 million over the 5 year Business Plan life cycle is in place and the recently approved Strategic Infrastructure Plan is incorporated there-in.

## 3. FINANCIAL IMPLICATIONS

3.1 The Council in anticipation of setting its budget for 2011/12 undertook an extensive Priority Based Budgeting (PBB) exercise that reviewed all costs currently being incurred across Council services over a 5 year period.

3.2 This led to the Council producing a 5 Year Business Plan outlining the financial position over this period and this has been updated to reflect a more detailed understanding of the cost pressures, financial out-turn and Scottish Government settlement figures, based on Finance Circular 1/2013. The final settlement letter is expected in the week commencing 9th December 2013.

3.3 The process for determining the 2013/14 budget involved undertaking a risk based approach to enhance and develop the PBB process through the establishment of a risk fund. For 2014/15, the PBB process was further enhanced through the use of a risk based appraisal system.

3.4 This involved identifying cost pressures for future years and understanding the risk associated with these. They were then subject to a robust challenge process in order to remove elements of priced-in risk. The risk fund which was created in 2013/14 will continue, such that in being prudent, identified cost pressures could be set against the Risk Fund which Services will work on mitigating against in-year.

3.5 The process for determining the 2014/15 budget also involved a commitment to undertake a review of the Council's procurement arrangements. Strategic Procurement will be a key enabler in the continued challenge to control and where appropriate reduce the Council's cost base. The Procurement Team are actively working in conjunction with all Service areas to identify further efficiencies through new contract design, contract management and collaboration.

3.6 A further stream within the budget process is that of workforce planning. The workforce plan is strategically aligned to the Five Year Business Plan and the Priority Based Budget and will be provided to Council as part of the budget report in February 2014, in order to provide a holistic view of the Council's position, along with the Council's annual performance report.

3.7 In setting the budget for 2014/15 the Council needs to recognise that sufficient working balances are set aside to meet any future unforeseen expenses over the life of the 5 Year Business Plan. This is of high importance given:

- The continued economic outlook for the United Kingdom and further afield;
- The continued austerity measures being implemented by the UK government, which over 5 years is likely to increase;
- Welfare reform and the impact of the universal credit in 2014/15;
- The level of inflation that continues to be inherent within the current economic climate;
- The agreement of a 1% pay award for 2013/14 and 2014/15;
- The impact of rising energy prices;
- Other cost pressures arising directly from rising prices or additional legislative burdens placed on the Council; and
- The Council waits to see its next 3 year settlement figures from the Scottish Government covering the period 2015/16 to 2017/18.

3.8 As reported and agreed at Finance & Resources Committee on 4 October 2012 the Council has continued to set aside £11.3million as uncommitted General Fund reserves, with the express intention of ensuring that it can deal with unexpected and unplanned expenditure should the need arise.

3.9 In line with this approved strategy officers continue to monitor and examine the opportunities for increasing the level of working balances.

3.10 As part of the Council's year end process the most optimum position will be identified. The Finance, Policy & Resources Committee approved the use of any surplus – after a £1million commitment for the Music Hall redevelopment – would be utilised to support the funding of the Capital investment requirement of the Council.

## 4. OTHER IMPLICATIONS

4.1 The Council is required to set its Council Tax levels before the 11 March in the financial year preceding that for which it is set as governed by the Local Government Finance Act 1992.

4.2 A continued major impact on the Council's position for 2014/15 and future year budgets is the current prolonged economic down turn of the United Kingdom economy and the subsequent impact this has had on the level of funding available to the public sector.

4.3 In setting the General Fund budget it is assumed that a funding envelope of approximately £300 million will be provided for capital investment over the life of the 5 Year Business Plan. The Council has a process for identifying and ranking projects, or bids, and this is currently being worked on by officers and will be reported to Committee in February 2014. This will include projects within the Strategic Infrastructure Plan as appropriate.

## 5. REPORT

5.1 The budget proposals being recommended by officers is summarised in the table below and broken down further in Appendix 1 of this report:

| Note | Funding | £ million |
|---|---|---|
| 1 | General Revenue Grant | 131.370 |
| 1 | Non Domestic Rates | 193.738 |
| | Teacher Induction Grant | 1.069 |
| 2 | Council Tax (including Arrears) | 100.273 |
| | | 426.450 |
| | Add: | |
| | Trading Services/Other Grants | 13.940 |
| | **Total Funding** | **440.390** |
| | **Projected Expenditure** | |
| | Current Estimated Spend | 440.390 |
| | **Total Projected Expenditure** | **440.390** |
| | **Net Spend** | **0** |
| 3 | Risk Fund | **5,514** |

**Note 1 –** This is the total funding notified to the Council per the current Finance Circulars available based on Non Domestic Rates and General Revenue Grant.

**Note 2 –** A review of Council Tax has been undertaken and it is estimated that a small increase in the Band D equivalent properties for 2014/15 can be anticipated.

**Note 3 –** The risk fund was established in 2013/14 and will continue to be earmarked for this purpose in 2014/15.

**Financial Settlement Position**

5.2 It is worthwhile noting that as part of the overall settlement agreement provided by the Scottish Government the Council is expecting that it has to ensure that it has adequate budgetary provision to:

- Maintain a Council Tax freeze for the financial year 2014/15; and
- Maintain teacher numbers in line with pupil numbers and secure places for all probationers who require one under the teacher induction scheme.

Note: The potential loss of revenue grant for not maintaining the council tax freeze would be £3.175m, and for not maintaining the pupil number ratio it would be approximately £1.8m

5.3 The Council has received the Finance Circular for 2014/15 (Local Government Finance Circular no. 1/2013) and this is in line with previously reported expectations. The figures within this report reflect the funding position per the issued circular.

**Council Tax Assumptions**

5.4 The current level of Council Tax Band D equivalent is £1,230.39 per annum. It should also be noted that this assumes:

- Council tax non-collection rates are maintained at 2013/14 levels for the 5 Year Business Plan (which will be monitored closely given the impact of Welfare Reform);
- It is assumed that an additional 400 Band D properties will be added to the charge annually;
- Council tax levels are frozen at 2012/13 prices until 2015/16 when it is assumed that it will increase by 2% per annum;
- Provision for Welfare Reform impact remain included in base budget;
- The level of Band D equivalent properties has been increasing in recent years and the assumed level of Council Tax reflects this.

**5 Year Business Plan Investment**

5.5 As part of the overall direction of travel in delivering the 5 Year Business Plan the Council undertook wide reviews of its areas of spend and re-aligned this to its Corporate Priorities.

5.6 The table below shows the net movement within each of the Service Directorates, as contained in the 5 year plan, and more information on the investment contained therein is provided within Appendix 2 of this report.

**Net Movement by Service:**

| | | 2013/14 to 2014/15 | 2014/15 to 2015/16 | 2015/16 to 2016/17 | 2016/17 to 2017/18 | 2017/18 to 2018/19 |
|---|---|---|---|---|---|---|
| **Service** | | **£'000** | **£'000** | **£'000** | **£'000** | **£'000** |
| Corporate Governance | | 391 | (70) | 287 | 273 | 238 |
| Social Care and Wellbeing | | 1,474 | 843 | 2,808 | 2,608 | 2,408 |
| Education, Culture and Sport | | 4,699 | 2,844 | 5,869 | 2,035 | 2,393 |
| Housing and Environment | | (1,033) | (1,718) | 2,923 | 268 | 272 |
| Enterprise, Planning and Infrastructure | | (1,222) | 794 | 1,696 | 1,411 | 137 |
| Office of Chief Executive | | 66 | (33) | 65 | 301 | (269) |
| Council Expenses | | 0 | 0 | 0 | 0 | 0 |
| Miscellaneous Services | | 1,172 | 6,484 | 4,655 | 8,185 | 4,765 |
| Joint Boards | | 0 | 0 | 0 | 0 | 0 |
| **Total** | | **5,547** | **9,144** | **18,303** | **15,081** | **9,944** |

5.7 The net movement above includes previously approved PBB service options, growth items (see Appendix 2) and corporate adjustments such as realignment of rates budgets.

5.8 For Enterprise, Planning and Infrastructure and Housing & Environment, the reason for a reduction in annual movement between 2013/14 through to 2015/16 is again primarily due to the continued delivery of Priority Based Budget service options, as previously included in the Council's 5 year business plan.

5.9 The miscellaneous service budget contains provision for the financial impact of assumptions made around energy, pay awards and capital financing costs.

5.10 If the overall gross investment is broken down by Service (that is previous Council PBB decisions are excluded) the real investment in Services can be seen in the table below:

Annual Gross Investment:

| | 2013/14 to 2014/15 £'000 |
|---|---|
| **Current Movement** | |
| Corporate Governance | 480 |
| Social Care and Wellbeing | 3,883 |
| Education, Culture and Sport | 4,829 |
| Housing and Environment | 1,831 |
| Enterprise, Planning and Infrastructure | 475 |
| Office of the Chief Executive | 66 |
| Miscellaneous Services | 2,590 |
| | **14,154** |

5.11 The table above, which Appendix 2 to this report provides further detail, demonstrates the Council's commitment to delivering front line services in line with the vision set out in Aberdeen – The Smarter City.

5.12 It further demonstrates the Council to be in a strong financial position to deliver this level of investment despite the current austerity measures that are in place by various governments within Europe.

5.13 Also contained within the overall five year budget are allowances for the following assumptions:

- A 1% annual pay award for all categories of staff for each of the 5 years (2% in 2017/18);
- An increase in the level of utility bills for the five year period to reflect increasing prices;
- A capital investment programme, incorporating the Strategic Infrastructure Plan of £300 million over the next 5 years, the detail of which will be reported back to Committee in February 2014;
- The continuation of auto-enrolment, reflecting the uptake of approximately two-thirds of staff who had previously opted out;
- An allowance for Welfare Reform – primarily targeted at Council tax and the continued uncertainty surrounding the introduction of the Universal Credit;
- Increased investment to reflect the increasing demographic factors impacting on the delivery of Social Care and Wellbeing Services;
- Increased investment in primary teachers to reflect the growing level of school children;
- An additional £0.7 million for devolved school budgets to target the improvement of school attainment;
- Increased investment in waste to ensure the delivery of the Council's waste strategy; and
- An uplift of 7.7% for Non Domestic rates (for which we await final notification from the Scottish Government on).

**Capital Programme**

5.14 The capital programme is currently being developed pending the final settlement letter for 2014/15. This also provides officers the opportunity to complete a number of work streams which include:

- Completion of the scoring mechanism to allow projects to be ranked against one another; and
- A proposed capital programme to be fully developed that covers the 5 year business plan.

5.15 It is the intention of officers to maintain the current financial strategy which will see the total level of borrowing reduce over the 5 year period covered by the business plan.

5.16 Given this strategy an assessment has been made on the likely level of capital receipts that may materialise over the 5 year period, along with the level of capital grant and other grants, such as lottery funding.

5.17 What this demonstrates is that over the 5 year period a programme of around £300 million can be delivered and still have the total debt of the Council reduce over the period. The potential impact of Aberdeen Western Peripheral Route funding are still being fully investigated, however it should be noted that Scottish Ministers have given consent to borrow if required.

5.18 Officers will bring a 5 year Non Housing Capital Programme to the February 2014 Committee for approval. In noting the General Fund budget, it assumes, in principle, a £300 million programme as the capital financing charges, charged to the revenue account, are allowed for in the 5 Year Business Plan.

## 6. IMPACT

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

## 7. BACKGROUND PAPERS

Scottish Government Finance Circulars
Priority Based Budget Report
2013/14 Monitoring Reports
5 Year Business Plan

## 8. REPORT AUTHOR DETAILS

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| Appendix 1 | | | | | | |
|---|---|---|---|---|---|---|
| **General Fund Revenue Budget 5 Year Position** | | | | | | |
| | **2013/14** | **2014/15** | **2015/16** | **2016/17** | **2017/18** | **2018/19** |
| **Service** | **£'000** | **£'000** | **£'000** | **£'000** | **£'000** | **£'000** |
| Corporate Governance | 28,021 | 28,412 | 28,342 | 28,630 | 28,903 | 29,141 |
| Social Care and Wellbeing | 121,514 | 122,987 | 123,830 | 126,638 | 129,246 | 131,654 |
| Education, Culture and Sport | 162,286 | 166,985 | 169,829 | 175,698 | 177,733 | 180,126 |
| Housing and Environment | 36,644 | 35,611 | 33,893 | 36,816 | 37,084 | 37,356 |
| Enterprise, Planning and Infrastructure | 40,489 | 39,267 | 40,061 | 41,758 | 43,169 | 43,306 |
| Office of Chief Executive | 871 | 937 | 904 | 969 | 1,270 | 1,002 |
| Council Expenses | 2,150 | 2,150 | 2,150 | 2,150 | 2,150 | 2,150 |
| Miscellaneous Services | 41,356 | 42,528 | 49,012 | 53,667 | 61,852 | 66,617 |
| Grampian Joint Valuation Board | 1,512 | 1,512 | 1,512 | 1,512 | 1,512 | 1,512 |
| **Net Cost of Service** | **434,843** | **440,390** | **449,533** | **467,838** | **482,919** | **492,864** |
| | | | | | | |
| **Funding** | | | | | | |
| General Revenue Grant | (144,312) | (129,720) | (129,720) | (129,720) | (129,720) | (129,720) |
| Non Domestic Rates | (177,084) | (193,738) | (193,738) | (193,738) | (193,738) | (193,738) |
| Assumed Settlement Adjustments | 0 | 0 | (3,500) | (7,000) | (9,000) | (9,000) |
| Teachers Induction Scheme Grant | | (1,069) | (1,070) | (1,070) | (1,070) | (1,070) |
| Council Tax | (99,793) | (100,273) | (102,903) | (105,314) | (107,773) | (107,773) |
| Trading Services Surplus | (13,654) | (13,940) | (14,329) | (14,242) | (14,166) | (14,079) |
| Children & Young People's Bill | | (1,650) | (2,350) | (2,350) | (2,350) | (2,350) |
| **Funding** | **(434,843)** | **(440,390)** | **(447,610)** | **(453,434)** | **(457,817)** | **(457,730)** |
| | | | | | | |
| **Budget (Surplus)/Deficit** | **0** | **(0)** | **1,923** | **14,404** | **25,102** | **35,134** |

| APPENDIX 2 | GROWTH | | | | | |
|---|---|---|---|---|---|---|
| | | 2014/15 | 2015/16 | 2016/17 | 2017/18 | 2018/19 |
| Reference | Description | £000 | £000 | £000 | £000 | £000 |
| **CORPORATE GOVERNANCE** | | | | | | |
| RCG01 | Net staff movement (inc increments, effect of auto enrolment etc) | 480 | 0 | 0 | 0 | 0 |
| RCG03 | Net position of ICT contract reviews | 0 | 158 | 77 | 63 | 28 |
| | **Corporate GovernanceTotal** | **480** | **158** | **77** | **63** | **28** |
| | | | | | | |
| **SOCIAL CARE & WELLBEING** | | | | | | |
| RSCW01+2 | Net staff movement (including increments, effect of auto enrolment etc) | 627 | 402 | 402 | 402 | 402 |
| RSCW09 | Increase in national care home rate and free personal care rate | 950 | 950 | 950 | 950 | 950 |
| RSCW15 | Demographic demand pressures on Learning Disability services | 100 | 220 | 220 | 220 | 220 |
| RSCW22 | Children's Services: 2% year on year increase alternative family services | 0 | 166 | 166 | 166 | 166 |
| RSCW24 | Slippage on Redesign of learning disability services saving (SCW01) | 290 | 0 | 0 | 0 | 0 |
| RSCW29 | Demographic growth pressure on Older People+Rehab services | 250 | 622 | 622 | 622 | 622 |
| RSCW30 | Additional cost pressure on externally purchased homecare | 416 | 0 | 0 | 0 | 0 |
| RSCW31 | Fund increase in externally purchased services across directorate | 600 | 748 | 748 | 748 | 748 |
| RSCW32 | Children and Young Persons Bill (SC&W elements) | 650 | 0 | 0 | 0 | 0 |
| | **Social Care & Wellbeing Total** | **3,883** | **3,108** | **3,108** | **3,108** | **3,108** |
| | | | | | | |
| **EDUCATION, CULTURE & SPORT** | | | | | | |
| RECS01 | Net staff movement (including increments, effect of auto enrolment etc) | 1,011 | 1,976 | 1,976 | 1,576 | 1,976 |
| RECS04 | Developing Service Delivery & new ways of working | 1,200 | 0 | 0 | 0 | 0 |
| RECS11 | Unitary Charge | 230 | 250 | 250 | 250 | 250 |
| RECS12 | Amendments to Nursery Hours | 1,000 | 700 | 0 | 0 | 0 |
| RECS13 | Payments to outside contractors - nursery | 99 | 0 | 0 | 0 | 0 |
| RECS14 | Curriculum Support for improving attainment | 175 | 0 | 0 | 0 | 0 |
| RECS15 | Devolved Education Management (DEM) Savings Target Removal | 639 | 0 | 0 | 0 | 0 |
| RECS18 | Furniture, Equipment & ICT provision for additional classrooms | 175 | 0 | 0 | 0 | 0 |
| RECS21 | New statutory entitlement to pre-school education for looked after 2 year | 100 | 0 | 0 | 0 | 0 |
| RECS22 | Specialist Placements | 200 | 0 | 0 | 0 | 0 |
| RECS24 | Art Gallery redevelopment | 0 | 66 | 110 | 149 | 167 |
| RECS25 | Transport - new school (South of City academy) | 0 | 0 | 100 | 60 | 0 |
| RECS26 | New Additional Support Needs (ASN) School | 0 | 660 | 330 | 0 | 0 |
| | **Education, Culture & Sport Total** | **4,829** | **3,652** | **2,766** | **2,035** | **2,393** |
| | | | | | | |
| **HOUSING & ENVIRONMENT** | | | | | | |
| RHE-DIR01 | Net staff movement (including increments, effect of auto enrolment etc) | 201 | 107 | 107 | 107 | 107 |
| RHE-HM01 | Welfare Reform - Impact of Homelessness Income | 0 | 1,139 | 0 | 0 | 0 |
| RHE-WS01 | Landfill Tax - Increase by £8 per tonne | 749 | 0 | 0 | 0 | 0 |
| RHE-WS02 | Waste Contract Growth (Gate Fee) 2.6% | 20 | 142 | 146 | 150 | 154 |
| RHE-WS02 | Waste Contract Growth (Contract Management Fee) | 0 | 10 | 11 | 11 | 12 |
| RHE-WS03 | Food Waste Collections (Crews) | 242 | 0 | 0 | 0 | 0 |
| RHE-WS03 | Food Waste Collections (Vehicles) | 364 | (320) | | 0 | 0 |
| RHE-WS03 | Food Waste Collections (Maintenance) | 140 | 0 | 0 | 0 | 0 |
| RHE-WS03 | Food Waste Collections - Bags | 80 | 20 | 0 | 0 | 0 |
| RHE-WS03 | Food Waste Collections - Bins | 35 | 35 | 17 | 0 | 0 |
| | **Housing & Environment Total** | **1,831** | **1,133** | **281** | **268** | **272** |
| | | | | | | |
| **ENTERPRISE, PLANNING & INFRASTRUCTURE** | | | | | | |
| REPI-AMO01 | Roads: Increased Gully Maintenance | 0 | 65 | 0 | 0 | 0 |
| REPI-AMO02 | Roads: Surface Dressing | 0 | 160 | 200 | 240 | 0 |
| REPI-AMO03 | Roads: Pothole Patching | 0 | 133 | 167 | 200 | 0 |
| REPI-AMO04 | Roads: Lining for Parking Restrictions | 107 | 133 | 160 | 0 | 0 |
| REPI-AMO05 | Roads: Drainage Repairs & Flood Defences | 0 | 207 | 248 | 0 | 0 |
| REPI-AMO06 | Street Lighting : Corroded Columns | 0 | 254 | 317 | 378 | 0 |
| REPI-AMO07 | Public Buildings: Repairs & Maintenance | 0 | 318 | 397 | 476 | 0 |
| REPI-AMO21 | Postage Costs | 0 | 20 | 20 | 20 | 20 |
| REPI-AMO28 | Carbon Reduction Commitment (CRC) Costs for Council | 198 | 0 | 0 | 0 | 0 |
| REPI-DIR01 | Net staff movement (including increments, effect of auto enrolment etc) | 170 | 121 | 121 | 121 | 121 |
| | **Enterprise, Planning & Infrastructure Total** | **475** | **1,411** | **1,630** | **1,435** | **141** |
| | | | | | | |
| **OFFICE OF THE CHIEF EXECUTIVE** | | | | | | |
| ROCE_01 | 2014 European Parliamentary Elections | 33 | 0 | 0 | 0 | 0 |
| ROCE_02 | 2014 Scottish Independence Referendum | 33 | 0 | 0 | 0 | 0 |
| | Elections 2015/16 -2018/19 | 0 | (33) | 65 | 301 | (269) |
| | **Office of the Chief Executive Total** | **66** | **(33)** | **65** | **301** | **(269)** |
| | | | | | | |
| **MISCELLANEOUS SERVICES** | | | | | | |
| RCW01 | Cultural Programme | 400 | 310 | 90 | (85) | (25) |
| RCW-ELEC | Increase in Electricity Costs | 1,371 | 532 | 623 | 706 | 758 |
| RCW-FUEL | Increase in Vehicle Fuel Costs | 30 | 30 | 30 | 30 | 30 |
| RCW-GAS | Increase in Gas Heating Costs | 618 | 224 | 242 | 261 | 282 |
| RCW-HEAT | Increase in Other Fuel & Heating Costs | 35 | 45 | 14 | 14 | 58 |
| RCW-OIL | Increase in Gas Oil Heating Costs | 24 | 24 | 25 | 27 | 30 |
| RCW-WATER | Increase in Water Rates | 112 | 30 | 31 | 32 | 32 |
| | Pay Award | 0 | 3,600 | 3,600 | 7,200 | 3,600 |
| | **Miscellaneous Services Total** | **2,590** | **4,795** | **4,655** | **8,185** | **4,765** |
| | | | | | | |
| | **Totals** | **14,154** | **14,224** | **12,582** | **15,395** | **10,438** |

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ABERDEEN CITY COUNCIL

| | |
|---|---|
| COMMITTEE | Finance, Policy & Resources Committee |
| DATE | 5 December 2013 |
| DIRECTOR | Angela Scott (Director of Corporate Governance);<br>Pete Leonard (Director of Housing & Environment) |
| TITLE OF REPORT | Draft Housing Revenue Account (HRA) Budget and Housing Capital Budget 2014/15 to 2018/19 |
| REPORT NUMBER: | CG/13/117 |

## 1. PURPOSE OF REPORT

1.1.1 To provide elected members with information to allow the setting of the rent level for the financial year 2014/15 as well as provisional rent levels for the financial years 2015/16 to 2018/19. In turn, this will allow a capital programme for 2014/15 as well as a provisional programme for 2015/16 to 2018/19.

## 2. RECOMMENDATIONS

It is recommended that Committee consider the draft Housing Revenue Account Budget and refer it to Council on 18 December 2013 to:

a. Approve the budget as attached in Appendix 1 of this report;
b. Approve the weekly unrebated rents for municipal houses, as detailed in Appendix 1 of this report, to take effect from Monday 7 April 2014;
c. Approve the level of revenue contribution to the Housing Capital budget for 2014/15 as well as a provisional contribution for the subsequent four financial years as detailed in Appendix 1 of this report;
d. To continue to increase the level of working balances to 10% to meet future contingencies;
e. To agree the continuation of the practice that all capital receipts, from the disposal of Council houses under right to buy, continue to be used to repay debt for 2014/15 and future years;
f. Approve the level of miscellaneous rents and service charges, including Heat with Rent as detailed in Appendix 1 of this report;
g. Set a capital programme for the financial year 2014/15 based on the rent strategy adopted as well as the indicative level of programme for the financial years 2015/16 and 2018/19;

h. In order for work to commence on the capital programme approves as estimated expenditure in terms of Standing Order 1(3) (of the Council's Standing Orders relating to Contracts and Procurement) the sums shown against each heading of the Housing Capital Expenditure budget set out in Appendix 1 to this report; and

i. Authorises the Director of Housing and Environment to undertake or instruct appropriate procedures to procure the works referred to in Appendix 1 for the capital programme and award contracts relating thereto.

## 3. FINANCIAL IMPLICATIONS

3.1 The HRA for the first time this year has been included in the Priority Based Budgeting Process (PBB) in order to provide an alignment in decision making, strengthen the links to the Smarter City Objectives, maximizing the effective use of the HRA funding to benefit the tenants and provide the best possible property management services.

3.2 Following discussions with Housing & Environment, a number of potential service options were put forward which included reviewing the emergency cover provided by Building Services and the Grounds Maintenance contract, strengthening the links between Social Care & Wellbeing and the aids and adaptation budgets, reducing the level of voids & arrears.

3.3 Moving forward the aim is to strengthen the PBB process within the HRA business planning cycle and integrate the process fully with the 30 year business plan.

3.4 Given this report is to set the HRA budget for 2014/15 the financial implications are contained within the report and the attached Appendix 1.

## 4. OTHER IMPLICATIONS

4.1 Without adequate investment there is the possibility that the housing stock could fail to meet health and safety regulations as well as the Scottish Housing Quality Standard.

4.2 The Scottish Government has issued consultative draft guidance on the operation of the Local Authority Housing Revenue Account in Scotland. It is currently being monitored and will be dealt with accordingly when more information becomes available but is likely to include, for example, the review of the Grounds Maintenance contract.

## 5. BACKGROUND/MAIN ISSUES

5.1 The Council is required to give its tenants 28 days notice of any change in the level of rent. Further, the Housing (Scotland) Act 2001 requires the Council to consult with tenants on any proposed rent increase. This consultation was in the form of a tenant questionnaire on the possible rent increase.

5.2 The tenants were asked if the rent policy of inflation plus 1% should continue in order to maintain investment in the housing stock and improve services.

5.3 The results are shown on page 22 of Appendix 1. The number of tenants who responded and agreed with this rent policy was 73% with 27% not agreeing.

5.4 Schedule 15 of the Housing (Scotland) Act 1987 requires expenditure in the under noted main areas to be charged to the HRA:

- Capital Financing Costs in respect of monies borrowed for the purpose of providing and improving the Council's housing stock;
- Management, administration and maintenance of the Council's housing stock;
- Other expenditure such as loss of rents for vacant periods, insurance, communal lighting and heating, cleaning and security.

5.5 Items of income that must be credited to the HRA are:

- Council house rents;
- Other income attributable to the HRA. For example, income recovered from tenants for heating, interest on revenue balances and, when available, transfers from working balances generated by the HRA in previous years.

5.6 In the absence of any central or local authority financial support for the HRA, the HRA is regarded as "ring-fenced". In addition, consideration of the level of capital to be financed from current revenue (CFCR) within the HRA budget will have an impact on the Housing Capital Budget. This report therefore, whilst indicating a proposed HRA Budget, also provides information on the Capital Budget.

5.7 Consideration of the out-turn on the HRA for 2013/14 and the 2014/15 budget is dealt with in detail in Appendix 1. **Based on the annual rent consultation and Council policy the budgeted figures have assumed a Council house rent increase of 4.2%** (RPIX at September 2013 of 3.2% plus 1%).

5.8 In the UK, the recovery now looks to be underway, however the prospects for the UK economy are being affected by the past developments left by the financial crisis which means the recovery is likely to remain weak by historical standards.

5.9 The Bank of England believes that there will a sustained recovery in both demand and supply with inflation expected to fall back to around the 2% target.

5.10 Given the UK Government's attempts to resolve the economic position it is worth looking at the future projections for inflation in setting the rent increase for 2013/14:

| FORECAST | | | | | | |
|---|---|---|---|---|---|---|
| End period % | Nov 2013 | Q4 2013 | Q1 2014 | Q2 2014 | Q3 2014 | Q4 2014 |
| RPI inflation | 3.1 | 2.9 | 2.6 | 2.9 | 2.3 | 2.3 |
| RPIX inflation | 3.2 | 2.9 | 2.6 | 2.8 | 2.3 | 2.2 |
| CPI inflation | 2.8 | 2.3 | 2.0 | 2.3 | 1.7 | 1.6 |

Source – Capital Economics – Forecasts (Nov 2013)

5.11 The above table indicates that inflation is not expected to fall significantly until Quarter 4 in 2014, closer to the Bank of England's target of 2%.

5.12 **Welfare Reform and Working Balances**

The full impact of Welfare Reform has not been felt and it is unclear when Universal Credit will be rolled out. In addition many tenants are currently being sheltered from the effect of the Welfare Reforms today by the use of Discretionary Housing Payments. It is anticipated that Universal Credit will have the most impact on the HRA as benefits will be paid directly to the tenant monthly instead of to the Council weekly. Therefore as the risk remains unquantifiable the need for adequate working balances remains to de-risk the HRA position for future years. There are currently 46% of HRA tenants on full or partial housing benefit**. It is therefore important that the Council continues to prepare for the full impact of Welfare Reform.**

The Head of Finance must be confident that the level of working balances is adequate to meet any unforeseen contingencies during the financial year particularly with regard to the introduction of Welfare Reform.

Based on projected income and expenditure that is likely to be generated for 2013/14, this opening figure for 2014/15 should be approximately £5.5 million as detailed below:

| MOVEMENT IN WORKING BALANCES | | £000 |
|---|---|---|
| Working Balances as at 1 April 2013 | | 7,958 |
| Less: Ear marked sums (2012/13) | | |
| Housing repairs | (1,617) | |
| House Sales – Non RTB | ( 57) | |
| Land Transfer | ( 305) | |
| Finance Lease Liability | ( 454) | (2,433) |
| Projected Uncommitted Working Balances | | 5,525 |
| 13/14 Contribution to the Working Balance | | 1,000 |
| Projected Uncommitted Working Balances as at 31 March 2014 | | 6,525 |
| 14/15 Contribution to the Working Balance | | 1,000 |
| Projected Uncommitted Working Balance as at 31 March 2015 | | 7,525 |

**Given the continued inherent uncertainty it is proposed the Council continues to work towards increasing the working balance to 10% over the 2 year period as demonstrated in the table above**.

5.13 **Capital Expenditure**
The draft budget for 2014/15 (and the subsequent four financial years) is attached as Appendix 1 of this report. This shows gross expenditure of £47 million financed through £19 million of borrowing and £22 million by way of a revenue contribution to fund the net programme of £41.7 million.

5.14 This capital budget reflects and includes a proposed rent increase of 4.2%. The details of the potential projects to be included in this programme are contained in Appendix 1 – pages 27 to 30.

5.15 **Miscellaneous Rents**
The budget attached in Appendix 1 also requires the miscellaneous rents and service charges to be set. As way of indication on possible increases, pages 19 to 21 gives indicative increases and decreases that the Council may wish to consider. **The Council will have to decide on any possible increment to these charges in line with their rent setting strategy.**

5.16 **Prudential Code**
From 1 April 2004, Councils are required by Regulation to have regard to the Prudential Code when carrying out their duties under Part 7 of the Local Government (Scotland) Act 2003.

5.17 In setting a capital programme, members will be aware that under the Prudential Code, the level of capital investment is determined at a local authority level. The base programme for consideration, subject to final rent levels is £47 million. This is attached in Appendix 1 at pages 23 to 30.

5.18 As part of the rent setting process of determining the average rent payable for a Council house, the Council must ensure that this is affordable and sustainable over the long term.

5.19 The fundamental objective, in the consideration of the affordability of the Council's capital programme, is to ensure that the total capital investment of the authority remains within sustainable limits and in particular to consider the impact on the "bottom line". That is, affordability is determined by a judgement about acceptable levels of rent.

5.20 **2015/16 to 2018/19 Budget**
Included within Appendix 1 is an indicative budget for 2015/16 to 2018/19 with an assumed rent increase of 3.5% for all years. There is also an analysis of the management and administration, the repairs and maintenance and capital budgets.

5.21 In setting a 3 year rent strategy, Council must pay cognisance to the level of capital investment required to maintain and improve the overall housing conditions available to the citizens of Aberdeen. The Council is required to meet the Scottish Housing Quality Standard by 2015.

**5.22 Summary**
The Council is required to determine the average weekly unrebated rents (and other miscellaneous rents and service charges) for municipal houses to take effect from Monday 7 April 2014 which in turn will allow decisions to be taken on the level of capital investment.

## 6. IMPACT

The City Council will operate within overall financial constraints taking into account recommended accounting practice and policies. Rent increase will be notified to tenants providing them with 28 days notice.

## 7. MANAGEMENT OF RISK

Risk is being managed through the increase of working balances as detailed in 5.12.

## 8. BACKGROUND PAPERS

HRA 30 Year Business Plan
Bank of England Inflation report: August 2013

## 9. REPORT AUTHOR DETAILS

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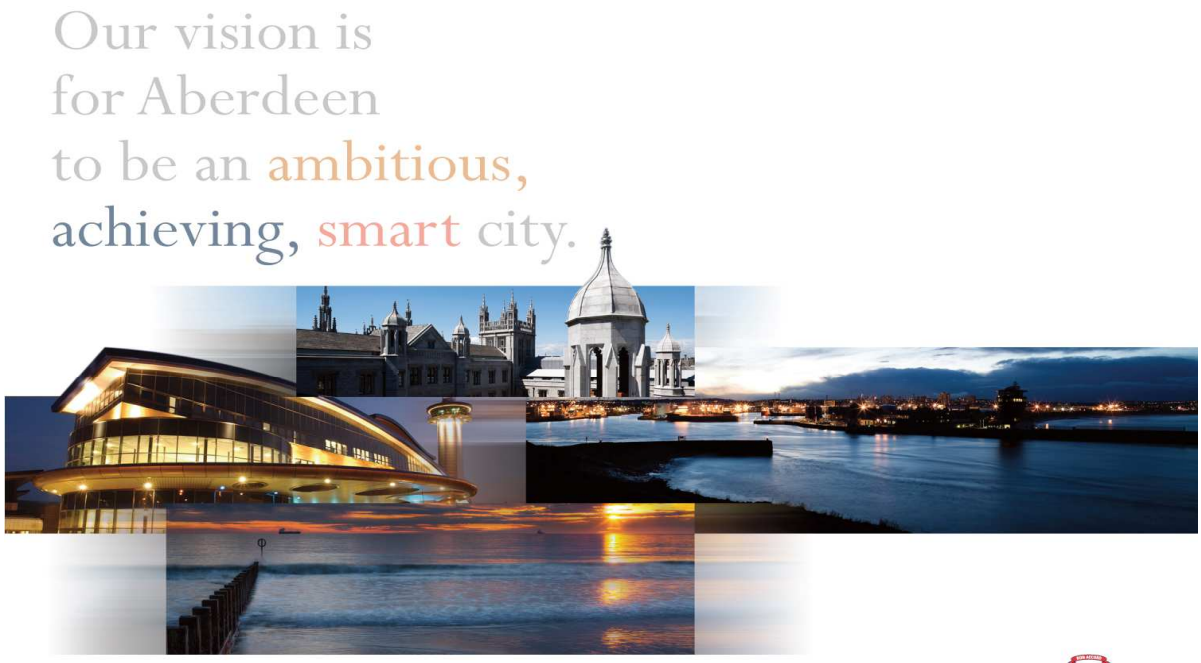
Appendix 1

# Aberdeen City Council
## Draft Housing Revenue Account
## 2014/15 – 2018/19 Budget




ABERDEEN
CITY COUNCIL

Steven Whyte
Acting Head of Finance

Pete Leonard
Director of Housing and Environment

## DRAFT HOUSING REVENUE ACCOUNT

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**Section 1 – HRA Budget 2014/15**


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Page 8 . . . . . HRA Variance Notes

Page 13 . . . . . HRA Draft Repairs Budget

Page 15 . . . . . Management & Admin Budget

Page 18 . . . . . Miscellaneous Rents

Page 22 . . . . . Tenants Consultation


**Section 2 – HRA Budget 2015/16 – 2018/19**


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Page 25 . . . . . 5 Year HRA Assumptions

Page 26 . . . . . 5 Year Repairs Budget

Page 27 . . . . . 5 Year Capital Budget

## Revenue Assumptions

In preparing the information for the draft Housing Revenue Account budget for the financial year 2014/15, a number of assumptions have been made and these are given below.

Should you require an electronic version of the budget contained within this documentation, please contact Helen Sherrit, Finance Partner (Housing & Environment ) on (34)6353 or e-mail hsherrit@aberdeencity.gov.uk. The budget information is available as a set of Excel spreadsheets.

**Inflation**
In preparing the budget no general inflationary uplift has been added which is in line with the base assumptions used in preparing the General Fund Budget for 2014/15, (there are some exceptions to this rule such as utility costs and contractual uplifts etc. and these are stated in the variance notes). Inflation is currently running at approximately 3.2% (RPIX at September 2013). (Source: Office of National Statistics)

**Housing Stock**
The number of Council houses owned by the Council, as at 31 October 2013, is 22,547. It has been assumed that there will be a further 64 sales during the financial year 2013/14, bringing total sales for the year to 140. The average selling price for the period 1 April 2013 to 31 October 2013 is approximately £49,500.

**Set Aside Rules**
For the financial year 2013/14 the Council budgeted for 100% of all Council house sales to be utilised to repay debt. The Council is free to decide on how the proceeds from the disposal of Council houses are used. **The Head of Finance recommends that all capital receipts continue to be used to repay debt for the financial year 2014/15 and future years.**

**Council House Sales**
It has been assumed that the level of house sales will be 140 in 2013/14. The average selling price for 2013/14 is currently estimated at £49,500. The average number of houses for the financial year 2014/15 is therefore estimated to be 22,413 properties.

**Rental Income**
The income available in 2013/14 to fund the proposed budgeted level of expenditure has been calculated by taking the projected income under the revised rent structure plus 4.2% (RPIX at September 2013 + 1% which is the Council's current rent strategy/policy).

**Heat with Rent**
A detailed analysis has been carried out on the utility bills for Heat with Rent to ensure that the charging policy introduced in the 2006/07 budget setting process can be continued into 2014/15. No increase of income has been built into the proposed budget.

**Working Balances**
In developing a rent setting strategy it is important to ensure that there are adequate working balances. The Head of Finance must be confident that the level of working balances is adequate to meet any unforeseen contingencies particularly as regards the uncertainty surrounding welfare reform and the impact this could have on viability of the business plan of the Housing Revenue Account. Given this inherent uncertainty it is **proposed that the working balances continues to be increased to 10% over a 3 year period.**

**Priority Based Budgeting Process**
This is the fourth year of the Priority Based Budgeting Process (PBB) which previously had focussed on the Council's General Fund rather than the HRA as this had been subject to the scrutiny of the 30 year business plan. However this year it was agreed to include the HRA as there are many benefits to strengthening the links to the PBB process to the HRA business planning. These benefits include greater transparency of decision making, strengthening the links to the Smarter City objectives, maximising the effective use of the HRA funding to benefit Council tenants and provide the best possible property management services.

Following discussions with Housing & Environment, a number of potential service options were put forward which included reviewing the emergency cover provided by Building Services and the Grounds Maintenance contract, strengthening the links between Social Care & Wellbeing and the aids and adaptation budgets, reducing the level of voids & arrears.

In developing the budget figures growth items were identified which included voids, arrears and the cleaning of sheltered housing. For all of these growth items a potential option has been developed.

The process and potential options (options which the tenants could see an immediate impact) were taken to the meeting of the Tenants Budget group in September 2013. Overall the tenants on this group were in favour of progressing with these options.

Work is now ongoing to develop the options into potential work streams a number of which are already established. An example is work on voids and arrears.

**Business Plan**
In conjunction with the PBB process during 2013 the 30 year business plan model, which sets out the current and future financial position of the Council's HRA, it's ability to meet and maintain the Scottish Housing Quality Standard (SHQS) and manage, repair and invest in tenant's homes has been updated with the financial information from the financial year 2012/13. This continues to show a business plan which is sustainable in the long term. However if there were to be increases in, for example, interest rates this would impact on the long term viability of the plan. Only the increase in the budget for bad debts has been factored into the business plan as no other measurable impacts of welfare reform are, at this stage, known but could dramatically change the cash flow of the plan.

A sustainable rent policy must be adhered to in order to secure the long term financial position of this 30 year business plan. The current Council policy for maintaining sustainable rents is for a rental increase of RPIX plus 1%. This rent policy will require review once SHQS has been achieved and the next steps have been announced by the Scottish Government.

## Housing Capital Expenditure Programme

**Housing Investment Programme**

2014/15 will see continued major investment in tenants' homes to make sure that they meet their needs and expectations as well as the requirements of the Scottish Housing Quality Standard (SHQS). Aberdeen City continues to make steady progress towards SHQS compliance with 90.1% of our stock now meeting the standard (as at 1 November 2013) and therefore progressing well to meet the target of 90.9% compliance by March 2014.

As at 31 March 2013 Aberdeen City Council compared favourably with other cities for SHQS completion –Aberdeen 88.9%, Glasgow 87.3%, Edinburgh 82.2%, and Dundee 74.5%.

**It is unclear as to any future obligations beyond the SHQS completion date of 2015 it is anticipated this may relate to energy efficiency.**

The Council will continue to provide funding for the provision of combined heat and power in our multi storey stock. These actions will improve the energy performance of the council housing stock and prevent potentially hundreds of tenants from falling into or remaining in fuel poverty.

The Council has started work on a major over-cladding scheme for High Rise buildings with blocks in Seaton and Balnagask being completed by 2013/14 with work commencing on further blocks in Seaton, Stewart Park Court & Hilton Court.

To ensure that the Council can meet its priorities in terms of its housing stock the capital programme for the next five years (inclusive of slippage) is proposed as follows:

2014/15 - £46.923 Million
2015/16 - £37.074 Million
2016/17 - £32.933 Million
2017/18 - £31.182 Million
2018/19 - £29.914 Million

The capital investment programme falls in 2015/16 as a result of the reduced work required on the SHQS however not as significantly as anticipated due to the significant investment in over-cladding being undertaken.

| | Housing Revenue Account | | | | |
|---|---|---|---|---|---|
| | **Draft 2014/15 Budget** | **Budget** | **Out-turn** | **Budget** | **Notes** |
| | | **2013/14** | **2013/14** | **2014/15** | |
| | | | | | |
| | | **£000's** | **£000's** | **£000's** | |
| | | | | | |
| | **Premises Costs** | | | | |
| 1 | Rates | 3 | 19 | 19 | |
| 2 | Rent – Other | 138 | 138 | 141 | 1 |
| 3 | Repairs and Maintenance | 22,042 | 22,042 | 22,407 | 2 |
| 4 | Maintenance of Grounds | 3,045 | 3,045 | 3,075 | 3 |
| 5 | Gas | 674 | 674 | 1,014 | 4 |
| 6 | Electricity | 2,420 | 2,420 | 2,512 | 5 |
| 7 | Cleaning Service | 542 | 500 | 495 | 6 |
| 8 | Security Service | 372 | 300 | 376 | 7 |
| 9 | Window Cleaning | 19 | 10 | 24 | |
| 10 | Refuse Collection | 325 | 325 | 328 | 8 |
| 11 | Cleaning – Sheltered Housing | 453 | 504 | 499 | 9 |
| 12 | Premises Insurance | 57 | 57 | 57 | 10 |
| 13 | Other Property Costs - Council Tax | 122 | 201 | 201 | 11 |
| | | **30,212** | **30,235** | **31,148** | |
| | | | | | |
| | **Administration Costs** | | | | |
| 14 | Downsizing Grants/Direct Debit Incentives | 52 | 20 | 52 | 12 |
| 15 | Legal Expenses | 201 | 201 | 201 | |
| 16 | Office Tel / Rent | 88 | 88 | 88 | |
| 17 | Former Tenants Arrears | 1,379 | 1,800 | 2,000 | 13 |
| 18 | Charges - Services Admin & Management. | 8,582 | 8,096 | 8,657 | 14 |
| 19 | General Consultancy | 55 | 55 | 85 | 15 |
| 20 | Training for Front Line Staff | 100 | 100 | 100 | 15 |
| 21 | Benefits Staff | 95 | 95 | 141 | 15 |
| 22 | Charges - Tenants Participation | 206 | 206 | 208 | 16 |
| 23 | Charges for Environmental Health | 227 | 227 | 227 | |
| | | **10,985** | **10,888** | **11,759** | |
| | | | | | |
| | **Supplies & Services** | | | | |
| 24 | Provision of Meals | 168 | 192 | 194 | 17 |
| 25 | Equipment Purchase | 55 | 0 | 0 | |
| 26 | Television Licence | 5 | 4 | 5 | |
| 27 | Integrated Housing System | 314 | 314 | 295 | 18 |
| | | **542** | **510** | **494** | |
| | | | | | |
| | **Agencies** | | | | |
| 28 | Mediation Service | 98 | 98 | 99 | 19 |
| 29 | Energy Advice | 81 | 81 | 82 | 20 |
| 30 | Citizens Advice Bureau | 14 | 14 | 14 | 15 |
| 31 | Disabled Persons Housing Service | 38 | 38 | 39 | 15 |
| | | **231** | **231** | **234** | |
| | | | | | |
| | | | | | |
| | | | | | |

| | | | | | |
|---|---|---|---|---|---|
| | | | | | |
| | | | | | |
| | **Housing Revenue Account** | **Budget** | **Out-turn** | **Budget** | |
| | **Draft 2014/15 Budget** | **2013/14** | **2013/14** | **2014/15** | |
| | | **£'000** | **£'000** | **£'000** | |
| | | | | | |
| | **Transfer Payments** | | | | |
| 32 | Aberdeen Families Project | 414 | 414 | 418 | 21 |
| 33 | Loss of Rent - Council Houses | 722 | 1,157 | 900 | 22 |
| 34 | Loss of Rent - Garages, Parking etc | 211 | 271 | 218 | |
| 35 | Loss of Rent - Modernisation Works | 50 | 50 | 100 | |
| 36 | Supporting People Contribution | 406 | 406 | 406 | 23 |
| 37 | CFCR | 22,034 | 22,175 | 22,459 | |
| | | **23,837** | **24,473** | **24,501** | |
| | | | | | |
| | **Capital Financing Costs** | | | | |
| 38 | Loans Fund Instalment | 3,903 | 4,580 | 5,228 | |
| 39 | Loans Fund Interest | 9,559 | 8,658 | 9,026 | |
| 40 | Heating Leasing Payment | 131 | 100 | 0 | |
| | | **13,593** | **13,338** | **14,254** | 24 |
| | | | | | |
| | **Expense Total** | **79,400** | **79,675** | **82,390** | |
| | | | | | |
| | **Income** | | | | |
| 41 | Government Grant - General | (234) | (234) | 0 | 25 |
| 42 | Ground Rentals | (27) | (27) | (27) | |
| 43 | Dwelling Houses Rent Income | (76,220) | (76,584) | (79,552) | 26 |
| 44 | Housing - Heat with Rent Income | (1,649) | (1,649) | (1,649) | 27 |
| 45 | Housing - Garages Rent Income | (1,179) | (1,136) | (1,136) | 28 |
| 46 | Housing - Parking Spaces Rent | (192) | (180) | (180) | 28 |
| 47 | Housing - Insurance Income | (2) | (2) | (2) | |
| 48 | Housing - Other Service Charge | (489) | (500) | (489) | 28 |
| 49 | Legal Expenses | (260) | (225) | (225) | |
| 50 | Revenue Balance Interest | (148) | (138) | (130) | 29 |
| | | | | | |
| | **Income Total** | **(80,400)** | **(80,675)** | **(83,390)** | |
| | | | | | |
| | **Net Expenditure** | **(1,000)** | **(1,000)** | **(1,000)** | |
| | | | | | |
| | **Projected Working Balance at 1 April 2014** | **5,525** | | | |

## HOUSING REVENUE ACCOUNT 2013/14 BUDGET

### Variance Notes
### Comparing Draft Budget 2014/15 to Estimated Out-turn 2013/14

**Expenditure Movements**

**1. Rent**
This budget is for the rent of Police Houses, Accommodation for Community Groups and Housing Offices.

**2. Repairs and Maintenance**
An analysis is contained at page 13.

**3. Maintenance of Grounds**
Maintenance of Grounds budget has two elements: Ground Maintenance (including £152K for ad hoc grass cutting requests from Housing Managers) and cleansing/weed control. The budget for 2014/15 has been calculated by uplifting the 2013/14 budget by 1% (the budgeted salary uplift).

**4. Gas**
The Council moved on to the Scottish Government National Procurement for Gas Supply on 1 April 2010 with the contract price reviewed on an annual basis. The budget has been calculated using the actual consumption from 2012/13 and an anticipated rates increase in the contract price as advised by the Council's energy unit.

**5. Electricity**
This is the fourth year of a four year electricity contract. The budget has been calculated by using the actual consumption from 2012/13.

**6. Cleaning Service**
This budget is for communal cleaning. The cleaning contract commenced on 5 July 2010 and runs for three years. To date the contract has not been agreed for July 2014 onwards therefore the budget has been based on actual expenditure for 2012/13.

**7. Security Service**
This budget is for the Security Service which started in 2012/13 and runs for three years. The cost of the security included in the budget for 2014/15 is £376,000, and includes the control room team.

**8. Refuse Collection**
This budget for 2013/14 has been uplifted by 1% for the potential wage increase.

**9. Cleaning – Sheltered Housing**
This is the budget for the cleaning of Sheltered Housing and has been calculated by using the anticipated out-turn for 2013/14 uplifted by 1%.

**10. Premises Insurance**
The budget for 2014/15 has been maintained at the 2013/14 level.

**11. Other Property Costs – Council Tax on void properties**
This budget is for the cost of Council Tax due on void properties. The actual expenditure for 2012/13 has been used and is based on the assumption that there will be no increase in Council Tax for 2014/15 based on the terms and conditions of the award of the General Revenue Grant.

**12. Downsizing Grants/Direct Debit Incentives**
There are currently two schemes within this budget line which are Downsizing grants (£50,000) and Direct Debit Incentives (£2,000). Budgets have been maintained at the 2013/14 level.

The Downsizing scheme provides assistance and a financial incentive to Council tenants occupying 3+ bedroom family properties in high demand areas to move to smaller more suitable housing in order to increase the supply of large family housing. This budget is being maintained at the current level as there could be a potential rise in.

The Direct Debit Incentive scheme was introduced on 5 April 2010. Each month there is a draw for all new and existing direct debit payers for a chance to win a week free rent period, to encourage more people to switch to paying by direct debit.

**13. Former Tenants Arrears**
The budget has been increased to £2M to reflect the increasing rent arrears being experienced (Current arrears have increased from £3.4M at the end of April 2013 to £3.8M at the end of October 2013). The budget for former tenant arrears is for the write off of uncollectable arrears and any increase in the debt provision.

**14. Management & Administration**
The staffing budget is based on the current structure of the Housing Revenue Account. A pay award of 1% has been allowed for which is in line with the assumptions contained within the Council's General Fund.

**15. General Consultancy, Training for Front Line Staff, Benefits staff, Citizens Advice Bureau, Disabled persons Housing Service**
All of the above budgets have assumed no uplifts.

General Consultancy allows the Housing Revenue Account to fund one off projects. An example of this type of expenditure would include work on the Housing Business Plan. In addition £30,000 is required every 3 years for a tenant satisfaction survey requested by the Scottish Housing Regulator.

Training for Front line Staff allows, for example, Housing Assistants to participate in professional staff development programmes with the opportunity of gaining membership of the Chartered Institute of Housing.

The costs of the Benefits staff are recharged from the Benefits team for the time spent with Council House Tenants on maximising income and tackling financial exclusion, it is anticipated that the recharge will increase. The increase reflects the business case at 5 December 2013 Finance, Policy & Resources for additional staff for money advice.

The contribution to the Citizens Advice Bureau (CAB) provides funding to the service at ARI/Woodend Hospitals.

Disabled Persons Housing Service (Aberdeen) (DPHS) is a charitable organisation that provides specialist information, advice and advocacy on housing matters to disabled people, their families and carers and professionals working in housing, social work, health and the voluntary sector.

The funding covers the code funding the Development Officer's post, plus an allowance for running costs. This will enable the DPHS to continue to develop and expand the range of services that it offers to people of Aberdeen in line with the objectives set out within the Disability Action Group (DAG), DAG Homes Sub-Group Action Plan, the Local Housing Strategy and the Community Care Housing Strategy.

**16. Tenants Participation**

This is the budget allocated for the provision of Tenants Participation and includes the employment costs of two Tenant Participation Officers, Newsbite and training for tenant representatives.

**17. Provision of Meals**

The actual expenditure for 2012/13 plus 1% is the basis for the 2014/15 budget. This budget is for the provision of meals at Denmore and Kingswood extra care housing. The income for this service is contained in line 48 of the budget statement above which is shown as "Housing Other Service Charge". No increase to this charge is being recommended (this is contained in miscellaneous rents page 19) as this is an outstanding action of the Housing for varying needs review. A pay as you go system is being considered as part of this review.

**18. Integrated Housing System**

This budget is based on the IT requirements for 2014/15 which includes all the support and maintenance costs.

**19. Mediation Service**

For 2014/15 budget has been maintained at 2013/14 levels.

**20. Energy Advice**

The Energy Advice budget is currently a payment to SCARF (Save Cash and Reduce Fuel). SCARF encourage the sustainable use of energy, achieving affordable warmth, eradicating fuel poverty and extending the life of natural energy resources across the North East of Scotland.

**21. Aberdeen Families Project**

This budget is used to fund the Aberdeen Families Project. The Families project is based in the Torry area and provides intensive support and supervision to families (mainly council tenants) who are involved in serious antisocial behaviour which could result in their eviction and subsequent homelessness. The service aims to reintegrate tenants or former tenants who are homeless and have a history of not sustaining a satisfactory tenancy, back into a tenancy without requiring intensive housing management. The budget is based on the 2013/14 budget uplifted by 1%.

**22. Loss of Rent Council Houses**

The budget has been calculated using void targets and known movement of tenants between sheltered and main stream tenancies.

**23. Supporting People Contribution**

This budget is a contribution to cover the costs of providing the former Wardens salaries for people who were not in receipt of Housing Benefit as at 31 March 2003. The contribution in 2014/15 is based on the actual expenditure for 2012/13.

This does not reflect the costs associated with the former warden's salaries as this forms part of the General Fund.

The contribution is being considered as part of the review for Housing for Varying Needs and therefore will be subject to change.

**24. Capital Financing Costs**

The budget for Capital Financing Costs is based on the likely level of capital spend in 2013/14 as at the end of September 2013 and a possible future programme for 2014/15 of £41.7 million as well as the level of historic debt that has to be financed. It also assumes that the consolidated loans pool rate (the rate used to calculate debt charges) is 4.3%.

**<u>Income</u>**

**25. Government Grant – General**

This budget was previously for the grant income from the Scottish Government for the Hostel. This income and expenditure will no longer be shown in the Housing Revenue Account and instead will be included within the General Fund Homeless.

**26. Dwelling Houses Rent Income**

The budgeted income from Dwelling House Rent has increased by the potential rent increase of 4.2% (RPIX at September 2013 +1%) which is in line with current Council policy on rent setting. No assumption has been on the Midddlefield area.

## 27. Housing – Heat with Rent Income

A review was undertaken of the income and expenditure of Heat with Rent.

- Gas
  The projected energy consumption and contract rates were provided by the Council's Energy Management Unit for each sheltered complex. As from 1 April 2011 the Gas Supply is through Scottish Government National Procurement and is reviewed on an annual basis. The energy used in the common rooms and guest rooms has been removed from the calculation as these costs are funded by rent pooling. The revised consumption has been multiplied by the agreed rate to be paid on the gas contract.

- Electricity
  The projected energy consumption and rates were provided by the Council's Energy Management Unit for each sheltered complex. The four year electricity contract started on 1 April 2011,reductions in the consumption were made for the common rooms and guest rooms as these costs are funded by rent pooling. The consumption has been multiplied by the agreed rate on the electricity contract.

- Combined Heat & Power (CHP)
  Aberdeen Heat and Power are to advise the Council of the rate increase in November, indications are that the maximum increase will be 5%.

Page 20 of this document shows the recovery of these costs

## 28. Housing – Garages Rent Income, Housing Parking Spaces Rent, Housing – Other Service Charges

This line will move depending on the level that miscellaneous rents are set at, as covered on page 13. The current budget therefore assumes that there will be no increase at present.

## 29. Interest on Revenue Balances

This is akin to bank interest received on the HRA's cash flow during the year. Budget is based on the income received in 2012/13 and current economic conditions.

| | HOUSING REPAIRS DRAFT BUDGET | Approved Budget 2013/14 £'000 | Projected Spend 2013/14 £'000 | Base Budget 2014/15 £'000 |
|---|---|---|---|---|
| **PLANNED AND CYCLICAL MAINTENANCE** | | | | |
| 1 | External Joiner work Repairs including external painter work etc. | 1,500 | 1,664 | 1,500 |
| 2 | Boiler Maintenance – Sheltered Housing | 300 | 300 | 310 |
| 3 | Controlled Entry Systems – Maintenance | 370 | 236 | 240 |
| 4 | Fire Precautions - Servicing & Renewal of Equipment inc. Smoke Detectors & Dry Risers | 220 | 393 | 400 |
| 5 | Flat Roofs/Dormers – Renewal & Insulation | 50 | 51 | 55 |
| 6 | Common Rooms – Replacement of Furniture | 40 | 17 | 25 |
| 7 | Gas Servicing, Maintenance and Repair | 2,885 | 3,010 | 2,940 |
| 8 | Laundry Equipment Replacement & Maintenance | 60 | 90 | 90 |
| 9 | Legionella Testing incl. Repair/Renewal of Tanks | 60 | 87 | 100 |
| 10 | Lift Maintenance | 350 | 370 | 370 |
| 11 | Mutual Repairs outwith Housing Action Areas | 25 | 25 | 30 |
| 12 | Pumps & Fans - Maintenance & Renewal | 120 | 71 | 75 |
| 13 | Sheltered Housing - Replacement of Carpets, furnishings etc | 40 | 35 | 40 |
| 14 | Standby Generators – Maintenance | 120 | 74 | 80 |
| 15 | Warden call systems- maintenance and Repair | 90 | 14 | 90 |
| 16 | Provision of Community Alarm | 230 | 230 | 230 |
| 17 | Environmental Improvements (including internal communal areas) | 1,200 | 827 | 1,200 |
| 18 | Void Properties | 3,550 | 3,753 | 3,600 |
| 19 | Asbestos | 200 | 79 | 200 |
| | **Planned/Cyclical Maintenance Sub Total** | **11,410** | **11,326** | **11,575** |
| **DAY TO DAY RESPONSE MAINTENANCE** | | | | |
| 20 | Blacksmith General incl. Renewing & Repairing Rotary Driers/Handrails | 160 | 232 | 230 |
| 21 | Car Park Repairs | 15 | 23 | 25 |
| 22 | Chimney heads - Repointing and Rebuilding | 5 | 0 | 5 |
| 23 | Condensation - Treatment of Walls | 100 | 40 | 50 |
| 24 | Electrical Work - General Repairs | 1,100 | 1,100 | 1,150 |
| 25 | Emergency Work - Out of Hours Service | 620 | 552 | 550 |
| 26 | External/Internal Response Paintwork | 250 | 209 | 210 |
| 27 | Fire Damage Repairs | 300 | 189 | 200 |
| 28 | Garage Repairs | 50 | 27 | 30 |
| 29 | Glazier work | 150 | 168 | 170 |
| 30 | Joiner work - General Repairs | 2,400 | 2,700 | 2,750 |
| 31 | Mason work and Water Penetration Repairs | 350 | 574 | 500 |
| 32 | Minor Environmental Services | 560 | 580 | 550 |
| 33 | Plasterwork – General | 270 | 277 | 275 |
| 34 | Plumber work – General | 1,150 | 1,167 | 1,180 |
| 35 | Slater work | 800 | 783 | 800 |
| 36 | Snow Clearance | 52 | 52 | 52 |
| 37 | TV Aerial | 150 | 55 | 60 |
| 38 | Rubbish Removal | 140 | 35 | 50 |
| 39 | Vandalism | 100 | 57 | 65 |
| 40 | Water Services Charges | 10 | 10 | 10 |
| | | | | |
| | **Day to Day Response Maintenance Total** | **8,732** | **8,830** | **8,912** |
| | | | | |
| 41 | Fees | 1,900 | 1,900 | 1,920 |
| | **TOTAL REPAIRS AND MAINTENANCE BUDGET** | **22,042** | **22,056** | **22,407** |

## REPAIRS AND MAINTENANCE BUDGET 2014/15

**General**
The projected spend figures have been taken from invoicing up to the end of September 2013 and a projection to year end.

Projections are based on the average monthly spend, updates from Surveyors and in the case of the general trades historical information has been taken from previous spend patterns.

Projected spend in 2013/14 is currently anticipated to be approximately on budget however this can be subject to change as this budget is demand led.

**Specific Items**

**Planned and Cyclical Maintenance**

**Item 1 External Joinerwork repairs including external paintwork**
**Item 31 Masonwork and Water Penetration repairs**
Expenditure is above budget due to the good weather experienced in the summer which has allowed higher than anticipated level of work to be carried out.

**Item 17 Environmental Improvements**
This line includes crime prevention measures, bird proofing including the removal of nests, area fencing, security doors, sound insulation, security lighting and other estate management improvements identified by Housing Officers.

**Item 18 Void Properties (Relets)**
It is anticipated that there will be little increase in the voids budget as although there is to be a higher specification of cleaning being carried out this will be negated by the retaining a number of fixture and fittings from the out going tenant.

**Day to Day Response Maintenance**
The items listed under Day to Day response are more susceptible to weather /climate/fluctuations in costs from year to year. The projected and budget costs are in part based on historical data taken from previous years.

**Fees**
The fees include the recharge for the call centre who receive the repairs calls. Also uplifted by 1% for wage inflation.

| | Management & Admin | | | Proposed | |
|---|---|---|---|---|---|
| | | Budget | | Budget | |
| | | 2013/14 | | 2014/15 | Notes |
| | | | | | |
| | | £000's | | £000's | |
| | **Staff Costs** | | | | 1 |
| 1 | Salaries | 6,003 | | 4,974 | |
| 2 | Overtime | 70 | | 91 | |
| 3 | Superannuation | 1,063 | | 947 | |
| 4 | N.I | 481 | | 388 | |
| 5 | Other Staff Costs | 245 | | 376 | |
| | | **7,862** | | **6,776** | |
| | | | | | |
| | **Premises Costs** | | | | 2 |
| 6 | Rates | 104 | | 29 | |
| 7 | Rent | 30 | | 26 | |
| 8 | Insurance | 2 | | 2 | |
| 9 | Electricity/Gas | 63 | | 23 | |
| 10 | Void Properties | 10 | | 0 | |
| 11 | Rubbish Removal | 21 | | 3 | |
| 12 | Cleaning | 114 | | 24 | |
| 13 | Repairs and Maintenance | 34 | | 3 | |
| 14 | Security | 51 | | 0 | |
| | | **429** | | **110** | |
| | | | | | |
| | **Administration Costs** | | | | 2 |
| 15 | Printing | 89 | | 90 | |
| 16 | Photocopying | 19 | | 16 | |
| 17 | Stationery | 31 | | 25 | |
| 18 | Subscriptions | 22 | | 23 | |
| 19 | Postages | 101 | | 79 | |
| 20 | Telephones | 50 | | 39 | |
| 21 | Bank Charges(inc Cash in transit | 77 | | 85 | |
| 22 | Advertising | 44 | | 44 | |
| 23 | Course Expenses | 100 | | 14 | |
| 24 | Legal Expenses | 1 | | 0 | |
| 25 | Former Tenants Arrears | 1 | | 0 | |
| 26 | Tenants Participation Expenses | 20 | | 17 | |
| | | **555** | | **432** | |

| | | | | | |
|---|---|---|---|---|---|
| | | | | **Proposed** | |
| | | **Budget** | | **Budget** | |
| | | **2013/14** | | **2014/15** | |
| | | **£'000** | | **£'000** | **Notes** |
| | **Transport Costs** | | | | 2 |
| 27 | Travel Costs | 99 | | 99 | |
| | | **99** | | **99** | |
| | | | | | |
| | **Supplies & Services** | | | | 2 |
| 28 | Equipment Purchases | 69 | | 15 | |
| 29 | Computer Software Support | 15 | | 226 | |
| 30 | Sundry Outlays | 153 | | 159 | |
| | | **237** | | **400** | |
| | | | | | |
| | **Corporate/Directorate Recharge** | | | | |
| 31 | Corporate/Directorate Recharges | 2,366 | | 2,143 | 3 |
| | | **2,366** | | **2,143** | |
| | | | | | |
| | | | | | |
| | **Expense Total** | **11,548** | | **9,960** | |
| | | | | | |
| | **Income** | | | | |
| | Recharges:- | | | | |
| 34 | Management & Admin – HRA | (8,582) | | (8,657) | |
| 35 | Tenants Participation – HRA | (206) | | (208) | |
| 36 | Other Housing | (330) | | (219) | |
| 37 | Homeless Persons | (149) | | (143) | |
| 38 | Housing Capital | (1,044) | | (733) | |
| | | **(10,311)** | | **(9,960)** | |
| | | | | | |
| 39 | Hostel - Rents | (1,237) | | 0 | |
| | | | | | |
| | **Income Total** | **(11,548)** | | **(9,960)** | |
| | | | | | |
| | **Net Expenditure** | **0** | | **0** | |
| | | | | | |

## MANAGEMENT AND ADMINISTRATION BUDGET

### Variances and Notes

The 2014/15 budget for management and administration is based on the current structure of Housing.

**1. Staff Costs**

There is a reduction in staff costs due to the removal of the hostel as it is no longer deficit funded therefore any costs pressure of running the hostel will be placed on the general fund. The existing staff costs have been increased to reflect annual salary increments and the pay award.

**2. Premises Costs, Fees & Charges, Administration Costs, Transport Costs, Supplies and Services**

All the above budgets have been reviewed with certain costs being adjusted based on current service provision. The removal of the hostels as noted in 1 will also result in a number of budgets not being required.

**3. Corporate/Directorate Charges**

This budget is based on the current services being provided to Housing and may be subject to change. It covers services such as Legal, Finance, Office Accommodation, IT, Corporate Director and Heads of Service etc.

## Miscellaneous Rents

| Heat with Rent – 48 week basis | | |
|---|---|---|
| | Previous | Proposed |
| **Gas Heated Properties** | £ | £ |
| Bedsits | 9.05 | 10.55 |
| 1 bed roomed flats | 9.85 | 11.85 |
| 2 bed roomed flats | 10.65 | 13.15 |
| 3 bed roomed flats | 11.45 | 14.45 |
| | | |
| **Electrically Heated Properties** | | |
| Bedsits | 10.05 | 11.55 |
| 1 bed roomed flats | 10.85 | 12.85 |
| 2 bed roomed flats | 11.65 | 14.15 |
| 3 bed roomed flats | 12.45 | 15.45 |
| | | |
| **CHP Properties** | | |
| All 1 Bed roomed Properties | 9.60 | 11.60 |
| All 2 Bed roomed Properties | 10.40 | 12.90 |
| | | |
| | | |

**ABERDEEN CITY COUNCIL**
**HOUSING REVENUE ACCOUNT**

**Proposed Increase to be included in the HRA budget – Miscellaneous Rents**

| | | 2014/15 | | | |
|---|---|---|---|---|---|
| | | **Current** | **Proposed** | **Increase** | **Percentage** |
| | | **Rental** | **Rental** | **Per Week** | **Increase** |
| **Note** | **Miscellaneous Increases** | **£** | **£** | **£** | **%** |
| | Garages | 10.00 | 10.40 | 0.40 | 4.0 |
| | Denburn and West North Street Spaces | 4.55 | 4.70 | 0.15 | 3.3 |
| 1 | Deburn and West North Street Spaces – Non Resident | 35.00 | 35.00 | 0.00 | 0.0 |
| | Garages Sites | 3.85 | 4.00 | 0.15 | 3.9 |
| | Car Ports | 4.25 | 4.40 | 0.15 | 3.5 |
| | Car Parking Spaces – Local Residents | 3.40 | 3.60 | 0.20 | 5.9 |
| 1 | Parking Spaces Non Local Residents | 35.00 | 35.00 | 0 | 0 |
| 2 | Window Cleaning | 0.85 | 0.85 | 0 | 0 |
| 2 | Meals at Denmore & Kingswood | 35.00 | 35.00 | 0 | 0 |
| | Mortgage Reference Fees | 62.00 | 64.50 | 2.50 | 4.0 |
| 3 | Guest Rooms | 10.00 &15.00 | 10.00 &15.00 | 0 | 0 |
| 4 | Factoring Charge | 60.00 | 62.00 | 2.00 | 3.3 |
| | | | | | |
| | | | | | |

The above proposed prices for 2014/15 have been increased broadly in line with the proposed rental increase subject to:

Note 1 These charges have been referred to the Housing & Environment Committee on 14 January 2014 by the Enterprise, Strategic & Infrastructure Committee on 12 November 2013.
Note 2 These charges are being considered as part of the overall review of Housing for Varying Needs.
Note 3 These charges were agreed at H& E Committee on 28 August 2012 therefore will be subject to review during 2014/15..
Note 4 This is an annual charge per owner as a result of the Property Factors Act which was introduced on 1st October 2012.

## Heat with Rent calculations for 2014/15

It was agreed in the 2013/14 budget process to apply an **increase of 80p per week for bedsits, 90p per week for 1 bed roomed dwellings, £1.00 per week for 2 bed roomed dwelling and £1.10 per week for 3 bed roomed dwellings** across all the Council's Heat with Rent properties.

A review of consumption and costs is required each year and especially as only the electric contract was fixed for four years. There is also potential revised costs for CHP and Gas each year.

In addition to the cost of energy this year a cost of bad debts has been factored into the calculation as this is becoming an increasing problem especially as the heat with rent scheme is expanding.

In addition as the charge is the same every week, tenants on Heat with Rent are not faced with the problem of having to pay large gas or electric bills during the colder winter months which extended into the spring months in 2013.

It is proposed to apply an **increase of £1.50 per week for bedsits, £2.00 per week for 1 bed roomed dwellings, £3.00 per week for 2 bed roomed dwelling and £2.50 per week for 3 bed roomed dwellings across all the Council's Heat with Rent properties in 2014/15.**

For 2014/15 revised rates will result in **increases of between 15% and 26%.** These increases are higher than previous years due to the increased consumption figures in 2012/13 & the continued increase in gas costs (these are predicted to increase by 10% in 2014/15).

This would generate sufficient income to ensure the Housing Revenue Account would break even between the costs to the Council of providing electricity and gas through Combined Heat with Power charges for the heating in these dwellings over a four year period.

| | **Estimated 4 year cost to Council £'000** | **Estimated 4 year income to cover costs £'000** |
|---|---|---|
| **Total** | **6,500** | **6,500** |

This would equate to the following weekly Heat with Rent charges for 2014/15:

**for electrically and oil heated properties:**

| | | |
|---|---|---|
| Bedsits | 11.55 | Increase of 15% |
| 1 bed roomed dwellings | 12.85 | Increase of 18% |
| 2 bed roomed dwellings | 14.15 | Increase of 21% |
| 3 bed roomed dwellings | 15.45 | Increase of 24% |

**for gas heated properties:**

| | | |
|---|---|---|
| Bedsits | 10.55 | Increase of 17% |
| 1 bed roomed dwellings | 11.85 | Increase of 20% |
| 2 bed roomed dwellings | 13.15 | Increase of 23% |
| 3 bed roomed dwellings | 14.45 | Increase of 26% |

**for CHP heated properties:**

| | | |
|---|---|---|
| 1 bed roomed dwellings | 11.60 | Increase of 21% |
| 2 bed roomed dwellings | 12.90 | Increase of 24% |

**ABERDEEN CITY COUNCIL**
**Tenants Consultation**

Aberdeen City Council is committed to ensuring that tenants' views are both sought and listened to. As part of the review on the future of the Council housing stock, a tenant referendum was held to determine what the views of tenants were.

The tenants voted overwhelmingly to retain the Council as their landlord in 2002, provided that continued improvements were made to the housing stock. In 2004, the Council adopted a Housing Business Plan approach. This has allowed us to plan for the future.

Furthermore, a questionnaire was sent out to tenants in September 2013 to ascertain views on the possible rent increase of inflation plus 1%. The table below shows the results of the questionnaire. In 2012 only 356 responded to the questionnaire therefore an increase of 1,115 in 2013.

**ANNUAL RENT CONSULTATION – Feedback**

Do you agree that the rent policy, inflation + 1%, should be continued to maintain investment in our housing stock and improve services?

| | Returns | Percent |
|---|---|---|
| **Yes** | 1,038 | 73 |
| **No** | 383 | 27 |
| **Total** | 1,421 | 100 |

.

| | Housing Revenue Account | | | | | | |
|---|---|---|---|---|---|---|---|
| | | Budget | Budget | Budget | Budget | Budget | Notes |
| | | 2014/15 | 2015/16 | 2016/17 | 2017/18 | 2018/19 | |
| | | £000's | £000's | £000's | £000's | £000's | |
| | **Premises Costs** | | | | | | |
| 1 | Rates | 19 | 19 | 20 | 20 | 21 | |
| 2 | Rent | 141 | 146 | 151 | 156 | 162 | |
| 3 | Repairs and Maintenance | 22,407 | 22,937 | 23,482 | 24,039 | 24,611 | 1 |
| 4 | Maintenance of Grounds | 3,075 | 3,105 | 3,137 | 3,168 | 3,200 | 2 |
| 5 | Gas | 1,014 | 1,116 | 1,227 | 1,350 | 1,485 | 4 |
| 6 | Electricity | 2,512 | 3,048 | 3,093 | 3,142 | 3,191 | 4 |
| 7 | Cleaning Service | 495 | 495 | 495 | 507 | 520 | 3 |
| 8 | Security Service | 376 | 380 | 384 | 387 | 391 | 2 |
| 9 | Window Cleaning | 24 | 25 | 25 | 26 | 26 | 3 |
| 10 | Refuse Collection | 328 | 331 | 335 | 338 | 341 | 2 |
| 11 | Cleaning – Sheltered Housing | 499 | 504 | 509 | 514 | 519 | 2 |
| 12 | Premises Insurance | 57 | 57 | 57 | 57 | 57 | 3 |
| 13 | Other Property Costs - Council Tax | 201 | 201 | 201 | 201 | 201 | |
| | | **31,148** | **32,364** | **33,116** | **33,905** | **34,725** | |
| | **Administration Costs** | | | | | | |
| 14 | Down sizing Grants/Direct Debit Incentives | 52 | 52 | 52 | 52 | 52 | |
| 15 | Legal Expenses | 201 | 201 | 201 | 201 | 201 | |
| 16 | Office Tel / Rent | 88 | 90 | 92 | 95 | 97 | 3 |
| 17 | Former Tenants Arrears | 2,000 | 2,000 | 2,000 | 2,000 | 2,000 | |
| 18 | Charges - Services Admin & Management | 8,657 | 8,745 | 8,831 | 8,920 | 9,009 | 2 |
| 19 | General Consultancy | 85 | 55 | 55 | 85 | 55 | |
| 20 | Training for Front Line Staff | 100 | 100 | 100 | 100 | 100 | |
| 21 | Benefits Staff | 141 | 142 | 144 | 145 | 147 | 2 |
| 22 | Charges - Tenants Participation | 208 | 210 | 212 | 214 | 216 | 2 |
| 23 | Charges for Environmental Health | 227 | 229 | 232 | 234 | 236 | 2 |
| | | **11,759** | **11,824** | **11,919** | **12,046** | **12,113** | |
| | **Supplies & Services** | | | | | | |
| 24 | Provision of Meals | 194 | 196 | 198 | 200 | 202 | |
| 25 | Equipment Purchase | 0 | 0 | 0 | 0 | 0 | |
| 26 | Television Licence | 5 | 5 | 5 | 5 | 5 | |
| 27 | Integrated Housing System | 295 | 302 | 310 | 318 | 325 | 3 |
| | | **494** | **503** | **513** | **523** | **532** | |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| | **Housing Revenue Account** | **Budget** | **Budget** | **Budget** | **Budget** | **Budget** | |
| | | **2014/15** | **2015/16** | **2016/17** | **2017/18** | **2018/19** | |
| | | **£'000** | **£'000** | **£'000** | **£'000** | **£'000** | |
| | **Agencies** | | | | | | |
| 28 | Mediation Service | 99 | 100 | 101 | 102 | 103 | 2 |
| 29 | Energy Advice | 82 | 83 | 84 | 84 | 85 | 2 |
| 30 | Citizens Advice Bureau | 14 | 14 | 14 | 14 | 15 | 2 |
| 31 | Disabled Persons Housing Service | 39 | 39 | 40 | 40 | 41 | 2 |
| | | **234** | **236** | **239** | **240** | **244** | |
| | **Transfer Payments** | | | | | | |
| 32 | Aberdeen Families Project | 418 | 422 | 426 | 431 | 435 | 2 |
| 33 | Loss of Rent - Council Houses | 900 | 931 | 964 | 998 | 1,033 | 5 |
| 34 | Loss of Rent - Garages, Parking etc | 218 | 226 | 234 | 242 | 250 | |
| 35 | Loss of Rent - Modernisation Works | 100 | 104 | 107 | 111 | 115 | |
| 36 | Supporting People Contribution | 406 | 406 | 406 | 406 | 406 | |
| 37 | CFCR | 22,459 | 22,133 | 22,997 | 24,500 | 26,977 | |
| | | **24,501** | **24,222** | **25,134** | **26,688** | **29,216** | |
| | **Capital Financing Costs** | | | | | | |
| 38 | Loans Fund Instalment | 5,228 | 6,178 | 6,855 | 7,414 | 7,916 | |
| 39 | Loans Fund Interest | 9,026 | 9,589 | 9,746 | 9,694 | 9,521 | |
| 40 | Heating Leasing Payment | 0 | 0 | 0 | 0 | 0 | |
| | | **14,254** | **15,767** | **16,601** | **17,108** | **17,437** | |
| | **Expense Total** | **82,390** | **84,916** | **87,522** | **90,510** | **94,267** | |
| | | | | | | | |
| | **Income** | | | | | | |
| 41 | Government Grant – General | 0 | 0 | 0 | 0 | 0 | |
| 42 | Ground Rentals | (27) | (27) | (27) | (27) | (27) | |
| 43 | Dwelling Houses Rent Income | (79,552) | (82,078) | (84,684) | (87,372) | (90,429) | |
| 44 | Housing - Heat with Rent Income | (1,649) | (1,649) | (1,649) | (1,649) | (1,649) | |
| 45 | Housing - Garages Rent Income | (1,136) | (1,136) | (1,136) | (1,136) | (1,136) | |
| 46 | Housing - Parking Spaces Rent | (180) | (180) | (180) | (180) | (180) | |
| 47 | Housing - Insurance Income | (2) | (2) | (2) | (2) | (2) | |
| 48 | Housing - Other Service Charge | (489) | (489) | (489) | (489) | (489) | |
| 49 | Legal Expenses | (225) | (225) | (225) | (225) | (225) | |
| 50 | Revenue Balance Interest | (130) | (130) | (130) | (130) | (130) | |
| | **Income Total** | **(83,390)** | **(85,916)** | **(88,522)** | **(91,210)** | **(94,267)** | |
| | | | | | | | |
| | **Net Expenditure** | **(1,000)** | **(1,000)** | **(1,000)** | **(700)** | **0** | |
| | | | | | | | |
| | | | | | | | |
| | **Actual Working Balance** | **7,525** | **8,525** | **9,525** | **10,225** | **10,225** | |

## HOUSING REVENUE ACCOUNT
## FIVE YEAR BUDGET ASSUMPTIONS

**1. Repairs and Maintenance**

The analysis of the five year budget is to follow. The budget has been uplifted by 2.5% in 2014/15 to 2018/19. The fee element has been uplifted by 1% to reflect the salary uplift.

**2. Maintenance of Grounds, Security Service, Refuse Collection, Cleaning – Sheltered Housing, Charges – Services Admin & Management, Benefits staff, Charges – Tenants participation, Charges for Environmental Health, Mediation Service, Energy Advice, Citizens Advice Bureau, Disabled Persons Housing Service, Aberdeen Families Project**

As these budgets are principally for staffing within the Council an uplift of 1% has been applied to reflect the anticipated public sector pay awards.

**3. Cleaning Service, Window Cleaning, Premises Insurance, Office Telephone, Integrated Housing**

These budgets have been uplifted by the inflationary increase in the HRA Business Plan.

**4. Gas & Electricity**

Gas has been uplifted 10% each year, Electricity 30% in 2015/16 when the contract is renegotiated & Combined Heat & Power 5% each year.

**5. Dwelling Houses Rent Income and Transfer Payments**

The budgeted income from Dwelling House Rent is calculated by using the anticipated income from the new rent structure uplifted by the potential rent increase of 4.2% for 2014/15 and then uplifting each year by 3.5% (RPIX of 2.5% used in the business plan, this is the standard inflationary increase plus 1%) less a projected reduction in stock of 140 each year.

| | HOUSING REPAIRS DRAFT BUDGET | Base Budget 2014/15 £'000 | Base Budget 2015/16 £'000 | Base Budget 2016/17 £'000 | Base Budget 2017/18 £'000 | Base Budget 2018/19 £'000 |
|---|---|---|---|---|---|---|
| **PLANNED AND CYCLICAL MAINTENANCE** | | | | | | |
| 1 | External Joiner work Repairs including external paintwork etc. | 1,500 | 1,538 | 1,576 | 1,615 | 1,656 |
| 2 | Boiler Maintenance - Extra Care Housing | 310 | 318 | 326 | 334 | 342 |
| 3 | Controlled Entry Systems – Maintenance | 240 | 246 | 252 | 258 | 265 |
| 4 | Fire Precautions - Servicing & Renewal of Equipment inc. Smoke Detectors & Dry Risers | 400 | 410 | 420 | 431 | 442 |
| 5 | Flat Roofs/Dormers – Renewal & Insulation | 55 | 56 | 58 | 59 | 61 |
| 6 | Common Rooms - Replacement of Furniture | 25 | 26 | 26 | 27 | 28 |
| 7 | Gas Servicing, Maintenance and Repair | 2,940 | 3,014 | 3,089 | 3,166 | 3,245 |
| 8 | Laundry Equipment Replacement & Maintenance | 90 | 92 | 95 | 97 | 99 |
| 9 | Legionella Testing incl. Repair/Renewal of Tanks | 100 | 103 | 105 | 108 | 110 |
| 10 | Lift Maintenance | 370 | 379 | 389 | 398 | 408 |
| 11 | Mutual Repairs outwith Housing Action Areas | 30 | 31 | 32 | 32 | 33 |
| 12 | Pumps & Fans - Maintenance & Renewal | 75 | 77 | 79 | 81 | 83 |
| 13 | Extra Care Housing - Replacement of Carpets, furnishings etc | 40 | 41 | 42 | 43 | 44 |
| 14 | Standby Generators – Maintenance | 80 | 82 | 84 | 86 | 88 |
| 15 | Warden call systems- Maintenance and Repair | 90 | 92 | 95 | 97 | 99 |
| 16 | Provision of Community Alarm | 230 | 236 | 242 | 248 | 254 |
| 17 | Environmental Improvements | 1,200 | 1,225 | 1,251 | 1,277 | 1,304 |
| 18 | Relets | 3,600 | 3,693 | 3,790 | 3,893 | 3,995 |
| 19 | Asbestos | 200 | 205 | 210 | 215 | 221 |
| | **Planned/Cyclical Maintenance Sub Total** | **11,575** | **11,864** | **12,161** | **12,465** | **12,777** |
| **DAY TO DAY RESPONSE MAINTENANCE** | | | | | | |
| 20 | Blacksmith General incl. Renewing & Repairing Rotary Driers/Handrails | 230 | 236 | 242 | 248 | 254 |
| 21 | Car Park Repairs | 25 | 26 | 26 | 27 | 28 |
| 22 | Chimney heads - Repointing and Rebuilding | 5 | 5 | 5 | 5 | 6 |
| 23 | Condensation - Treatment of Walls | 50 | 51 | 53 | 54 | 55 |
| 24 | Electrical Work - General Repairs | 1,150 | 1,179 | 1,205 | 1,238 | 1,269 |
| 25 | Emergency Work - Out of Hours Service | 550 | 564 | 578 | 592 | 607 |
| 26 | External/Internal Response Paintwork | 210 | 215 | 221 | 226 | 232 |
| 27 | Fire Damage Repairs | 200 | 205 | 210 | 215 | 221 |
| 28 | Garage Repairs | 30 | 31 | 32 | 32 | 33 |
| 29 | Glazier work | 170 | 174 | 179 | 183 | 188 |
| 30 | Joiner work – General Repairs | 2,750 | 2,817 | 2,889 | 2,962 | 3,035 |
| 31 | Mason work and Water Penetration Repairs | 500 | 513 | 525 | 538 | 552 |
| 32 | Minor Environmental Services | 550 | 564 | 578 | 592 | 607 |
| 33 | Plasterwork – General | 275 | 282 | 289 | 296 | 304 |
| 34 | Plumber work – General | 1,180 | 1,210 | 1,240 | 1,271 | 1,302 |
| 35 | Slater work | 800 | 820 | 841 | 862 | 883 |
| 36 | Snow Clearance | 52 | 53 | 55 | 56 | 57 |
| 37 | TV Aerial | 60 | 62 | 63 | 65 | 66 |
| 38 | Rubbish Removal | 50 | 51 | 53 | 54 | 55 |
| 39 | Vandalism | 65 | 67 | 68 | 70 | 72 |
| 40 | Water Services Charges | 10 | 10 | 11 | 11 | 11 |
| | **Day to Day Response Maintenance Total** | **8,912** | **9,135** | **9,363** | **9,597** | **9,837** |
| | **Fees** | **1,920** | **1,938** | **1,958** | **1,977** | **1,997** |
| | **TOTAL REPAIRS AND MAINTENANCE BUDGET** | **22,407** | **22,937** | **23,482** | **24,039** | **24,611** |

**Draft Housing Capital Budget 2014/15 to 2018/19**

| | Project | 2014/15 | 2015/16 | 2016/17 | 2017/18 | 2018/19 |
|---|---|---|---|---|---|---|
| | | £000 | £000 | £000 | £000 | £000 |
| | **SCOTTISH HOUSING QUALITY STANDARDS** | | | | | |
| **1** | **Compliant with the tolerable standard** | | | | | |
| 1.1 | Major Repairs- | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 |
| | Roofs Renewal/Gutters/RWP/Roughcast | | | | | |
| | Undertaking large scale repairs to Roofs/Gutters/RWP/Roughcast | | | | | |
| | | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 |
| **2** | **Free from Serious Disrepair** | | | | | |
| 2.1 | Primary Building Elements | | | | | |
| | Structural Repairs Multi Storey | 7,380 | 8,400 | 3,416 | 1,859 | 2,000 |
| | Multi Storey blocks are surveyed on a 5-7 year cycle to identify any works required to the structure of the buildings in order to keep the buildings safe and prolong their life. | | | | | |
| | Structural Repairs General Housing | 3,000 | 2,000 | 1,500 | 1,500 | 1,500 |
| | Structural works carried out in order to keep the building stable and structurally sound. | | | | | |
| | Secondary Building Elements | | | | | |
| 2.2 | Upgrading Of Flat Roofs General | 350 | 350 | 300 | 300 | 250 |
| | Replacement of existing roof covering and upgrading of insulation to meet current building regulations. | | | | | |
| 2.3 | Upgrade Flat Roofs Multi Storey | 684 | 718 | 1,572 | 1,319 | 1,385 |
| | Full replacement of the flat roofs and also checking the replacement of roof ventilation as required | | | | | |
| 2.5 | Mono Pitched Types | 526 | 839 | 881 | 925 | 979 |
| | Replacement of the external render of the building, replacement of gutters and downpipes, environmental works | | | | | |
| 2.6 | Window Replace General | 1,251 | 480 | 2,638 | 2,720 | 1,249 |
| | A rolling programme of double glazing where previously single glazing, or replacing existing double glazing to meet current standards. This is based on a cyclical programme. | | | | | |
| 2.7 | Window Replace Multi Storey | 0 | 0 | 0 | 0 | 0 |
| | A rolling programme to replace existing double glazing to meet current standards. This is based on a cyclical programme. | | | | | |
| 2.8 | Balcony Storm Doors | 60 | 0 | 0 | 0 | 0 |
| | Replacement of existing doors with more secure, solid doors | | | | | |
| 2.9 | Balcony Glass Renewal - Multi Storey | 160 | 0 | 0 | 0 | 0 |
| | Replacement of existing balcony glazing on a cyclical basis | | | | | |
| | | 13,411 | 12,787 | 10,307 | 8,623 | 7,363 |

| | 2014/15 £000 | 2015/16 £000 | 2016/17 £000 | 2017/18 £000 | 2018/19 £000 |
|---|---|---|---|---|---|
| **3 Energy Efficient** | | | | | |
| Effective insulation | | | | | |
| 3.1 Energy Efficiency – General Houses | 100 | 100 | 100 | 100 | 100 |
| 3.2 General Houses Loft Insulation | | | | | |
| Installation of loft insulation where there is none previously or the topping up of existing insulation to comply with current building regulations. | 165 | 196 | 185 | 231 | 185 |
| Efficient Heating | | | | | |
| 3.3 Heating Systems Replacement | 5,314 | 5,442 | 6,088 | 6,138 | 6,677 |
| Replacement of boiler/whole system as deemed necessary. | | | | | |
| 3.4 Medical Need Heating | 0 | 0 | 0 | 0 | 0 |
| Installation of gas/electric heating depending on the medical assessment. This can be installing a completely new system, modifying or extending an existing system. | | | | | |
| 3.5 Energy Efficiency Major Blocks | 4,400 | 3,750 | 3,938 | 4,134 | 4,341 |
| Contribution to Aberdeen Heat & Power for the creation of Combined Heat & Power Plants | | | | | |
| 3.6 Energy Efficiency Sheltered | 350 | 250 | 250 | 200 | 200 |
| Introduction of energy efficiency measures in extra care housing such as new or upgraded heating systems. | | | | | |
| Additional Energy Efficiency measures | | | | | |
| 3.7 S.C.A.R.F | 35 | 35 | 35 | 35 | 35 |
| Payment to SCARF for work carried out by them under the Energy Efficiency programme to individual properties. The work carried out includes the installation of loft insulation, draught proofing and compact fluorescent bulbs. Also providing tenants with energy efficiency advice and information. | | | | | |
| 3.8 Solid Wall Insulation | 150 | 150 | 150 | 150 | 150 |
| 3.9 Vestibule Doors | 0 | 0 | 0 | 0 | 0 |
| | 10,514 | 9,923 | 10,746 | 10,988 | 11,688 |
| **4 Modern Facilities & Services** | | | | | |
| Bathroom and Kitchen Condition | | | | | |
| 4.1 Modernisation Programme | 9,728 | 2,006 | 1,120 | 1,691 | 838 |
| Replacement of bathrooms and kitchens. | | | | | |
| | 9,728 | 2,006 | 1,120 | 1,691 | 838 |
| **5 Healthy,Safe & Secure** | | | | | |
| Healthy | | | | | |
| 5.1 Condensation Measures | 75 | 79 | 83 | 87 | 91 |
| Installation of heating systems and ventilation measures to combat condensation. | | | | | |
| Safe | | | | | |
| 5.3 Rewiring | 1,548 | 2,906 | 2,284 | 1,674 | 1,906 |
| Replacement of cabling, fittings and distribution boards as necessary. This work is carried out in every property on a cyclical basis | | | | | |
| 5.4 Lift Replacement Multi Storey/Major Blocks | 600 | 724 | 761 | 799 | 839 |
| Replacement of lifts where they are beyond economical repair. This can be full replacement or replacement of specific parts of the lift. | | | | | |
| 5.5 Smoke Detectors – Common Areas Major Blocks | 54 | 170 | 159 | 125 | 131 |

| | | 2014/15 £000 | 2015/16 £000 | 2016/17 £000 | 2017/18 £000 | 2018/19 £000 |
|---|---|---|---|---|---|---|
| | **Healthy,Safe & Secure (continued)** | | | | | |
| 5.6 | Services | 50 | 50 | 50 | 50 | 50 |
| | Cyclical maintenance/replacement of the following services | | | | | |
| | Ventilation Systems, water tanks/pipe work, refuse chutes/chamber, Dry risers systems, Standby Generators | | | | | |
| 5.7 | Entrance Halls/Concierge | 50 | 50 | 50 | 50 | 50 |
| | Provision of security service | | | | | |
| 5.8 | Laundry Facilities | 52 | 50 | 50 | 50 | 50 |
| | Replacement of laundry equipment | | | | | |
| 5.9 | Upgrading of Lighting | 39 | 14 | 14 | 15 | 16 |
| | Installation of lighting controlled by photo cell i.e. switches on and off automatically depending on the level of natural light & installation of lighting in areas where there was none before | | | | | |
| | Secure | | | | | |
| 5.11 | Door Entry Systems | 48 | 42 | 44 | 46 | 49 |
| | Installation of door entry and replacement of existing doors where required | | | | | |
| 5.12 | Replace Door Entry Systems - Major Blocks | 48 | 50 | 53 | 56 | 58 |
| | Installation of door entry and replacement of existing doors where required | | | | | |
| 5.13 | Other Initiatives | 366 | 312 | 147 | 135 | 141 |
| | Upgrading of stairs and installation of security doors and door entry systems | | | | | |
| | | 2,930 | 4,447 | 3,695 | 3,087 | 3,381 |
| | **NON SCOTTISH HOUSING QUALITY STANDARDS** | | | | | |
| **6** | **Community Plan & Single Outcome Agreement** | | | | | |
| 6.1 | Housing For Varying Needs | 100 | 0 | 0 | 0 | 0 |
| | New build including extra care housing. | | | | | |
| 6.2 | Community Initiatives | 400 | 400 | 300 | 250 | 250 |
| | Refurbishment of properties or environmental improvements in designated areas. | | | | | |
| 6.5 | Regeneration/Acquisition of Land or Houses | 120 | 0 | 0 | 0 | 0 |
| | Early Action projects linked to Regeneration and Master planning Briefs for Regeneration. Acquisition of Land/Houses for the new build programme. | | | | | |
| 6.6 | CCTV – Multi Storey | 310 | 147 | 154 | 162 | 170 |
| | Provision of CCTV for the Multi Storey Service | | | | | |
| 6.7 | Adaptations Disabled | 1,250 | 1,250 | 1,000 | 1,000 | 1,000 |
| | Installation of level access showers, ramps, stair lifts and kitchen adaptations | | | | | |
| 6.8 | Special Initiatives/Barrier Free Housing | 150 | 150 | 150 | 150 | 150 |
| | Provision of specialist facilities or housing for tenants with particular needs i.e. extensions | | | | | |
| 6.9 | Housing For Varying Needs- Amenity/Adaptations | 300 | 75 | 75 | 75 | 75 |
| | Conversion of properties to Amenity Level standard | | | | | |
| 6.10 | Housing For Varying Needs- Extra Care/Adaptations | 430 | 75 | 75 | 75 | 75 |
| | Adaptations required to ensure existing sheltered housing stock meets current standards | | | | | |
| 6.11 | Roads | 100 | 100 | 100 | 100 | 100 |
| | Upgrade of Roads to an adoptable standard | | | | | |
| 6.12 | Paths | 100 | 100 | 100 | 100 | 100 |
| | Formation or upgrading of paths | | | | | |
| 6.13 | Garages | 0 | 0 | 0 | 0 | 0 |
| | Upgrade of Garages | | | | | |
| 6.14 | New Affordable Housing | 500 | 40 | 0 | 0 | 0 |
| | | 3,760 | 2,337 | 1,954 | 1,912 | 1,920 |

| | | 2014/15 £000 | 2015/16 £000 | 2016/17 £000 | 2017/18 £000 | 2018/19 £000 |
|---|---|---|---|---|---|---|
| 7 | **Service Development** | | | | | |
| 7.1 | Conditions Surveys | 50 | 25 | 25 | 25 | 25 |
| | Surveying of Council houses to identify failures against Scottish Housing Quality Standard | | | | | |
| 7.2 | Property Database | 50 | 50 | 50 | 50 | 50 |
| | Various items of IT equipment including hardware and software | | | | | |
| 7.3 | Integrated Housing System | 75 | 75 | 75 | 50 | 50 |
| | Various purchase of PC's and software packages | | | | | |
| | | 175 | 150 | 150 | 125 | 125 |
| 9 | **Service Expenditure** | | | | | |
| | Corporate Fees | 5,405 | 4,424 | 3,961 | 3,756 | 3,599 |
| | | 5,405 | 4,424 | 3,961 | 3,756 | 3,599 |
| | **Gross Programme** | **46,923** | **37,074** | **32,933** | **31,182** | **29,914** |
| | Less Slippage | (5,161) | (4,078) | (3,623) | (3,430) | (3,291) |
| | **Net Programme** | **41,762** | **32,996** | **29,310** | **27,752** | **26,623** |
| | Financed by :- | | | | | |
| | Borrowing | 19,303 | 10,863 | 6,313 | 3,252 | 0 |
| | CFCR | 22,459 | 22,133 | 22,997 | 24,500 | 26,623 |
| | Total Funding | **41,762** | **32,996** | **29,310** | **27,752** | **26,623** |

ABERDEEN CITY COUNCIL

| | |
|---|---|
| COMMITTEE | Finance, Policy & Resources |
| DATE | 5th December 2013 |
| LEAD OFFICER | Chief Executive |
| TITLE OF REPORT | Common Good Budget 2014/15 and indicative 2015/16-2018/19 Budget |
| REPORT NUMBER: | OCE/13/034 |

## 1. PURPOSE OF REPORT

This report submits for elected members' consideration the draft Common Good budget for 2014/15, along with an indicative 2015/16-2018/19 budget.

## 2. RECOMMENDATIONS

It is recommended that the Committee: -

a) considers the Common Good budget for 2014/15 as detailed in appendix 1 to this report and, subject to any changes agreed by the Committee, refers it to the Council Budget Meeting on 6 February 2014 for approval; and

b) notes the 2015/16 – 2018/19 indicative budgets which are also contained in Appendix 1.

## 3. FINANCIAL IMPLICATIONS

3.1 The report outlines proposals for the Common Good budget for the financial year 2014/15 and indicative figures for the following 4 years.

3.2 It also contains details of the value of the Common Good's cash balances, projected over the 5 year period.

3.3 During the financial year 2014/15, a full review of the Common Good budget will be undertaken in line with priority based budgeting principles.

## 4. OTHER IMPLICATIONS

4.1 Common Good funds provide support to a range of services and projects both within and outwith the Council. If funding was not provided there may be a risk that services and projects would no longer be delivered.

5. **REPORT**

**Introduction**

5.1 In preparing a draft Common Good budget for 2014/15, the financial strategy approved by the Finance & Resources Committee of 6th December 2012 has been applied.

5.2 A report on the origin, history and purposes for which the Common Good may be used was prepared on 15th January 1976, by the then Town Clerk of the City of Aberdeen District Council. The report outlined the following purposes as meeting the required criteria for the use of Common Good monies: -

- upholding the dignity of the City
- the prudent management, upkeep and improvement of Council property which forms part of the Common Good
- safeguarding the corporate rights of the community and defending its interests
- granting of donations to public institutions or charities, providing it is in the interests of the general public of the city.
- any other purpose, which in the bona fide and reasonable judgment of the Council, is for the good of the community as a whole or which the inhabitants at large may share.

5.3 It was also outlined that the prime purpose of the Council is to ensure that the Common Good is prudently conserved.

5.4 In addition, recent practice has excluded any activity from receiving assistance from the Common Good which Aberdeen City Council or any other public body has a statutory duty to support.

**Projected Out-turn 2013/14**

5.5 The projected outturn for 2013/14 shows a deficit of £802,000 compared with a budgeted deficit of £474,000.

5.6 The detrimental movement of £328,000 comparing budget to out-turn is primarily due to tenant compensation of £500,000 to allow land to be released for development, thereby enhancing cash reserves and providing higher additional future income streams.

**Draft Budget 2014/15**

5.7 In developing the draft Common Good budget for 2014/15, input has been sought from those external bodies currently supported by the Common Good and from various Council officers responsible for the different expenditure and income lines.

5.8 Rental income is based on projections provided by the Asset Management team within Enterprise, Planning & Infrastructure.

5.9 The draft budget for 2014/15 is provided at **Appendix 1**. As can be seen, given the requests made expenditure for the year will exceed income by £723,000 for 2014/15. If approval is given for this level of expenditure, the balance on the Common Good Fund at 31st March 2015 is estimated to be £6.33m. This meets the requirements of the cash balances strategy approved by the Finance & Resources Committee on 6th December 2012 and set out below.

**Cash Balances**

5.10 Based on the budget projections for 2014/15, there are projected cash balances of £6.33 million as at 31st March 2015.

5.11 The strategy for cash balances for the Common Good Fund is to limit expenditure to a level which will allow for working balances to be maintained to a point whereby two years' worth of future Common Good expenditure could be met if required.

5.12 Current draft budgeted expenditure for the two year period 2015/16 and 2016/17 totals £5.84m. Given the estimated budgeted balances on 31st March 2015 of £6.33m, the requirements of the strategy are met and additional expenditure of up to £491,000 on one-off items would be possible during the period 2014/15 – 2016/17, although given the current economic outlook a prudent approach should be adopted.

5.13 Committee will of course be mindful that it is the duty of the Council as trustees of the Common Good to ensure that the cash balances are maintained, and that the Common Good is preserved for future generations.

## 6. IMPACT

6.1 It is essential that the value of the Common Good is preserved in such a way as to allow it to continue to be able to support in the long term an extensive portfolio of activities, projects, services and events.

## 7. BACKGROUND PAPERS

*Common Good Budget 2013/2014 and indicative 2014/15 – 2017/18 Budget* (CG/12/124)

## 8. REPORT AUTHOR DETAILS

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**Common Good Fund Budget (Appendix 1)**

| DRAFT | | 2014/15 Budget £000 | 2015/16 Budget £000 | 2016/17 Budget £000 | 2017/18 Budget £000 | 2018/19 Budget £000 |
|---|---|---|---|---|---|---|
| Note | | | | | | |
| | **General Properties/Estates** | | | | | |
| 1 | Insurance Costs | 16 | 16 | 16 | 16 | 16 |
| 2 | Repairs and Maintenance | 85 | 85 | 85 | 85 | 85 |
| | | 101 | 101 | 101 | 101 | 101 |
| | **Other Expenses** | | | | | |
| 3 | St Nicholas Carillon | 6 | 6 | 6 | 6 | 6 |
| 4 | Printing and Other Sundries | 3 | 3 | 3 | 3 | 3 |
| 5 | Official Catering | 17 | 17 | 17 | 17 | 17 |
| | | 26 | 26 | 26 | 26 | 26 |
| | **Donations, Grants, Contributions** | | | | | |
| 6 | Aberdeen Citizen's Advice Bureau | 276 | 281 | 286 | 292 | 297 |
| 7 | Twinning Activities | 137 | 137 | 137 | 137 | 137 |
| 8 | Contributions to Trusts & Festivals | 325 | 325 | 325 | 325 | 325 |
| 9 | Techfest | 37 | 37 | 37 | 37 | 37 |
| 10 | Satrosphere Rent | 39 | 39 | 39 | 39 | 39 |
| 11 | Bulawayo Trust | 45 | 45 | 45 | 45 | 45 |
| 12 | Gomel Trust | 22 | 17 | 17 | 17 | 17 |
| 13 | Mary Garden Prize | 2 | 2 | 2 | 2 | 2 |
| 14 | Quincentenary Prizes | 3 | 3 | 3 | 3 | 3 |
| 15 | Aberdeen Performing Arts Contribution - Stage 1 Agreement | 75 | 75 | 75 | 75 | 75 |
| 16 | Aberdeen Safer Community Trust | 58 | 58 | 58 | 60 | 60 |
| 17 | Youth Activities Small Grant Funding | 50 | 50 | 50 | 50 | 50 |
| 18 | Castlegate Arts Rent | 8 | 8 | 8 | 8 | 8 |
| 19 | Events Funding | | | | | |
| | - Armed Forces/Veterans Day | 10 | 0 | 0 | 0 | 0 |
| | - Galas | 10 | 0 | 0 | 0 | 0 |
| | - Aberdeen Winter Festival - Fireworks Display | 25 | 0 | 0 | 0 | 0 |
| | - Aberdeen Winter Festival - Nativity Scene | 6 | 0 | 0 | 0 | 0 |
| | - Aberdeen Day | 20 | 0 | 0 | 0 | 0 |
| | Events | 0 | 70 | 70 | 70 | 70 |
| 20 | Lemon Tree Rent | 36 | 36 | 36 | 36 | 36 |
| 21 | Crematorium Bus | 48 | 48 | 48 | 48 | 48 |
| 22 | Hogmanay Celebrations | 200 | 200 | 200 | 200 | 200 |
| | | 1,431 | 1,430 | 1,435 | 1,442 | 1,448 |
| | **Promoting Aberdeen** | | | | | |
| 23 | Festive Community Grants | 4 | 4 | 4 | 4 | 4 |
| 24 | Civic Support | 268 | 268 | 268 | 268 | 268 |
| 25 | Christmas Illuminations and Festivals | 169 | 164 | 173 | 168 | 168 |
| 26 | Entertainment for Elderly/Disabled Citizens | 215 | 235 | 255 | 275 | 295 |
| 27 | Older Persons Development Officer | 18 | 18 | 18 | 18 | 18 |
| 28 | Civic Receptions | 150 | 150 | 150 | 150 | 150 |
| 29 | Civic Hospitality | 20 | 20 | 20 | 20 | 20 |
| | | 845 | 860 | 889 | 904 | 924 |
| | **Other Expenditure** | | | | | |
| 30 | Archivist Unit | 199 | 199 | 199 | 199 | 199 |
| 31 | Central Support Services | 120 | 120 | 120 | 120 | 120 |
| | | 319 | 319 | 319 | 319 | 319 |
| | **Other Projects** | | | | | |
| 32 | Home Safety Check Scheme | 71 | 75 | 78 | 81 | 84 |
| 33 | Charity Shop | 16 | 16 | 16 | 16 | 16 |
| 34 | Community Safety Initiatives | 2 | 2 | 2 | 2 | 2 |
| | | 89 | 93 | 96 | 99 | 102 |
| | **Other Recurring Expenditure** | | | | | |
| 35 | Civic Gift Fund | 18 | 18 | 18 | 18 | 18 |
| 36 | Lord Lieutenancy and other duties | 7 | 7 | 7 | 7 | 7 |
| 37 | Armistice Day Expenses | 6 | 6 | 6 | 6 | 6 |
| 38 | Picture Loan Scheme | 15 | 15 | 15 | 15 | 15 |
| 39 | Business Investment Fund | 25 | 25 | 25 | 25 | 25 |
| | | 70 | 70 | 70 | 70 | 70 |
| | **Recurring Expenditure** | **2,880** | **2,897** | **2,935** | **2,960** | **2,989** |
| | **Non Recurring Expenditure Items** | | | | | |
| 40 | Steading at Kepplestone & Kirkhills Farm | 127 | 0 | 0 | 0 | 0 |
| 41 | Fernhill Farm Replacement Building | 40 | 0 | 0 | 0 | 0 |
| 42 | Consultancy Costs | 100 | 0 | 0 | 0 | 0 |
| 43 | 4 Scots Homecoming Parade | 6 | 0 | 0 | 0 | 0 |
| 44 | Auchmill Golf Course (Greenfern) | 239 | 0 | 0 | 0 | 0 |
| 45 | Repairs & Maintenance - Electrics/Asbestos | 323 | 0 | 0 | 0 | 0 |
| 46 | Lord Provost Portrait | 0 | 0 | 5 | 5 | 0 |
| | | 835 | 0 | 5 | 5 | 0 |
| | **ORDINARY EXPENDITURE** | **3,715** | **2,897** | **2,940** | **2,965** | **2,989** |
| 47 | Invested in Loans Fund | 3,000 | 3,000 | 3,000 | 3,000 | 3,000 |
| | **TOTAL EXPENDITURE** | **6,715** | **5,897** | **5,940** | **5,965** | **5,989** |
| 48 | Income from Properties and Estates | (2,833) | (2,860) | (2,900) | (2,927) | (2,927) |
| 49 | Interest on Invested Funds | (89) | (89) | (89) | (91) | (92) |
| 50 | Lands of Skene/Torry (Share of Surplus) | (70) | (70) | (70) | (70) | (70) |
| 51 | Burgesses of Guild and Trade | (0) | (0) | (0) | (0) | (0) |
| | **ORDINARY INCOME** | (2,992) | (3,019) | (3,059) | (3,088) | (3,089) |
| 52 | Income from sale of land Pinewood/Hazledene | (3,000) | (3,000) | (3,000) | (3,000) | (3,000) |
| | **TOTAL INCOME** | (5,992) | (6,019) | (6,059) | (6,088) | (6,089) |
| | **Net (Surplus)/Deficit** | **723** | **(122)** | **(119)** | **(123)** | **(101)** |
| 53 | **Movement in Reserves** | | | | | |
| | **Projected Balance at 31 March 2014** | (7,051) | | | | |
| | Estimated Movement in 2014/15 | 723 | | | | |
| | **Projected Balance at 31 March 2015** | (6,328) | (6,328) | | | |
| | Estimated Movement in 2015/16 | | (122) | | | |
| | **Projected Balance at 31 March 2016** | | (6,450) | (6,450) | | |
| | Estimated Movement in 2016/17 | | | (119) | | |
| | **Projected Balance at 31 March 2017** | | | (6,569) | (6,569) | |
| | Estimated Movement in 2017/18 | | | | (123) | |
| | **Projected Balance at 31 March 2018** | | | | (6,693) | (6,693) |
| | Estimated Movement in 2018/19 | | | | | (101) |
| | **Projected Balance at 31 March 2019** | | | | | (6,793) |

**Appendix 1**

**Notes to accompany Common Good Budget**

Note 1
This budget is used to insure properties owned by the Common Good.

Note 2
This is a budget for repairs and maintenance costs for properties owned by the Common Good.

Note 3
This represents a contribution towards the fees paid to the Carillonneur.

Note 4
This budget is for items including the printing of the Town House brochure and promoting the Office of the Lord Provost.

Note 5
This budget is to provide refreshments during official City Council business.

Note 6
This represents core funding for Aberdeen Citizen's Advice Bureau.

Note 7
This funding is for the provision of financial and organisational support to people, communities and organisations in the City wishing to become involved in twin city projects, and also contributes to the costs of a Twinning Officer.

Note 8
This is a contribution towards the costs of Aberdeen International Youth Festival, Aberdeen Performing Arts and Peacock Visual Arts.

Note 9
This represents a contribution towards the running costs of the City's annual Techfest festival, held in various venues throughout the City during September.

Note 10
This is a grant to cover the cost of Satrosphere's rental of premises from Aberdeen City Council.

Note 11
This is a contribution towards the Aberdeen Bulawayo Trust, which provides support to people in Bulawayo, primarily focusing on the development of self-sustaining market gardens and the repair and maintenance of homes and shelters.

Note 12
This is a contribution towards the Aberdeen Gomel Trust, which addresses and helps to resolve the medical, nutritional, social and spiritual problems experienced by the people of Gomel.

Note 13
This is funding for the Mary Garden Prize, currently presented as part of the Aberdeen International Youth Festival.

Note 14
This budget covers 3 annual £1,000 awards for the Quincentenary Prize, presented by the University of Aberdeen since 1995 to commemorate the 500th Anniversary of King's College.

Note 15
This provides match funding for Aberdeen Performing Arts in relation to a grant awarded by Creative Scotland towards the costs of programming at His Majesty's Theatre.

Note 16
This represents core funding for Aberdeen Safer Community Trust.

Note 17
This is funding for the City Council youth activity small grants scheme. This scheme offers young people opportunities to contribute to their own communities and to the life of the city.

Note 18
This is a grant to cover the cost of the rental of the Arts Centre.

Note 19
This is funding towards the costs of organizing the events as listed in the financial statement.

Note 20
This is a grant to cover the cost of the rental of the Lemon Tree.

Note 21
This is a budget to provide for a bus service to the crematorium.

Note 22
This is to fund the City's Hogmanay celebrations.

Note 23
This is a budget towards the costs of festive events held at the Council's leased community centres.

Note 24
This is a budget for the Civic Support team, incorporating the Lord Provost's secretariat, Town Sergeants and civic transportation.

Note 25
This is a budget for the cost of the Christmas illuminations.

Note 26
This is a budget to cover the costs of administering and delivering the 50+ development programme and entertainment for the elderly and disabled.

Note 27
This is a budget to cover the salary costs of a development officer to work with elderly citizens.

Note 28
This is a budget to cover the costs of hosting civic receptions.

Note 29
This is a budget for promotional civic hospitality.

Note 30
This is a contribution towards the costs of running the City Archive Unit.

Note 31
This is a budget to cover the allocation of central support costs such as finance, HR and office accommodation.

Note 32
This is funding for the Home Safety Check Scheme run by Aberdeen City Council.

Note 33
This is a budget to cover the rental and running costs for a charity shop in George Street.

Note 34
This is funding for the Personal Alarms distributed on behalf of the City Council by Aberdeen Safer Community Trust.

Note 35
The Civic Gift Fund provides a budget for the purchase of gifts presented to guests and visitors by the Lord Provost on behalf of the City.

Note 36
This budget covers the costs incurred by the Lord Provost in discharging his duties as Lord Lieutenant.

Note 37
This budget covers the costs of the annual of the Armistice Day event.

Note 38
This is a budget to cover funding for pictures loaned from the Art Gallery for display in other Council buildings.

Note 39
This is a fund towards the costs of the Depute Provost's activities in building and enhancing business links for the benefit of the City of Aberdeen.

**Items 40 to 48 are one-off items of expenditure and therefore non-recurring.**

Note 40
This is a budget for the rebuild of a steading at Kepplestone and Kirkhills Farm. The buildings have now been in a poor condition for some time and are long overdue for replacement.

Note 41
This is to replace a building at Fernhill Farm which has been demolished for Health & Safety reasons.

Note 42
This is a budget for estate management in relation to the properties owned by the Common Good.

Note 43
This is to fund the costs of 4 Scots Homecoming Parade down Union Street.

Note 44
This is to fund the costs of the Auchmill Golf Course works as part of the Greenferns Development, over and above the value of the sum of money already included in earmarked reserves.

Note 45
This is to fund the costs of electrical and asbestos surveys on properties owned by the Common Good as there are a number of properties in need of upgrading.

Note 46
This is a budget to cover the future costs of providing a Lord Provost portrait.

Note 47
This is the investment of the income from the sale of land at Pinewood/Hazledene, and offsets against line 52.

Note 48
Around 100 properties have registerable leases on land owned by the Common Good. In addition to this, the Common Good owns land at Brimmond Hill, Hazlehead, Hilton, Hillhead of Pitfodels, Kincorth, Kepplehills, Tullos and Mastrick, all of which generate income for the Common Good and which is reflected in this budget.

Note 49
This is a budget to cover interest received on invested funds.

Note 50
The Common Good owns 51% of the Lands of Torry Trust and 30% of the Lands of Skene Trust. These trusts earn income in rents and interest from investment.

Note 51
This is a budget to represent income from admission fees for Burgesses of Guild and Trade.

Note 52
This is the income from the sale of land at Pinewood/Hazledene and is offset against line 47.

Note 53
This line represents the movement in the Common Good's cash reserves.

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ABERDEEN CITY COUNCIL

| | |
|---|---|
| COMMITTEE | Finance, Policy & Resources |
| DATE | 5 December 2013 |
| DIRECTOR | Angela Scott, (Director of Corporate Governance) |
| TITLE OF REPORT | North East Scotland Pension Fund 2014/15 and indicative 2015/16 - 2018/19 Budget |
| REPORT NUMBER: | CG/13/118 |

## 1. PURPOSE OF REPORT

1.1 The purpose of this report is to provide the Committee with details of the budget included in the 2014/15 General Fund budget that relates to the North East Scotland Pension Fund (NESPF) and an indicative 2015/16 -2018/19 Budget.

1.2 This cost is based on Aberdeen City Council's statutory obligation to administer the scheme, the costs of which are fully met by the NESPF.

## 2. RECOMMENDATIONS

2.1 It is recommended that Committee:
a) notes the provision contained within the Councils General Fund budget for 2014/15, and subject to any changes agreed by the Committee, refers it to the Council Budget Meeting on 6 February 2014 for approval;
b) notes the 2015/16 to 2018/19 indicative budget;
c) instruct the Head of Finance to recover the actual costs from the NESPF; and
d) notes progress on the introduction of a Service Level Agreement (SLA).

## 3. FINANCIAL IMPLICATIONS

3.1 This report outlines the costs that the City Council incurs in acting as the administering authority for the Fund. These costs are recovered from the NESPF.

3.2 In recovering these costs a great deal of staff time is required both during the year and at the year end to calculate and evidence the level of actual costs incurred both from the Council and the NESPF.

3.3 This is an inefficient use of staff time and could lead to cost variances during the year and increases the level of uncertainty of financial reporting during the year.

3.4 The Pension Fund Manager has drafted a Service Level Agreement which is a substantial document and is currently out for consultation across the Council's services. This document will -

- detail the level of service to be provided by the Council;
- provide details of the standard of work the NESPF can expect;
- clearly articulate the cost to the NESPF for these services; and
- demonstrate greater accountability and Best Value.

3.5 Once this exercise is completed it will be reported to the relevant Committees for both parties before being signed off and implemented.

## 4. OTHER IMPLICATIONS

4.1 Aberdeen City Council implemented auto-enrolment on 1 April 2013. This is part of the Government's policy to encourage people to save more for retirement.

4.2 Aberdeen City Council is the first local authority to have introduced this fully of all the North East Scotland Pension Fund admitted bodies. Aberdeenshire and Moray Councils are expected to join in September 2017.

## 5. REPORT

### 5.1 FUND STRUCTURE

5.1.1 The North East Scotland Pension Fund and the Aberdeen City Council Transport Fund are administered by Aberdeen City Council within the Local Government Pension Scheme regulations (2009).

5.1.2 The Scheme was established under the Superannuation Fund Act 1972 and is a statutory scheme contracted out of the Second State Pension Scheme. The scheme is open to all employees of the scheduled bodies, except for those whose employment entitles them to belong to another statutory pension scheme e.g. Teachers.

5.1.3 Employees of admitted bodies can join the scheme subject to their individual admission criteria which are out with the control of Aberdeen City Council and administered by the NESPF.

5.2 SCHEME GOVERNANCE

5.2.1 Aberdeen City Council as the administering authority for the Pension Fund delegates all pension scheme matters to the Pensions Panel who have delegated powers. Support for the Pension Panel in investment matters is provided by the Joint Investment Advisory Committee. Support to both committees is provided by the Head of Finance and the Head of Legal & Democratic Services of Aberdeen City Council.

5.3 KEY FACTS – as at 31 March 2013

5.3.1 The Fund has 54,217 members and 55 scheme employers.

5.3.2 There are three main categories of membership, comprising of actively contributing members (20,869), members who have left employment but who have a deferred entitlement (16,876) and members in receipt of pensions (16,472).

5.3.3 A diversified portfolio of assets amounting to £2.6 billion is managed externally by a number of appointed fund managers.

5.3.4 Total pension contributions in 2012/13 were £102.5 million comprising employer contributions of £77.6 million and employee contributions of £24.9 million.

5.3.5 The fund made payments to retired members during 2012/13 amounting to £80 million. During the same period a total of £16 million of lump sum payments were also made.

5.3.6 In operating the Fund the appointed actuary will examine the level of future commitments against the value (and future value) of the Fund. This calculation is known as the “funding position”.

5.3.7 The funding position shows the Funds ability to meet its future liabilities such that a 100% funded scheme has the financial resources to meet its future commitments.

5.3.8 This is based on a number of assumptions that takes into account a range of factors including age profile, mortality rates etc. As such the level the scheme is funded to will by its nature, vary. The actuary will therefore set the employer contribution rate based around this. Following the 31 March 2011 valuation the NESPF had a funding position of 88%. However, there is no current expectation that the employer rate will change for 2014/15.

5.4 KEY ACHIEVEMENTS – 2012/13

5.4.1 The Fund's outstanding achievement during 2012/2013 was the implementation of Altair Payroll, an integrated payroll system designed specifically to pay pension benefits. The project implementation started in March 2012 following an initial payroll survey, with data mapping being completed during July 2012.

5.4.2 Once these milestones were achieved Altair Payroll was run in parallel with the existing payroll system, going live during November 2012. The project was completed and signed off in March 2013 following the final merge of the standalone payroll database into the existing Altair live service. The new payroll system provides straight through processing while improving administration and eliminates many areas of risk.

5.4.3 New accounting and governance requirements saw the Fund publish its third Annual Report and Accounts separately from the accounts of Aberdeen City Council who acted as the Administering Authority for the financial year 2012/13.

5.4.4 The Pension Fund has produced an Annual Report of its performance and activities for the last 12 years. With effect from March 2011 the report became statutory with requirements to confirm the Fund's compliance with good Governance Practice and a management report explaining the Fund's overall investment performance.

5.4.5 The North East Scotland Pension Fund underperformed its customised benchmark over the year with a return of 12.89% versus the benchmark return of 14.64%. This underperformance is a combination of the continued restructuring of the Property portfolio and the underperformance from the Funds UK Equity portfolio. The fund continues to outperform its benchmark over the longer term.

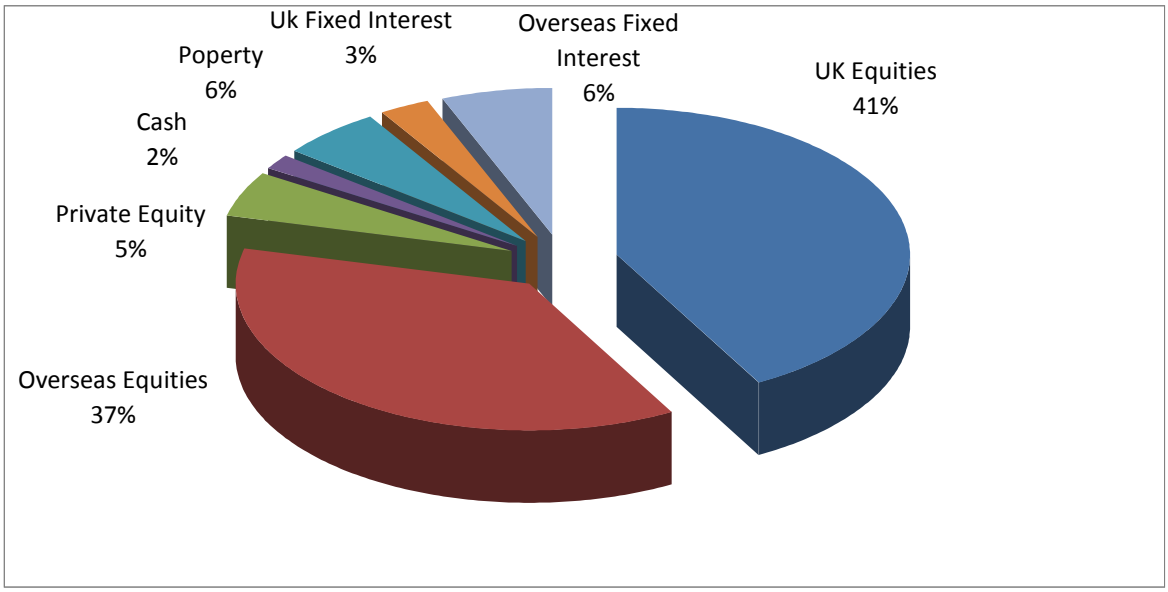
5.4.6 The Fund was shorted listed once again in three categories of the Professional Pensions Scheme Awards. The awards recognise high standards of service delivery to members, use of technology and overall investment performance.

5.4.7 The Fund continues to recognise its role as a shareholder in terms of Corporate Governance and Responsible Investment as a signatory to the United Nations Principles for Responsible Investment and membership of the Local Authority Pension Fund Forum.

5.4.8 Officers continued to work with the Fund's global custodian over the year to enhance the quality of information provided to Elected Members, via the Pensions Panel, in terms of investment performance measurement and governance by the custodian.

5.4.9 The asset allocation of NESPF continues the Fund's commitment to invest in longer term performing assets such as UK & Overseas equities. The following diagram shows the allocation of assets as at 31 March 2013, as per the NESPF Annual Report 2013.

**Asset allocation - Main Fund as at 31 March 2013**



5.5 2014/15 BUDGET

5.5.1 The budget for Aberdeen City Council (ACC) for 2014/15 is estimated at £1.4 million and primarily relates to direct staff costs. Indicative budgets for the next 5 years are shown below. This aligns reporting on the Pension Fund budget, included in the ACC General Fund budget, to a 5 year cycle to dovetail with the now embedded process within ACC of Priority Based Budgeting which underpins the Five Year Business Plan.

| **Budget** - cost areas | **2014/15** | **2015/16** | **2016/17** | **2017/18** | **2018/19** |
|---|---|---|---|---|---|
| | **£'000** | **£'000** | **£'000** | **£'000** | **£'000** |
| **Salary costs**<br>Direct salaries and costs for the management of the Fund | 1,160 | 1,178 | 1,195 | 1,213 | 1,231 |
| **Support Costs**<br>Property, ICT, Payroll, Legal, Human Resources, Accounting Services | 256 | 259 | 263 | 267 | 271 |
| **Total estimate recharge** | **1,416** | **1,437** | **1,458** | **1,480** | **1,502** |

5.6 **GOVERNANCE**

5.6.1 The Pension Fund budgeted costs for salaries and direct costs are included in monthly monitoring reports to the Service and Corporate Management Teams. The Head of Finance reports to the Pensions Panel on a 6 monthly basis.

6. **IMPACT**

6.1 The Pension Fund budget promotes accountability and gives reassurance to the stakeholders in the Pension Fund. This report ensures transparency in costs from the administrator of the fund.

7. **BACKGROUND PAPERS**

North East Scotland Pension Fund Annual Report & Accounts (2012/2013) and Fund Governance Policy Statement.

8. **REPORT AUTHOR DETAILS**

Carol Wright, Senior Finance Officer
cwright@aberdeencity.gov.uk
01224 522615

**ABERDEEN CITY COUNCIL**

| | |
|---|---|
| **COMMITTEE** | Finance and Resources |
| **DATE** | 5 December 2013 |
| **DIRECTOR** | Angela Scott |
| **TITLE OF REPORT** | Small Financial Assistance Grants – 2013/14 |
| **REPORT NUMBER** | CG/13/121 |

**1. PURPOSE OF REPORT**

The purpose of this report is to present applications for financial assistance which have recently been received and to allow Elected Members to make a decision on providing funding from the financial assistance budget.

**2. RECOMMENDATION(S)**

It is recommended that the Committee:-

i) agree to award the following grant:
- Celebrate Aberdeen (ACVO) - £2,500

ii) agree that no funding be awarded to:-
- ELSA
- 9th Aberdeen Scout Troop

**3. FINANCIAL IMPLICATIONS**

There is a sum of £55,770 included in the 2013/14 Council Revenue Budget.

The amount committed from this budget prior to this committee is £16,865, leaving £38,905 remaining. If the above recommendations were to be approved the amount committed would be £19,365, leaving £36,405 remaining.

**4. OTHER IMPLICATIONS**

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

**5. BACKGROUND**

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

These were as follows:

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

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

**Applications:**

5.1 Celebrate Aberdeen Parade (ACVO) – (Further information at Appendix A)

This committee on 13th June 2013 requested officers contact the organisers of the Celebrate Aberdeen parade and invite them to make an application for financial assistance towards the costs of traffic management and traffic orders for the parade on 8th June 2013. This application has now been received and is attached in Appendix A.

It is recommended that maximum funding of £2,500 be awarded in line with similar applications.

5.2 The European Law Students Association (ELSA) Aberdeen Branch – (Further information at Appendix B)

An application has been received from the Vice President for Marketing of ELSA Aberdeen seeking sponsorship towards the activities of the branch including hosting lectures on issues of Civil Liberties and Human Rights and organising a study visit to the European Court of Justice (ECJ) where members will have the opportunity to meet and attend a private lecture with Vice President Koen Lenaerts.

The application does not provide any detail of the financial circumstances of the group and it is unclear to what purpose any funding awarded to be used. Therefore, in terms of assessment criteria b) above, this application would not be supported.

If funding was for the purposes of the study visit to the ECJ then in terms of assessment criteria g) above, this application would not be supported.

It is therefore recommended that no funding is awarded.

5.3 9th Aberdeen Scout Troop – (Further information at Appendix C)

Applications have been received from the Scout Troop via Councillors Cormie and Greig seeking funding to support a trip they are organising to Arizona and the Grand Canyon in October 2014. It is expected that 36 scouts aged 10 to 14 will take part with the greatest part of the funding coming from the families of the Scouts. However, to keep the costs to a reasonable level and allow Scouts from all financial backgrounds to attend, the Troop has already raised £7,500 through various fundraising activities and is targeting a further £20,000.

In terms of assessment criteria g) above, this application would not be supported and therefore it is recommended that no funding is awarded.

## 6. IMPACT

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

## 7. BACKGROUND PAPERS

None

## 8. REPORT AUTHOR DETAILS

Sandra Buthlay
Senior Accountant
sbuthlay@aberdeencity.gov.uk
☎ (52) 2565

23rd October 2013

Sandra Buthlay
Senior Accountant
Aberdeen City Council
Corporate Governance
3rd Floor
Town House
Broad Street
Aberdeen AB10 1AH

Dear Sandra,

CELEBRATE ABERDEEN PARADE 8TH JUNE 2013 – APPLICATION FOR FINANCIAL ASSISTANCE

We are most grateful to the Council's Finance and Resources Committee for the opportunity to apply for financial assistance in respect of the costs of traffic management and traffic orders in relation to the above parade. I confirm that we would be grateful if you would report to the Committee our thanks and wish to take up this opportunity. I attach copies of invoice reference P0073754 for £800 for temporary traffic restriction and of invoice reference D0039456 for £2399.57 for traffic management.

Provision of this finance will be of great value in enabling ACVO to deliver support, development, involvement and opportunity to the at least 130 Third Sector organisations, 3500 volunteers and 80 private sector companies who engaged with the parade, enabling them to continue to deliver a positive impact on the City throughout the year, including by the provision of Aberdeen Impact Bursaries for organisations in a critical situation or which are pursuing a social enterprise opportunity.

If we can be of any further assistance, please do not hesitate to contact either myself or my colleague Sarah Irvine.

Yours sincerely

ALISON CHANDLER
ENTERPRISE & SUSTAINABILITY LEAD

Aberdeen Council of Voluntary Organisations, Greyfriars House, Gallowgate, Aberdeen, AB10 1LU
Tel: (01224) 686068. E-mail: enquiries@acvo.org.uk

APPENDIX B

elsa
The European Law Students' Association
ABERDEEN

16 OCT 2013

Karolina Saltmeryte
VP for Marketing
ELSA Aberdeen

11/10/2013

Jonathan Belford
Aberdeen City Council
Town House
Broad Street
Aberdeen
AB10 1AH

Dear Mr Belford,

The purpose of this letter is to inform you of the opportunity to sponsor the European Law Students Association (ELSA) Aberdeen branch. The European Law students Association was established in Vienna in 1981. Currently it is the world's largest independent, non-political and non-profit law student's association. ELSA's network consists of 42 national groups and it is represented in some 300 law faculties across Europe with over 38,000 members. Each local group is run by and for students or young lawyers providing a platform for developing their existing skills and acquiring new ones, while meeting fellow students and legal professionals from all over Europe. Ultimately ELSA seeks to contribute to legal education, to foster mutual understanding and promote social responsibility of law students and young lawyers. Our vision is a just world in which there is respect for human dignity and cultural diversity.

The Aberdeen branch of ELSA was re-established in 2012 due to the drive of a few dedicated students aiming to encourage and inspire their peers into building a strong community of internationally-minded lawyers. Despite being a young association we have already put in place an integrated social network platform. Last year we organised an international career evening with external speakers from the industry, academia and government hosting over 70 participants. As the year progresses we aim to participate in the range of events that are organised by ELSA International, such as the ELSA Moot Court (EMC2) and the Human Rights Moot Court Competition. Not to mention that ELSA offers its members the unprecedented opportunity to participate alongside national delegates in meetings of the highest international level such as UNESCO, INTA and the Council of Europe. However our vision for ELSA Aberdeen includes our own undertakings as well. Plans are already in motion for hosting lectures on issues of Civil Liberties and Human rights in coordination with the relevant modules offered by the law school. We also hope, given adequate sponsorship, that we will be able to organise a study visit to the ECJ where members will be given the opportunity to meet and attend a private lecture with Vice-President Koen Lenaerts.

It is our sincerest hope that Aberdeen City Council would like to support ELSA Aberdeen and aid us in bringing to fruition these ambitious goals. At this point I would like to invite you to consider establishing a long-lasting and mutually beneficial relationship with ELSA Aberdeen. If you would choose to sponsor us, we will promote your sponsorship through our social media platform, on all marketing content and posters we display across the university campus throughout the year and in addition your logo will always be displayed at our events and activities. We would greatly appreciate any donation you would be willing to contribute. If your organisation would like to be involved with ELSA Aberdeen please do not hesitate to contact me directly at **k.saltmeryte**.

Thank you for your time and consideration.

Sincerely,

Karolina Saltmeryte
VP for Marketing
ELSA Aberdeen

Magdalena Olesiewicz
President
ELSA Aberdeen

APPENDIX C

**From:**
**Sent:** 14 October 2013 11:39
**To:** MembersEnquiries
**Subject:** Cllr Cormie - Small Grants Fund

Hi,

Please can you log the following on behalf of Councillor Cormie.

Councillor Cormie has been contacted by the 9th Aberdeen Scout Troop. The troop are in the process of organising a trip to Arizona for next year where they will take part in activities with other Scout troops. The troop have been doing lots of fundraising and have approached Councillor Cormie requesting that he make a donation through his ward budget. As Councillors no longer have ward budgets, Councillor Cormie wondered if the scout troop would qualify for a small grant from the Council.

Would this be possible?

Members' Support Assistant

From: Martin Greig
Sent: 16 October 2013 16:33
To: MembersEnquiries
Subject: FINANCIAL SUPPORT FOR 9TH SCOUTS TROOP VISIT TO ARIZONA

A local Scout Group (the 9th Aberdeen Scout Troop) has asked me to help identify funding opportunities to support their trip to Arizona in October 2014. Their message is attached below.

They are already vigorously fundraising but will need assistance to reach the total needed. They have raised £7.5K and have another £20K to raise. Some of the Scouts come from backgrounds with financial issues.

I am keen to find out if the Council or other organisations can help them. I hope that this is possible.

I would be grateful for your comments and suggestions to assist the Troop to reach its target amount.

Thank you.

Martin Greig

STARTS
The 9th Aberdeen Scouts are planning a trip to Arizona and The Grand Canyon in October 2014, with thirty six scouts from Aberdeen aged 10 to 14 expected to attend.. Amongst other activities, our Aberdeen Scouts will ;

- Meet and experience joint learning activities with Scouts from The Boy Scouts of America
- Visit and hike in one of the Seven Natural Wonders of the World – The Grand Canyon
- Learn about the traditional life of Native American Indians
- Experience the history of The Wild West of America
- Learn about the geography and native animals of Arizona

The greatest part of the funds needed for this event will be coming from the families of the Scouts directly. However in order to keep the cost of the trip to a reasonable level and allow scouts of all financial backgrounds to attend, there are also a number of fund raising events such as sponsored climbs, coffee mornings, Bag packs, Quiz Nights etc. being organised. The scouts have also commenced a “Bob a Job” fundraising campaign doing small jobs for others for a small payment. The Troop has already raised £7,500 towards the trip and are targeting £20,000 more in the coming months.
We are interested in any support we can obtain from local groups including matched funding for fundraising, donations, sponsored clothing or baggage. I am enquiring whether there may be any Council funds from which a contribution could be made to this trip? Some of the Scouts are from the Ashley, Queens Cross and Hazlehead areas and several attend Hazlehead Academy. As a parent I would very strongly affirm the excellent character of the 9th Aberdeen Scout Group. The Scouts are engaged with a wide range of activities over the course of the year and the Group is run by a very dedicated group of able leaders on a voluntary basis. The quality of the experience of the Scouts will continue to have a beneficial effect in years to come on the young people themselves and on the wider community.. On behalf of the 9th Aberdeen Scouts I would like to thank you for taking the time to read this and hope you may be interested in supporting the 9th Aberdeen Scout Troop on an educational trip of a lifetime.
ENDS

ABERDEEN CITY COUNCIL

| | |
|---|---|
| COMMITTEE | Finance, Policy and Resources |
| DATE | 5 December 2013 |
| DIRECTOR | Angela Scott |
| TITLE OF REPORT | Whistleblowing Policy/procedure |
| REPORT NUMBER: | CG/13/126 |

1. PURPOSE OF REPORT

This report proposes the introduction of an amended Whistleblowing policy/procedure to replace the existing one, to take account of recent legislative changes regarding whistleblowing as well as other necessary updates.

2. RECOMMENDATION(S)

The Committee is requested to:

a) Approve the introduction of the amended Whistleblowing policy/ procedure.

3. FINANCIAL IMPLICATIONS

There are no costs associated with the implementation of this amended policy/procedure.

4. OTHER IMPLICATIONS

The incorporation of the changes to the policy/procedure to take account of the recent changes in legislation will help ensure that the Council is legally compliant in relation to its process for dealing with whistleblowing complaints.

5. BACKGROUND/MAIN ISSUES

Changes to the law on whistleblowing came into effect on 25 June 2013 with the introduction of the Enterprise and Regulatory Reform Act 2013.

The changes are:

- A whistleblowing disclosure will not be protected under the legislation unless the worker has “a reasonable belief that it is in the public interest”. Previously they did not have to hold this belief. The disclosure does not have to actually be in the public interest, the worker simply needs to reasonably believe that this is the case.

- A whistleblowing disclosure will no longer have to be made in “good faith”. However, if a disclosure is made in bad faith then compensation following an Employment Tribunal proceeding can be reduced by up to 25%. Previously this legal requirement had caused Tribunals to examine the worker’s motives when claiming protection under whistleblowing laws to ensure there were no ulterior motives for their claim.
- Employers will be vicariously liable for the actions of workers who subject a colleague to any kind of detriment because they have blown the whistle, unless they can demonstrate they took all reasonable steps to prevent this happening. Workers can also be personally liable if they subject a colleague to a detriment in relation to a whistleblowing complaint.
- There has been an extension of the meaning of ‘worker’ for whistleblowing claims to include various NHS workers who had previously been excluded from the legislation.

Therefore, the Council’s Whistleblowing policy/procedure, which was last reviewed in 2010, required to be updated to take account of these legislative changes as well as incorporating other necessary amendments.

The amendments to the policy/procedure have included the following:-

1. The criteria in the policy of when a complaint is covered by whistleblowing protection have been amended with the addition that the person making the disclosure must have a ‘reasonable belief it is in the public interest’ and the deletion that it has to be made ‘in good faith’. Also deleted is the criterion that it must be made ‘without acting for personal gain’ which is linked to the ‘in good faith’ criterion and hence no longer applicable.
2. The list in the policy of who it applies to has been widened to include agency staff, which were previously omitted although had been covered by the legislation.
3. Some other necessary updating of terminology, minor wording changes and updating of the list of external prescribed regulators in appendix 5 have also been made.

Note: the policy already contained a paragraph on protecting an individual who makes a whistleblowing disclosure from any form of bullying, harassment or victimisation, including mention of disciplinary action being taken against a perpetrator, following investigation. This should help demonstrate that reasonable steps are being taken by the Council as an employer to protect employees and workers from any kind of detriment because they have whistleblown.

## 6. IMPACT

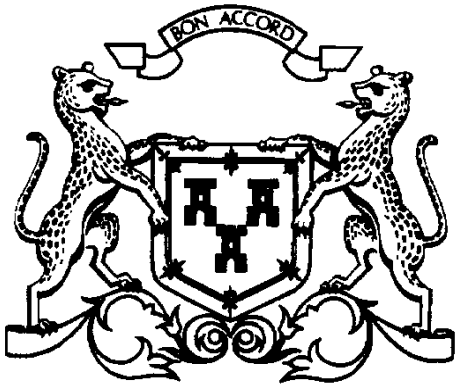
The changes to the policy/procedure are minor and therefore should not have any significant impact on employees or workers of the Council. An Equality and Human Rights Impact Assessment has been undertaken in respect of the amended policy/procedure.

7. BACKGROUND PAPERS

None.

8. REPORT AUTHOR DETAILS

Keith Tennant, Team Leader, Policy and Performance
E-mail ktennant@aberdeencity.gov.uk
Tel: (01224) 523094




## ABERDEEN CITY COUNCIL

# Whistleblowing

## POLICY & PROCEDURE

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# SECTION 1: INTRODUCTION

## Policy statement

This policy applies to all employees and workers, including agency staff, workers who are self-employed, sub-contractors and workers employed by an outsourced contractor providing Council services. The policy allows individuals to voice their concerns in relation to information they believe shows serious malpractice or wrongdoing within Aberdeen City Council. It allows for this information to be disclosed internally without fear of reprisal and independently of their line management if appropriate. The Public Interest Disclosure Act 1998 (as amended by the Enterprise and Regulatory Reform Act 2013) gives legal protection to individuals against being dismissed or penalised by their employers as a result of publicly disclosing certain serious concerns. These provisions ensure that no-one should be disadvantaged in raising legitimate concerns.

This policy should be used to assist individuals who have serious concerns, or believe they have discovered malpractice or impropriety. It is intended to encourage and enable individuals to raise serious concerns within the Council rather than overlooking the issue or raising them outside the Council. It should not, however, be used to reconsider matters which have already been addressed by other policies e.g. Managing Bullying and Harassment, Managing Discipline, Managing Grievances.

# SECTION 2: PRINCIPLES

## Principles

This policy is intended to cover concerns which are in the public interest and may, at least initially, be investigated separately but then may lead to other procedures being invoked e.g. Managing Discipline. To be protected as a whistleblower the person raising the concern needs to make a qualifying disclosure about malpractice where one or more of the following has been, is being or is likely to be committed:

1. a criminal offence;
2. a failure or likely failure to comply with any legal obligation;
3. a miscarriage of justice;
4. putting health and safety of any individual in danger;
5. damage to the environment; or
6. deliberate concealment relating to any of the above.

There are some disclosures that can’t be qualifying disclosures. The individual won’t be protected for whistleblowing if:

- The law is broken when making a disclosure

- The information is protected under legal professional privilege (e.g. if the information was disclosed for the purpose of obtaining legal advice).

The policy aims to encourage individuals to feel confident in raising serious concerns and to question and act on any concerns they may have about malpractice. The policy provides a means for individuals to raise concerns and to receive feedback on any action taken. This policy is designed to offer protection to anyone who discloses reasonably and responsibly any concerns as above, provided the disclosure is made –

- With a reasonable belief it is in the public interest;
- With a reasonable belief that the act has taken place and it is disclosed to an appropriate person;
- With compliance to the provisions of the procedure.

All complaints will be treated in confidence, however, individuals may be called as a witness at a later stage.

If an individual becomes aware of a whistleblowing issue, they should be encouraged to "blow the whistle" as –

- An opportunity could be missed to deal with a problem before it becomes a major issue;
- The individual raising the concern could qualify for protection under the Public Interest Disclosure Act;
- An individual who conceals malpractice could become questionable themselves;
- The Council's reputation could be damaged.

## *SECTION 3: THE PROCEDURE*

The Council's procedure comprises **three** formal steps:

**Step 1: Invoking the Formal Procedure**

**Step 2: The Formal Investigation**

**Step 3: Outcome of the Concern**

### Reporting a Concern

Before the formal part of the Whistleblowing procedure is invoked there are steps to be undertaken informally which include: the reporting of the concern, and the determination of the complaint.

Individuals have a right and a duty to raise any concerns which they may have regarding the services provided by the Council or any serious malpractice associated with them.

Initially concerns should be reported to line management or, in the case of the self-employed and contractors, the appropriate officer managing the contractual arrangements. Advice and support can be taken from a trade union or work colleague. If this is not appropriate or would be difficult then the individual should seek to contact their Service Manager or Head of Service. If this is not appropriate the formal part of the procedure can be invoked and they may contact the Monitoring Officer (currently the Head of Legal and Democratic Services).

Once the initial report has been lodged and it has been confirmed that it will be dealt with under this policy, all appropriate protection will apply from this point.

Wherever possible, individuals should raise concerns in writing which identify the nature of the concern and the grounds on which these are based. Information on the background, history, names, dates and places should be provided if possible. If individuals do not feel able to raise concerns in writing they may telephone the appropriate officer or arrange to meet the officer face to face.

## Determination of the Complaint

When a complaint is received by management, they should first consider whether the matter could be dealt with informally, if it is a minor issue, or whether another policy or procedure is more applicable, before deciding whether to refer the matter to the Monitoring Officer as a whistleblowing complaint. See Appendix 2 for further information.

Once the manager has confirmed that they believe the complaint is a whistleblowing complaint, they should inform the Council's Monitoring Officer by completing the pro-forma (Appendix 3). It is recommended this should take no longer than **5 working days**. (It should be noted that the Monitoring Officer has the final determination on whether the complaint is indeed a whistleblowing complaint).

The manager should also write to the individual to inform them that their concern has been acknowledged, and how it will be dealt with. (See Appendix 4 for Model Letter). Where the manager feels that the matter should be dealt with under another policy, the appropriate route should be progressed to take the matter forward.

## Step 1: Invoking the Formal Procedure

On receiving the pro-forma, the Monitoring Officer will check whether it relates to the acts or issues which qualify for protection. The Monitoring Officer will

write to the individual to acknowledge their concern and confirm whether protection under the procedure applies. It is the responsibility of the Monitoring Officer to:

(1) Make the determination as to whether the concern qualifies for protection within the policy. It is recommended that this should take no longer than **5 working days**.

(2) Appoint an appropriate Investigating Officer to look into the concern raised, with a view to reporting back within a reasonable timescale. It is recommended that this should take place no more than **5 working days** after it is determined that the Whistleblowing policy applies.

(3) Confirm with the individual the initial determination relating to the concern and the name of the Investigating Officer.

## Step 2: The Formal Investigation

The Monitoring Officer shall appoint a suitable Investigating Officer who has the necessary skills and knowledge to investigate the registered concern and also to determine whether it is appropriate to be investigated within or outwith the Service involved.

Where the concern relates to an issue of financial irregularity, the matter will be dealt with in accordance with financial regulations. However, in these circumstances, communication should be maintained with the Monitoring Officer to allow a response to be made to the individual raising the concern, in accordance with this procedure.

It will be necessary for the Investigating Officer to source and scrutinise all available facts in order to report to the Monitoring Officer. This may include interviewing others who may, or may not, be employees of Aberdeen City Council. It is recommended that investigation is completed within the target date of **20 working days** or to an agreed timescale.

The Investigating Officer should maintain regular contact with the individual who has raised the concern to update them on progress of the investigation.

The Investigating Officer is responsible for compiling a written report for the Monitoring Officer. The report should comment on the validity of the concern and recommend any action the Council should take to make good any identified failings. However, the final decision as to the scope of the investigation and the outcome of the concern is that of the Monitoring Officer alone.

### Reporting to external bodies

If there is evidence of criminal activity, the Investigating Officer should inform the police. Any internal investigation should not interfere with any police investigation.

## Step 3: Outcome of the concern

Once the Monitoring Officer is in receipt of the Investigating Officer's report, a meeting will be called with the individual who raised the concern. At the meeting the Monitoring Officer will explain the outcome and explain reasons for the decision. This decision will be confirmed in writing within **5 working days** from the date of the meeting.

In most circumstances, the Monitoring Officer should release the full report to the individual who has raised the concern. However, where there are issues which are confidential, which contain personal information about individuals or, for any other justifiable reason, only the parts of the report which exclude the sensitive information will be released.

At the meeting the individual may be accompanied by a work colleague or trade union representative.

Following the outcome, the Monitoring Officer will write to the relevant Head of Service to communicate any action points arising from the whistleblowing concern. These must be implemented within the timescales set by the Monitoring Officer. Any non-compliance with the requirements of the Monitoring Officer will then be reported to the Chief Executive and, should the matter remain unresolved within an eight week period, the Monitoring Officer will report the matter to the next available meeting of the full Council. The Monitoring Officer is also responsible for reporting the number, and progress, of all whistleblowing concerns to each meeting of the appropriate Committee.

Should the individual who raised the concern be dissatisfied with the determination of the Monitoring Officer in the conclusions and action to be taken, they should contact Public Concern at Work, an independent external organisation that can advise on progressing whistleblowing issues.

Where an individual is not satisfied that this procedure has been applied properly or appropriately, they have the right to appeal via the Council's Managing Grievance policy. Any procedural issue raised regarding a whistle-blowing concern shall be considered at the formal stage of the Grievance Procedure by a senior manager with no previous involvement in the case. This should be done within **10 working days** of receipt of the outcome letter.

In the case where individuals are not employees of the Council, this must be made via the Council's Complaints Procedure.

# *SECTION 4: KEY ISSUES TO CONSIDER*

### Victimisation

The Council will protect any individual who makes a disclosure in accordance with this policy and procedure from any form of victimisation and reprisal. Disciplinary action will be taken against any employee who engages in any

form of bullying, harassment or victimisation against an individual who has raised a concern.

There may be some circumstances where management agree it is appropriate to transfer an employee to another service. This would be done in consultation with the employee concerned.

**Anonymous Allegations**

This policy encourages individuals who raise concerns not to remain anonymous by ensuring they will be protected from victimisation. However, where an individual wishes to remain anonymous, the Council will attempt to protect their identity. This may not always be possible as individuals who report concerns may be required to give evidence as a witness. The Council will use its discretion in maintaining the anonymity of the individual concerned. The following factors would need to be taken into account –

- the seriousness of the issue(s) raised;
- the likelihood of obtaining information from alternative sources which would confirm the allegation.

**Untrue Allegations**

The Council will protect individuals from false and malicious allegations. Allegations will be investigated before determining what action, if any, should be taken. Where it is established that an employee makes an allegation which is known to be false or malicious, they will be subject to disciplinary action under the Managing Discipline policy.

## *SECTION 5: REVIEW OF THE POLICY AND PROCEDURE*

This policy and procedure will be reviewed every five years. It will, nevertheless, be subject to continual review and amendment in the light of experience of its operation, employment best practice and statutory requirements. Changes will only be put into effect following the normal consultation arrangements.

# *Appendix 1*: Examples of Whistleblowing

Below are example scenarios of the types of issues that may be covered under the Whistleblowing policy.

Example 1
An individual reports that serious health and safety rules are being breached by others in order to cut down on time spent at jobs. The manager rejects the allegation and subsequently reprimands the individual.

Example 2
An individual raises a concern because Council Officials are receiving gifts and hospitality in exchange for their issue being given priority over others.

Example 3
An individual discloses that a manager is putting pressure on their team by instructing them to continually work 60 hours per week to cover for shortfalls in staff. In doing so they are in breach of the Working Time Regulations.

Example 4
An individual has raised a concern because a manager employs a group of waiting staff to cover busy periods. This group of staff does not have the legal right to work in the UK and no recruitment checks have been carried out.

Example 5
An individual has raised a concern because an employee has been disposing of toxic chemicals inappropriately causing potential contamination to the public water supply.

Example 6
An individual has raised a concern that a manager has been hiring an external trainer who is a friend of theirs, instead of using the internal training team to deliver in-house training, which is on suspicious terms. The manager has been booking more courses than are required and paying the trainer full fees for courses which are subsequently cancelled.

Example 7
An individual has raised a concern regarding the inappropriate storage of meat potentially causing cross contamination. Meat deliveries are constantly left unrefrigerated and on the floor and frozen produce left to defrost before being returned to the freezer.

Example 8
An individual is aware that clients' personal files and data have been disposed of inappropriately and in breach of the Data Protection Act.

# *Appendix 2:* Consideration of other Policies

The Whistleblowing procedure is intended to cover major concerns that fall outwith the scope of other policies or procedures and is intended to have a wider application covering other forms of malpractice. As malpractice is not easily defined, the following is a list of examples – although this list is not exhaustive.

- Fraud
- Financial irregularities
- Corruption
- Bribery
- Dishonesty
- Acting contrary to code of ethics
- Criminal activities
- Creating or ignoring a serious health and safety risk or risk to the environment.

It should be noted that whistleblowing disclosures are protected where they concern –

- An action or omission that took place in the past;
- Improper conduct occurring in the present; or
- The prospect or likelihood of an action or omission occurring in the future.

**Difference between a Grievance and Whistleblowing concern**

It should be recognised that there is a difference between a grievance and a whistleblowing concern. A whistleblowing concern is regarding the conduct of another individual in the workplace which the complainant genuinely believes falls within the whistleblowing criteria. Whistleblowing is where a concern is raised in relation to danger or illegality which affects others e.g. customers, the public or an employer. Usually the individual raising the concern is not directly affected by the danger or illegality and they would rarely have personal interest in the outcome. They are merely trying to alert others and act as a messenger so that the matter can be addressed. They are not required to prove the malpractice, but must have a genuine belief and raise the concern in accordance with this policy and procedure.

A grievance concerns an individual personally, regarding being poorly treated or possibly involving a breach of their individual employment rights and where they would seek redress or justice for themselves. They would therefore have a vested interest in the outcome. The following are examples of grievances –

- Issues regarding pay or hours of work;
- The allocation of work or workload;
- Working environment or working conditions;
- Issues relating to relationships with colleagues;

- Complaints about type of work or duties an individual is asked to carry out e.g. something outwith their contract of employment;
- Complaints about insufficient training.

**Existing Policies and Procedures**

The Council has other existing policies and procedures in place to assist employees to raise concerns regarding the following types of issues which should be considered prior to the Whistleblowing policy:

- If an individual observes themselves, or has evidence that someone is being bullied or harassed, this should be reported through the Managing Bullying and Harassment Policy and Procedure.

- Issues relating to Child Protection should be referred to the Protecting Children in Aberdeen City Policy.

- Financial irregularities should be dealt with through referring to the Council's Financial Regulations.

- The Whistleblowing policy does not apply to complaints made by the general public. Any complaints from the general public should be dealt with through the External Corporate Complaints procedure. (Refer to separate statutory procedures for Social Care related complaints by service users).

This is a not an exhaustive list. It is the final determination of the Monitoring Officer to decide whether a complaint falls under the Whistleblowing policy and procedure and whether protection under the policy applies.

## *Appendix 3*: Proforma to Monitoring Officer

Pro-forma to Monitoring Officer from the manager who has received the initial concern.

**ABERDEEN CITY COUNCIL**
**WHISTLEBLOWING POLICY**

**PROFORMA TO MONITORING OFFICER**

The following complaint has been received from an individual who wishes to report a concern which may invoke protection under the Whistleblowing policy. The details below outline the complaint and await your determination.

### *Section 1*

| **Name** | **Job Title** |
|---|---|
| **Service/Organisation** | **Work Location** |

### *Section 2*

**Please provide a brief outline of the complaint:**
(Where possible please provide names, dates, history and background details of the complaint)

| |
|---|
| |

**Has the concern been considered under an alternative policy? Please provide details:**

| |
|---|
| |

## *Section 3*

**Has the complaint been investigated previously?**

**Yes** ☐ **No** ☐

**If yes, who was the manager who undertook the investigation?**

**Please provide brief details of the outcome of any previous investigation below:**

Please attach any correspondence relating to the complaint, along with this form, to the Monitoring Officer, Head of Legal and Democratic Services, 1st Floor, Town House, Broad Street, Aberdeen AB10 1FY.

## *Appendix 4*: Model Letter to Individual from Manager receiving the Complaint

**Date:**

**PERSONAL**

Dear

**REPORTING OF CONCERN UNDER WHISTLEBLOWING PROCEDURE**

***If written concern from worker:***

I write to acknowledge receipt of your letter dated xx/xx/xx in accordance with the above procedure, and advise that the concern as outlined by yourself has been formally registered.

***Or if verbal concern from worker:***

I refer to our meeting of xx/xx/xx where you outlined a concern in accordance with the above procedure, and advise you that the concern has been formally registered.

**Option 1 Initial determination by manager - possible Whistleblowing**
I have passed the concern to the Monitoring Officer (or appointed representative) who will determine whether the concern qualifies for protection under the Whisteblowing policy. They will then write to you confirming whether your concern qualifies or not.

You will then be further notified, of the Monitoring Officer's determination of your concern and how the matter will be progressed, or otherwise.

**Option 2 Initial determination not Whistleblowing**
I have decided after careful consideration that your concern does not fall within the Whistleblowing policy and instead should be managed through another more appropriate means through the ***(Managing Discipline policy / Managing Grievances policy / Managing Bullying and Harassment policy) delete as appropriate.*** As such you will be contacted shortly so that your concern can be taken forward.

Yours sincerely

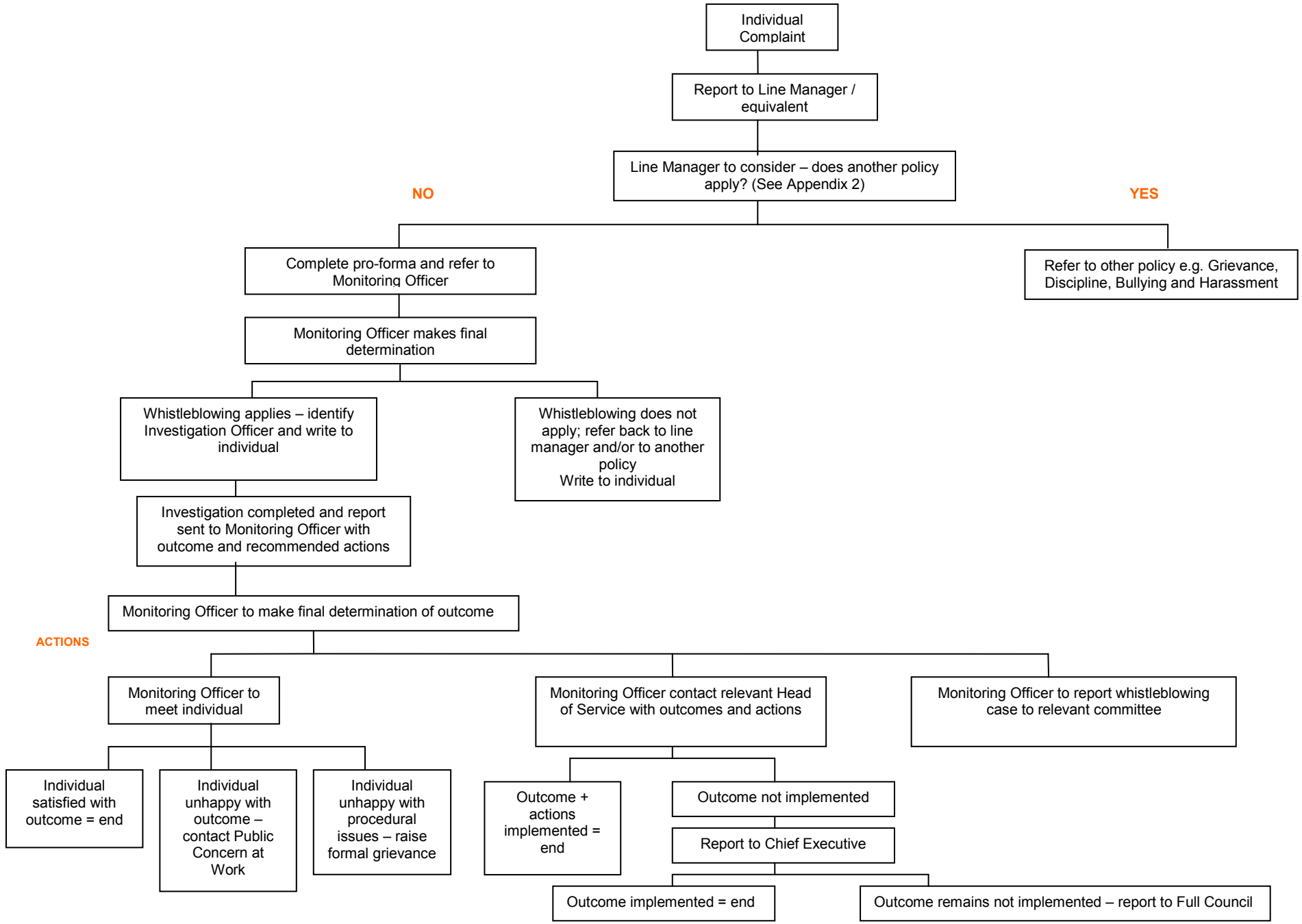
Name of manager receiving complaint

## *Appendix 5*: External Prescribed Regulators

Whilst it is hoped the Whistleblowing Policy will reassure employees to raise concerns internally, the Council accepts that employees safely or properly contact an appropriate external body. Below is a non exhaustive list of regulators or independent supervisory bodies which maybe relevant:

1. Health & Safety risks: HSE, Food Standards Agency
2. Environmental issues: Scottish Environment Protection Agency
3. Utilities: OFCOM, WICS, OFGEM.
4. Financial Services & the City: Financial Services Authority (and pending its full operation, its predecessor bodies); HM Treasury.
5. Fraud & fiscal irregularities: Serious Fraud Office, Inland Revenue & Customs.
6. Public sector finance: Audit Commission, Audit Scotland.
7. Company Law: Department for Business, Innovation and Skills.
8. Competition and consumer law: Office of Fair Trading, Local Authority
9. Others: Certification Officer (Trade Unions), Information Commissioner's office, Charity Commission, Criminal Cases Review Commission, Data Protection Registrar, The Pensions Regulator.

# *Appendix 6* Flow-chart



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ABERDEEN CITY COUNCIL

| | |
|---|---|
| COMMITTEE | Corporate Policy and Performance |
| DATE | 5 December 2013 |
| DIRECTOR | Angela Scott |
| TITLE OF REPORT | Sickness Absence Update |
| REPORT NUMBER: | CG/13/128 |

1. PURPOSE OF REPORT

This report updates the Committee on Sickness Absence rates across the Council.

2. RECOMMENDATION(S)

It is recommended that the Committee:

i) Notes the Council sickness rates outlined in Appendix 2.

3. FINANCIAL IMPLICATIONS

The main financial implications arising from sickness absence are when alternative resources are required for cover purposes. This is normally in the form of overtime and agency/relief/supply cover.

4. OTHER IMPLICATIONS

N/A

5. BACKGROUND/MAIN ISSUES

**5.1 Analysis of the Sickness Statistics**

During the Winter, Spring and early Summer months there was an increase in the overall rate of sickness across the Council. However, in August the Council transferred over 750 employees to Bon Accord Care, which had the effect of reducing the Council's absence figures i.e. for September, overall sickness fell and was maintained at an average of 11.5 days (4.4%) per employee up to and including October, 2013

Over the past 12 months the ratio of days lost to long term sickness compared with the days lost to short term sickness has been analysed to see if any trends were identifiable. From the analysis detailed at Appendix 1, it can be seen that there is little change in the proportion of long term sickness when viewed against short-term sickness.

In terms of the management of sickness absence cases, over the previous 12 months from 31 October 2013, there were 14 dismissals under the Maximising Attendance Procedure. In addition, 20 employees were retired due to ill-health. At the time of writing this report, 32 employees had progressed to stage 3 (i.e. the final stage) of the short term sickness procedure within the Maximising Attendance Policy.

**5.2 Sickness Absence Improvement Plans**

i) First Day Sickness Reporting – Triage

As reported to the Committee previously, one new strategy which will be trialled relates to a 'triage approach'. This involves a trained occupational health nurse supplementing the actions of line managers by providing immediate support, advice and, where appropriate, 'challenge' to an employee who reports sick.

It is proposed to trial this approach in selected parts of the Council to assess its suitability for wider application.

ii) YourHR – Sickness Absence Module

The YourHR portal, which is the in-house digitalisation of many HR processes, is planned to improve the speed at which absence data is reported and analysed. The current largely paper based system requires a self-certificate to be completed by an employee on their return to work. If this is not done, the sickness absence remains open until sickness records are checked. The new system will allow sickness to be 'closed off' by direct input into the system immediately and avoid sickness remaining open in the system until paper copies have arrived in the HR Service and are input into the payroll system.

The YourHR Sickness Absence module went live within the Facilities Management Section of Enterprise, Planning and Infrastructure in late October 2013. The plan is to work with all Directorates to roll the module out over the next 6-12 months.

iii) Transfer of employees to Bon Accord Care Ltd

The Council's sickness absence statistics have reduced by virtue of the recent transfer of Older People and Rehabilitation services to the Arms Length Company – Bon Accord Care Ltd. (The services concerned had one of the highest levels of sickness absence in the Council).

vi) Maximising Attendance Review of Procedure

It is almost three years since the current Maximising Attendance Policy was implemented. The policy has served the Council well and since its introduction it is possible to see an overall reduction in the average number of days sickness taken by employees. A recent review of the policy, which included input by managers and trade unions, has concluded that some amendments are required. For example, the management of long term sickness will be converted to a four stage process (as for short-term sickness.)

The proposed changes are still subject to consultation and are likely to be reported to Committee's next meeting, for approval.

vi) Preventative Measures

Officers continue to regard prevention as the most effective means of managing sickness absence. This includes providing training, advice and support to employees whose work is particularly physically demanding (e.g. toolbox talks by a trained Physiotherapist).

We have also increased our investment in health screening where the Occupational Health Adviser screens employees on body mass index, cholesterol levels and blood pressure. Where there is any cause for concern the employee concerned is advised to refer themselves to their GP for further investigation and treatment. The Council also offers influenza injections to high risk groups during Autumn.

v) Long Term Sickness

The traditional focus on managing sickness absence is to deal firmly but fairly with short-term persistent absence. However, long term sickness absence can have greater impact. As can be seen in Appendix 1, almost two thirds of the total number of days are down to long term sickness. Long term sickness is defined in the Maximising Attendance Policy as absence over 4 weeks (28 calendar days). In such cases there is normally an underlying medical reason for the absence and where these are not related to the working situation there is normally little that can be done to speed recovery.

However, officers are looking to introduce an arrangement (with the support of the trade unions) where employees who may not be fit to do their substantive job are assessed for their capability to perform other duties. Advances in technology and the increased possibility for some employees to work productively at home are increasing the possibility of this short term redeployment option.

It is appreciated that not all long term sickness cases will be suitable for this approach but, in all cases, it is critical that the line manager concerned keeps in touch with their absent employees.

6. IMPACT

Sickness absence statistics are regularly reported to CMT as well as part of the Service Committees performance report.

In managing sickness cases consideration is taken in respect of all protected characteristics, especially in cases of disability where reasonable adjustments are considered.

7. BACKGROUND PAPERS

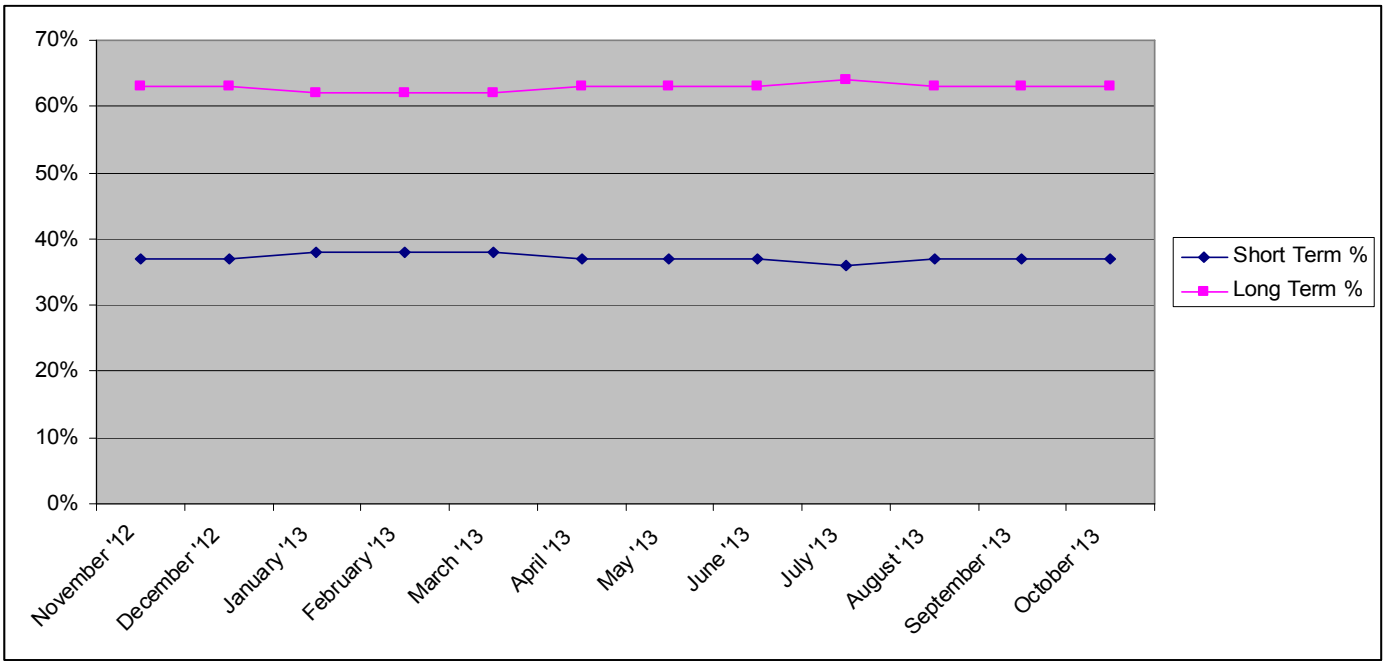
None

8. REPORT AUTHOR DETAILS

Jeff Capstick, Human Resources Manager (Business Services)
E-mail: jcapstick@aberdeencity.gov.uk
Tel: (52)2106

**Appendix 1**

## Breakdown of Long Term v's Short Term Sickness Absence

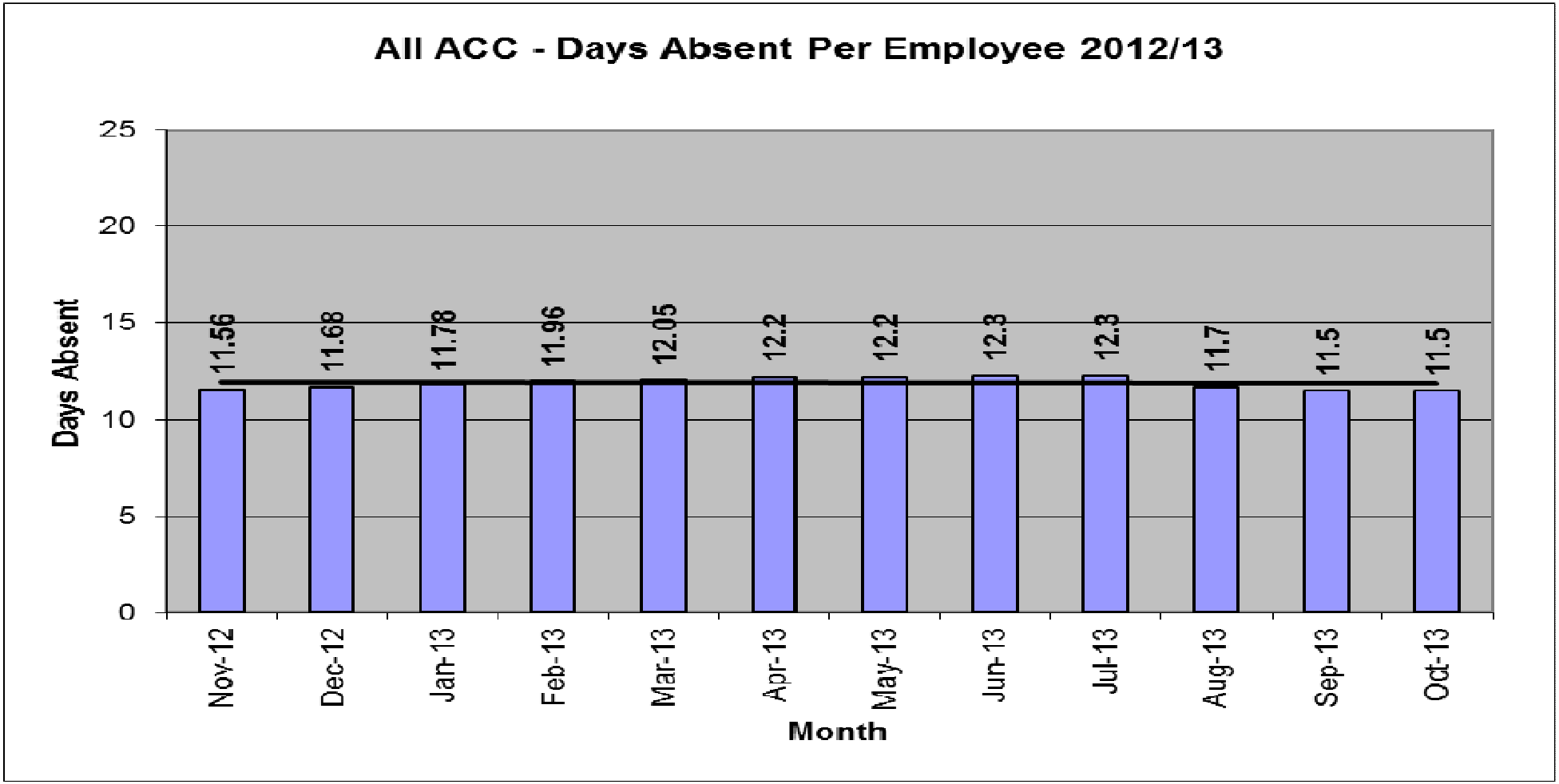



| Month | Short Term Days | Long Term Days | Total | Short Term % | Long Term % |
|---|---|---|---|---|---|
| November '12 | 24903 | 42852 | 67755 | 37% | 63% |
| December '12 | 25260 | 42795 | 68055 | 37% | 63% |
| January '13 | 26359 | 42688 | 69047 | 38% | 62% |
| February '13 | 26577 | 43795 | 70372 | 38% | 62% |
| March '13 | 26706 | 43704 | 70410 | 38% | 62% |
| April '13 | 26961 | 45022 | 71983 | 37% | 63% |
| May '13 | 26773 | 45314 | 72087 | 37% | 63% |
| June '13 | 26741 | 45402 | 72143 | 37% | 63% |
| July '13 | 26401 | 46012 | 72413 | 36% | 64% |
| August '13 | 23032 | 39659 | 62691 | 37% | 63% |
| September '13 | 23070 | 39524 | 62594 | 37% | 63% |
| October '13 | 22995 | 39531 | 62526 | 37% | 63% |

**Appendix 2(a)**

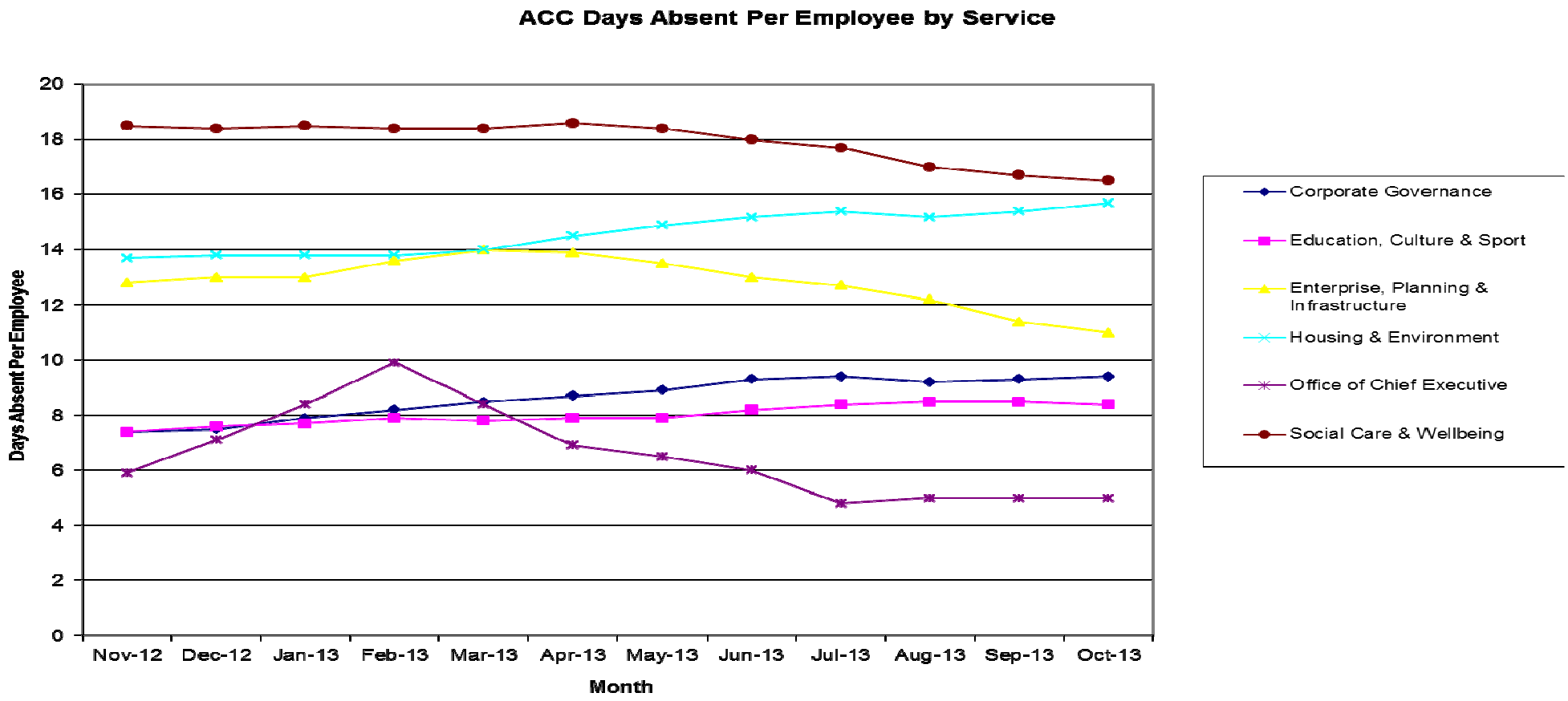
## Statistics as at October 2013

This graph represents the average days lost per employee per month across the Council over a rolling 12 month period.



**Appendix 2(b)**

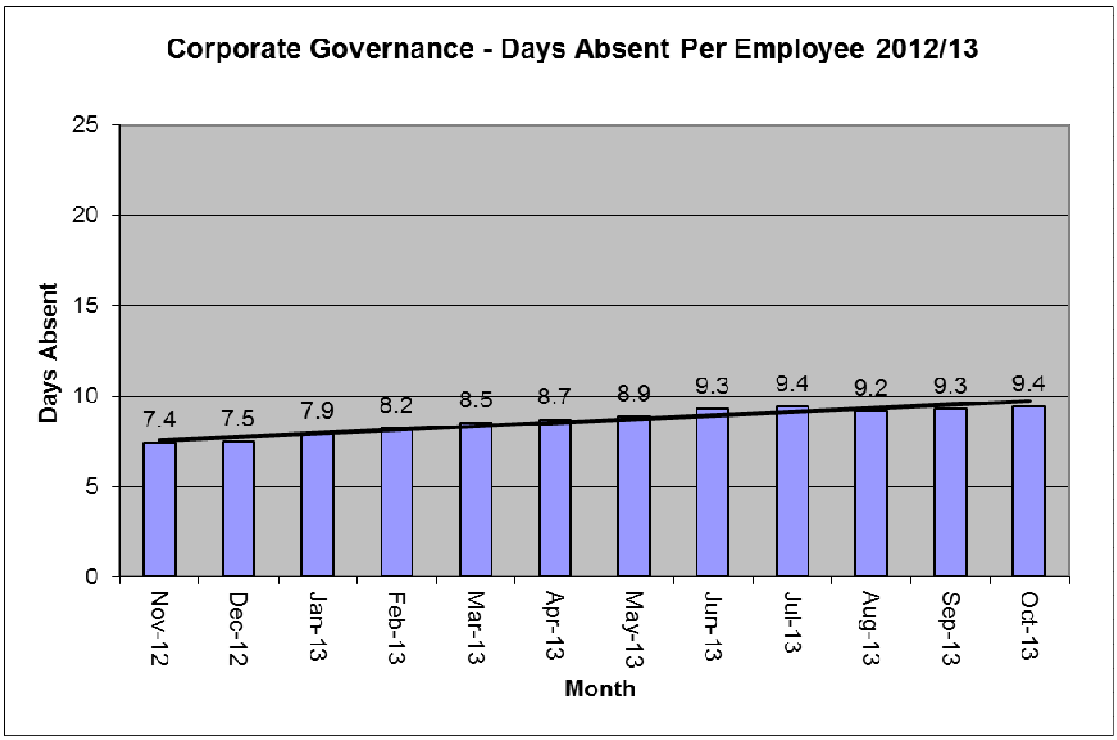
This graph represents the monthly trend of the average days lost per employee to sickness absence over the previous 12 months per month by directorate.



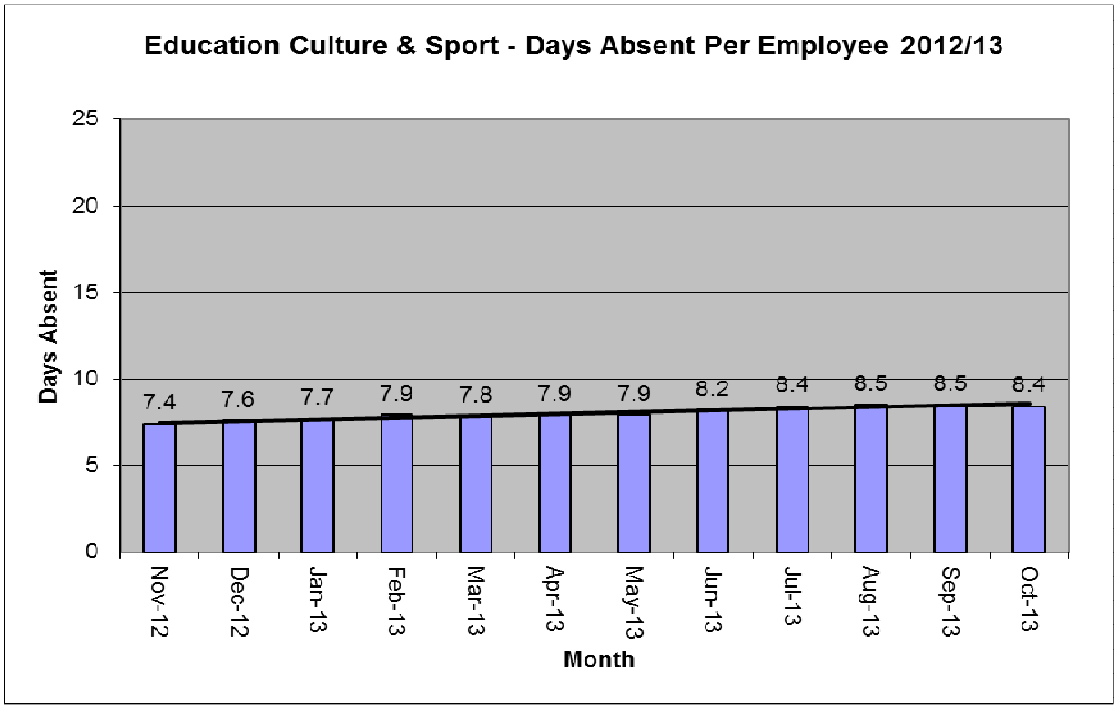
**Appendix 3**

The following graphs indicate a service by service comparison for the last 12 calendar months.

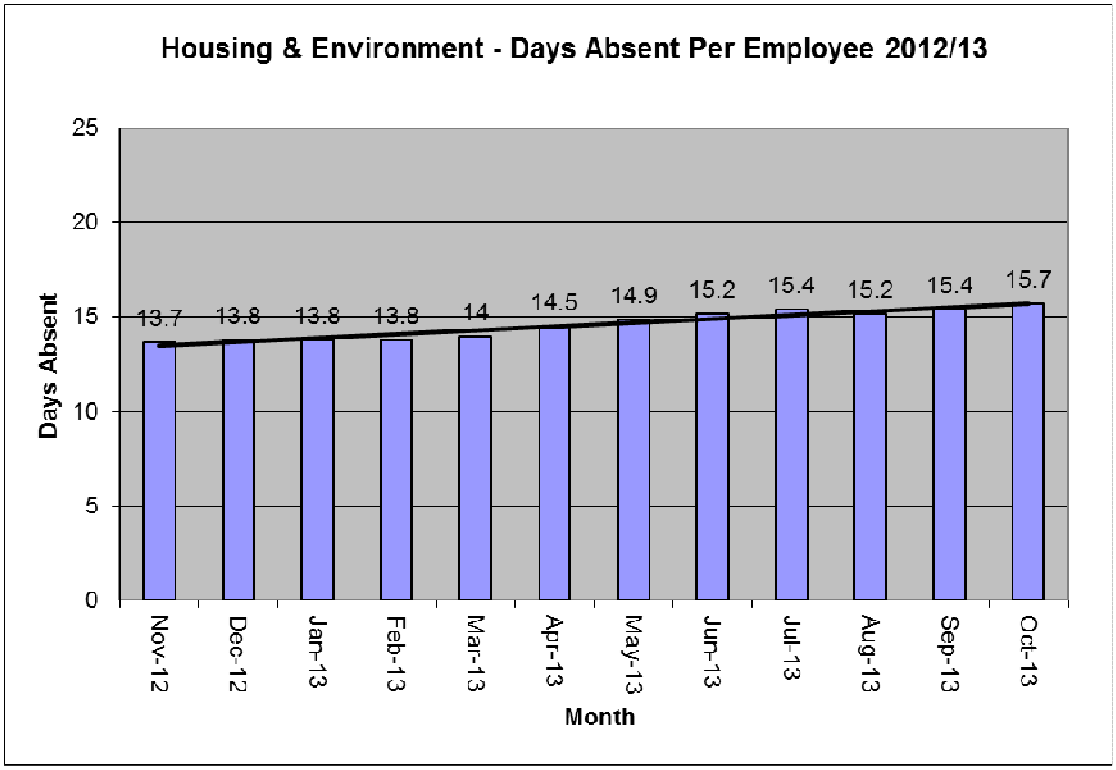
## 3.1 Corporate Governance



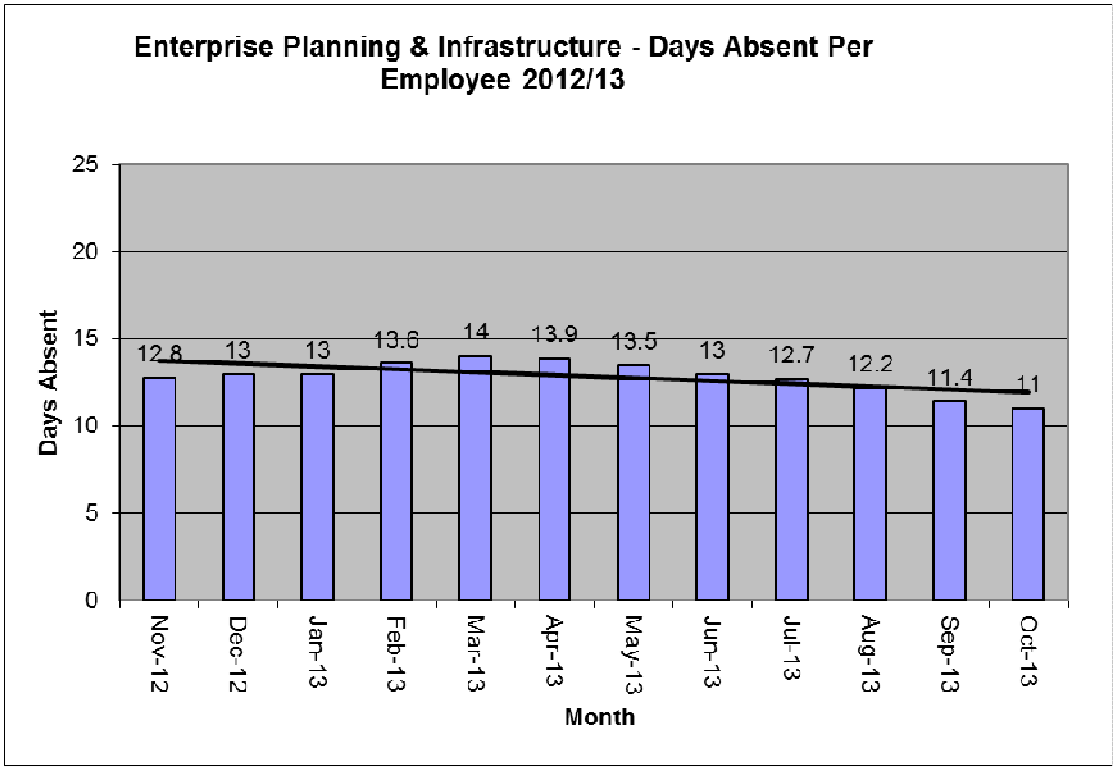

## 3.2 Education Culture & Sport



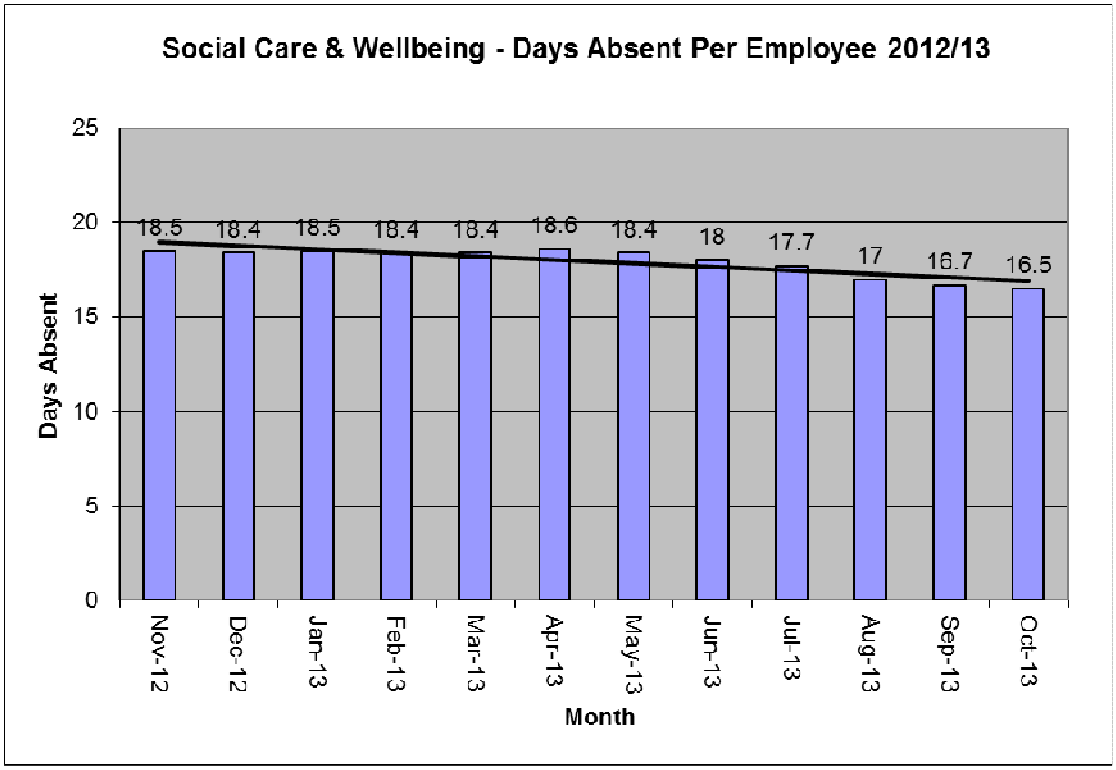
## 3.3 Housing & Environment



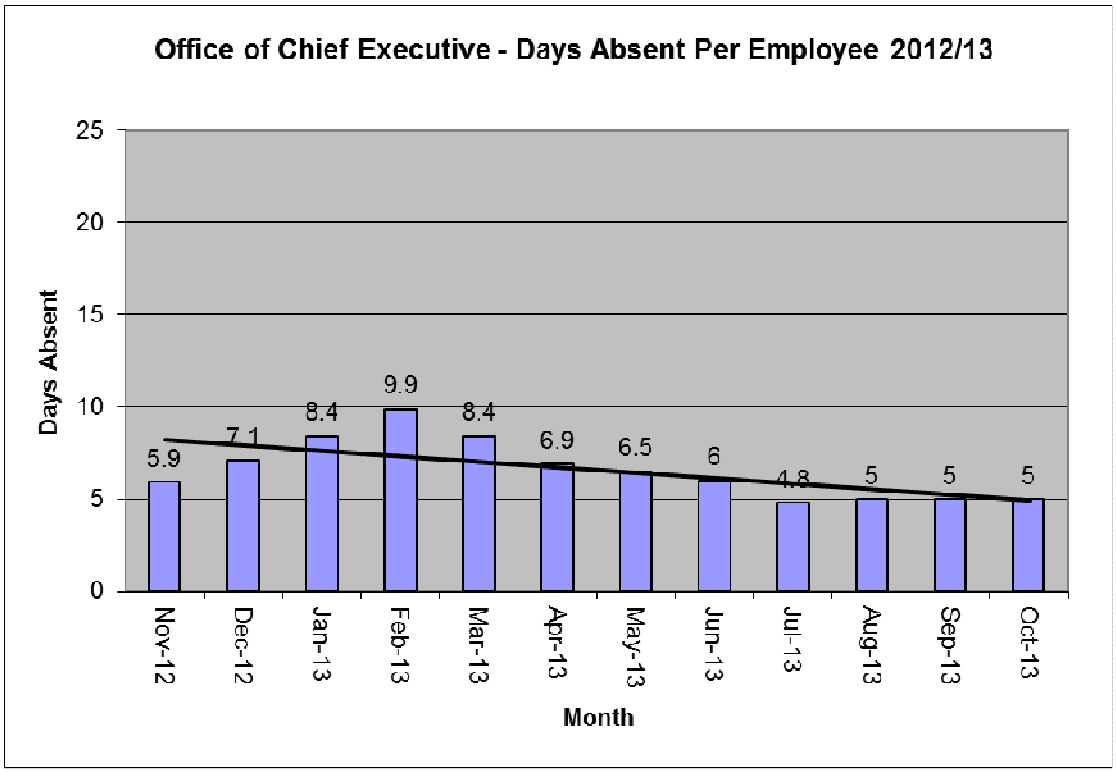

## 3.4 Enterprise, Planning & Infrastructure



## 3.5 Social Care & Wellbeing




## 3.6 Office of Chief Executive



# ABERDEEN CITY COUNCIL

# BUSINESS CASE

**COMMITTEE** **Finance, Policy & Resources**

**DATE** **5 December 2013**

**LEAD OFFICER** **Pete Leonard, Director of Housing & Environment**

**AUTHOR OF BUSINESS CASE** **John Quinn, Head of Regeneration & Housing Investment**

**NAME(S) OF HR ADVISER(S) CONSULTED** **Marie Smith, HR Business Partner**

**TITLE OF BUSINESS CASE** **Business Requirements to deliver key goal 1 of the Strategic Infrastructure Plan for 1000 affordable houses by 2017 and 1400 by 2019**

**REPORT NUMBER:** **H&E/13/080**

## PURPOSE OF BUSINESS CASE

Further to full Council approval on 31 October 2013 to establish the post of Housing Programme Manager in order to meet the requirement for 1,000 new affordable houses on Council land by 2017, and 1,400 by 2019, a commercially astute specialist team is required to be established to meet these delivery targets.

## RECOMMENDATION(S)

It is recommended that Committee approve the following:

| Additional resource(s) / change to structure required | Job title(s) | No of jobs |
|---|---|---|
| **Establishment of permanent job** | | |
| **Conversion of fixed term job to permanent status** | | |
| **Creation of fixed term job** | **Senior Land & Development Manager**<br>**Consents Negotiator**<br>**Administrative Assistant** | **1**<br>**1**<br>**1** |
| **Extension of fixed term job** | | |
| **Dis-establishment of permanent job** | | |

| | | |
|---|---|---|
| **Change to Job Title** | **Former:**<br>**Revised:** | |
| ***Redesign of existing job** | | |

* for a redesign of an existing job there should be reference in the report to the impact of the redesign on the jobholder(s).

**BUSINESS CASE**

1. **With specific reference to anticipated outputs/outcomes, state how the recommendation(s) support corporate objectives e.g. Council's Policy Statement; Vision and Values; Local Government (Scotland) Act 2003; Community Plan; Transformation Programme etc.**

   This proposal links to the Council's priority to deliver 1,000 new affordable houses by 2017 and 1,400 by 2019 on Council owned land to meet the recognised economic and social needs of the City of Aberdeen. This is central to the success of the Council's Strategic Infrastructure Plan (SIP). The team will be appointed on a fixed term basis.

2. **State how the recommendation(s) support service objectives and plans and/or the achievement of a Statutory Performance Indicator.**

   The Senior Land & Development Manager will lead and assist in developing land deals for the Council leading towards appropriate consents, sales, and purchases to enable the project to be delivered. This is a very specialised area not readily available to the Council.

   The Consents Negotiator will control project delivery with particular responsibility for progressing statutory consents to enable the programme of build to meet targets set by the SIP.

   The Administrative Assistant will provide the support required by a fast moving delivery team.

3. **A) Outline why the new work cannot be undertaken within existing staff resources e.g. by re-distributing resources or curtailing lower priority services.**

   None of the work can be undertaken by existing resources within the Directorate and requires a specialist unit to provide the commercial, joint venture partnership, planning and land surveying skills focused on the delivery of the targets. Some roles may be subject to secondment opportunities for staff in other Directorates.

   **OR B) In the case of the redesign of an existing job, outline details of the new tasks being undertaken.**

   N/A

4. **Risk Management: What are the consequences of not proceeding with the recommendation(s)?**

Failure to proceed with the recommendations will severely compromise the Council's capacity to deliver its strategic target for affordable housing by 2017 and 2019.

## 5. Risk Assessment: What Health and Safety considerations have been taken into account?

Risk assessments will be carried out as and when required, along with any required alterations to existing risk assessments.

## 6. Financial Implications:

The Consents Negotiator post has been evaluated at G15. The Senior Land & Development Manager and the Administrative Assistant posts are still in the process of being graded using the job evaluation scheme. The below costings are based on the maximum grade anticipated for these posts.

**Impact on current year's revenue/capital budget:**

| Job Title | JE Grade | Min Salary* | Max Salary* |
|---|---|---|---|
| Senior Land & Development Manager | G16-G17* | £9,628 (bottom point G16) | £12,020 (top point G17) |
| Consents Negotiator | G15 | £8,418 | £9,624 |
| Administrative Assistant | G9* | £3,880 | £4,367 |
| | *maximum grade anticipated | | |

***These figures are based on an appointment being made by 1 February 2014. Minimum and maximum salary costs also include agreed allowances and 29.7% on costs.**

| Net Cost | £21,926 - £26,011 | Net Saving | £ |
|---|---|---|---|

**Full year impact on revenue/capital budget:**

| Job Title | JE Grade | Min Salary* | Max Salary* |
|---|---|---|---|
| Senior Land & Development Manager | G16-G17* | £57,770 (bottom point G16) | £72,118 (top point G17) |
| Consents Negotiator | G15 | £50,508 | £57,744 |
| Administrative Assistant | G9* | £23,282 | £26,202 |

| | | | |
|---|---|---|---|
| | *maximum grade anticipated | | |

***Minimum and maximum salary costs include agreed allowances and 29.7% on costs (ie National Insurance and employer's pension contributions).**

| | | | |
|---|---|---|---|
| **Net Cost** | £131,560 - £156,064 | **Net Saving** | **£** |

**Source and amount of revenue/capital budget funding available:**

The additional costs are to be met in the first instance (1 year) by the Council General Fund with the intention that once the Joint Venture (JV) Partner is procured the costs for the posts will be met as a management fee payable by the JV.

**Amount of external monies available within the current financial year:**

N/A

**Amount of external monies available in total:**

N/A

7. **If the recommendation(s) relate to additional staffing, outline and justify the proposed contractual status of the new employee(s) i.e. 'permanent' or fixed term?**

Fixed term.

8. **If the recommendation(s) are funded on a time-limited basis from an external source, what is the likelihood of the project continuing beyond the term of funding?**

The project will potentially continue beyond the fixed term period dependent on the delivery programme of housing to be constructed.

9. **If the project is likely to continue beyond the term of funding, what steps are being considered in order to finance this extension?**

As above

10. **In the case of fixed term contracts, state whether this contract is task or event related; outline the proposed exit strategy and detail how potential exit costs will be met.**

N/A

11. **What accommodation and equipment considerations have been taken into account?**

All accommodation and equipment considerations are covered by existing resources.

## 12. HR Comment(s)

The posts will be evaluated using the Council's agreed job evaluation scheme. The posts will be recruited to using the Council's recruitment procedures.

## 13. Report Author Details

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jquinn@aberdeencity,gov.uk

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ABERDEEN CITY COUNCIL

| | |
|---|---|
| COMMITTEE | Finance, Policy and Resources Committee |
| DATE | 5th December 2013 |
| DIRECTOR | Elizabeth Taylor |
| TITLE OF REPORT | Young Women's Service |
| REPORT NUMBER: | |

## 1. PURPOSE OF REPORT

1.1 The purpose of the report is to propose that the Intensive Community Support and Learning Service at Westburn develop a gender specific service for vulnerable girls and young women

## 2. RECOMMENDATION(S)

2.1 To approve the establishment of a gender specific service for vulnerable girls and young women.

2.2 To approve the following increase to the establishment:

- 1 FTE Team Leader post at G14
- 2 FTE Family and Community Support Officer posts at G13
- 2 FTE Family Resource Worker posts at G11

2.3 To approve the limitations of employment to the new posts within the service, to female candidates only, justifiable and legitimate occupational requirements of the posts, in relation to Schedule 9 of the Equality Act 2010

## 3. FINANCIAL IMPLICATIONS

3.1 The staffing for the team will be

1 x Team Leader
2 x Family and Community Support officers
2 X Family Resource Workers

It is proposed that the Team Leader post should be offered as a fixed term secondment.
The budget to establish this team has been identified from the Westburn budget.

The Team at Westburn will be extended by creating a fixed term Team Leader (G14) Post by converting existing vacant G13 posts to the new service and adding value to this post.

It is proposed that there in an increase in established posts to include 2 Family and Community Support Officer posts and 2 Family Resource Worker posts.

3.2 Impact on current year's revenue/capital budget:

Assuming the posts had been filled on 1st Jan 2014 the current year's costs would be:

1 x Team Leader Increase of salary from a G13 to a G14

Difference between G13 and G14 for three months is £2,745 - £3,157 with 29.7% on costs

2 x F&CSO at G13
£7,364 - £8,417.50 x 2 for six months = £19,102 to £21,825 with 29.7% on costs

2 X FRW at G11
£5,637 - £6,440.50 x 2 for six months = £14,623 to £16,706.50 with 29.7% on costs

Total staffing costs for three months = £35,097.50 - £40,120 including 29.7% on costs

There will be some additional costs to take account of any enhanced payments to staff working in the evenings and weekends. Evening and weekend work will be supplemented by the 7 Day Service, Barnardo's Connect staff and other ISS partners

Revenue costs will include mobile phones, staff travel and accommodation costs of £50,000

The total budget will be £85,097.50 – 90,120

3.3 Full year impact on revenue/capital budget:

1 x Team Leader Increase of salary from a G13 to a G14
Difference between G13 and G14 is £5,490 - £6,314 with 29.7% on costs

2 x F&CSO at G13
£58,912 - £67,340 this is £76,409 to £87,340 with 29.7% on costs

2 X FRW at G11
£45,098 - £51,524 this is £58,492 - £66,827 with 29.7% on costs

Total staffing costs for full year = £140,391 - £160,481 including 29.7% on costs

There will be some additional costs to take account of any enhanced payments to staff working in the evenings and weekends. Evening and weekend work will be supplemented by the 7 Day Service, Barnardo's Connect staff and other ISS partners

Revenue costs will include mobile phones, staff travel and accommodation costs of £50,000.

The total budget will be £190,391-£210,481

**4.** OTHER IMPLICATIONS

4.1 The young women should have easy access to the team and accommodation in a central location is currently being pursued with the Asset Management Team.

**5** BACKGROUND/MAIN ISSUES

5.1 In the last 2 years there has been increasing concern about the circumstances of a number of girls and young women in Aberdeen city. The girls/young women are involved in and experiencing a range of issues including:

- Involvement with older men
- Sexual exploitation
- Misusing substances
- Being absent from home/placement for a number of hours/days without carer agreement/knowledge
- Self harm
- Low self esteem
- Risk taking behaviours
- Low parental interest/control/capacity
- Girls making connections with other girls in the community and placements and introducing them to older men

5.2 There have been a number of young women who, as a result of their circumstances have been placed in high cost out of authority placements including secure care.

5.3 The development of the service would offer intensive support to girls and young women to enable them to remain within their families and communities.

5.4 It is proposed to have a gender specific service staffed by women. The service will provide a safe place for girls and young women and will support them on an individual, group and family work basis. It is proposed that the service will be based in the city centre for ease of access and close proximity to where the young women are spending their time. Support will be provided to service user's outwith core office hours in recognition of their circumstances.

**6**. IMPACT

6.1 The aims and objectives of the Young Women's Service are identified within national and local

strategic priorities.

Single Outcome Agreement

National Outcome 4 – Our young people are successful learners, confident individuals, effective contributors and responsible citizens.

National Outcome 8 – We have improved the life chances of children and young people and families at risk.

6.2 Integrated Children's Services Plan 2011 – 2015

- Achieving their Potential Outcome Group
- Responsible and Included Citizens Outcome Group
- Safe and Protected
- Successful Transitions to Adulthood

6.3 The purpose of the Aberdeen City Child Protection Sub-Committee is to work in partnership with the North East of Scotland Child Protection Committee (NESCPC) to promote the protection of children as per the Memorandum of Understanding dated September 2009
Arrange the delivery of services to children to protect children that meets local need
Exercise effective quality assurance and governance of services to **protect children in** Aberdeen.

## 7. MANAGEMENT OF RISK

7.1 The risks identified should this proposal not be accepted are;

- an increased number of girls and young women have poor outcomes as a result of trauma
- an increase is costly out of authority placements including secure care

## 8. BACKGROUND PAPERS

None

## 9. REPORT AUTHOR DETAILS

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ABERDEEN CITY COUNCIL

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COMMITTEE Finance, Policy & Resources

DATE 5 December 2013

DIRECTOR Angela Scott

TITLE OF REPORT Corporate Governance Service Asset Management Plan and ICT Asset Management Plan Updates (2013)

REPORT NUMBER: CG/13/124

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1. PURPOSE OF REPORT

To seek approval of the Corporate Governance Service Asset Management Plan (CG SAMP) and ICT Asset Management Plan (ICT AMP) 2013

2. RECOMMENDATION(S)

It is recommended that Committee approve the Corporate Governance Service Asset Management Plan and ICT Asset Management Plan 2013.

3. FINANCIAL IMPLICATIONS

£1.15M revenue has been approved for ICT Investment in financial year 2013/14 and is included within draft budget for year 2014/15. The ICT Asset Management Plan (AMP) identifies that a continuing rolling programme of funding is required to maintain its ICT Assets.

Additional capital works, where identified for new investment in ICT Assets will be supported by business cases and presented to the Capital Asset Management Group for consideration and approval through the Non-Housing Capital Programme (NHCP) budget and Enterprise Architecture Board.

4. OTHER IMPLICATIONS

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

The ICT AMP has been developed taking into consideration whole life cycle cost, sustainability and environmental issues and Health & Safety concerns.

Decisions taken around ICT Assets are governed by Enterprise Architecture framework principles.

Demand for future ICT Assets should be checked against future Full Time Equivalent (FTE) numbers to ensure that workforce planning, property rationalisation and flexible working policy decisions are factored into any future ICT Asset purchases.

## 5. BACKGROUND/MAIN ISSUES

The Council recognises that its assets are a significant and valuable resource to delivering efficient and effective services in achieving its vision, aims and objectives. The Council approved it's overarching Corporate Asset Management Plan, incorporating the key resources of Property, Fleet, Open Space, Housing, Roads Infrastructure and ICT Assets in February 2013. Each resource within the Corporate Asset Management Plan has or is developing its own AMP.

Furthermore, within the Property AMP, it is identified that each Directorate makes an assessment of their key property issues arising from the council's initiatives and strategies, and also existing knowledge on issues of property condition and suitability in each area. Service Managers analyse available information about their portfolio so that gaps in provision and future needs are identified which are then recorded within a Service Asset Management Plan.

The Corporate Governance Service Asset Management Plan and ICT Asset Management Plan were approved in October 2012 and December 2012 respectively. This is the first annual update of the plans.

The vision of the ICT AMP is that all ICT Assets are serviceable and fit for purpose, accessible when required, efficient and sustainable. The ICT AMP covers all ICT Assets, i.e. desktop computers, laptops, printers, scanners and other peripheral devices, servers, communications equipment, telephony equipment and systems, databases, applications, software licenses, media, contracts and any associated services. Details of ICT Assets are recorded electronically and include details of location and financial information and other operational overheads in order to identify operational overheads and whole life cycle costing.

In designing this approach to ICT asset management we have identified the following 5 overarching aims and objectives that will seek

to ensure that the Council's ICT assets are fit for purpose within current budgetary constraints:

ICT Assets should meet the needs of those that use them. This includes staff, members, pupils, visitors, customers and the general public through the different access channels (face to face, telephone and online). Acquisition of ICT Assets needs to consider access for those with disabilities and or special needs, such as additional language support.

ICT Assets should be economically sustainable with minimal operating costs on a whole life costing model. This means keeping running costs down, maximising existing asset use, reducing duplication and waste while planning for future capacity requirements, prioritising capital and revenue spending and through full option appraisal incorporating whole life costing and assessing opportunity costs. ICT Asset acquisition will follow evaluation and consideration of full life cycle costs and benefits appraisal.

ICT Assets should be environmentally sustainable. This means considering local and global environmental factors, monitoring and reducing energy consumption and CO2 emissions through the whole ICT life cycle from manufacture, packaging, utilisation and disposal.

ICT Assets must be safe, secure and comply with current legal and regulatory requirements and known future requirements. This means ensuring regular audits for DSE requirements and PAT testing of all ICT Assets, regular preventative maintenance and testing of critical ICT assets such as Uninterrupted Power Supply (UPS) and Air Conditioning within Data Centre and communications rooms' facilities, compliance with Waste, Electrical and Electronic Equipment (WEEE) regulations for electrical disposals, compliance with software licensing terms and conditions, compliance with Data Protection Act (DPA) and Disability Discriminations Act (DDA) when designing new ICT systems.

ICT Assets should link to the Council's strategic business objectives. This means that governance and decision making surrounding ICT Assets are integral to the strategic planning process and managed to deliver its strategic priorities and service in line with risk and providing value for money services for the benefit of the local community.

In order to make effective ICT asset purchasing decisions, a cross-service Enterprise Architecture Board has been established. Business cases for capital funding are submitted for consideration and prioritisation to the Corporate Asset Management Group.

## 6. IMPACT

Corporate – The continued implementation of Asset Management will ensure that the Council is utilizing its assets to support service in implementing the Single Outcome Agreement.

The use of ICT is a core and critical component to the provision and operation of all Council services. The continued review of ICT Asset Management Plan supported by an ICT Investment Programme will ensure that the Council is utilising its ICT Assets most effectively to support Services in implementing the Single Outcome Agreement and fulfilling actions within the 5 year Corporate Business Plan and individual Service plans.

Public – This report may be of interest to the public as it outlines potential impact of the Council's ICT Assets on how it can deliver its Services.

7. MANAGEMENT OF RISK

The risks associated with ICT Asset Management are identified within the Plan.

8. BACKGROUND PAPERS

Corporate Asset Management Plan 2013
Corporate Governance Service Asset Management Plan 2012
ICT Asset Management Plan 2012

9. REPORT AUTHOR DETAILS

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**Corporate Governance Service Asset Management Plan 2013**

## Section 1 Introduction

Corporate Governance employs over 600 staff working across the city and is responsible for the councils key Financial, Legal, HR, Customer Services and ICT resources which includes the council's financial records, contracts, staff, ICT infrastructure and systems and the council's document storage and archive collection. Effective management and utilisation of our assets is key to ensure we achieve our aim to deliver quality, efficient services which have a positive outcome for our customers, against the background of tight financial settlements.

Corporate Governance Service Asset Management Plan was approved at Finance & Resources Committee on 4 October 2012. This is the first annual revision of the Plan. The Asset Management Plan focuses on the property assets of the Directorate and determines the assets required to deliver our services. Completion of the Asset Management Plan has been co-ordinated by the IT Manager, as service representative for Corporate Asset Management with key input from the Senior Management Team and Service Managers. This has been through feedback on current use of the assets, future use and considerations in relation to 5 year Business Plan and the Priority Based Budget options.

## Section 2 Description of Service

Aberdeen City Council's vision is Aberdeen – The Smarter City underpinned by six smarter priorities. To deliver these priorities, the Corporate Governance directorate has a vision to support the modernisation of the council's services by providing high quality, cost effective services which put the customer at the centre. The directorate contributes to all of the smarter priorities.

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

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

The Directorate delivers services across five sectors.

- **Legal and Democratic Services** The team provides legal services to the Council and partners, including advice, information assurance and the statutory licensing functions. This is operated from Marischal College, Level 1 S with all Title Deed documentation held within Town House, Broad Street. Registration of births, marriages and deaths is operated from the Customer Service Centre, Ground floor Marischal College while committee administration and democratic services, including provision of support services for Elected Members fall within the team's remit and is operated form the Town House, Broad Street. In addition the team manage the Council's archives from Old Aberdeen House. The Head of Legal and Democratic Services is also the Council's Monitoring Officer.

- **Human Resources and Organisational Development** The team is responsible for delivering of a range of HR services within a business partnering context including: Training and Development; Personnel; Strategy and Planning; Health, Safety and Wellbeing; Payroll and Organisational Development. The majority of these services are delivered from Marischal College, 4th floor West with the shared HR/Payroll Service Centre providing all HR transactional/administrative and initial query handling services from its base at Balgownie One, 3rd floor. Training facilities are provided from the training suites located at Frederick Street Business Centre, 2nd floor.

- **Procurement** (shared with Aberdeenshire) The procurement team provide policy and advice to services and manage and develop the Council's procurement strategy. Management of suppliers and contracts and delivering benefits through effective business relationships are important functions. The team represents the Council's interests through the Scotland Excel North East Regional Hub. The team operate primarily from its Aberdeenshire base at Woodhill House and through the use of hot desk and meeting room facilities in appropriate Council buildings.

- **Finance** Finance has responsibility for strategic and operational financial advice to the Council. The Corporate Accounting Team provides monthly revenue and capital monitoring, production of Annual Accounts, efficiencies monitoring and administration and monitoring of the Common Good Fund. This is operated from Town House, 3rd floor. The Service Accounting Teams are aligned to each of the Directorates and strive to support the Directors in delivery of effective and efficient service provision and consequently financial balance. These teams operate from Marischal College, 1st floor West. The Finance function incorporates Revenues and Benefits encompassing collection of all local taxes and business rates, administration of council tax and benefits and administration and collection of all other sources of income to the Council which operates from Marischal College, 3rd floor West. The Pensions Team sits within Finance and manages the Pensions for Aberdeen City Council and partner organisations and operates from Balgownie One, 2nd floor. The Finance function also operates a central creditors and invoice processing team which operates from Balgownie One, 2nd floor.

- **Customer Services and Performance** The team's remit covers the strategic development of Customer Service for the Council along with delivering operational customer service via the Customer Contact Centre located at 1st floor Frederick Street Centre and the Customer Service Centre at the Council's corporate headquarters on the ground floor Marischal College. Customer service facilities are also provided at Woodside Customer Access Point. The Regional Communications Centre operates on a 24 x 7 basis from the contact centre, with Disaster Recovery facilities located at Kittybrewster, Powis Terrace. Accord team operation from Marischal College Level 3N with remote support to all establishments using the accord card (e.g. schools and sports centres).

  The provision of ICT falls within the team which is primarily operated from Marischal College, 3rd floor North and remotely from all other council properties. Data Centre facilities are currently operated through a Managed Data Centre contract from Livingston, with DR facilities in Edinburgh. ICT assets are located

in all Council premises, usually within separate communications rooms and are detailed within the separate Council's ICT Asset Management Plan. The ICT service have temporary rooms allocated at former Braeside Primary school site for the storage and repair of ICT assets for educational establishments. The use of these rooms is reviewed regularly with officers within Education, Culture and Sport.

The performance, audit and risk function covers public performance reporting, the corporate commitment to Best Value, risk management, continuous improvement, and corporate research and information. These functions are operated from Marischal College, 4th floor West. As part of its audit and risk, the team manage the provision of the internal audit service, which is provided by Price Waterhouse Coopers. During 2013, the team has taken on responsibility for FOI and Records Management which is operated primarily from lower ground floor Marischal College with archived paper records held at Whitemyres.

The team also has responsibility for maintaining and developing the Council's community planning commitments and the Single Outcome Agreement for the delivery of the Council's goals and operation of the Council's Programme Management Office – these functions are both operated from Marischal College Level 2 North.

**Section 3 Anticipated Key Changes to the Service**

The directorate has already undergone significant transformation of its services, driven by a desire to innovate, improve quality and meet the financial constraints faced by the council, now and in the future. As we respond to the changing demands of other services, increasing financial constraints, a greater understanding of customer requirements and emerging technological advances, the type, level and shape of service will be altered to meet these demands.

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

Corporate Governance may explore shared service opportunities which may result in changes to how assets are currently used. For example, over the last few years we've introduced a number of successful ways of delivering 'front end' customer services across Corporate Governance. This includes our contact centre, HR service centre, ICT Helpdesk and single points of contact for some of our Finance services. To build on this success, we intend reviewing these various customer service 'models' and consider how across corporate governance we might further improve our customer service delivery in the future. This may include the joining up of services which would have operational implications, for example expanding the current operations at Frederick Street. In addition

the implementation of mobile and flexible working capabilities under our Smarter Working initiatives would maximise staff productivity and return on property assets.

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

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

-

**Section 4 Asset Demand Profile**

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

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

**Legal Services**

- Easily accessible, secure, fireproof records storage

**HR**

- One area for all teams to be co-located (up to 120 staff)
- Secure access for HR records
- Training facilities to be located in same area and at a convenient location for trainers, organisers and staff.

**Procurement**

- No additional specific demands

**Finance**

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

**Customer Service & Performance**

- Customer Service Centre and Access Points need to be close to public transport for public access as well as welcoming and of a high standard as they are “the face” of the Council.
- Customer Service Centre(s) require access for all disabilities (These could be in any library, school, community centre etc. and not restricted to council headquarters.
- Customer Contact Centre as a 24x7 facility needs to be secure, and accessible out of hours.
- All buildings should have good delivery access points for ICT deliveries and remote support from both ICT and Accord teams. These access points should have no stairs – lifts and ramps only as well as parking for vans
- Office space should be open plan, with adequate meeting rooms and opportunity for quiet working from any location.
- Standard Office Environment with access 24 x 7. Requires good car parking for 3 vans and up to 20 staff (10 on any one day) for planned and unanticipated ICT support at remote sites.

- Storage for Computer Media with access 24 x 7 and around 20 square metres for locked cabinets.
- Storage for ICT consumables and network equipment. Secure, controlled access to storage – circa 20 square metres.
- ICT Workshop – space to store and build up to 100 desktop/laptop and thin client computers and onward distribution.

**Section 5 Asset Supply Profile**

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

| Property | Use | Overall Condition | Overall Suitability | Comments |
|---|---|---|---|---|
| **Marischal College** | | A | A | |
| L1S, L1W, L2N, L3W, L3N and L4W | Office Accommodation for majority of Corporate Governance | | | |
| Lower Ground South | ICT Workshop | | | |
| Ground floor West | Customer Service Centre and Main Council Reception | | | |
| Lower Ground South | Main Communications Room | | | |
| Lower Ground North | Records Store | | | |
| **Frederick Street** | | B | B | |
| 1st Floor | Contact Centre | | | |
| 2nd Floor | Training Facilities | | | |
| Ground Floor | ICT Communications Room | | | |
| **Town House** | | B | B | |
| 3rd floor and Old Town House | Office accommodation | | | |
| Panther Room | ICT Communications Room | | | |
| **Balgownie One** | | A | A | |
| 2nd and 3rd floor | Office Accommodation | | | |
| **Other Properties** | | | | |
| Woodside CAP | Customer Access Point | B | B | |
| Kittybrewster Disaster Recovery | Contact Centre DR | B | A | |

| Site | | | | |
|---|---|---|---|---|
| Braeside School – Rooms by arrangement with Education Culture & Sport | ICT repair/build of Schools ICT Equipment | B | B | Note: Suitability grading is provisional assessment from a Corporate Governance perspective. |
| Woodhill House | Central Procurement Unit – Office Accommodation | A | A | Note: Condition and Suitability are provisional grades from a Corporate Governance perspective as this property is not owned by Aberdeen City Council. |
| Old Aberdeen House | Archives | B | B | |
| Whitemyres | Record Store | B | A | |
| Tullos Primary School | ICT Communications Room | A | A | Note: Suitability grading is provisional assessment from a Corporate Governance perspective. |

## Section 6 Supply/Demand Comparison

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

**Marischal College**

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

**Town House**

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

**Balgownie One**

- Generally meets requirements but location is too far from other Corporate Governance accommodation and wasted time for managers travelling to meetings between Marischal College, Town House and Balgownie One. It is noted that as part of the Council's accommodation rationalisation and Smarter Working programme, this site is to be vacated within the next 18 months and options for alternative suitable accommodation are being followed up with the Corporate Landlord.
- Perceived poor heating and ventilation (either too hot or too cold)

**Frederick Street**

- While roof leaks have been fixed, there is a continuing issue with water leakage through walls.
- As there are no reception facilities for training rooms, there is an operational requirement to ensure that attendees have access to the building prior to attendance. It is perceived that a reception facility within the building would provide a better service.

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

**Legal and Democratic Services**

- **Old Aberdeen House** – internal layout generally inflexible, insufficient storage space for archives, remoteness of location from records at Town House, Marischal College and Whitemyres. There is poor signage and poor accessibility for those with special needs. ICT Infrastructure at site is not as fast as at corporate office accommodation.
- **Old Town House Library** – current proposed plans for refurbishment within the Town House do not include adequate legal library provision. Legal library requirements are to be specified and referred to the corporate landlord.

**Customer Service and Performance**

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

been installed during 2013 to minimise this single point of failure. Installation of a water tight door to prevent possible water ingress would further minimise this single point of failure.

- **Marischal College** – Lower Ground Comms Room – this room is a key ICT Asset hosting core network, telephony and email services. A recent incident highlighted a weakness in environmental monitoring within the room which will be addressed.
- **Data Centre Facilities** – while Data Centre facilities are currently provided externally by a third party, there is a requirement to develop the outline options appraisal presented to the Corporate Asset Group to a full options business case for future data centre facilities following contract expiration in January 2016. Recommendations arising from this business case will be reported to Finance, Policy & Resources in due course.
- **Marischal College – Customer Service Centre** – The configuration of the Customer Service Centre presents challenges in relation to health and safety. . Processes are regularly reviewed to mitigate the risks presented and to work around the constraints of the design.
- **Former Braeside School rooms** – while the rooms allocated by Education Culture & Sport are ideal in terms of available space, and delivery access for ICT service delivery to educational establishments, there is no Customer Service & Performance controlled secure storage available. As the building is designated as a decant building for schools estate management, there is risk that the premises would need to be vacated and no readily available suitable work area has been identified. Regular review with colleagues in Education, Culture & Sport are held around the use of these facilities. There is no planned requirement to vacate within the next 12 months.
- **Whitemyres Records Store** – while generally fit for purpose there is concern re the available space for increasing storage requirements, and any implications which may arise as a result of the ongoing review of corporate approach to records management.

Gaps Addressed during 2013

- **Marischal College** –ICT workshop facilities for storage, build and repair have been provided within lower ground floor, Marischal College
- **Marischal College – Customer Service Centre** –self-service payment machines have been installed and operational from August 2013.
- **Town House Panther Room –** Environmental monitoring and alert system installed.
- **Frederick Street**. Leaky roof has been repaired.

## Section 7 Preferred Solutions & Development of Outline 5 Year Plan

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

High Priority

- A range of options have been prepared with the Corporate Landlord to facilitate the decant of staff from Balgownie One to appropriate locations in the city centre over the next 18 months.
- Old Aberdeen. This is a shared resource with Housing and Environment (Public Analyst) and while rated acceptable for suitability purposes, it is believed that Corporate Governance services could be provided more efficiently if there were more flexible use of space and better storage facilities available. Discussions are ongoing with colleagues in Education, Culture and Sport to determine feasibility of allocation of space within the new Museums Collection Centre as an option to help meet this requirement.
-

Medium Priority

- Marischal College. While there has been significant progress to resolve preliminary heating and air conditioning issues, there is a continued need to address reported issues where they still exist.
- Frederick Street. Leaky walls need repaired. Town House Panther Room. Consider the installation of water tight door to further reduce the risk with service delivery in the event of flood within the Town House.
- Marischal College Comms Room. Environmental monitoring will be implemented to reduce the risk of ICT service delivery failures associated with environmental factors.
- Access to general office accommodation for small project teams of 4 – 6 people is often required at short notice to facilitate external resource demand. Corporate Governance will review this requirement and potential demand with the Corporate Landlord to identify options available.
-

Low Priority

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

## Section 8 Approval by SMT

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

## Section 9 Comments of the Corporate Asset Group

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

Appendix A – Condition & Suitability Definitions

**Condition**

A: Good - performing well and operating efficiently

B: Satisfactory - performing adequately but showing minor deterioration

C: Poor - showing major problems and/or not operating adequately

D: Bad - life expired and/or serious risk of imminent failure

**Suitability**

A: Good - performing well and operating efficiently. The buildings support the delivery of the service and are considered suitable for use now and in the future.

B: Satisfactory - performing well but with minor issues. The buildings generally support the delivery of services and would be considered suitable. There is room for improvement in certain areas but the property is fundamentally okay.

C: Poor - showing major problems and/or not operating optimally. The buildings impede the delivery of services and would not be considered suitable.

D: Bad - does not support the delivery of services at all. The buildings seriously impede the delivery of services and would definitely not be considered suitable.

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# ICT Asset Management Plan 2013

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3. Current Asset Management Performance
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9. Glossary of Terms

Appendices:

Appendix A Asset Management Methodology
Appendix B ICT Organisational Structure
Appendix C Intersite Network Connections
Appendix D Key Business Applications

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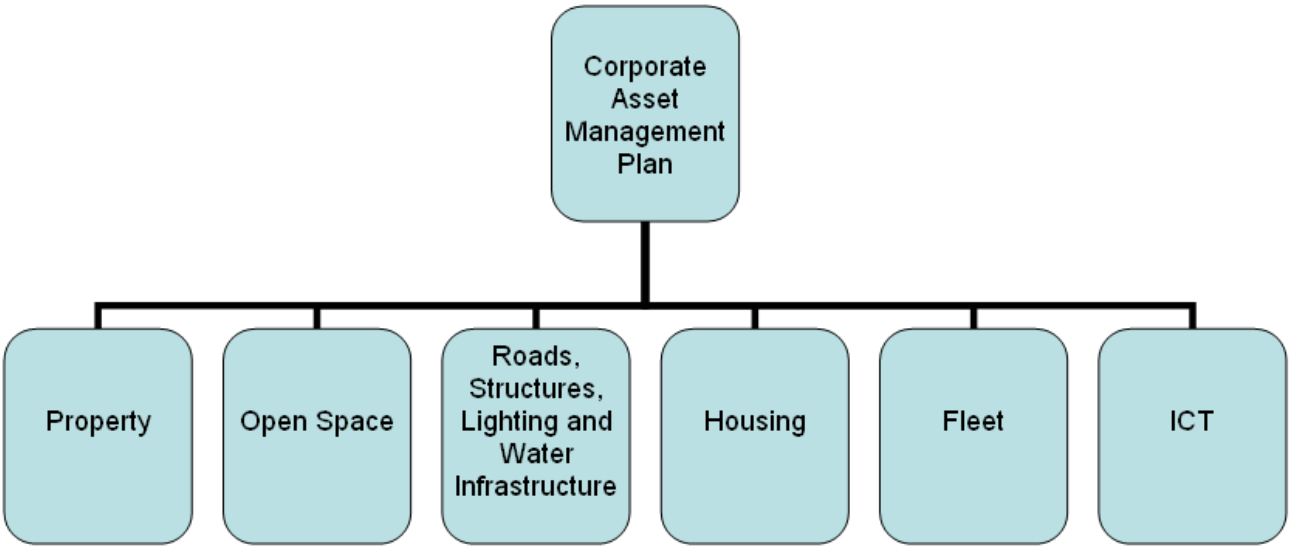
# 1. Background

## 1.1 Role of Asset Management

1.1.1 The Council recognises that its assets are a significant and valuable resource to delivering efficient and effective services and in achieving the vision, aims and objectives of the Council. In order to maximise the potential from its assets they must be aligned with the organisation's strategic corporate goals and objectives and managed in an active, effective and efficient manner.

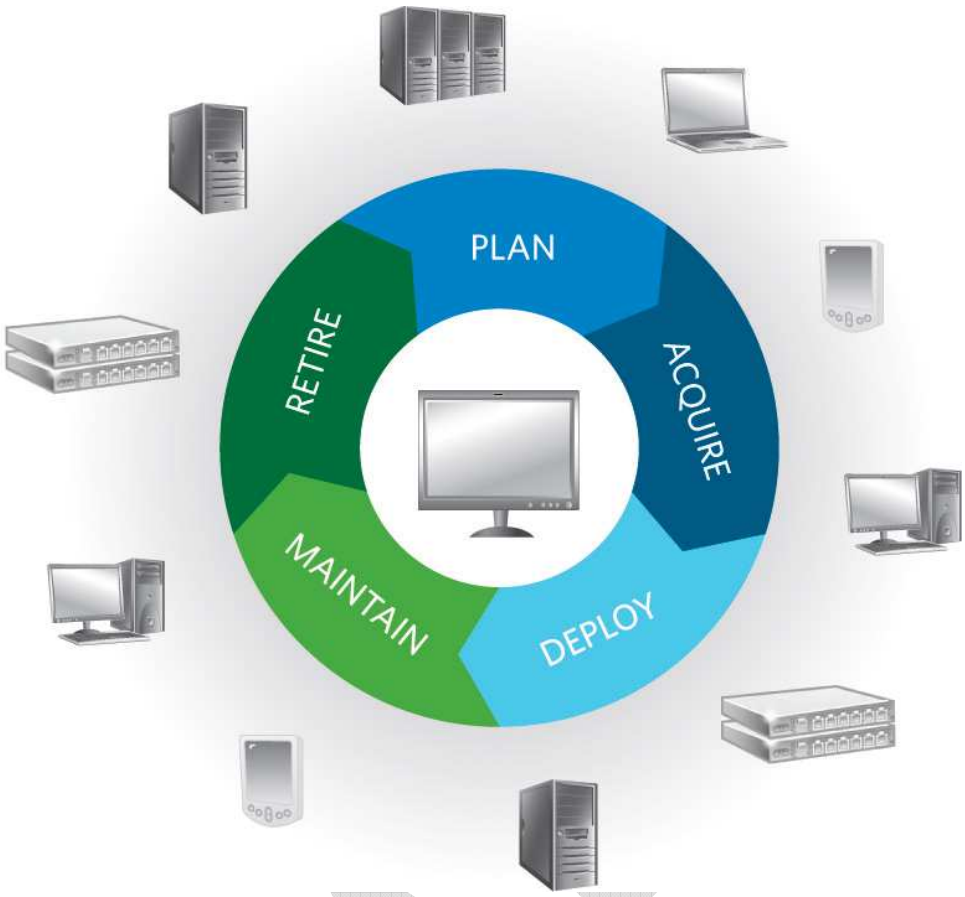
1.1.2 The Council's first ICT Asset Management Plan (AMP) was approved in December 2012. This is the first annual update of the plan and reflects changes in structures, systems and processes. This ICT AMP along with the Council's other AMPs feeds into the overarching Corporate AMP.




## 1.2 ICT Background

1.2.1 The ICT section, within Corporate Governance, Customer Service and Performance is committed to working within the Council and with its partner organisations to deliver a value for money, secure, quality service which enables business innovation through its use of ICT.

1.2.2 The following diagram identifies the main components that make up the related ICT Asset Management Process Life Cycle model. It serves as the basis for the methodology which underpins the implementation of the ICT Process Life Cycle model and, ultimately, the ICT AMP. The detailed methodology is described in Appendix A hereto.




1.2.3 The ICT AMP covers the following key ICT Assets:

- Data Centre and network communication facilities incorporating Server Racks, Uninterrupted Power Supplies (UPS), Generators and Air Conditioning;
- Communication Lines and network equipment including cabling, wireless access points, controllers, switches, routers and hubs;
- Telephone Systems and handsets, including mobile phones, Blackberry and other smart phone devices;
- Mobile devices – tablet and netbook computers;
- Desktop computers, laptops and thin client devices;
- Servers;
- Shared network and local storage and backup facilities;
- Shared network and peripheral devices (printers and scanners);
- Local peripheral devices (USB memory sticks, printers, scanners);
- Enterprise Applications (Internet/Intranet presence, E-mail, Content Management, Firewall, Security);
- Enterprise Database Systems (Oracle and SQL Server);
- Enterprise Agreements, Contracts and Certificates;
- Data and Information

1.2.4 The following table provides a summary of the types, numbers and value of ICT assets across Aberdeen City Council.

Table 1: ICT Asset Types

| **Type** | **Number** | **Replacement Cost/ Investment Made (£)** |
|---|---|---|
| Desktop Computers including monitors | 10568 @ £350 | £3,698,800 |
| Laptop Computers | 3512 @ £500 | £1,756,000 |
| Thin Client devices (Wyse terminals) | 300 @ £200 | £60,000 |
| Interactive Whiteboards/Data Projectors | Circa1250 @ £2000 | £2,500,000 |
| Network Switches | Circa 750 | £450,000 |
| Telephone Switches | 220 | Approx. £2,500,000 |
| Wireless Access Points | Circa 2050 | £550,000 – significant increase since 2012 |
| Intersite Network Connection | 350 | Approx £500,000 initial installation investment. |
| Business Application Software | 140 | Approx £4,800,000 |
| Mobile Handheld Devices, including smartphones | 3663 | £457,750 – significant investment in iPads and tablet devices since 2012 |
| Physical Servers | 226 | £2,910,000 |
| Virtual Servers | 249 | £500,000 |
| Oracle Database Instances | 31 | £120,000 |
| SQL Database Instances | 157 | £80,000 |
| Security | Various protection methods deployed | £250,000 |
| No of e-mail accounts | 8000 employee including teachers | n/a |
| No of user accounts | 12000 including pupil accounts | n/a |
| No of incidents and change requests per annum (2012/13) | 39,344 | n/a |
| ICT Goods and Services purchased on behalf of the Authority in 2012/13 | £3,608,204 | n/a |

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# 2. Corporate Objectives and Priorities

## 2.1 Council's Vision and Asset Objectives

2.1.1 This ICT AMP follows the vision and objectives stated in the 2013 Corporate AMP, with some appropriate amendments, including the need for all property and ICT reviews to consider the implications of the Priority Based Budget exercise.

2.1.2 To deliver our vision of 'Aberdeen – The Smarter City' we are focusing on key priorities that we have shaped around:

- The national priorities set by the Scottish Government.
- The national outcomes set out in the Single Outcome Agreement
- The constant desire to provide efficient, effective and joined up public resources
- Required assets being fit for purpose, in the right place(s), at the right time(s)

2.1.3 Within the Council's Single Outcome Agreement we have an aspiration that people who live and work in Aberdeen will:

- be well informed and actively supported to achieve their full potential
- acknowledge, and act on, their shared responsibility to shape the City's future
- support and celebrate cultural diversity, and share a commitment to social justice
- have access to services of a high quality that meet their needs

so that Aberdeen will be an ambitious, achieving, smart city that:

- Develops an economy based on knowledge and innovation;
- Encourages more efficient use of greener resource which generates a competitive economy;
- Uses technology and data to enable informed decisions to be taken;
- Enables citizens to interact in a city where there is a sense of place; and
- Encourages a form of governance which engages its citizens

Our citizens will recognize this and play their part in taking it forward. We will ensure all citizens are encouraged and appropriately supported to make their full contribution.

2.1.4 In effectively managing the Council's financial resources and assets it has further been identified that the aim is to produce a coherent balanced budget which is realistic and reflects the Council's priorities and encourages the efficient and effective use of the Council's resources, by:

**Budget Monitoring**

- Rigorous monitoring of spend income against budget (revenue; capital; headcount; savings programme)
- Ensure rigorous challenge of monitoring by Officers and Members
- Rigorous monitoring and review of income/charging

**Budget Planning**

- Develop and observe a budget timetable for planning, consulting and deciding on options necessary to produce a balanced budget

**Financial Planning**

- Develop and continuously review Medium Term Financial Plan

**Use of Resources**

- Develop a rigorous programme of change aimed at improving the efficiency of the Council; and ensure that the programme is properly resourced and performance managed for complete and timely delivery
- Asset management strategy to be developed and implemented for the effective management of the property portfolio
- Benchmarking information used to improve decisions on effective planning and budget choices

2.1.5 In order to do this we need to:

- Identify areas where robust asset management can help support the delivery against these priorities
- Develop alignment between asset management and our strategic priorities into property strategies, plans and programmes
- Ensure that our approach to performance management is appropriately focused on priority areas

2.1.6 The above approach is being progressed as part of a Priority Based Budget project which has identified that the City Council's six key strategic priorities are:-

- Smarter Governance – Participation, acknowledging the role that citizens can play in the evolution of the city;
- Smarter Living – Quality of Life, challenging inequality and positively promoting wellbeing building cultural and physical activity;
- Smarter People – Social and Human Capital, focusing on education including lifelong learning and nurturing city of learning with a city-wide workforce which can grow and diversify the economy;
- Smarter Environment – Natural Resources, sustaining the environment by maximising the use of low carbon technology in our infrastructure and housing, and managing our waste and promoting our streetscape and green space;
- Smarter Economy – Competitiveness, recognising the importance of sustaining a competitive economy with clear financial parameters which attracts people to invest, work and export from;
- Smarter mobility – Transport and ICT, promoting the transport links to and from the city which are sustainable, and maximising digital connectivity for the benefit of all people and the development of business in the city.

**Vision and Priorities**

Over the next five years we plan to deliver our services in a different way with a greater focus on income generation and delivering what we do in partnership with

other organisations and/or businesses. In particular we will be re-examining how we best use and manage the council's assets to both reduce costs and create income.

**Outputs/Outcomes**

This plan will help the Council contribute with its partners to deliver outcomes grouped within the agreed key thematic priorities:

- Safer Communities
- Learning and Workforce
- Economic Growth
- Health and Wellbeing Older People
- Children & Young People
- Priority Families
- Integrated Transport
- Digital City
- City of Culture

## 2.2 ICT Asset Management Objectives

2.2.1 In designing our approach to ICT asset management we have identified the following 5 overarching aims and objectives that will seek to ensure that the Council's ICT assets are fit for purpose within the current budgetary restraints:

- ICT Assets should meet the needs of those that use them. This includes staff, members, pupils, visitors, customers and the general public through the different access channels (face to face, telephone and online). ICT Asset access needs to consider access for those with disabilities and or special needs, such as additional language support.
- ICT Assets should be economically sustainable with minimal operating costs on a whole life costing model. This means keeping running costs down, maximising existing asset use, reducing duplication and waste while planning for future capacity requirements, prioritising capital and revenue spending, proper option appraisal incorporating whole life costing and assessing opportunity costs. ICT Asset acquisition will follow evaluation and consideration of full life cycle costs and benefits appraisal.
- ICT Assets should be environmentally sustainable. This means considering local and global environmental factors, monitoring and reducing energy consumption and CO2 emissions through the whole ICT life cycle from manufacture, packaging, utilisation and disposal.
- ICT Assets must be safe, secure and comply with current legal and regulatory requirements and known future requirements. This means ensuring regular audits for DSE requirements and PAT testing of all ICT Assets, regular preventative maintenance and testing of critical ICT assets such as UPS and Air Conditioning within Data Centre and communications room facilities, compliance with WEEE regulations for electrical disposals, compliance with software licensing terms and conditions, compliance with Data Protection Act (DPA) and Disability Discriminations Act (DDA) when designing new ICT systems.

- ICT Assets should link to the Council's strategic business objectives. This means that governance and decision making around ICT Assets are integral to the strategic planning process and managed to deliver its strategic priorities and service in line with risk, providing value for money services for the benefit of the local community.

2.2.2 Capital and Revenue spend on ICT Investment will be governed by the Corporate Asset Management Group and Enterprise Architecture Board.

To achieve objectives, the ICT Service will hold and maintain a comprehensive ICT Asset Register which will record all its ICT Assets including details of their age to enable life cycle management of its infrastructure and enable trend analysis. Minimum details which will be recorded will be:

- Type of Asset
- Unique Asset Identifier
- Specification Description of the Asset
- Serviceability status (i.e. asset is serviceable or requires repair/disposal and/or replacement).
- Date the ICT Asset came into effect
- The initial cost of the ICT Asset
- The ongoing annual cost of the ICT Asset
- Who uses the ICT Asset
- The location of the Asset
- Details of what other ICT Assets are linked to the Asset
- How effectively the ICT Asset is supporting the business (fitness for purpose assessment)

In addition, ICT will maintain a service catalogue outlining all ICT services provided and have in place robust reporting processes to assist Council to make prompt asset related decisions regarding new or changed use of ICT Assets through the Enterprise Architecture Board.

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# 3. Current Asset Management Performance

## 3.1 Section 1 - General

3.1.1 Historically, the ICT Infrastructure which is currently in use has grown on an ad-hoc basis through investment by individual services or through discrete projects. A rolling programme of ICT Repairs and Renewals was established in 2005 followed by a separate Curriculum PC replacement budget in 2007 through the council's non Housing Capital Programme. These programmes were combined to a single ICT Investment Programme in 2011/12, which was transferred to revenue expenditure from financial year 12/13. Priorities for investment in both new and replacement projects are prioritised against Corporate and known Service priorities. There is a funding gap to maintain a sustained program of ICT Investment.

3.1.2 ICT Service is a centralised service covering all services, including support of educational establishments. The current ICT service has a head count of 83 fte, after significant head reduction in 2010. Corporate Data Centre services, including server and storage management, were transferred to a Managed Service Provider in January 2011. Education server and storage management services is provided and supported in-house by ICT services. The service is heavily biased towards delivering support services including ICT purchasing and is under-resourced for delivery of transformational services and helping services use technology to deliver efficiencies. Options for additional resourcing to support delivery of transformational services are being explored.

3.1.3 The ICT Service supports a wide variety of individual departmental applications (departmental applications, local spreadsheets and databases). System administration of some of the Council's business applications is carried out within services. There is opportunity to review and consolidate business and desktop applications

3.1.4 The ICT Service regularly reviews ICT training needs through trend analysis of calls raised through the ICT Service Desk (also commonly known as the ICT Helpdesk). The objective of this is to help move ICT support mechanism from ICT demand to self-support. Since the appointment of an analyst within ICT responsible for ICT traning development, over 140 calls have been processed and as a result, ICT have produced training materials for major projects such as MS Outlook, Office 2010 and VDE as well as documentation on topics such as, 'How to use equipment in the Marischal College meeting rooms'. Furthermore ICT have provided face to face Blackberry and laptop training for Elected Members and continue to deliver face to face ICT training as and when required across all Services.

3.1.5 The ICT Service has Service Level Agreements for ICT Service Delivery with a number of services including details of all ICT Assets for that Service being supported and delivered by ICT.

3.1.6 The ICT Service operates an ICT Account Manager function as single point of contact for departmental liaison.

3.1.7 The ICT Service operates a centralised ICT Service Desk between 08.30am to 5pm Monday to Friday to record and workflow all requests for incident and problem

management, and changes to ICT services. An out of hours Service Desk operates through our Managed Data Centre provider to record all incidents and resolve server related incidents within their control.

3.1.8 The ICT Service is working towards implementing ITIL Best Practice Framework. All job descriptions and processes are created using this. Overview training on the Framework was carried out in 2008 but has not been extended due to limited budget. A comprehensive programme of staff training needs to be completed.

3.1.9 To date, ICT Assets have been recorded in a number of different spreadsheets and systems. Work has been progressing during 2012/13 to consolidate this information from within the spreadsheets to a central system. This central system is not yet integrated to other ICT management systems, including the ICT Service Desk but would benefit from being so. Automated tools are used to gather information on installed desktop computer software for compliance.

### 3.2 Section 2 - Condition Survey info

3.2.1 **Desktop Computers, Laptops and Thin Client Devices**. There are a large number of ageing desktop and laptop computers across both corporate and educational establishments. Introduction of Virtual Desktop Environment (VDE) can extend the lifespan of desktop computers and laptops computers working wholly in a VDE environment. For those devices which require to operate in a non-VDE environment, the devices need to be replaced every 4 years or as and when any new application or operating system requirement requires additional memory and/or processing power.

Desktop and laptop computer operating system standard is currently Microsoft Windows 7 EnterpriseProfessional. A program of work is ongoing to upgrade desktop PCs from Windows XP to Windows 7, and where this is not possible to convert the desktop to a VDE Windows 7 thin client. Windows XP operating system ceases to be supported in April 2014. To refresh all PCs that are currently over 4 years old would require a one-off investment of £2.14M. Ongoing refresh of desktops, laptops and thin clients on a four year cycle would require investment at a level of around £1M per annum.

Table 2 below shows desktop and laptop estate by age to show level of ICT investment required to refresh the estate to be fully supported in a Microsoft Windows 7 EnterpriseProfessional environment. Information is continuing to be gathered and evaluated to determine how many of these will be able to continue to operate in a VDE environment. In this case, the devices will be replaced by thin clients if there is any hardware malfunction. VDE is currently not viable in the curriculum environment. Based on current ICT Service Desk call analysis, there are on average 200 PC hardware failures per annum. Desktop and laptop computers are purchased through Procurement Scotland agreement, which is auctioned every 12 – 18 months. This provides stability of build at component level thus reducing installation and support costs over the life of the device.

Table 2: Summary of Client Device Estate (PC and Laptop)

| Type of device | Age | No of devices | Suitable for Windows 7 |
|---|---|---|---|
| Corporate Desktop computers | > 4 years | 2992 | No |
| Corporate Desktop computers | 2 – 4 years | 355 | Some |
| Corporate Desktop computers | 1 – 2 years | 450 | Yes |
| Corporate Desktop computers | 0 – 1 years | 271 | Yes |
| Corporate Laptop computers | > 4 years | 76 | No |
| Corporate Laptop computers | 2 – 4 years | 187 | Some |
| Corporate Laptop computers | 1 – 2 years | 409 | Yes |
| Corporate Laptop computers | 0 – 1 years | 349 | Yes |
| Curriculum Desktop computers | > 4 years | 2681 | No |
| Curriculum Desktop computers | 2 – 4 years | 2442 | No |
| Curriculum Desktop computers | 1 – 2 years | 923 | Yes * |
| Curriculum Desktop computers | 0 – 1 years | 454 | Yes * |
| Curriculum Laptop computers | > 4 years | <80 | No |
| Curriculum Laptop computers | 2 – 4 years | 1296 | Some |
| Curriculum Laptop computers | 1 – 2 years | 123 | Yes * |
| Curriculum Laptop computers | 0 – 1 years | 992 | Yes * |

* while these models are suitable for using Windows 7 operating system, curriculum server and storage environment currently primarily uses RM CC3 curriculum network software which does not support Windows 7 clients. (See section 3.2.9 Server)

3.2.2 **Network switches, hubs and routers**. Through investment in previous financial years, these ICT Assets are generally fit for purpose, with equipment on lifetime warranty basis. A continued investment to retain a small stock of spares to allow for faulty equipment to be swapped out and returned for repair is required. Within corporate environment these are standardised to HP range of equipment, while within the curriculum environment this is standardised to CISCO range. Equipment is re-utilised through property and schools estates review projects and

significant ICT investment is generally only required where additional buildings are added to the Council's property portfolio.

In order to maximise the use of VDE across the organisation, it has been identified that routers at VPN sites will require to be replaced at an estimated cost of approximately £100K. It is intended that these will be programmed in over a two year period under the Corporate Governance Improvement, City Wide Networks project.

Through analysis of ongoing corporate accommodation rationalisation, the potential to replace core switches in the Town House Basement has been identified. Options for replacement are being undertaken and will be progressed to align with accommodation move requirements.

Core backplane infrastructure at Crown House, Central Library, Tullos Primary and Art Gallery sites is being reviewed to determine feasibility and cost of upgrading to 10Gb in future years.

3.2.3 **Telephone Switches**. ICT investment through the ICT rolling programme, 3Rs schools estate building programme and Marischal College works means that the majority of the Council's telephone switches in major office accommodation and a proportion of those within educational establishments are fit for purpose and enabled for VOIP. The exceptions to this are Central Library and telephone switches within the Mastrick area of the city. These will require replacing or upgrading within the next 2 years to allow the Council to take advantages in voice communications technology to meet business efficiencies through the use of unified communications.

In addition, various smaller telephone switches will be required over a rolling programme of replacements. Where possible, locations with a small number of extensions will be decommissioned, and telephony provided from larger switches at central sites. Table 3 identifies those sites that have been identified as priorities for either replacement of decommission next financial year. These will be funded from ICT Investment Rolling Programme.

The current voicemail system is reaching capacity. Additional licences will be purchased to meet the growing demands placed on this telephony service.

Table 3: Telephone Switch Replacements

| Site | Size of Telephone Switch | Proposed approach | Estimated cost |
|---|---|---|---|
| Central Library and Art Gallery | Up to 150 users | *VOIP from Marischal* | *£20K* |
| Branch Libraries | 30 extensions across all branch libraries | BT Versatilty switches have been announced as EOL with no | To be determined |

| | | | |
|---|---|---|---|
| | | maintenance from November 2014. Identify appropriate ongoing telephony for these site with a view to having desk to desk dialling from corporate WAN. | |
| Woodside Customer Access Point | 20 extensions | Reconfigure to corporate WAN to allow desk to desk dialling | £5K |
| Quarry Centre | 60 extensions | Refresh with VOIP Switch | £60K |
| Deeside Family Centre | 23 extensions | VOIP via Tullos Telephone switch | £8K |
| Old Tullos Nursery | 21 extensions | VOIP via Tullos Telephone switch | £8K |
| West Tullos Roads Depot | 80 extensions | Refresh with VOIP Switch – intersite network connection would also need to be upgraded. | £40K |
| Sheltered Housing Sites | Varies | Agree with Bon Accord Care what their ongoing telephony requriements are at Sheltered Housing sites. | Vary from £5K to £25K depending on site |
| Beach Ballroom | 10 extensions | Review telephony arrangements depending on outcome of Sport Aberdeen IT Provision tender. | £1K |
| Mastrick sites | Up to 150 users | Re-use SV8500 telephone switch when Balgownie One is decommissioned | £20K |
| Individual sites, | Vary from 15 | | Vary from £5K to £25K |

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| | | | |
|---|---|---|---|
| including schools – as and when maintenance no longer available | – 200 users | | depending on site |

3.2.4 **Interactive Whiteboard and Data Projectors**. The Council has invested significantly through Capital funding in 2009/10 and 2010/11 in the installation of interactive whiteboards (IWB) with associated data projectors to support its learning and teaching environments and to facilitate sharing of information through electronic presentation. Whiteboard assets are purchased with a 3 year warranty and it is anticipated that the lifespan of this equipment is around 7 years. A high proportion of whiteboards and projectors fell out of warranty from October 2012, and any repairs or replacements require to be funded from revenue. This is revenue budget which is not currently provisioned. Indicative quotes have been provided for a support contract to cover all Whiteboards and Data Projectors at a cost of around £80K per annum. Between 20 and 25 calls a month are raised with the ICT Service desk relating to use of IWBs. Common causes of issue relate to calibration, projector lamps, IWB software configuration and connectivity to the laptop and are not generally related to hardware faults on the IWB itself. The situation will continue to be closely monitored and a business case for funding will be developed if it is seen that a support contract is becoming essential.

Table 4 provides information on the age profile of interactive whiteboards since 2009. Those installed prior to 2009 would be due refresh in year 7 (i.e. 2014). Investment to refresh these boards is estimated at £0.99M. Any refresh programme would involve a survey for asbestos and would need to be co-ordinated with the Council's asbestos officer.

To support an Education, Culture & Sport funded service improvement to maximise the use of Interactive Whiteboards in a learning environment, the aging RM Classboards in Cults and Muirfield Primary schools will need replaced at a cost of approx £100K. Work is ongoing with Central Procurement Unit to assess most cost efficient routes for forward procurement of interactive whiteboards.

Table 4: IWB Age Profile

| Year | Quantity | Type of Board |
|---|---|---|
| Pre-2009 | 495 | Predominantly RM Classboard, Smartboard 660 |
| 2009 | 616 | Smartboard 660/680 |
| 2010 | 74 | Smartboard 660/680 |
| 2011 | 15 | Smartboard 660/680 |
| 2012 | 24 | Smartboard 660/680 |
| 2013 | 11 | Smartboard 660/680 |

A number of the IWBs noted above are within meeting rooms in Marischal College and the Town House. There is an ongoing programme of ICT upgrade and replacement to meet evolving business requirements through smarter working.

3.2.5 Internal **Wireless LAN Connectivity.** To meet Council's objective for more mobile and flexible working and learning, and to support the anticipated demand of mobile

devices such as tablets and Smartphones, and to keep open the possibility of Bring Your Own Device (BYOD), the Council has invested in the implementation of internal wireless technologies within major Council office accommodation and educational establishments. Significant investment is required to complete installation in all educational establishments. Table 5 below shows those sites where Wireless connectivity is already available for connection and whether the sites allow public access, primarily to Council services, as well as connection for Council approved devices. Table 6 shows those sites where wireless connectivity is progressing during financial year 13/14 and Table 7 those sites has been identified as a future requirement and the level of ICT investment required to achieve this. In addition the council has an arrangement with NHS which allows council employees to use Wifi within NHS buildings in the city to access Council services.

The Council is considering its responsibilities to meet Digital inclusion and response to Welfare Reform, and is reviewing the provision of WiFi throughout key public buildings in general, i.e. not just access to Council services. Initial funding of £300K is available from DCMS to extend and further implement Public Wifi at Libraries, Community Centres, Customer reception/access points and Art Galleries and Museums. A business case is being generated to support ongoing operational revenue costs to support this venture.

It has been identified that there is opportunity to reduce maintenance costs by £8K on internal wireless by the consolidation of Wireless MX200 Wifi controllers across corporate locations at an estimated cost of £5K.

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Table 5: Sites with managed wireless access available

| Site | Access for ACC Owned Devices and approved guest access | Public Access |
|---|---|---|
| Marischal College | Y | N |
| New Town House | Y | N |
| Old Town House | Partial – selected meeting rooms only | N |
| Kittybrewster Depot | Y | N |
| Crown House | Y | N |
| Spring Garden | Y | N |
| Balgownie One | Y | N |
| Frederick Street | Y | N |
| Central Library | Y | Y* |
| Cults Academy | Y | Y *– only in library |
| Bucksburn Academy | Y | Y *– only in library |
| Oldmachar Academy | Y | N |
| Heatheryburn Primary | Y | Y *– only in community wing |
| Torry Academy | Y | N |
| Northfield Academy | Y | N |
| Riverbank Primary | Y | N |
| Hazlehead Primary | Y | Y* – only in community wing |
| Mile End Primary | Y | Y* – only in community wing |
| Seaton Primary | Y | Y* – only in community wing |
| Manor Park Primary | Y | Y* – only in community wing |
| Braehead Primary | Y | Y* – only in community wing |
| Hanover Street Primary | Y | N |
| Kaimhill Primary | Y | Y* – only in community wing |
| Airyhall Primary | Y | Y* – only in community wing |
| Walker Road Primary (partial) | Y | N |
| Gilcomston Primary | Y | N |
| Kingswells Primary | Y | N |
| Woodside Primary | Y | N |
| Cults Primary | Y | N |
| Dyce Academy | Y | N |
| Kincorth Academy | Y | N |
| Harlaw Academy | Y | N |
| Bridge of Don Academy | Y | N |
| Airyhall Library | Y | Y* |
| Cove Library | Y | Y* |
| Dyce Library | Y | Y* |
| Mastrick Library | Y | Y* |
| Tillydrone Library | Y | Y* |
| Torry Library | Y | Y* |
| Kaimhill library | Y | Y* |

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|---|---|---|
| Bridge of Don Library | Y | Y* |
| Cornhill Library | Y | Y* |
| Northfield Library | Y | Y* |
| Kincorth Library | Y | Y* |
| Culter Library | Y | Y* |
| Cults Library | Y | Y* |
| Woodside library | Y | Y* |
| Kittybrewster Store | Y | N |
| Whytemyres OT Store | Y | N |
| Beach Ballroom | Y | N |
| Woodside Customer Access Point | Y | N |
| Kincorth Customer Access Point | Y | N |
| West Tullos Roads Depot | Y | N |
| Hilton Depot | Y | N |
| Torry Depot | Y | N |
| Kincorth Depot | Y | N |
| Northfield Depot | Y | N |
| Mastrick Depot | Y | N |
| Art Gallery store (Crombie Road) | Y | N |
| Mastrick Social Work | Y | N |
| Quarry Centre Social Work | Y | N |

* Public Wifi access at these sites requires to be segregated from Council use to satisfy PSN compliance. While capital investment for this project is available through DCMS funding to implement a new solution, a business case is being prepared to identify ongoing operational revenue implications.

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Table 6: Sites with no managed wireless availability but funding approved and in progress

| Site | Scheduled Month |
|---|---|
| Aberdeen Grammar School | December 2013 |
| St Machar Academy | January 2014 - Pending Asbestos Survey Results |
| Greenbrae Primary | February 2014 |
| Scotstown Primary | April 2014 |
| Middleton Park Primary | February 2014** |
| Forehill Primary | February 2014 |
| Danestone Primary | February 2014 |
| Stoneywood Primary | April 2014 |
| St Peters RC Primary | April 2014 |
| Bramble Brae Primary | January 2014** |
| Holy Family Primary | January 2014 |
| Dyce Primary | April 2014 |
| Fernielea Primary | April 2014 |
| St Josephs Primary | March 2014 |
| Hazlewood Special | April 2014 |
| Abbotswell Primary | December 2013 |
| Ashley Road Primary | March 2014 |
| Charleston Primary | December 2013 |
| Cornhill Primary | April 2014 |
| Culter Primary | April 2014 |
| Ferryhill Primary | March 2014 |
| Glashieburn Primary | February 2014 |
| Kingsford Primary | April 2014 |
| Kirkhill Primary | December 2013 |
| Kittybrewster Primary | April 2014 |
| Loirston Primary | December 2013 |
| Muirfield Primary | January 2014 |
| Quarryhill Primary | January 2014 |
| Skene Square Primary | March 2014 |
| Tullos Primary | March 2014 |
| Westpark Primary | January 2014 |
| | |
| | |

** These sites are currently under review as part of schools estates review. Wireless access points installed in these schools will be re-used in other locations if these sites are closed but will enable the schools to fully utilise technology within their learning environments until that time.

Table 7: Sites with no managed wireless availability

| Site | Funding Required | Anticipated Costs (K) |
|---|---|---|
| Brimmond Primary | N – to be done in conjunction with new school | 15K |
| Woodlands School | Y | £15K |

| | | |
|---|---|---|
| Tillydrone Housing Office | Y | £5K |
| Mastrick Housing Office | Y | £5K |
| Mastrick Social Work Office | Y | £5K |
| Kincorth Social Work Office (Faulds Row) | Y | £5K |
| | | |
| | | |

3.2.6 **Intersite Network Connections.** A register of leased lines is maintained with annual recurring costs over a number of suppliers (BT, Vodafone (formerly Cable & Wireless), O2, Capita and IFB). Significant investment has been made to implement a core meshed wireless network for educational establishments. The design was created to reduce resilience on single links and reduce annual running costs from traditional leased line circuits. This has worked for the majority of educational establishments and reduced annual recurring costs by £100K in financial year 2012/13 but a number were not suitable for this technology. Until a prolonged period of operation has been in place and any lessons learnt, this technology will not be extended for corporate sites.

Nationally, the Interconnect Network connecting Aberdeen City Council to internet services, including GLOW, is scheduled to be replaced by SWAN from Spring 2014.

A number of key city network links which have been identified as single points of critical ICT service delivery for which additional resilient links should be considered. In order to increase the resilience of the city wide network it is recommended to provide an outer network ring between West Tullos Roads Depot, Tullos Primary School and Woodhill house and between Woodhill House and Kittybrewster using either fibre or radio at an estimated cost of £50K.

Further improvements to intersite network connections have been identified as follows:

- Current fibre connections between sites have no formalised support and maintenance. There is a risk that if a fault develops then it could be some days before a fault is isolated and rectified. It is recommended that a support and maintenance contract is acquired for all fibre connections in order to reduce the risk of network outage.. Fibre connections are:
  - Town House – Woodhill House
  - Town House – Tullos Primary
  - Town House – Frederick Street
  - Town House – Marischal College
  - Town House – Spring Garden
  - Town House – Willowdale
  - Town House – Exchequer House

  Revenue costs for this support and maintenance are estimated to be approximately £15K

- Fibre link to Woodhill House is old. Woodhill House, although not an ACC asset, is used as a network hub site for connectivity of ACC sites in the North

of the city , due to its close proximity to Telecomms providers exchange sites (Ashgrove Road). It is recommended that the existing fibre is refreshed at a cost of approx. £20K.

- A single point of failure has been identified within the Town House Panther room and a configuration change is recommended to implement dual core gateway. Estimated cost of this is £10K.

- DSL is currently used to connect 55 sites. An options appraisal is currently being undertaken to investigate cost and feasibility of replacing with BT Ethernet Connect to reduce annual costs and improve network performance. It is anticipated that initial capital outlay to replace these connections is around £100K. A number of these sites are used by Sport Aberdeen and discussions are ongoing regarding the future network requirements provided by the Council to these locations.

- Network connectivity to the Crematorium (currently Broadband) is very poor and does not meet ongoing business requirements at this site. It is recommended to upgrade this link as a priority at a cost of £30K.

- A number of fibre connected sites cannot generate gigabit bandwidth performance. It is recommended to upgrade multimode fibre links at Spring Garden and Willowdale to achieve faster performance at these sites at a cost of £8K.

- Managed Broadband solution is at the end of its current contract. Options for continuation of services to sites which currently use this service is being undertaken.

- There is continuing demand for additional bandwidth on the core Education Wireless network. Options for increasing capacity on this network are being reviewed. It is estimated that this is likely to cost up to £100K for secondary schools.

- From an analysis of ongoing incidents, it has been identified that a number of network incidents were caused as a direct result of power failure at the local site. It is recommended that an ongoing program to implement UPS at outlying sites is carried out to smooth and protect network equipment from power surge and outages.

- Balgownie One is currently used as a network hub site for locations in the North of the city. The Council has approved the decommission of Balgownie One as standard office accommodation for employees, and it is no longer a requirement to provide alternative resilient connectivity to this site. Options for an alternative network hub location in this area are being reviewed.

- Former Braeside Primary School site is currently used as a network hub site for locations in the South of the city. It is unclear what the long term prospects for this site are and options are being explored for an alternative network hub location in this area are being reviewed. There is the potential

to relocate this to Airyhall Library, subject to the outcome of the ongoing Libraries review.

- Remote access from any internet connection to Council services from Council devices has a single point of failure. As employees take advantage of flexible working arrangements, this single point of failure raises the risk that employees may not be able to access their work information in the event that this device becomes unavailable. It is recommended that a second device be implemented at a separate site at an estimated cost of £20K to provide additional resilience to this solution.

The majority of these improvements will be funded from Corporate Governance Business Plan, City Wide Network improvements project.

Appendix C contains information on all intersite connections, with current bandwidth.

3.2.7 **Application Software.** ICT maintains an ICT Applications Software Register and carried out a fitness for purpose audit in summer of 2011. This audit highlighted a number of applications which were not performing to their maximum potential. A further exercise is to be carried out to identify where applications can be consolidated and rationalised to reduce recurring support costs. This is a priority activity to identify potential level of ICT investment required. The Council currently uses either Oracle or SQL Server database as its preferred underlying database. As part of the application review, a review of the backend database will be undertaken to optimise costs for licensing and support.

During the year 2013/14, a corporate integration and mobile application development tool will be purchased to facilitate access to data from multiple systems to improve customer services and achieve cross-service efficiencies across all services at an approximate cost of £150K.

Through the council's Smarter Working programme, a project is underway to implement Lync application software, which is already available through the Microsoft Enterprise Agreement. Appropriate hardware and resource to implement across the Council is anticipated to be in the region of £75K.

The current Voice Recording application has reached end of life and is no longer supported. This application is used to record telephone calls with the purpose of being able to respond to customer complaints, and improving customer care through specific customer service training. The system does not record any financial transaction details. Replacement voice recording system will cost between £30-£50K.

Appendix D contains information on the council's major business applications and their suppliers.

3.2.8 **Mobile Devices.** The Council approved at its Finance & Resources Committee Meeting in March 2012 to extend its current Vodafone contract for mobile devices, including Blackberry and smart phones until June 2014.

A framework agreement for the procurement of mobile tablet devices (iPads, etc) was implemented from March 2014 by Procurement Scotland. Mobile devices which require access to Council network services, are being enrolled and managed through the Council's Airwatch Mobile Device Management Solution.

Table 8 provides information on mobile devices owned and in use by Aberdeen City Council.

Table 8 : Mobile and Handheld Devices

| Type of Device | Quantity |
|---|---|
| Nokia Standard Mobile | 1685 |
| Motorola mobile phone | 190 |
| Sony Ericsson mobile phone | 33 |
| Vodafone branded mobile phone | 30 |
| Nokia Lumia Smartphone | 5 |
| HTC Smartphone | 18 |
| Samsung Galaxy Smartphone (S3 and S4) | 134 |
| Apple iPhone | 8 |
| Blackberry | 446 |
| iPad 2 | 708 |
| iPad mini | 106 |
| iPod Nano | 1 * |
| iPod Touch | 22 * |
| Samsung Galaxy Tab | 48 |
| Samsung Galaxy Note Tablet | 224 |
| Samsung Galaxy Mini | 2 |
| Dell Latitude 10 Tablet | 3 |
| | |
| | |

Note: Those items marked * are those ordered by ICT on behalf of Services. There may be others which have been purchased direct by Services which are unknown.

3.2.9. **Servers.** Corporate servers were refreshed or planned to be refreshed through the Council's Managed Data Centre contract with Atos. Prior to the Managed Data Centre, the Council had invested significantly in the use of server virtualisation technologies to reduce the number and environmental impact of server hosting. This has been continued through the Atos contract. There is an ongoing program to upgrade underlying operating systems from Microsoft Windows 2000 and Windows 2003 to Windows 2008 to ensure that these servers remain in support.

Within the educational environment, servers are hosted locally within schools. With the exception of those implemented within the 3Rs programme of works, all are now over 3 years old, are running operating system which is no longer supported by Microsoft, and are constrained in local storage resources. A significant investment to refresh and rationalise schools server estate is required to ensure that these are

fit for purpose for the next 5 years. An options appraisal for this requirement, including an analysis of ongoing storage requirements for schools, was completed in February 2013 and a business case has now been developed to implement a virtualised server and desktop environment across Educational establishments. The business case identifies an investment of £3.045M over a 3 year period. The appraisal recognises synergies between this approach and the corporate environment, and would look to phase this work so that resilience and redundancy elements are factored in at the same time as transition of servicec at the end of the current Managed Data Centre contract.

3.2.10 **Storage.** Prior to the Council's Managed Data Centre contract with Atos, centralised storage and backup facilities had been implemented using EMC SAN technologies and Netbackup backup software. These were due for refresh in 2010/11 and refreshed to Hitachi SAN technology and upgraded Netbackup software as part of the move to the Managed Data Centre. This is a shared storage facility used by a number of Atos clients. During 2013, Atos has further refreshed its core shared storage infrastructure.

As part of its ICT Asset Management plan, Council needs to consider level of investment to increase capacity within the lifetime of this contract for corporate business as storage needs expand as records of video, sound and pictures are captured. This requirement is even greater within the educational environment as pupils use technology for creating their personal e-Portfolios through their learning experience from 3 – 18 and extensive learning and teaching resources are delivered and assessed through video.

During 2013, an additional 16Tbytes of managed corporate storage has been provisioned through the Atos contract and an investment of additional 78Tbytes storage and backup has also been provisioned within ACC premises to host the Council's email system and other ancillary systems. In addition, a further 159Tbytes of unmanaged local storage, predominantly for educational establishments has been purchased. A long term strategy for storage needs to be reviewed and determined. Following a review early in 2013, it is recommended that the Council consider the use of cloud based storage solutions for non-sensitive data. Trials of potential cloud based storage solutions will be progressed during 2014 to determine their suitability in a learning environment.

A sound records management, and information governance model needs to be introduced to ensure that we are capturing, recording and retaining (and disposing) of electronic information to meet business requirements within legislative requirements. This project is being progressed through Corporate Governance Improvements Programme, Knowledge Management.

3.2.11 **Security Systems.** The Council has invested significantly in technology to minimise the threat of electronic attack through the introduction of anti-virus, anti-malware, encryption, intrusion-prevention protection and detection at strategic points within the infrastructure, with different layers of technology. There is a continuing need to review threats and keep subscriptions for appropriate ICT Security Assets in place to minimise threats and ensure compliance with PSN code of connection and

PCI DSS regulations for cash and credit transactions. Table 7 below identifies current security measures that are funded through ICT Revenue budgets. Table 8 identifies security initiatives approved through ICT Investment fund for 2012/13.

Table 7: Current ICT Security Systems

| Description | Annual Cost | Notes |
|---|---|---|
| Corporate Gateway – anti-virus/anti-mal ware | £12K | |
| Corporate Gateway – internet filtering | £37K | Saving of £7K from 2012/13 through early annual licence renewal |
| Corporate Gateway – Intrusion Prevention and Firewalls | £8K | Saving of £4K from 2012/13 through annual renewal process. |
| Corporate Client – anti-virus/anti-malware | £13K | An increase of £2K from 2012/13 licence. Consideration to be given to replacement with Microsoft tools provided with Microsoft Enterprise Agreement |
| Corporate Client – endpoint encryption | £6K | Saving of £6K as a result of migration to Bitlocker tools available within the Microsoft Enterprise Agreement. |
| Education Gateway – Intrusion Protection and Internet Filtering | £0 | Replaced with Fortigate Gateway Security. New system implemented March to October 2013 funded through ICT Investment. No additional support costs until 2016, at which point cost will be circa £8K per annum. |
| Education Gateway – anti-virus | £0 | Covered by new Fortigate Gateway Security. No additional support costs. |
| Education Gateway - Firewall | £3.5K | |
| Education Client – anti-virus | £17.5K | Consideration to be given to replacement with Microsoft tools provided with Microsoft Education Subscription Agreement. |
| Mobile Device Management Solution | £9.6K | New system implemented March – August 2013. Rollout continuing to enrol Council owned mobile devices, in both Corporate |

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|---|---|---|
| | | and Education environments.<br><br>Additional licences may require to be acquired to reflect additional devices purchased on an ongoing basis.<br>While this solution enables control of mobile devices, whether Council or Employee owned (Bring your Own Devices (BYOD) , no decisions have been made to extend usage to BYOD and this will need to be considered along with any PSN compliance requirements. |
| Active Directory Audit System | £12K | Implemented to track unauthorised changes to Microsoft directory services and Email system. |

Table 8: Proposed Additional Security Measures

| Description | Investment and Anticipated annual costs | Notes |
|---|---|---|
| Remote access to Council ICT Services through VDE Environment from non Council Devices | Capital £50K<br>Annual Revenue £5K | Subject to PSN Compliance regulations |
| PSN Compliance – additional measures which may be required:<br>- Weak Password prevention on non AD systems<br>- Network Access Control to protect ports and network<br>- Physically separating Corporate WiFi from rest<br>- Improving weak SSL certificates<br>- Installing an automated Classification system<br>- A Protective Monitoring System sometimes | Capital £300K<br>Annual Revenue £60K | |

| | | |
|---|---|---|
| known as SEIM | | |
| Corporate Firewall – Application Layer Protection | Unknown | |

### 3.3 Section 3 – Maintenance and Key Performance Indicators (KPIs)

3.3.1 Corporate Governance, Customer Service & Performance spends approximately £3.2M per annum on maintenance support and services including line rental charges for corporate voice and data network, security services, software licences and application support. In addition other Council Services spend an additional £2.0M from service budgets on ICT maintenance support and services.

3.3.2 There are no statutory KPIs for ICT Assets. However a number of the standard SOCITM Performance Indicators are measured and monitored through Corporate Policy & Performance Committee. A Benchmarking Service can be purchased from SOCITM to compare these figures with other local authorities but to date this has not been used. Those that are routinely measured and reported through Corporate Governance to Finance, Policy & Resources Committee are:

- Cost per unit Workstation
- % Employees with Remote Access to Council network from non council premises
- % server availability

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# 4. Key Challenges and Achievements

## 4.1 Key Challenges

4.1.1 There is a continuing requirement to increase efficiencies and deliver more for less. Each ICT Asset must be used to its maximum potential and obtain maximum value and return on investment. We must therefore Maximise use of corporate systems and services and decommission of underused and/or under performing assets, maximise license usage and redeploy or cancel licences and support to recoup savings on licence contracts.

4.1.2 In order to support ICT Asset decisions around business requirements, we need to develop a cross-service Enterprise Architecture Governance framework, incorporating existing PMO processes and ICT Account Managers, also taking cognisance of the Scottish Local Government ICT Strategy, Scottish Public Service Network requirements and Aberdeen City Council's own ICT strategies.

4.1.3 There is a requirement to ensure that ICT Asset records are accurate and up to date to help deliver support and make informed business and financial decisions. This can be resource intensive and there needs to be a cultural shift to ensure that individual users take responsibility for checking status and reporting changes in their use of ICT Assets. Linking and maintaining ICT Assets to employees and pupils is required to enable this.

4.1.4 As the Council seeks to maximise its limited corporate office accommodation, and reduce spend on property assets, the ICT Assets must be able to support mobile and flexible working which is required to facilitate this. This will require an investment in VOIP and Wireless technologies.

4.1.5 Through the consumerisation of ICT and the increasing use of Smartphones, iPads and android tablet equipment, the Council's ICT Assets must embrace this and seek ways to enable staff to make use of such devices, including potentially their own personal equipment, to access Council services in a secure way. This will require investment in additional network security and resource to manage its introduction in a controlled, secure manner.

4.1.6 Having achieved a rationalisation of server and storage ICT Assets in the corporate environment, education establishments individually have servers and storage. There are potential savings if these were rationalised. There are currently 68 separate domains which causes a challenge in implementing any new ICT service to education establishments. A business case has been developed to consolidate these assets and deliver virtualised servers from a dual data centre. A key feature of this project will be to rationalise the underlying authentication services to ICT services.

4.1.7 As the world uses more photo and video within their normal working operating environment, this puts a strain on existing storage. This is particularly relevant in the educational establishments where more and more learning and teaching resources and assessment evidence are delivered and based on video. While short term local storage options can be purchased, this does not address long term

storage requirements of the Council and introduces potential risks associated with loss of control of data. All local external storage requires to be encrypted to minimise this risk. Storage technology is continually changing and cloud storage may be a suitable long term solution for non sensitive data.

4.1.8 There is a continuing challenge to have better governance of and intelligent reporting from Council's electronic records. The Council uses and has access to a number of different document management and reporting tools, and needs to consider how best to maximise usage of these tools.

4.1.9 There is a continued requirement to meet various Government security standards including PCI DSS compliance for credit transactions and PSN compliance for Government secure e-mail and internet services, which places constraints on how ICT Assets can be configured and managed, and from time to time require additional ICT security assets to be purchased.

4.1.10 Risks from electronic threats continue to be high, and there is a continuing need to operate preventative measures on our ICT Assets such as intrusion prevention, internet access controls, operating system and application patching and anti-virus and anti-malware protection, detection and cleansing.

4.1.11 The Council entered into a Microsoft Enterprise Subscription Agreement in April 2012, which has facilitated an upgrade to defacto standard Email and Desktop productivity applications. This coupled with the implementation of Virtual Desktop Environment is intended to provide a more flexible desktop service with standardised software and more efficient application deployment and licence control.

4.1.12 The Council needs to consider how to provide ICT data centre facilities at the end of the existing Managed Data Centre contract in January 2016. Options being considered are continuing and retendering for managed data centre; co-location of facilities within either public or private sector data centre; shared services with other public sector body and building/hosting and managing our own data centre facilities. Regardless of the preferred option, there is likely to be a requirement for significant investment in either Capital or Revenue at this time. Funding of £3M has been approved through the Capital bid process to co-incide with the end of the current contract.

4.1.13 As the Council transforms and moves its transactional services from traditional services to web and telephone services as a way of meeting customer demand, and achieving cross Council efficiencies, this will have an impact on its ICT Assets particularly on requirement for better systems integration.

4.1.14 While there has been an established ICT Rolling Programme (now ICT Investment Fund) for some years, the level of funding constrains what can be achieved within the programme.

## 4.2 Achievements

4.2.1 Thorough data cleansing of ICT network infrastructure and mobile assets has been processed within ICT spreadsheets and a centralised database has been created to rationalise and report on ICT asset information going forward.

4.2.2 Access to the corporate VDE environment has been rolled out to all corporate devices. The council's updated email and desktop productivity tools was initially rolled out through the VDE environment.

4.2.3 A successful program to encrypt corporate laptops has been completed. Where a laptop was unable to be encrypted, depending on its use the laptop was either refreshed or reconfigured such that it can only access data within the VDE environment and capability of storing information locally on the device was removed. Some of the refreshed laptops, while not suitable for encryption were still fit for use within the curriculum environment for pupil use and were used to refresh the oldest laptops in schools.

4.2.4 A solution to facilitate remote access at any any location with internet access to Council network services from council owned devices has been implemented. To date 610 users have received a physical RAS token in order to use this service.

4.2.5 Internal wireless access has been implemented in a further 5 schools during 2013.

4.2.6 A secure unified threat gateway solution has been implemented for the education environment for improved filtering and monitoring to support learning within schools.

4.2.7 A mobile device management solution has been implemented to enrol and securely manage iPads, Smartphones and other mobile devices.

4.2.8 Following a review of circuit costs for the connection to Kincorth Library/CEC a change of supplier has resulted in reduction of annual costs of £8K/annum with improved network performance.

4.2.9 Following a tender, circuits to remaining branch libraries have been upgraded, resulting in a reduction of annual costs of £21K/annum.

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# 5. Delivery Arrangements

## 5.1 Customer Service and Performance – ICT Service

ICT Asset Management responsibility is delegated to the ICT Section of Customer Service and Performance. The ICT Service is fronted by an ICT Service Desk as a single point of contact for all ICT queries. In addition there are two ICT Account Managers who act as point of escalation for any ICT queries and who will work with services to ensure that their business requirements are worked through to ICT technical implementation, where required. Where a business requirement requires new ICT Capital investment then this will be put forward to the Corporate Asset Group for funding.

## 5.2 ICT Service Delivery reports for Asset Management

5.2.1 Service Desk Support Reports – KPI performance and SLA performance reports, including those from external ICT service providers, are regularly produced. This information is used to identify common faults and repeat failures.

5.2.2 New Starts and Leavers Reports – a report from the HR system is distributed to ensure that access to departmental systems is ceased or changed as appropriate, that any licences are redistributed and/or telephone and network connections are cancelled.

5.2.3 Customer Satisfaction Survey – a customer satisfaction reporting mechanism which was in place for random selection of service desk incidents ceased due to limited resources in 2010. ICT services are however included in wider Corporate Governance Customer satisfaction surveys.

5.2.4 Major Incident Reports are produced and shared when a major incident takes place to establish lessons learnt and identify recommendations to prevent incidents recurring through asset replacement, training, procedural change etc.

5.2.5 Internet Monitoring – bandwidth reports are produced regularly to ensure that business usage not impacted negatively by any personal usage. ICT Acceptable use allows 15 mins per day personal internet usage, and ad-hoc reports to line managers to review individual staff usage are issued on authorised request.

5.2.6 Server capacity reports are produced on a monthly basis to identify under and over utilisation servers and identify corrective action to optimise performance.

5.2.7 Reports from Asset Register are produced for Service Level Agreements with other services and trusts.

5.2.8 Centralised software library where media is stored and recorded.

## 5.3 ICT Service Management

5.3.1 The ICT Service Management Team meets on a weekly basis. This group reviews and approves operational changes to existing ICT Assets, reviews and approves

major incident reports and takes action on the recommendations arising from these reports. The ICT organisational structure is featured at appendix B.

### 5.4 Enterprise Architecture Board

5.4.1 The Head of Customer Service & Performance will chair the group with the following officials representing each Service:-

- Head of Procurement, Corporate Governance
- Head of Environment Services, Housing & Environment
- Head of Regeneration and Housing investment
- Head of Planning and Sustainable Development
- Head of Adult Services
- Head of Educational Development, Policy and Performance
- ICT Account Manager, Corporate Governance, Social Care & Wellbeing and Housing & Environment
- ICT Account Manager, Education, Culture & Sport, Enterprise Planning & infrastructure and Office of Chief Executive
- Senior Programme Manager, PMO
- Enterprise Architect
- In addition the IT Manager and Team Leader, Infrastructure represent any relevant Technical Design information to the Board.

5.4.2 The group will meet on a monthly basis with support being coordinated by the Enterprise Architect. When there is a need to make a decision between meetings a pragmatic approach will be taken to facilitate this.

### 5.5 Corporate Asset Group

5.5.1 The Head of Asset Management & Operations continues to chair the group, with the following officials representing each Service:-

- Head of Finance, Corporate Governance
- Head of Environment Services, Housing & Environment
- Head of Regeneration and Housing Investment
- Head of Service, Office of Chief Executive
- Head of Customer Service and Performance
- Head of Adult Services
- Head of Educational Development, Policy and Performance
- General Manager, Asset Management

5.5.2 The group meets on a monthly basis with support coming from the Asset Management Team.

### 5.6 Partnership & Collaboration

5.6.1 Where possible, ICT Assets are purchased through Procurement Scotland frameworks. This contributes to maximum buying volumes for all public sector bodies within Scotland.

5.6.2 Where no specific framework exists, ICT will work in collaboration with Central Procurement Unit to ascertain if there are any other public sector with a similar requirement and partner for joint procurement.

5.6.3 Customer Service & Performance Service is a member of SOCITM and actively participates in SOCITM through regular meetings and ICT consultations.

**5.7 Communication**

5.7.1 The ICT Service Desk uses the Council's intranet pages to communicate maintenance periods. An exercise is being undertaken during 2013/14 linked to Corporate Governance Improvements Plan to review and amend the ICT Service Desk intranet pages to improve customer experience. ICT Account Managers maintain electronic distribution lists of system owners to advise and communicate on ICT maintenance and support.

5.7.2 Frequently asked questions and Advice and Guidance notes on the use of Council's ICT Assets are published on the Zone on an ad-hoc arrangement.

5.7.3 Quarterly security advisories are published on the Zone.

5.7.4 ICT Account Managers meet regularly with Business representatives to review SLA performance, and ongoing changes to ICT Assets.

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# 6. Investment Planning

## 6.1 Capital

6.1.1 Capital Bid for £3M funding for refresh of corporate server, storage and backup infrastructure within Data Centre facilities, supported by the Corporate Asset Management Group, was approved February 2013 for 2015/16 onwards to continue ICT Service delivery beyond the current Managed Data Centre contract.

6.1.2 Capital bid for £5.7M funding for significant ICT investment to support transformation of Corporate Governance services to the Council was submitted through the Corporate Asset Group. This bid supported the transformation of services to deliver savings identified through PBB which need to be delivered from 2013/14 onwards over a 3 year period. £2.7M of capital funding was approved from 2013/14 onwards in February 2013. Subsequent to this, the Corporate Governance Improvement Business Case process revised the level of funding required to £4.685M and Finance identified that the balance over and above the capital already approved can be met from revenue funding streams already identified and set aside on a one off basis.

6.1.3 Investment for refresh of items included within this ICT AMP have previously been funded through Capital ICT Rolling Programmes. Corporate Asset Management Group agreed that this rolling programme be changed to a revenue budget as from April 2012.

## 6.2 Revenue

6.2.1 Revenue funding for £1.1M is available for ICT Investment rolling programme. Allocation of spend from this budget in 2013 was approved at the 24th April Finance & Resources Committee.

6.2.2 Investment arising from this ICT AMP has identified projects to the value of £6.5M with recurring investment of £1.5M for standard refresh of common ICT assets; PCs, laptops, interactive whiteboards, servers and telephone switches. There is a continuing challenge to prioritise refresh within the constraints of available £1.1M budget.

6.2.3 There is currently revenue across all services to the value of £1.6M on WAN network connectivity, and fixed and mobile telephony calls and rental.

6.2.4 There is currently £3.2M revenue within ICT to fund annual hardware, software and ICT services arranged on behalf of the Council by ICT.

6.2.5 In addition other Services currently have revenue funding to the value of £2.0M against ICT supplies and services budgets. This funding is generally used for service specific application software licence, support and maintenance, and fixed and mobile telephony calls and rental.

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# 7. Performance Management

## 7.1 Performance Management

An informed organisation collects high quality information on context, activities and results; analyses it to expose issues or opportunities; and presents informed options to decision-makers internally, and candid assessments of plans and performance externally. Without high quality information, organisations will not be well placed to respond to the immediate challenge of cuts to funding and longer-term challenges of providing sustainable high-quality public services and creating the right climate for economic growth.

Option appraisal is crucial to ensure organisational interventions are fully informed and based on robust evidence. The core method of economic appraisal, cost-benefit analysis, has been designed to inform comparison between options for government interventions, recognising that in the public sector appraisals need to go beyond traditional financial analysis, and pick up broader social, environmental and economic effects which may not have ready market values. Appraisal techniques can be applied at project or programme levels, and have particular value when there is pressure to reduce costs while minimising effects on front line services or the wider economy.

There are no statutory performance indicators relating to ICT Assets. However, there are a number of factors such as cost, usage, availability, sufficiency (demand) and accessibility that can be measured and monitored to assess how the Council's ICT Assets are performing.

## 7.2 Performance Measures

7.2.1 Costs:

The following cost measures will be considered:

- ICT revenue expenditure as a % of all revenue spend
- Annual Capital expenditure on ICT Assets
- Unit cost for Workstation (whole life cycle cost)
- Unit cost for Network Connection (whole life cycle cost)
- Maintenance costs, including repairs and electrical testing as % of revenue expenditure
- Application licence and support costs as % of revenue expenditure
- Disposal costs as % of revenue expenditure

7.2.2 Usage

The following usage measures will be considered:

- Network Bandwidth usage to determine whether network links are working efficiently, require additional capacity or whether there is potential to reduce connectivity.
- % of PCs and laptops that are in active/inactive use to determine whether equipment can be redistributed to meet business requirements.
- PC performance to determine whether equipment is being utilised effectively.
- Server usage and capacity to determine peaks in usage or where servers are not being effectively utilised.

- Storage usage and capacity to determine where additional capacity is most required.

7.2.3 Availability measures
The following availability measures will be considered:

- % Network Availability – this measure can include availability of individual network links, and the data points, wireless access points, switches, hubs and routers allowing individual client devices to connect to Council applications.
- % Application Availability – this measure can include availability of server and operating systems, underlying database and storage infrastructure as well as the applications themselves.
- % Datacentre Availability – this measure includes power, and datacentre environmental controls affecting datacentre availability,

7.2.4 Accessibility
In order to assess ICT accessibility, the following measures will be considered:

- % of employees with a business e-mail account
- % of employees with access to Internet Services
- % of employees with access to a PC
- % of employees with full access to Council Services from non council premises
- Number and type of special ICT needs functionality provided (e.g. Zoomtext large text viewer)

7.2.5 Demand
In order to assess future demand, measures that will be considered are:

- No of Employees
- School Rolls
- No and type of Property providing Council services

## 7.3 Grading System

Following best principles of ICT Asset Management, we will be looking to introduce a grading system for suitability and serviceability conditions which will be applied and recorded against ICT assets. The criteria for this will be subject to consultation with users across all services and will take into consideration individual service business requirements.

# 8. Key Priorities 2013 – 2016

## 8.1 Key Priorities

8.1.1 The following priority areas have been and will continue to be progressed.

| Priority Area | Status | Start Date | Completion Date |
|---|---|---|---|
| Formation of Enterprise Architecture Board, including approval and recruitment of Enterprise Architect post:<br><br>Update:<br><br>Enterprise Architect in post since May 2013. | Closed | August 2012 | March 2013 |
| Embed Enterprise Architecture to the organisation to Maturity Level 3 | Open | May 2013 | August 2014 |
| Microsoft Enterprise Subscription – Implementation of software licences<br><br>Update:<br><br>Bitlocker Encryption deployed by December 2012.<br><br>Outlook and Office 2010 Licences deployed through VDE April 2013.<br><br>Business case to be developed considering use of Lync and Sharepoint licences as Client licences are included within the Microsoft Agreement. | Open | November 2012<br><br>October 2013 | March 2013<br><br>March 2014 |
| Schools Server Replacement – Options appraisal and implementation of replacement strategy<br><br>Update:<br><br>Options Appraisal complete and Business Case developed. Implementation subject to procurement. | Closed | November 2012 | November 2013 |
| Options Appraisal on Schools Storage Strategy | Closed | November 2012 | January 2013 |

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| Update:<br><br>Options appraisal recommended that hybrid solution of shared server storage and cloud based storage as preferred option. Implementation subject to schools server replacement. | | | |
| Schools Server Virtualisation – Implementation Single Data Centre | Open | December 2013 | August 2014 |
| Achieve PSN Compliance | Annual | Ongoing | April 2014 |
| Network Infrastructure – identification of network connections with little or no resilience and carry out options appraisal for additional resilience<br><br>Update:<br><br>As identified, implement recommendations included within this plan at section 3.2.6 through the CG Improvement Plan | Open | January 2013 | On-going |
| Public WiFi Service – segregate from Council network and extend to further sites | Open | October 2013 | March 2015 |
| Application Review | Open | October 2012 | On-going |
| Development of Business Intelligence reporting<br><br>Update:<br><br>Proof of Concept delivered November 2012. From this Business Intelligence incorporated to wider CG Improvement Plan. | Open | September 2012 | On-going |
| Review current ICT Asset procedures and registers and develop detailed improvement action plan<br><br>Update:<br><br>ICT Asset improvement action plan incorporated to wider CG Improvement Plan. | Closed | September 2012 | April 2013 |

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|---|---|---|---|
| Data Centre Options Appraisal and Business Case<br><br>Update:<br><br>Initial Options Appraisal presented to Enterprise Architecture Board October 2013. | Open | October 2012 | July 2014 |
| Develop ICT Project Portfolio roadmap | Open | October 2013 | December 2013 |
| Rollout of Mobile Device Management enrolment for Council owned devices | Open | March 2013 | On-going |
| Implementation of Lync to Support Smarter Working | Open | October 2013 | July 2014 |
| Electronic Records Management systems review, incorporating potential implementation of Sharepoint | Open | July 2013 | March 2015 |
| ICT Resourcing options to support delivery of Transformational Projects | Open | November 2013 | March 2014 |
| Replace RM Classboards at Cults and Muirfield Primary Schools | Open | January 2014 | April 2014 |
| Trial of Cloud Storage to assess suitability on Learning Environment as long term strategy | Open | January 2014 | October 2014 |

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## 9. Glossary of Terms

| ACROYNM | TITLE | SUMMARY |
|---|---|---|
| DCMS | Department for Culture, Media & Sports | UK Government department with responsibility for culture and sport, with emphasis on promoting business and communities to grow by investing in innovation. Involved with helping the roll out next generation of mobile communications (4G) and broadband services across the UK. |
| GSX | Government Secure Extranet | Government Secure Network Service for wider communications, largely with other Scottish Local Authorities. Superceded by Public Services Network (PSN) from April 2014. |
| ITIL | IT Infrastructure Library | ITIL is the most widely adopted approach for IT Service Management. It provides a practical, no-nonsense framework for identifying, planning, delivering and supporting IT services to the business. |
| IWB | Interactive Whiteboard | An interactive whiteboard is a large interactive display that connects to a computer. A projector projects the computer's desktop on to the board's surface where users control the computer using a pen, singer, stylus or other device. The board is typically mounted to a wall, although may be floor standing.<br><br>They are used in a variety of settings including classrooms at all levels of education and in corporate meeting rooms. |
| PBB | Priority Based Budgeting | Council's approach to 5 year business budget |
| PMO | Programme Management Office | Supports the management and implementation of Aberdeen City Council projects identified within PBB and other improvement programmes. |
| PSN | Public Services Network | Council has for many years been using the GSX (Government Secure eXtranet) for receiving and transferring sensitive information from/to other organisations: |

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| | | DVLA; DWP; NHS; GRoS; Police be that via GSX email or connecting to their systems. This has been replaced by the PSN. |
| VDE | Virtualised Desktop Environment | Desktop computers which in the main have no local processing capability. Sometimes referred to as 'dumb terminals'. They get their programs and data from the main ICT data centre. |
| WEEE | Waste, Electrical and Electronic Equipment Regulations | This aims to prevent the generation of electrical and electronic waste and to promote re-use, recycling and other forms of recovery in order to reduce the quantity of waste discarded. |
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## Appendix A

## Asset Management Methodology

### ICT Current Position

ICT Asset Management is carried out by ICT on behalf of the Authority and is done in line with BSi Standard PAS55 and Information Technology Information Library (ITIL) best practice principles and processes.

PAS 55 describes asset management as the systematic and coordinated activities and practices through which an organisation optimally and sustainably manages its assets and asset systems, their associated performance, risks and expenditures over their life cycles for the purpose of achieving its organisational strategic plan.

PAS 55 is divided into two parts, viz:

- Part 1 – the Specification for the management of physical infrastructure assets.

- Part 2 - Guidelines for the application of PAS 55 Part 1 requirements. Part 1 specifies the requirements for an asset management system for the management of physical assets and asset systems over their life cycles. The management of physical assets is inextricably linked to the management of other asset types and these other asset types are considered within the asset management system insofar as they have a direct impact on the management of physical assets. The optimal life cycle management of physical assets is heavily dependent upon information and knowledge, human assets and financial resources, and often has a significant impact on reputation and customer satisfaction. Applying PAS 55 enables us to demonstrate a high level of professionalism in whole life cycle management of our physical assets, specifically in respect of achieving the following benefits:

  - The ability to demonstrate best value within a constrained funding situation.

  - Establishing an asset management system to optimally and sustainably manage our physical assets.

  - Implementing, maintaining and improving our asset management system.

  - Demonstrating and proving compliance with corporate asset management strategy and policy (and to others).

  - Having a clear audit trail that serves as a basis for taking decisions and associated risks.

  - The ability to show that sustainable development is actively considered over assets' life cycles.

Specific aspects of the ITIL solution to managing assets builds on the PAS 55 approach by applying the principles of its IT Asset Management Process Life Cycle model approach (as referred to under Section 1.2.2. of the main document).

Establishing management processes, their role in the asset life cycle and the departments that are involved in each process. The following table includes the main processes (as derived from the Asset Management Process Life Cycle model) in an IT Asset Management methodology:

| **Process Name** | **Functions** | **Departments** | **Roles** |
|---|---|---|---|
| **Request** | • Request to provision a service or an asset<br>• Approval(s) of request<br>• Determine fulfilment type (from inventory or new purchase) | • IT<br>• Finance | • Asset Manager<br>• Department Budget Manager<br>• Service Desk |
| **Procure** | • Procure new assets or services when not in inventory<br>• Negotiate and establish contracts with suppliers<br>• Link contracts to catalogue line items | • Finance | • Procurement Manager |
| **Receive** | • Receive new assets or services from suppliers<br>• Validate shipment (match received goods to order) | • Finance<br>• Facilities (or IT) | • Asset Manager<br>• Financial Manager |
| **Manage** | • Execute IMAC processes | • IT | • Service Desk |
| **Retire** | • Retire obsolete assets from operational use<br>• Acquire legal indemnification for disposed assets<br>• Update asset status | • IT<br>• Finance | • Asset Manager<br>• Financial Manager |
| **Plan** | • Provide enough stable consistent | • IT<br>• Finance | • Asset Manager<br>• Department Budget |

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| | information for accurate budgeting and forecasting | | Manager<br>• Financial Manager |

The following table illustrates the phases of an implementation programme and the business benefits delivered at each level. Regardless of which level an organisation is currently in, it is important to prioritise future efforts. Establish a phased approach by targeting areas of the infrastructure that provide the highest business value and enable greater cost control over the IT assets. This strategy delivers business benefits where they are most important to supporting the delivery of IT services.

| **Level** | **Phase** | **Activities** | **Benefits** |
|---|---|---|---|
| **1** | Asset Discovery | • Identify deployed assets<br>• Know what is in the infra structure at any given point in time to a given level of detail: hardware, software, network, etc.<br>• Know who is using assets, how frequently, how much) | • Understand and manage asset usage |
| **2** | Inventory Management | • Identify owned assets<br>• Compare owned with deployed (inventory)<br>• Identify "over" or "under" deployment of assets and reasons (change policies, processes, procedures) and, over time, reduce the gap | • Manage compliance<br>• Reduce over-purchasing<br>• Enforce standards (manage non-standard)<br>• Redeploy assets |
| **3** | Contract Management | • Introduce contracts<br>• Link contracts to assets (hardware, software, network, etc.)<br>• Identify and capture critical terms and conditions<br>• Create workflow | • Manage maintenance costs<br>• Manage contract service levels<br>• Automate contract renewal<br>• Improve negotiations and vendor/spend management |

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| | | and event notifica - tions, such as lease notifications, re-negotiation windows, cancellations, etc.) | |
| **4** | Financial Management | • Planning and budgets<br>• Analyse infrastructure blueprint prior to planning and budgeting<br>• Reconcile with fixed assets<br>• Provide accurate asset data to fixed assets<br>• Invoice reconciliation<br>• Automate invoice reconciliation process<br>• Asset allocation and chargeback<br>• Track asset costs by cost centre and chargeback | • Improve budgeting process<br>• Improve management of fixed assets/depreciation<br>• Improve management of tax payments<br>• Reduce payment of erroneous invoices<br>• Manage IT demand and behaviour by allocating cost to actual consumers |

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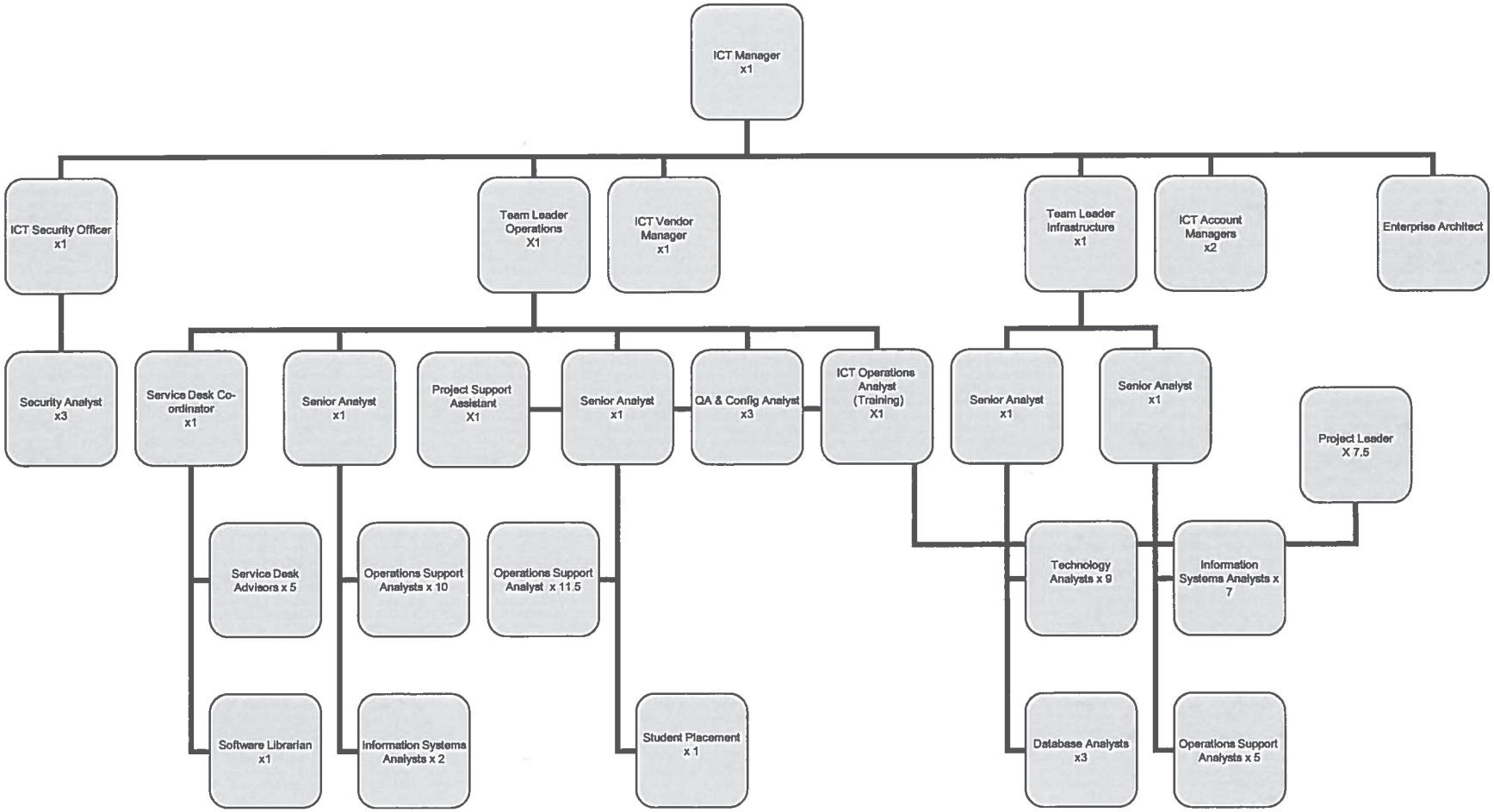
Appendix B

# ICT – Structure November 2013



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| Appendix C : Intersite Network Connectivity Bandwidth | | | | | | |
|---|---|---|---|---|---|---|
| **SITE** | **SPEED** | | **SITE** | **SPEED** | | |
| *Northfield Library* | *10Mbps* | | *Scott and Co* | *2Mbps* | | |
| *Portal Community Centre* | *1Mbps* | | *Shoppers Creche* | *1Mbps* | | |
| *AECC - Balgownie One* | *1 Gig* | | *West Tullos Depot* | *36Mbps* | | |
| *Alex Collie Sports Centre* | *1Mbps* | | *Westburn Tennis* | *768k* | | |
| *Bridge of Don Library* | *10Mbps* | | *Art Gallery* | *1 Gig* | | |
| *Bridge of Don Depot* | *1Mbps* | | *Central Library* | *1 Gig* | | |
| *Silverburn Lodge* | *100Mb* | | *Exchequer House* | *1 Gig* | | |
| *Crown House* | *1 Gig* | | *Ferryhill Library* | *10Mbps* | | |
| *95 Bon Accord Street* | *1.5Mbs* | | *Gallowgate Outreach Team* | *1 Gig* | | |
| *Bon Accord Housing* | *10Mbps* | | *77-79 King Street* | *1 Gig* | | |
| *Duthie Park Restaurant* | *1.2Mbps* | | *Kirkgate House* | *1 Gig* | | |
| *Duthie Park Depot* | *1.5Mbps* | | *New Town House (Panther Room)* | *10 Gig* | | |
| *Maritime Museum* | *9Mbps* | | *Old Town House* | *1 Gig* | | |
| *Willowbank Business Centre* | *1.2Mbps* | | *Sherriff Court* | *1 Gig* | | |
| *Willowbank Childrens Home* | *4Mbps* | | *Spring Garden* | *1 Gig* | | |
| *Kittybrewster Depot* | *10 Gig* | | *Whitespace/Fred Street* | *1 Gig* | | |
| *532 King Street* | *1.5Mbps* | | *Willowdale Social Work* | *1 Gig* | | |
| *Tillydrone Family Centre* | *2.4Mbps* | | *Craiginches Social Work* | *500 kbps* | | |
| *Hilton Centre* | *10Mbps* | | *Cove Library* | *10 Mbps* | | |
| *Old Aberdeen House* | *10Mbps* | | *Deeside Family Centre* | *10 Mbps* | | |
| *Woodside C.A.P* | *100Mbps* | | *Faulds Row Social Work* | *1 Mbps* | | |
| *Tillydrone Housing Office* | *10Mbps* | | *3 Finnan Place* | *896 kbps* | | |
| *Tillydrone Library* | *10Mbps* | | *Kincorth Childrens Home* | *500 kbps* | | |
| *Portal CEC* | *1Mbps* | | *Kincorth Depot* | *768 kbps* | | |
| *Woodside Library* | *10Mbps* | | *Kincorth Library and CEC* | *10 Mbps* | | |
| *27 King Street(Nestrans)* | *1Mbps* | | *Kincorth Sports Centre* | *1 Mbps* | | |
| *Beach/Ballroom/Ice Arena* | *36Mbps* | | *St Fitticks House* | *768 kbps* | | |
| *City Moves* | *1Mbps* | | *Torry Depot* | *384 kbps* | | |
| *Mortuary* | *768k* | | *Torry Learning House* | *1024 kbps* | | |

| | | | | | | |
|---|---|---|---|---|---|---|
| *Torry Library* | *10 Mbps* | | *Bucksburn Cash Office* | *1.5 Mbps* | | |
| *Tullos Nursery* | *10 Mbps* | | *Beacon Centre Pool* | *3 Mbps* | | |
| *Tullos Primary(Core Site)* | *1 Gig* | | *Gilbert Road Childrens Home* | *2 Mbps* | | |
| *Airyhall Library* | *10 Mbps* | | *Bucksburn Clinic* | *3 Mbps* | | |
| *Bucksburn Primary (Hub Site)* | *10 Mbps* | | *Bucksburn Police Social W* | *2.3 Mbps* | | |
| *Burnside Centre* | *8 Mbps* | | *Bucksburn Depot* | *2.3 Mbps* | | |
| *Cornhill Housing Office* | *10 Mbps* | | *Procurement Woodhill* | *1 Gig* | | |
| *Cornhill Library* | *10 Mbps* | | ***Aberdeen Children Hospital*** | *>=10 Mb to 1 Gig* | NHS NETWORK | |
| *Culter Library* | *10 Mbps* | | ***Aberdeen Maternity Hospital*** | *>=10 Mb to 1 Gig* | NHS NETWORK | |
| *Peterculter Registrars Office* | *10 Mbps* | | ***Aberdeen Royal Infirmary*** | *>=10 Mb to 1 Gig* | NHS NETWORK | |
| *Culter Police Social Work* | *10 Mbps* | | ***Bridge of Don Health Centre*** | *>=10 Mb to 1 Gig* | NHS NETWORK | |
| *Cults Library* | *10 Mbps* | | ***Calsayseat Health Centre*** | *>=10 Mb to 1 Gig* | NHS NETWORK | |
| *Dyce Library* | *10 Mbps* | | ***Cornhill Fulton Clinic*** | *>=10 Mb to 1 Gig* | NHS NETWORK | |
| *Hilton Depot* | *500 kbps* | | ***Cornhill Clerkseat*** | *>=10 Mb to 1 Gig* | NHS NETWORK | |
| *Horizons* | *10 Mbps* | | ***Cornhill Kinnord Ward*** | *>=10 Mb to 1 Gig* | NHS NETWORK | |
| *Logie Housing Office* | *10 Mbps* | | ***Cornhill Block A*** | *>=10 Mb to 1 Gig* | NHS NETWORK | |
| *Mastrick CEC* | *100 Mbps* | | ***City Hospital Links*** | *>=10 Mb to 1 Gig* | NHS NETWORK | |
| *Mastrick Depot* | *1 Mbps* | | ***City Hospital Rapid Response*** | *>=10 Mb to 1 Gig* | NHS NETWORK | |
| *Mastrick Housing Office* | *100 Mbps* | | ***City Hospital Learning Disabilities*** | *>=10 Mb to 1 Gig* | NHS NETWORK | |
| *Mastrick Library* | *100 Mbps* | | ***Denburn Health Centre*** | *>=10 Mb to 1 Gig* | NHS NETWORK | |
| *Mastrick Social Work* | *100 Mbps* | | ***Dyce Health Centre*** | *>=10 Mb to 1 Gig* | NHS NETWORK | |
| *Northfield Depot* | *1.3 Mbps* | | ***Garthdee Health Centre*** | *>=10 Mb to 1 Gig* | NHS NETWORK | |
| *Northfield Library* | *10 Mbps* | | ***G-Docs*** | *>=10 Mb to 1 Gig* | NHS NETWORK | |
| *Northfield Pool* | *1.5 Mbps* | | ***Forresterhill*** | *>=10 Mb to 1 Gig* | NHS NETWORK | |
| *Quarry Centre* | *10 Mbps* | | ***Oldmachar Health Centre*** | *>=10 Mb to 1 Gig* | NHS NETWORK | |
| *Rosewell House* | *10 Mbps* | | ***Roxburgh House*** | *>=10 Mb to 1 Gig* | NHS NETWORK | |
| *Rosehill Out of Hours* | *6 Mbps* | | ***Rubislaw Health Centre*** | *>=10 Mb to 1 Gig* | NHS NETWORK | |
| *Springhill Depot* | *256 Kbps* | | ***Tillydrone Health Centre*** | *>=10 Mb to 1 Gig* | NHS NETWORK | |
| *Whitemyres* | *1.5 Mbps* | | ***Torry Neighbourhood*** | *>=10 Mb to 1 Gig* | NHS NETWORK | |
| *Williamson Family Centre* | *2.3 Mbps* | | ***Torry Nursery*** | *>=10 Mb to 1 Gig* | NHS NETWORK | |

| | | | | | | |
|---|---|---|---|---|---|---|
| *Coldstone Avenue (VPN)* | *0.5 Mbps* | | *Cairn Court (VPN)* | *1 Mbps* | | |
| *Queens Road (VPN)* | *0.5 Mbps* | | *Beaconsfield Place (VPN)* | *0.5 Mbps* | | |
| *Janesfield Manor (VPN)* | *0.5 Mbps* | | *Grampian Emergency (VPN)* | *0.5 Mbps* | | |
| *Morningside Road (VPN)* | *0.5 Mbps* | | *South Contitution Str (VPN)* | *0.5 Mbps* | | |
| *Craigton Road Day Centre (VPN)* | *0.5 Mbps* | | *Short Loanings (VPN)* | *0.5 Mbps* | | |
| *Denseat Court (VPN)* | *0.5 Mbps* | | *Broad Street (VPN)* | *1 Mbps* | | |
| *Craigton Park (VPN)* | *0.5 Mbps* | | *Rosebery Street (VPN)* | *0.5 Mbps* | | |
| *Denwood (VPN)* | *1 Mbps* | | *Argyll Place (VPN)* | *0.5 Mbps* | | |
| *Garthdee Road (VPN)* | *0.5 Mbps* | | *Constitution Court (VPN)* | *0.5 Mbps* | | |
| *Football Pavillion (VPN)* | *1 Mbps* | | *Provost Sken House (VPN)* | *0.5 Mbps* | | |
| *Craigiebuckler Ave (VPN)* | *0.5 Mbps* | | *Hamilton Place (VPN)* | *0.5 Mbps* | | |
| *Northcote Ave (VPN)* | *0.5 Mbps* | | *St Clements Court (VPN)* | *0.5 Mbps* | | |
| *Don Street (VPN)* | *0.5 Mbps* | | *Loch Court (VPN)* | *0.5 Mbps* | | |
| *Hilton Road (VPN)* | *0.5 Mbps* | | *King Street (VPN)* | *0.5 Mbps* | | |
| *Fontville Court (VPN)* | *0.5 Mbps* | | *Brierfield Road (VPN)* | *1 Mbps* | | |
| *Harris Drive (VPN)* | *1 Mbps* | | *Grove Lodge (VPN)* | *0.5 Mbps* | | |
| *Back Hilton Road - 1(VPN)* | *2 Mbps* | | *Greenfern Avenue (VPN)* | *0.5 Mbps* | | |
| *New Aulton Pavillion (VPN)* | *1 Mbps* | | *Taransay Court (VPN)* | *0.5 Mbps* | | |
| *Dominies Road (VPN)* | *2 Mbps* | | *Provost Rust Dr (VPN)* | *0.5 Mbps* | | |
| *Back Hilton Road - 2(VPN)* | *0.5 Mbps* | | *Woodhill Court (VPN)* | *0.5 Mbps* | | |
| *Bede House Court (VPN)* | *0.5 Mbps* | | *Fullerton Court (VPN)* | *0.5 Mbps* | | |
| *Clifton Court (VPN)* | *0.5 Mbps* | | *Kingswood Court (VPN)* | *0.5 Mbps* | | |
| *Dominies Road (VPN)* | *0.5 Mbps* | | *Stocket Grange (VPN)* | *0.5 Mbps* | | |
| *Donview House (VPN)* | *0.5 Mbps* | | *Murray Court (VPN)* | *0.5 Mbps* | | |
| *Lord Hays Court (VPN)* | *0.5 Mbps* | | *Rosehill House Centre (VPN)* | *0.5 Mbps* | | |
| *Meadow Court (VPN)* | *0.5 Mbps* | | *Hilton Court (VPN)* | *0.5 Mbps* | | |
| *Seaton Court (VPN)* | *0.5 Mbps* | | *Smithfield Court1 (VPN)* | *0.5 Mbps* | | |
| *Seaview House (VPN)* | *0.5 Mbps* | | *Smithfield Court2 (VPN)* | *0.5 Mbps* | | |
| *Balmoral Court (VPN)* | *0.5 Mbps* | | *Sheddocksley (VPN)* | *1 Mbps* | | |
| *Gairn Court (VPN)* | *0.5 Mbps* | | *Lewis Court (VPN)* | *0.5 Mbps* | | |

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|---|---|---|---|---|---|---|
| *Cottage (VPN)* | *1 Mbps* | | *Stewart Park Court (VPN)* | *0.5 Mbps* | | |
| *Windford Square (VPN)* | *0.5 Mbps* | | *Quarryhill Court (VPN)* | *1 Mbps* | | |
| *Castelton Court (VPN)* | *0.5 Mbps* | | *Clinterty Caravan Park (VPN)* | *0.5 Mbps* | | |
| *Granitehill House (VPN)* | *0.5 Mbps* | | *Union Grove AB10 6TS (VPN)* | *0.5 Mbps* | | |
| *Stocket Parade (VPN)* | *0.5 Mbps* | | *Gray Court AB15 6EZ(VPN)* | *0.5 Mbps* | | |
| *Community Special Needs(VPN)* | *0.5 Mbps* | | *Hazlehead 9 Hole Golf (VPN)* | *0.5 Mbps* | | |
| *Regensburg Court (VPN)* | *0.5 Mbps* | | *Hazlehead Golf (VPN)* | *1 Mbps* | | |
| *Jesmond Centre (VPN)* | *1 Mbps* | | *Hazlehead Swimming Pool (VPN)* | *1 Mbps* | | |
| *Clashieknowe (VPN)* | *0.5 Mbps* | | *Balgownie Road (VPN)* | *1 Mbps* | | |
| *Greenbrae Avenue (VPN)* | *0.5 Mbps* | | *Seaview Drive (VPN)* | *0.5 Mbps* | | |
| *Charlie Devine Court (VPN)* | *0.5 Mbps* | | *Scotstown Gardens (VPN)* | *0.5 Mbps* | | |
| *Hamewith (VPN)* | *0.5 Mbps* | | *North Deeside Road (VPN)* | *0.5 Mbps* | | |
| *Denmore Court (VPN)* | *0.5 Mbps* | | *Brimmond Court (VPN)* | *0.5 Mbps* | | |
| *Lochside Road (VPN)* | *0.5 Mbps* | | *Margaret Clyne Court (VPN)* | *0.5 Mbps* | | |
| *Balgownie Road (VPN)* | *0.5 Mbps* | | *Deevale Road (VPN)* | *0.5 Mbps* | | |
| *Fairley Den (VPN)* | *0.5 Mbps* | | *Balnagask Day Centre (VPN)* | *0.5 Mbps* | | |
| *Aberdeen Music School (VPN)* | *0.5 Mbps* | | *Balnagask Court (VPN)* | *0.5 Mbps* | | |
| *Fergus House (VPN)* | *0.5 Mbps* | | *Ranger Station (VPN)* | *0.5 Mbps* | | |
| *N. Deeside Road (VPN)* | *0.5 Mbps* | | *Provost Hogg Court (VPN)* | *0.5 Mbps* | | |
| *Station Road West (VPN)* | *0.5 Mbps* | | *Mark Bush Court (VPN)* | *0.5 Mbps* | | |
| *Peterculter Sports Centre (VPN)* | *0.5 Mbps* | | *Doonies Farm (VPN)* | *0.5 Mbps* | | |
| *Aberdeen Crematorium (VPN)* | *1 Mbps* | | *Balnagask House (VPN)* | *0.5 Mbps* | | |
| *Cromar Gardens (VPN)* | *0.5 Mbps* | | *Whiteinch IV36 3TS (VPN)* | *0.5 Mbps* | | |
| *Fare Park Drive (VPN)* | *0.5 Mbps* | | *Dundarroch Road (VPN)* | *0.5 Mbps* | | |
| *Berrymoss Court (VPN)* | *0.5 Mbps* | | *Bruceland Gardens (VPN)* | *0.5 Mbps* | | |
| *Garden Craft Products (VPN)* | *0.5 Mbps* | | *Tormentil Crescent (VPN)* | *0.5 Mbps* | | |
| *Unit 8 AB21 7DS (VPN)* | *0.5 Mbps* | | *Seaforth Road (VPN)* | *0.5 Mbps* | | |
| *Craig Villa (VPN)* | *0.5 Mbps* | | *Balvaird Drive G73 2PY (VPN)* | *0.5 Mbps* | | |
| *Ballock Way (VPN)* | *0.5 Mbps* | | *Willowbank Close (VPN)* | *1 Mbps* | | |
| *Milleath Walk (VPN)* | *1 Mbps* | | *Constitution Street (VPN)* | *1 Mbps* | | |

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|---|---|---|---|---|---|---|
| *Hillside Terrace (VPN)* | *0.5 Mbps* | | *Jessimans Brae (VPN)* | *1 Mbps* | | |
| *Claymore Avenue (VPN)* | *0.5 Mbps* | | *Adriatic House (VPN)* | *0.5 Mbps* | | |
| *Monduff Road (VPN)* | *1 Mbps* | | Greenbrae School | 10Mbits duplex | | |
| *St Crispins Road (VPN)* | *0.5 Mbps* | | Hanover Street School | 10Mbits duplex | | |
| *West Town Steading (VPN)* | *0.5 Mbps* | | Hazlehead Primary School | 10Mbits duplex | | |
| *Dunotter Square (VPN)* | *1 Mbps* | | Heathryburn School | 10Mbits duplex | | |
| *Burgh Road (VPN)* | *0.5 Mbps* | | Holy Family RC School | 10Mbits duplex | | |
| *The Firs (VPN)* | *0.5 Mbps* | | Kaimhill Primary School | 10Mbits duplex | | |
| *Backhill Croft (VPN)* | *0.5 Mbps* | | Kingsford School | 10Mbits duplex | | |
| *Tree Road (VPN)* | *0.5 Mbps* | | Kingswells Primary School | 10Mbits duplex | | |
| *Westburn Park (VPN)* | *0.5 Mbps* | | Kirkhill School | 10Mbits duplex | | |
| *Aird House (VPN)* | *0.5 Mbps* | | Kittybrewster School | 10Mbits duplex | | |
| *Ashwell Cottage (VPN)* | *0.5 Mbps* | | Loirston School | 10Mbits duplex | | |
| *Hatton Farm Road (VPN)* | *0.5 Mbps* | | Manor Park School | 10Mbits duplex | | |
| *Rowan Road (VPN)* | *0.5 Mbps* | | Middleton Park School | 10Mbits duplex | | |
| Oldmachar Academy | 50Mbits duplex | | Mile End School | 10Mbits duplex | | |
| St Machar Academy | 50Mbits duplex | | Milltimber School | 10Mbits duplex | | |
| Torry Academy | 50Mbits duplex | | Muirfield School | 10Mbits duplex | | |
| Abbotswell School | 10Mbits duplex | | Newhills Primary School | 10Mbits duplex | | |
| Airyhall School | 10Mbits duplex | | Quarryhill School | 10Mbits duplex | | |
| Ashley Road School | 10Mbits duplex | | Riverbank School | 10Mbits duplex | | |
| Braehead School | 10Mbits duplex | | Scotstown School | 10Mbits duplex | | |
| Bramble Brae School | 10Mbits duplex | | Seaton School | 10Mbits duplex | | |
| Broomhill School | 10Mbits duplex | | Skene Square School | 10Mbits duplex | | |
| Bucksburn School | 10Mbits duplex | | St Joseph's RC School | 10Mbits duplex | | |
| Charleston School | 10Mbits duplex | | St Peter's RC School | 10Mbits duplex | | |
| Cornhill School | 10Mbits duplex | | Stoneywood School | 10Mbits duplex | | |
| Culter School | 10Mbits duplex | | Sunnybank School | 10Mbits duplex | | |
| Cults Primary School | 10Mbits duplex | | Tullos School | 1Gbits Duplex | | |
| Danestone Primary School | 10Mbits duplex | | Walker Road School | 10Mbits duplex | | |
| Dyce Primary School | 10Mbits duplex | | Westpark School | 10Mbits duplex | | |
| Fernielea School | 10Mbits duplex | | Woodside School | 10Mbits duplex | | |
| Ferryhill School | 10Mbits duplex | | Pupil Support Service (North Area) | 10Mbits duplex | | |

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|---|---|---|---|---|---|---|
| Forehill School | 10Mbits duplex | | Hazlewood School | 10Mbits duplex | | |
| Gilcomstoun School | 10Mbits duplex | | Aberdeen School for the Deaf | 10Mbits duplex | | |
| Glashieburn School | 10Mbits duplex | | Woodlands School | 10Mbits duplex | | |
| Raeden Centre Nursery School | 10Mbits duplex | | | | | |
| Hospital and Home Tuition Service Lowit Unit | *>=10 Mb to 1 Gig* | NHS NETWORK | | | | |
| Vision Support Unit based at Newhills School | 10Mbits duplex | | | | | |
| Cordyce School | 10Mbits duplex | | | | | |

| Appendix D: Council's Major Business Applications | | |
|---|---|---|
| | | |
| **Name** | **Description** | **Supplier** |
| | | |
| Community Alarm System | Admin. of sheltered housing and community alarms | Tunstall Telecom |
| MS-Outlook | Corporate email system | Microsoft |
| CLASS | Pensions administration | Heywoods |
| CRM | Customer relations management | Lagan |
| E-Financials | Corporate Financial management system | Civica |
| ICON | Corporate cash receipting system | Civica |
| NDR | Business Rates system | Northgate |
| PSE | Integrated HR/Payroll system | Northgate |
| Revenues | Council Tax and Benefits | Academy |
| URB | Workflow and electronic documentation for Revenues | Comino |
| E1 | Schools registration and adminstration | Pearsons |
| Talis Alto | Library management system | Capita |
| Confirm | Corporate assets management system | Pitney Bowes |
| APP/Flare | Planning and Environmental Health | Civica |
| BACAS | Burials and Cremations Admin system | Clear Skies software |
| Consilium | Property repairs management | Consilium Technologies |
| iWorld | Housing management system | Northgate |
| CareFirst | Social Care system | OLM |
| Child Protection Register | child protection system | in-house |
| ArcInfo | Corporate GIS | ESRI |
| GLAMIS | license management system | Northgate |
| TMS | Art Gallery catalogue | Gallery Systems |
| Parking Gateway | Parking Enforcement system | ICES |
| Codeman | Property Information system | Northgate |
| Call care live | Carer scheduling and monitoring | CM2000 |
| Tranman | Transport Management | Civica |
| Paybase | BACS payment management | Bottomline |
| Pecos | Corporate e-procurement system | Elcom |
| Uniform | CAG and estate management | Idox |
| VQSM | Help Desk system | Datawatch |

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ABERDEEN CITY COUNCIL

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COMMITTEE Finance and Resources

DATE December 5th 2013

DIRECTOR Pete Leonard

TITLE OF REPORT Haudagain Upgrade (Middlefield) Update

REPORT NUMBER:

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1. PURPOSE OF REPORT

This report provides an update on progress on instructions to officers at the Finance and Resources Committees meeting of 26 August 2013 on a way forward for the regeneration of Middlefield in conjunction with the Haudagain junction improvements.

2. RECOMMENDATION(S)

The Finance and Resources Committee is recommended to

a) Note progress made in discussions with Transport Scotland and their Consultants and the structured approach adopted
b) Note that the Leader of the Council has written to the Minister for Transport and subsequently met with him to seek clarity on responsibilities and expedite speedy solutions to enhance delivery timescales
c) Note that the Leader of the Council has written to residents affected in the Regeneration area of Middlefield to emphasise Council commitment to support them in their housing needs at this time of uncertainty
d) Note that the Council has re-opened an office in the Manor Logie area to be the basis for a central point of contact for communication available to local residents
e) Note the risk evaluation paper appended
f) Note that commitment to the future location of the projects servicing the Logie area and located in premises within the proposed new road alignment is being addressed in the Council's Community Facilities audit and Strategic Plan to be delivered to Council early in the New Year by the Department of Education, Culture and Sport.
g) Instruct officers to proceed with the project subject to negotiating appropriate financial guarantees from Transport Scotland and for officers to report on this matter at a future committee meeting.

## 3. FINANCIAL IMPLICATIONS

The principle financial consideration to be considered in this report is from a meeting held by Officers of the Council with Transport Scotland and the District Valuer to clarify the process for compensation to be paid for houses likely to be demolished to facilitate the proposed junction improvements.

Whilst final details of the proposed design of the junction improvement is still to be determined and therefore full knowledge of the houses to be directly affected is not known, it is clear from this meeting that the preferred proposal for the Council is to have tenants rehoused as soon as possible and prior to negotiation with the district valuer on values of the properties. This is because if the houses were still let the negotiations would be based on rental streams and not on vacant property value which is likely to be higher.

Officers are aware of this financial implication and will be planning accordingly.

Delivery of the Haudagain junction improvements will result in economic benefits to the City and wider region. Details of this as identified in 2008, and currently subject to review, are contained within the appended risk register.

## 4. OTHER IMPLICATIONS

4.1 Legal – no immediate implications arising directly from this report, however future involvement will be imperative throughout all stages of this project.

4.2 Health and Safety – The junction improvement and the regeneration proposals will both require health and safety plans in accordance with Construction, Design and Management legislation. The communications group formed by Transport Scotland, its Consultants and ACC will manage the communication of health and safety in the area.

4.8 Risk Management – Management of risk will be identified, monitored and mitigated in accordance with the ability to meet risk policy and programmed objectives. The Council led projects will form part of the Programme Management Office (PMO) process and progress reports will be scrutinised by CMT at regular PMO Sponsors Board meetings. Transport Scotland will be responsible for risk management associated with the design and delivery of the Haudagain junction improvement.

5. REPORT

5.1 **Background**

The Council at its meeting on 26 August 2013 recommended that officers pursue specific actions in respect of the development of the regeneration of Middlefield in conjunction with the Scottish Government's delivery of the key infrastructure project of a junction improvement at the A90(T)/A96(T) Haudagain junction

The number of homes likely to be directly affected by the proposed junction improvement is in the order of 120, the majority of which are within Council ownership. The surrounding homes are now subject to renewed regeneration efforts and the Council is also working closely with Transport Scotland to ensure that both the regeneration objectives and the key junction improvements are delivered as sensitively as possible with maximum benefit to the local and wider community.

5.1.1 Response to Actions instructed

The actions requested are included below with confirmation of the actions taken

**The Council resolved**:-

ii) to acknowledge that Transport Scotland had agreed to arrange a meeting with the District Valuer and Aberdeen City Council to discuss financial compensation arrangements for Council assets as soon as possible;

A meeting was held on **6 September and minutes of the meeting are appended (Appendix 1) including a letter to the Transport Minister from the Leader of the Council (Appendix 2)**

iii) to note that a further Equality Human Rights Impact Assessment was required in light of the Council's proposals to shorten the project timescales and that this was currently being developed;

**The Assessment has been concluded and appended (Appendix 3)**

iv) to note the decision of the Council on 26 June 2013 and instruct officers to continue to work to that timescale;

**Council officials have continually requested an update in meetings on the timescale for the project being delivered.**

v) to instruct Councillor Crockett, Leader of the Council, to write to all Council tax payers within the Middlefield regeneration area setting out the Council's objectives for regeneration, taking into consideration the fact that the Scottish Government had not yet agreed a compensation package despite this matter being discussed by Council on 25 June 2008 as an emergency item in order that the decision of Council could be referred to the Scottish Government at the earliest opportunity;

**A letter was distributed from Councillor Crockett in October along with a copy of the Middlefield Matters newsletter**

viii) to instruct officers to continue to push the Scottish Government to enter into a legally binding contract with the Council to fully fund the project noting the decision of the previous administration on 19 November 2009 at the Housing and Environment Committee, which included the then Vice Convener of that committee, Councillor Mark McDonald now MSP and ward Councillor Kevin Stewart now MSP and Jackie Dunbar, "to suggest that the Scottish Government fully fund replacement facilities for the Middlefield Community Project, Middlefield Youth Project, Pathways and the Healthy Hoose, reporting back to the December meeting of the Finance and Resources Committee on its progress";

**The Request for the Scottish Government to fully fund the project was included within the letter from Councillor Crockett to the Scottish Minister**

**Council Officers met with representatives of the four projects directly affected by the re-aligned road route and currently leasing properties from the Department of Housing and Environment. The projects are all intending to continue with their work in the area subject to the need of their services as identified by their management arrangements.**

**The projects are also subject to a comprehensive review of community facilities being undertaken by the Department of Education, Culture and Sport and which will be submitted to Council in 2014. This will help determine the requirement for replacement facilities for the projects, and decisions will be made accordingly.**

**vi)** to instruct officers to carry out a feasibility study on how best to proceed with Middlefield regeneration should the Scottish Government renege on its verbal promise to fund the construction of the road improvements, including all compensation costs for the delivery of the Haudagain Scheme, reporting back to the December meeting of the Finance and Resources Committee; and to request a comprehensive risk assessment covering political, business and finance risks to be considered in the form of the Corporate Risk Register, reporting back to the December meeting of the Finance and Resources Committee.

**A risk evaluation paper is appended (Appendix 4)**

5.1.2 Update

Council Officers were also requested to report to Committee as appropriate on discussions with Transport Scotland, Nestrans and their Consultants

Council Officers, and representatives from Nestrans met with Transport Scotland and their Consultants, Jacobs via a video conference on 2 August 2013 and 1 November 2013 as part of an agreed quarterly strategic meeting. Minutes are appended. (Appendix 5 The next meeting will be on 7 February 2014.

As a summary update, the Committee is requested to note the following from those discussions

***5.1.2.1 Haudagain Improvements - Delivery***

a) Delivery Groups

As a critical project for the regeneration of the area, the Council, Nestrans, and Transport Scotland have agreed to form three specific delivery groups to support the delivery of the Haudagain Improvements in parallel with the regeneration proposals and Council officers are represented on all three groups.

These are

- **Engineering and Transportation Group** with a remit to deliver a comprehensive review of the preferred Haudagain option in a manner complimentary to and aligned with the future development and economic needs.

- **Planning and Environment Group** with a remit to ensure the road improvement maintains a positive impact on the environment into the future and that it is developed with cognisance of the placemaking elements of the regeneration of Middlefield. This is to make sure that the physical impact of the road improvement continues to be sympathetic to the development of Middlefield as a place being regenerated.

- **Stakeholder and Community Engagement Group** with a remit to ensure that Transport Scotland as a stakeholder in the regeneration of the area through its road improvement will use consistent, timely and co-ordinated communication vehicles with Aberdeen City Council and other stakeholders, in particular the local community.

b) Compensation

Council officers as instructed have sought clarity at every meeting on compensation to be paid for houses for houses which may be impacted by the Haudagain improvements. Normal practice and the default position for Transport Scotland in this instance, is that Transport Scotland will seek to pay compensation for assets required for a road after successful completion of the statutory procedures which in this case will be expected to be 2017/18. At this point a General Vesting Order would be issued if required to obtain the required assets and pay the compensation in accordance with Compulsory Purchase procedures.

Council officers have requested that this process be reconsidered for this project and payment for properties due for demolition be concluded earlier for the following reasons

1. The majority of the properties are Council houses (of estimated 120 affected by the proposed improvement, 117 are owned by the Council) and to meet Council demand, replacement homes need to be built or sourced as soon as possible – advanced agreement on compensation will greatly assist this process.

The risk to Transport Scotland of acquiring property prior to knowing the outcome of the statutory procedures could be mitigated by Aberdeen City Council agreeing to refund the Scottish Government should the project not go ahead.

Despite their default position, Transport Scotland have agreed to investigate this issue further and in the first instance have asked for clarity on any 'burdens' that may be inherent in the deeds. Burdens would normally be extinguished through the CPO process but not necessarily through acquisition by agreement. Therefore, Council officers have agreed to establish, with the Council's property and legal team what burdens may exist and how significant these may be in terms of resolving through a negotiated purchase. Further discussions with Transport Scotland will follow receipt of this information.

c) 'Corner Site'

It is agreed that in the order of 120 homes will be affected by the junction improvement. The original regeneration proposals sought to change the residential nature of the remaining 'triangular' piece of land to an opportunity site which could support local economic activity supporting other aims of regeneration. This land use is reflected in the adopted Local development Plan and officers are currently exploring the current economic viability of such a proposal.

Transport Scotland have requested detail and certainty on what the Council ultimately proposes for the 'corner site', which was previously modeled in traffic terms as a sensitivity for some form of development.

Council officers will consider this site as soon as possible on receipt of all information available through the Regeneration Board and make recommendations accordingly.

#### *5.1.2.2 Communication*

The Local Housing Office based at Mastrick has re-opened an office in Logie Manor within the regeneration area which will be open by appointment initially and will provide a central point where local tenants can engage with officers. It will be use by all parties (ACC, Transport Scotland, and Consultants) and be a vehicle for regular and consistent communication

The newsletter distributed to all residents 'Middlefield Matters' will similarly be used by all parties as a constant source of updates and news.

Appended minutes of meetings with Transport Scotland and copies of communication materials officers have distributed to residents (Appendix 6 & 7)

## 6 REPORT AUTHOR DETAILS

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Appendix 1

JACOBS

# Meeting Notes

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| | | | |
|---|---|---|---|
| **Meeting Location** | Aberdeen City Council, Marischal College, Aberdeen | **Client** | Transport Scotland |
| **Meeting Date/Time** | 06 September 2013, 12pm | **Project** | A90/A96 Haudagain Improvement |
| **Subject** | Compensation Process | **Project No.** | B1557630 |
| **Participants** | Refer to Item 1 | **Notes Prepared By** | JUK |
| | | **File** | |

**cc:**

| Item | Subject | Description | Action |
|---|---|---|---|
| 1 | **Attendees** | | |
| | (i) | **Transport Scotland (TS):**<br><br>Duncan McCallum – Project Director<br><br>**Aberdeen City Council (ACC):**<br><br>Joanna Murray - Team Leader Transportation Strategy and Programmes<br>Paul Genoe - Regeneration Consultant<br>Stephen Booth – Property Estates Manager<br><br>**FG Burnett (FGB):**<br><br>Keith Petrie – Property Consultant<br><br>**Jacobs (JUK):**<br><br>Rob Galbraith – Commission Director<br>Chris Hutt – Senior Engineer<br><br>**Valuation Office Agency (VOA):**<br><br>Archie Rintoul – Chief Valuer Scotland | |
| 2 | **Confirmation of Scheme Design and Appraisal Timescale** | | |
| | (i) | JUK noted the following timescales for project:<br><br>• DMRB Stage 2 Assessment – Spring 2014;<br>• DMRB Stage 3 Assessment – Summer 2015;<br>• Draft Orders and Environmental Statement (ES) – Summer 2015;<br>• Objection Period and potential PLI – Autumn 2015 into late 2016;<br>• Made Orders and ES – Summer 2017; | |

| | | | |
|---|---|---|---|
| | | • Preparation of Tender Documents – Summer 2017;<br>• GVD – Late 2017 / Early 2018; and<br>• Construction Start – Spring 2018.<br><br>JUK confirmed that these were the delivery dates noted in the Procurement Paper issued from TS to ACC on 20 August 2013. | |
| | (ii) | JUK explained that the DMRB Stage 2 Assessment allows the three route options to be fully assessed culminating in a report which will support the identification of the preferred option.<br><br>JUK added that an early stage of this work already completed was the undertaking of a sifting exercise. The 41 options identified during the ACC STAG process were reassessed along with additional options identified by JUK. This resulted in three design concepts being carried forward to a full Stage 2 assessment, including the previous STAG Option 5. | |
| | (iii) | JUK noted that the design development process would go through several iterations before the final Stage 2 designs were complete. There remains a possibility at this stage that the current design concepts will alter before Spring 2014 when the assessment work is complete. The traffic modelling in particular will have significant influence on this process.<br><br>JUK added that the more detailed design undertaken during the Stage 3 process means that the footprint of the scheme will not be known until summer 2015. In particular, access provision, environmental mitigation and drainage measures can require significant areas of land. | |
| | (iv) | JUK noted that scheme delivery would not be confirmed until the legal challenge period elapse after the Made Orders are published. Although this is anticipated to be mid/late 2017, the timescales associated with the PLI and legal challenges were uncertain. | |
| **3** | **Timescale for firming up on drawing no. B1557630/SK/001 blue, green and yellow delineation** | | |
| | (i) | Given the current uncertainties of the preferred option and final scheme footprint, ACC noted that they would progress at present on the assumption of Option 5 being reconfirmed as the preferred option. Furthermore, ACC would assume that the blue properties, as presented on the above drawing, were those properties requiring demolition for the construction of Option 5. JUK noted that a key risk to ACC would be the possibility of an alternative option being announced as the preferred option which has a lesser/significantly different footprint than Option 5.<br><br>JUK explained that there are various internal design fixes during the Stage 2 process where updated road designs would be provided to other disciplines, such as the environmental team, to undertake assessment work. JUK agreed to share details of their next design fix with ACC as it would allow ACC to take an informed risk based approach to their regeneration strategy. Communication channels would also remain open at all times, including through the working groups.<br><br>*Post Meeting Note: Next design fix anticipated mid November 2013, subject to receipt of traffic information from ACC.* | JUK |

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|---|---|---|---|
| | (ii) | JUK explained that a public exhibition would be held as part of the DMRB Stage 2 scheme assessment process. ACC highlighted that Option 5 has been recognised as the preferred option for approximately five years and as such, any exhibition would need to be carefully planned. All agreed that the exhibition and associated media strategy would be an important consideration of the Stakeholder and Community Engagement working group.<br><br>JUK suggested that the Q&A, to be developed by the working group, should consider three types of questions, as follows:<br><br>1. Standard Q&A that TS or ACC can respond to;<br>2. Q&A that only TS should respond to; and<br>3. Q&A that only ACC should respond to.<br><br>ACC also noted that they intended to begin a consultation exercise in November 2013. This should also be discussed at the working group. | ALL – Working Group |
| | (iii) | Discussions relating to the road tie in of Option 5 to the regeneration area and Manor Avenue highlighted potential opportunities to minimise the amount of demolition required. JUK agreed that this would be analysed in some detail during the design development and advised that traffic modelling would be a key task in determining the final design. JUK explained that the location and design of the tie-ins to the regeneration and Manor Avenue would be influenced by the traffic volume using the regeneration area and queue lengths at the junction. JUK emphasised the importance at this stage of obtaining:<br><br>• The latest AAFN models and related information requested from SIAS; and<br>• Details relating to the type of development planned for the regeneration area and predicted traffic levels.<br><br>ACC agreed to provide the above information at the earliest opportunity, including sensitivity modelling that was undertaken during the STAG work in 2008.<br><br>JUK added that by following the normal design process a road tie-in would be provided to the existing road network; however, in this instance, it may be better to complement ACC's regeneration proposals depending on the timetable for implementing those proposals. It was noted that if the design did tie into the existing road network the number of accesses provided would need to meet the requirements of the emergency services. Specifically, more than one access must be provided to housing estates which exceed a certain number of properties. JUK would consult with ACC on this issue at the appropriate time. | ACC<br><br>JUK |
| | (iv) | JUK explained that reasonable certainty of the maximum scheme footprint would be provided when the Draft Orders and Draft CPO are published in summer 2015. Some reductions in the area of the CPO may occur through resolution of objections and to comply with PLI recommendations. | |
| **4** | **Valuation Principles – Intention regarding vacant possession** | | |
| | (i) | ACC noted their intention to achieve vacant possession for all ACC owned properties in advance of scheme construction. ACC added that vacating property takes time as all the occupiers will need to be re-housed according | |

| | | | |
|---|---|---|---|
| | | to their needs and it would be in the interests of both TS and ACC to ensure the process starts early enough for vacant possession to be achieved prior to 2018. ACC propose that those properties coloured blue on drawing B1557630/SK/001 would be vacated first, although ACC noted that three of those properties are owner occupied.<br><br>ACC also noted that, by achieving vacant possession for the whole site it would allow the road scheme to tie into the regeneration proposals rather than the existing housing (see also note 3iii), and therefore avoid abortive work. | |
| | (ii) | ACC further emphasised that vacant possession takes time and if the process was not initiated in advance of the GVD process, as per the statutory process, there is a significant risk that the need to decant property would delay the start of construction. | |
| | (iii) | TS asked how long the process would take to achieve vacant possession. JUK noted that the current ACC 2-year programme shows that vacant possession could be achieved in one and three quarter years. Deducting the period from the construction commencement date of 2018 suggested that vacant possession could be achieved if arrangements commenced in summer 2016, i.e. following the date of publication of draft Orders in Summer 2015. TS noted that any deviation from the normal land acquisition statutory process would be at the discretion of the Scottish Ministers.<br><br>ACC agreed to consider an appropriate timescale to achieve vacant possession. | ACC |
| **5** | **Advance Demolition – Protection of value and reimbursement of demolition cost** | | |
| | (i) | The VOA explained that it would make a valuation of the affected properties at the vesting date. If ACC were to demolish property in advance then they would need to be aware that the VOA would be valuing the cleared sites rather than properties.<br><br>ACC noted that they would not want to lose out financially by taking this pro-active approach. ACC added that they considered that the vacant possession programme would be an issue in respect of vandalism and could potentially result in higher demolition costs and raise day-to-day property asset issues. | |
| | (ii) | ACC explained that they need to gain an understanding of the level of compensation they are likely to receive. Given their desire to achieve a clear site by 2018 and the lack of available existing stock to rehouse people, it is essential that new build housing is created. Developing a programme is difficult without this key budget information.<br><br>ACC noted that they would apply for a variety of funding indicating new build grants; however, a deficit was anticipated and it is crucial that the extent of that deficit is understood. Acc wish to maximise their compensation claim but at the same time create a cleared site opportunity for Transport Scotland to be able to undertake commencement of the improvement works as soon as possible and by no later than Spring 2018, the projected date of the completion of the AWPR. | |
| **6** | **Owner Occupiers and the process** | | |
| | (i) | ACC noted that they have not yet considered how they would deal with | |

| | | | |
|---|---|---|---|
| | | owner occupiers as part of any advance works programme. | |
| | (ii) | The VOA suggested that there may not be any practical benefit to ACC or TS decanting ACC owned properties early, where those properties were physically connected to owner occupied properties. It may be more prudent to time the process such that decanting occurs nearer the vesting date when the title to owner occupied properties would be transferred to Scottish Ministers. | |
| **7** | **Probability of advanced payment for works** | | |
| | (i) | ACC highlighted the precedent set by the AWPR project with regard to advance purchase by agreement and requested that discussions commence given the requirement for a CPO. TS explained that advance purchase agreements on AWPR were only entered into following the publishing of the Draft Road Orders, which on this project is likely to be summer 2015.<br><br>TS added that they could only enter discussions at the request of the Scottish Ministers. At present TS can only follow the statutory process. The VOA noted that they would normally be asked to value a property at the GVD stage under normal CPO procedures.<br><br>ACC noted that any agreement for advance purchase, advance demolition and/or vacant possession in advance of the GVD would require instruction from the Scottish Ministers and as such ACC will be preparing a submission to the Scottish Ministers to enter into an agreement on a consensus on taking the decanting and demolition forward with a request for advance payment. ACC stated that the project was highlighted in parliament during the STAG process as a positive example of how public bodies can work together and that they firmly believe that there remains an opportunity for this to continue.<br><br>TS noted that the current budget provision only covers for the design of the scheme and there is no allowance for land acquisition. TS added that summer 2015 would be the earliest point in the time where advance compensation/agreements could be considered.<br><br>*Post Meeting Note: The ACC request to instruct TS as per the above has now been sent to the Scottish Government Minister for Transport and Veterans.* | ACC |
| | (ii) | ACC requested that the Compensation Paper currently being prepared for issue to ACC includes some text to explain the situations in which the Minister may decide to instruct an Early Acquisition Agreement and therefore avoid the need to follow the statutory procedures. ACC requested that details are included of other schemes where such precedents have been set.<br><br>ACC also suggested that TS could consider a legal agreement whereby any advance compensation paid to ACC would be refunded if the scheme did not go ahead. ACC asked that the compensation paper could also explore possibilities such as this.<br><br>TS noted that the paper will be issued in the next few weeks. | TS |
| | (iii) | ACC indicated that they would press ahead with the planning for the regeneration proposals regardless of any Agreements being made; | |

| | | | |
|---|---|---|---|
| | | however, no demolition would be progressed. JUK highlighted the risk that any decant or demolition work undertaken in advance of the PLI could give the impression that ACC/TS were pre-judging the outcome. All agreed that this would not be the case but agreed that the communication strategy would be key to avoiding this perception. | |
| **8** | **Any Other Business** | | |
| | (i) | JUK noted the need to arrange the next quarterly meeting between ACC and TS. | JUK |
| | (ii) | ACC agreed to provide contact details for each of the working groups. | ACC |
| | (iii) | ACC noted that they were compiling details of their land ownership and that it would be issued in due course. JUK noted that they would be used the information to create composite land plans. | ACC |

Appendix 2.

Our Ref.
Your Ref.
Contact Joanna Murray
Email joannamurray@aberdeencity.gov.uk
Direct Dial 01224 - 522618
Direct Fax

ABERDEEN
CITY COUNCIL

12 September 2013

Keith Brown MSP
Minister for Transport and Veterans
Victoria Quay
EDINBURGH
EH6 6QQ

Planning and Sustainable Development
**Enterprise, Planning & Infrastructure**
Aberdeen City Council
Business Hub 4
Marischal College
Broad Street
Aberdeen AB10 1AB

Tel 01224 52
Minicom 01224 522381
DX 529451 Aberdeen 9
www.aberdeencity.gov.uk

Dear Mr Brown

**Haudagain Roundabout Improvements - Aberdeen City Council Advanced Purchase of Affected Properties**

In advance of our meeting to discuss the delivery of the key transport improvements at the Haudagain Roundabout in Aberdeen, we would wish to raise a further issue for your consideration.

As you will be aware, and has been previously commended by the Scottish Parliament, the transportation improvements are not only vital from a strategic transportation point of view but are also part of a wider integrated plan of much needed regeneration for the local area.

The City Council is actively working with your colleagues in Transport Scotland to support the delivery of the transportation improvements together with the regeneration objectives and is utilising the unfolding detailed information to influence the regeneration plans and to ensure sensitive re-homing for those directly affected by the new infrastructure.

Approximately 120 homes (mostly Council owned, a few owner/occupiers) are likely to be directly affected by the Haudagain Improvements and the City Council has already initiated a process of ceasing re-lets on the strength of your commitment to delivering the Haudagain Improvements. It will be some months before we have sufficient detail to know exactly which properties will be affected and in the meantime we are developing a plan to re-home the affected families where existing stock permits, as well as pursue the provision of appropriate new homes. At the same time, City Council and Transport Scotland officers are working on effective communication strategies to ensure that all those affected have access to up to date and accurate information, informing them of process and housing issues.

GORDON MCINTOSH
DIRECTOR

POSITIVE ABOUT DISABLED PEOPLE
AGE POSITIVE scotland
FAIRTRADE Guarantees a better deal for Third World Producers
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ABERDEEN CITY AND SHIRE

The City Council's regeneration plans will continue to be informed by the emerging detail from on-going discussions with Transport Scotland and one of the key elements of these plans will be information on the likely amount of compensation the Council will receive in relation to those properties within our ownership that will be directly affected by the transport improvements. This information will inform what further funding requires to be found to enable the delivery of the regeneration plans, which includes those individuals and families directly affected by the transport improvements. At a recent meeting with the District Valuer and Transport Scotland, it became apparent that such financial information would not usually be discussed until after conclusion of all statutory procedures, which by the current programme would suggest summer 2017 at the earliest. However, we consider that date to be too far into the future; rather, we would like to see an expedited procedure on acquisition which would assist not just the Council in fulfilling its housing and regeneration objectives and responsibilities but also allowing Transport Scotland to undertake the Haudagain Improvements more effectively and efficiently thus creating a win-win situation for all parties.

You will be aware from developing other schemes across the country that the long and uncertain timescales for the statutory procedures and design processes cause anxiety for property owners and occupiers. Indeed the Scottish Government in 2007/08 agreed to enter into discussions with some of the affected landowners in advance of the conclusion of the statutory procedures for the Aberdeen Western Peripheral Route – but following the issue of the draft Compulsory Purchase Orders (CPO). This decision was welcomed by the affected parties and helped considerably to alleviate their concerns.

Aberdeen City Council plans to commence construction of new homes to rehouse affected tenants within the next couple of years to help residents in this case and to allay their stated fears regarding re-letting and the possibility of dispersal of the community. It would be of great assistance in developing such re-housing proposals and reducing the fears of affected tenants if we were in a position to understand the likely compensation values of affected properties. This information and early receipt of compensation prior to the conclusion of the statutory process will significantly influence the success of the development of our regeneration objectives.

Officers from the Council and Transport Scotland have been working hard to foster the principle of the transport improvement and the area's regeneration being seen as complementary to one another and being taken forward together as an integrated project. The City Council is very keen to see this type of joined-up thinking in the development of projects and is fostering this approach through their dealings with your officials. It would be a significant advantage to the development process if the early purchase of some or indeed all of the properties could be agreed to provide evidence to tenants of the transport improvement and regeneration being taken forward together.

Recent discussion with your officers and the District Valuer suggest that a decision on early discussion and purchase of identified affected properties prior to the issue of the draft CPO cannot be taken by Transport Scotland within the CPO rules and that this approach requires a request from the City Council as the main property owner to you as the Transport Minister and a decision taken by The Scottish Ministers.

We would therefore request that you continue to support the integration of these vitally needed transport and regeneration proposals in this area by agreeing to instruct Transport Scotland and the District Valuer to agree to the early purchase of identified properties where officers agree that such an early purchase would be beneficial to all concerned in this integrated project.

We look forward to your response.

Yours sincerely

pp **Councillor Barney Crocket**
**Leader – Aberdeen City Council**

and

for **Valerie Watts**
**Chief Executive**

Appendix 3

ABERDEEN
CITY COUNCIL

# 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. Haudagain Upgrade – A Way Forward (Middlefield)

3. Officer(s) completing this form.

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

4. Date of Impact Assessment. 21 August 2013

5. When is the proposal next due for review?

6. Committee Name. Full Council

7. Date the Committee is due to meet. 21st August 2013

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

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

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

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

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

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

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

It is imperative that all tenants required to be relocated are thoroughly assessed and their needs are fully met in their new location within the designated timescales of two years. If these needs are not met, it may potentially have a negative impact on people's life choices.

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

☐ Para 9 of EHRIA will be published in committee report in Section 6 "Impact"

☐ Full EHRIA will be attached to the committee report as an appendix

✓ Copied to Equalities Team to publish on the Council website

**STEP 2: Outline the aims of the proposal**

11. What are the main aims of the proposal?

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

12. Who will benefit most from the proposal?

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

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

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

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

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

The revised time constraints of this project may prove to be more difficult in both assessing and realising tenants' needs in terms of relocation and any special requirements.

In order to mitigate any risks associated with the new timescales, adequate resources will need to be assigned to assessing every individual household that is affected by the new road in order to allow a timely relocation into other suitable accommodation which meets their requirements.

**STEP 3: Gather and consider evidence**

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

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

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

It is imperative that all tenants required to be relocated are thoroughly assessed and their needs are fully met in their new location. Failure to do this within the two year period may impact on those individuals and family households affected by the new road.

**STEP 4: Assess likely impacts on people with Protected Characteristics**

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

(Positive +, neutral 0, - negative)

| Protected Characteristics | | | | | |
|---|---|---|---|---|---|
| Age - Younger Older | +/- | Disability | +/- | Gender Reassignment* | +/- |
| Marriage or Civil Partnership | +/- | Pregnancy and Maternity | +/- | Race** | +/- |
| Religion or Belief | +/- | Sex (gender)*** | +/- | Sexual orientation**** | +/- |

| | | | | |
|---|---|---|---|---|
| Others e.g. poverty | + & - | | | |

Notes:

* Gender Reassignment includes Transsexual

** Race includes Gypsy/Travellers

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

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

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

In making the assessment you must consider relevant evidence, including evidence received from individuals and equality groups. Having considered all of these elements, you must take account of the results of such assessments. This requires you to consider taking action to address any issues identified, such as removing or mitigating any negative impacts, where possible, and exploiting any potential for positive impact. If any adverse impact amounts to **unlawful discrimination**, the policy must be amended to avert this. Detail the impacts and describe those affected.

| Positive impacts<br>(describe protected characteristics affected) | Negative Impacts<br>(describe protected characteristics affected) |
|---|---|
| This project will not only facilitate an improved transport infrastructure at what is acknowledged to be one of the regions worst economic /transport bottlenecks but in community regeneration terms will contribute positively to the delivery of an improved physical environment, create local employment, access to goods and new or improved services and further tackle a negative perception of the area. | Due to the current low void levels within the City, there may be a risk and impact of not meeting all households needs and requirements due to the revised timescales (i.e. two years) to relocate all affected households. In order to mitigate this risk Aberdeen City Council needs to consider and alter if necessary housing policies and procedures to ensure households are not unduly affected. In addition to this, adequate resourcing will need to be assigned in collating all affected households requirements. |

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

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

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

**How?**
**Possibly Article 8- Home and Private life.**

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

**Legality**

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

n/a

**Legitimate aim**

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

n/a

**Proportionality**

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

| |
|---|
| n/a |

**STEP 6: Monitor and review**

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

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

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

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

**STEP 7 SIGN OFF**

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

Person(s) completing the impact assessment.

| Name | Date | Signature |
|---|---|---|
| Maria Thies | 12/08/13 | |

Quality check: document has been checked by

| Name | Date | Signature |
|---|---|---|
| Sandra Bruce<br>Faiza Nacef | | |

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

Telephone 01224 523039 Email sandrab@aberdeencity.gov.uk

**Regeneration in Middlefield Project**

Risk Evaluation Paper

13th November 2013

This paper has been prepared by officers to respond to the request made at Committee for an evaluation of the risk outlined below (taken from the Regeneration in Middlefield Project Risk Log).

| ID | Description | Type | Impact | Likelihood | Score | Counter-measures / Updates | Owner | Identified | Updated | Status |
|---|---|---|---|---|---|---|---|---|---|---|
| **1** | Scottish Government no longer funds the construction of the road (Haudagain) including all compensation costs | Strategic | 4 | 4 | 16 | Continue to engage with Scottish Government and report any findings that would affect this risk. | JQ/MB | June 2013 | 13/11/13 | Open |

Officers have scored this risk as an 16 (Red ). Although the Impact would be Catastrophic the likelihood is rated 'Significant' based on the rational that there is a lack of surety because of no legally binding documentation which will be affected by pending elections before the proposed start date. This lack of surety is also 'Significant' to the Regeneration of the area because there is likewise a lack of clarity on how the needs of a complementary replacement housing programme will fit with the Council's own strategic commitment to deliver 1000 new houses by 2017. A definition of the Risk Impact and Likelihood is given below as well as Officers rationale for arriving at this score:

| Impact | | | Likelihood | | |
|---|---|---|---|---|---|
| **Catastrophic** | **4** | • Connectivity across the City would be significantly affected<br>(Cost savings in terms of journey time delays and vehicle operating costs being reduced - **£239.14M** over a 15 year assessment period<br>Benefit to cost ratio **14.63)**<br>• Financial costs to the Council would be significant should the Council consider delivering the Haudagain Improvements (16m+)<br>• Significant Impact on Regeneration Strategy and | Very High | 6 | • Design process has been started<br>• This project is a key element of the Local, Regional and National integrated transport strategies together with the Aberdeen Western Peripheral Route and the 3rd Don-crossing, both of which are at procurement stage to commence construction over the coming months.<br>• However, whilst there are verbal and written statements of intent from Scottish Government Ministers and officials, there is no formal legally binding documentation<br>• Political change may occur through elections prior to |
| Serious | 3 | | High | 5 | |
| Material | 2 | | **Significant** | **4** | |
| Negligible | 1 | | Low | 3 | |
| | | | Very Low | 2 | |
| | | | Almost Impossible | 1 | |

| | | | | |
|---|---|---|---|---|
| | its timing<br>• Community could feel politically marginalised<br>• Benefits to the travelling public would be lost<br>• Negative impact on the local and regional economy due to unresolved congestion at this key strategic road junction | | | construction of the road<br>• Lack of surety on timing of Rehousing programme and opportunities for tenants being rehoused in new houses to be build by SIP |

| Score | | | |
|---|---|---|---|
| Between 1-7 | **Green** | Low Risk | Not a priority |
| Between 8-14 | Amber | Medium Risk | Quick wins now plus medium term plan to address |
| Between 15-24 | **Red** | High Risk | Address immediately |

**Scenario Planning-** Should Scottish Government not fund the Haudagain Junction Improvement.
*(This is tested against the bypass option (Option 5) being the Council's preferred improvement option for the junction to meet scheme objectives and complement the Regeneration of Middlefield. The costings are based on a preliminary understanding of the route of the road and numbers of houses affected.)*

From the information available, Officers have identified two options and possible impacts.

| **Option 1:** ACC does not deliver the Haudagain Junction Improvement | **Option 2**: ACC delivers the Haudagain Junction Improvement |
|---|---|
| • 325 houses within Regeneration Area would require refurbishment to meet SHQS standards with an extended timescale target beyond 2015 regulatory deadline<br>• Cost of meeting SHQS standard would be c. £5m to be met by HRA<br>• Cost of additional Environmental Improvements would be c. £500k<br>• Potential apathy and resentment towards both Govt and Council from Community who may cease to engage further with the regeneration<br>• Local and City wide social, economic and employment outcomes could be greatly diminished<br>• Connectivity across the City would be detrimentally affected and economic benefits for both the City and Region would not be realised – the following were identified in 2008 and whilst subject to review are still relevant:<br>  ○ Cost savings in terms of journey time delays and vehicle operating costs being reduced - £239.14m over a 15 year assessment period<br>  ○ Benefit to cost ratio 14.63 | • ACC raises £15m funding for the Haudagain junction improvement (2007/08 high level estimate and subject to review)<br>• Increased Council borrowing for the £15m funding required. It is not currently considered in the Council's financial strategy as identified in its Strategic Infrastructure Plan. Alternative funding models may need to be found<br>• Council refurbishes c. 200 properties to SHQS standard at a cost c.£3m with an extended deadline beyond 2015<br>• Cost of loss income (net) c. £1m<br>• Timescales will be elongated due to: de-trunking timescales – likely post 2018 (until that time this junction remains a Trunk Road Authority responsibility); Procurement, feasibility studies, developing funding package<br>• Resource and Project prioritisation Implications for Council<br>• Community may feel fatigued with additional delays |

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Appendix 5

JACOBS

# Meeting Notes

95 Bothwell Street
Glasgow, UK
G2 7HX
+44.(0)141.243.8000 Fax +44.(0)141.226.3109

| | | | |
|---|---|---|---|
| **Meeting Location** | Video Conference | **Client** | Transport Scotland |
| **Meeting Date/Time** | 01 November 2013, 10am | **Project** | A90/A96 Haudagain Improvement |
| **Subject** | Quarterly meeting with ACC and Nestrans | **Project No.** | B1557630 |
| **Participants** | Refer to Item 1 | **Notes Prepared By** | JUK |
| | | **File** | |

**cc:**

| Item | Subject | Description | Action |
|---|---|---|---|
| 1 | **Attendees** | | |
| | (i) | **Transport Scotland (TS):**<br><br>David Anderson - Head of Planning and Design<br>John MacIntyre – Project Manager<br><br>**Aberdeen City Council (ACC):**<br><br>Joanna Murray - Team Leader Transportation Strategy and Programmes<br>John Quinn - Head of Housing and Regeneration Investment<br><br>**NESTRANS (NES):**<br><br>Derick Murray - Director<br><br>**Jacobs (JUK):**<br><br>Robert Galbraith – Project Director<br>Chris Hutt – Assistant Project Manager<br>Graham Bell – Senior Traffic Engineer | |
| 2 | **Introductions and Apologies** | | |
| | (i) | Apologies were received from Duncan McCallum (TS), Andy Mackay (JUK), Maggie Bochel (ACC) and Paul Genoe (ACC). | |
| 3 | **Minutes of Previous Meeting** | | |
| | (i) | It was noted that the minutes from the previous meeting, held on 02 August 2013, were agreed on 15 August 2013. | |
| 4 | **Actions from the Previous Meeting** | | |
| | (i) | JUK confirmed that updated traffic models were received from ACC and that a meeting was held with SIAS and ACC. The meeting assisted JUK's understanding of the model assumptions and local development forecasts.<br><br>A meeting will also be arranged soon with MVA to discuss details of the | JUK |

| | | | |
|---|---|---|---|
| | | ASAM model, including traffic forecasts relating to the future development of the airport. | |
| | (ii) | JUK confirmed that the procurement paper was issued to ACC on 20 August 2013. ACC noted no further comments. | |
| | (iii) | JUK confirmed that they had received ACC's two year and 2018 rehousing programmes. | |
| | (iv) | JUK confirmed that they issued a drawing to ACC displaying JUK's initial view of properties that would require to be demolished, based on ACC's option 5 road design. JUK added that the drawing also highlights those properties where demolition could potentially be avoided if a suitable means of access was provided. ACC noted that the demolition assumptions aligned with their own initial understanding. | |
| | (v) | ACC advised that a request had been made to their legal team to provide information relating to the extent of land owned by ACC. Details would be provided to JUK following receipt. | ACC |
| | (vi) | JUK confirmed that a meeting was held on 06 September 2013 between JUK, TS, ACC and the VOA. Following the meeting:<br><br>1) JUK are progressing with design iterations with a view to fixing the designs for assessment in early December. The designs will be issued to ACC at that time; and<br>2) JUK asked if ACC could provide an update with regard to the timescales required to achieve vacant possession. ACC noted that process of achieving vacant possession was already underway. ACC agreed to provide an estimate of overall timescales. | JUK<br><br>ACC |
| | (vii) | JUK confirmed that the land acquisition and compensation paper was issued to ACC on 21 October 2013. It was agreed that the paper would be discussed in detail at the end of the meeting under AOB. | |
| | (viii) | ACC advised that they were currently retrieving details of their cost estimate from archive. ACC asked JUK what level of detail they would like to receive. JUK noted that they did not expect to receive a full break down of calculations and explained that the next level of detail would be helpful. This would allow visibility of the assumptions made and what items were allowed for, including land compensation assumptions. | ACC |
| | (ix) | JUK noted that a key contacts list was now in place and that it included details of those involved in each of the three working groups. | |
| | (x) | JUK confirmed that they received a draft paper from ACC outlining a strategy for community engagement. JUK added that the first stakeholder and community engagement working group was held in Aberdeen on 02 October 2013. JUK commented that it was a very positive meeting with a number of actions for both ACC and JUK.<br><br>JUK added that progress had already been made on the publication of a 2nd edition of Middlefield Matters which will include information from both ACC's regeneration work and TS's Haudagain Improvement Project. The publication will also include details of a drop in centre to be attended by both ACC and JUK/TS, in Middlefield, on 10 December 2013. A | ACC/JUK |

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| | | subsequent edition of Middlefield Matters could then provide feedback from the drop-in centre and details for any further drop-in centres.<br><br>ACC agreed that the work being taken forward by the group was very positive and would benefit all parties. | |
| | (xi) | JUK confirmed that the members of the three working groups were now known and noted that:<br><br>1) The first stakeholder and community engagement group meeting was held on 02 October;<br>2) JUK will contact ACC on week commencing 04/11/13 to arrange the first engineering / traffic working group. JUK aim to hold the meeting in early December; and<br>3) JUK will arrange an environmental working group meeting in early January following initial work to establish the environmental baseline. | <br><br><br>JUK<br><br>JUK |
| **5** | **Progress on Haudagain Improvement Project** | | |
| | (i) | JUK advised that they undertook a sifting workshop where all 40 STAG concepts were appraised against criteria such as operation and environmental impact along with additional JUK designs. JUK added that three design concepts passed the sifting criteria and are now being developed as part of the DMRB Stage 2 Assessment process. JUK confirmed that the three options were:<br><br>1) Option 5 from the STAG Report (Option 5);<br>2) A signalised crossroads based on Option 4 from the STAG Report (Option 4); and<br>3) A bigger roundabout based on Option 13 from the STAG Report (Option13).<br><br>NES queried if JUK were comfortable that no grade separated junctions would be considered further. JUK noted that the sifting process ruled out grade separation and that the decision in that respect was therefore an issue to be addressed as part of current activity in the event of any future public local inquiry. | |
| | (ii) | With regard to Option 5, JUK explained they are currently optimising the junction location and the roads connecting the junction to both the development land and Manor Avenue.<br><br>JUK added that they are refining the tie-ins to Auchmill Road and North Anderson Drive to minimise house demolition. For the same purpose, JUK are also reducing the length of the northbound auxiliary lane on North Anderson Drive. | |
| | (iii) | With regard to Option 4, JUK noted that the current design has a 3 or 4 lane approach to the junction on each arm. JUK explained that they are considering the benefits associated with widening the structure over the railway on Mugiemoss Road.<br><br>JUK noted that there would be difficulties associated with this option in terms of disruption during construction and the impact on the petrol station. | |

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| | (iv) | With regard to option 13, JUK noted they are currently looking at various layouts of roundabout, all with a diameter of 70-100m. JUK added that they are considering layouts with and without signals and, similarly to Option 4, they are considering the widening of the Mugiemoss Road railway structure. | |
| | (v) | JUK noted that they had met with SEPA and are currently developing a drainage strategy that considers attenuation and water treatment. | |
| | (vi) | JUK noted that they had contacted 20 utility companies including all those known to have apparatus in the vicinity of Haudagain roundabout. JUK added that the large majority of utilities companies had responded and the location of apparatus is being transferred onto a drawing. | |
| | (vii) | JUK noted that a Phase 1 Habitat Survey had been undertaken and the findings are currently being documented in a report. JUK added that letters are also in the process of being issued to all relevant stakeholders in an attempt to gather as much environmental baseline information as possible. | |
| | (viii) | JUK advised that a topographical survey was now complete and that the team would return in two or three weeks to undertake a drainage survey. JUK to confirm the date of the survey to ACC in advance. | JUK |
| | (ix) | JUK recorded that they have been delayed due to the late receipt of traffic models from ACC but added that they still expected to achieve the overall programme for completion of the DMRB Stage 2 Assessment. With regard to current traffic modelling progress, JUK noted that the reference cases were in development, design iterations were ongoing between the traffic and roads teams, ASAM was up and running and the approach to the economic assessment was under development. JUK added that the journey time objective remained under review at this time. | |
| | (x) | TS noted that the Civil Engineering Environmental Quality Assessment & Award Scheme (CEEQUAL) approach is being considered for developing sustainability objectives for the scheme. JUK will prepare a paper outlining the objectives and will issue the paper to ACC. ACC agreed to review the objectives and advise where they could align with ACC sustainability objectives. The environmental working group could consider convening earlier than January as currently planned to agree the scheme sustainability objectives. | JUK / ACC |
| **6** | **Progress on Middlefield Regeneration** | | |
| | (i) | ACC noted that their Strategic Infrastructure Plan had been recommended to the council for approval. One of the key goals of the plan was to enable the delivery of affordable houses. ACC explained that, in meeting this goal, they would deliver approximately 1000 new houses, on council owned land, within three years. ACC added that they would work with the private sector in an attempt to deliver a further 1000 new houses within the same three year period. These new properties would be used to rehouse Middlefield residents as required. | |
| | (ii) | ACC explained that there is a need to extend the range of available housing and as a result ACC would develop a joint venture. ACC can only make use of funding allocations for council houses but by entering a joint venture the likes of mid-market rental properties could also be provided. | |

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| | (iii) | ACC explained that they were currently reviewing the community facilities within the footprint of Option 5 and were aiming to compile a report by January 2014. | |
| | (iv) | ACC noted that a permanent office was being set up in the Logie Area where local residents could find out about the regeneration plans. | |
| **7** | **Any Other Business** | | |
| | (i) | TS / JUK queried when the exact details would be known for the development 'triangle'. JUK noted that if they were to take account of the proposals for the development 'triangle' they would need to have a high degree of certainty at the start of the DMRB Stage 3 Assessment process. ACC noted that soft market testing was underway but there will be no certainty of the development layout until a Contractor had produced a design. | |
| | (ii) | JUK noted that regardless of the development layout they need to make an assumption now with regard of the type of development. JUK added that the traffic trips generated from retail could be significantly different from residential properties. This could have an impact on the operational performance of each option. NES noted that the area of land was quite small and that the difference in traffic generated may be minimal in overall terms.<br><br>ACC confirmed that they would provide details of assumptions that could be used in respect of retail and housing development scenarios to enable differences in traffic generation to be assessed. It was acknowledged that the scenarios would be preliminary in nature. | ACC / JUK |
| | (iii) | With regard to the land acquisition and compensation paper NES noted that the conclusion is solely based upon a trunk road scheme and suggested that a case could be made for advance compensation if the road improvements and regeneration were considered as a single scheme. TS explained that they have no legal powers to treat the trunk road scheme and regeneration as one project, adding that the Road Scotland Act provides the necessary powers for the trunk road scheme in isolation.<br><br>ACC added that they did not understand the argument about treating other private owners differently from ACC. TS explained that the site could not be fully utilised until all the necessary land was under the ownership of Scottish Ministers. ACC pointed out that there are only approximately seven private owners who would be impacted and that they are all engaged with ACC. ACC added that ACC, as neighbours, could engage with those private owners and that it should not be insurmountable for TS to reach a separate agreement with those private owners.<br><br>ACC indicated that they could repay any money received if the scheme did not go ahead, therefore removing a key risk from Scottish Ministers. TS referred again to the issue of private owners and also to the issue of removing burdens. Burdens cannot be removed by agreement and would require a formal process such as CPO or Lands Tribunal. ACC agreed to engage with their legal team to establish what burdens exist and the options to remove those burdens.<br><br>TS concluded the discussion by noting that the land acquisition and compensation paper was their default position, a position that their legal | ACC<br><br>ACC<br><br>ACC |

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| | | team was comfortable with. If TS were to deviate from that default position they would need further persuasion and justification. TS noted that they would welcome ACC's input to reduce the risks associated with burdens and private owners and would consider any further proposals that had solid legal basis, which did not increase risk for the Scottish Ministers. | |
| **8** | **Date of Next Meeting** | | |
| | (i) | The next quarterly meeting will take place on Friday 07 February 2014 at 10:00. JUK to issue agenda in advance. | JUK |

Appendix 6

JACOBS

# Meeting Notes

95 Bothwell Street
Glasgow, UK
G2 7HX
+44.(0)141.243.8000 Fax +44.(0)141.226.3109

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| **Meeting Location** | Crown Office | **Client** | Transport Scotland |
| **Meeting Date/Time** | 2 October 2013, 10:30 | **Project** | A90/A96 Haudagain Improvement |
| **Subject** | Stakeholder and Community Engagement Working Group | **Project No.** | B1557630 |
| **Participants** | Refer to Item 1 | **Notes Prepared By** | JUK |
| | | **File** | |

**cc:**

| Item | Subject | Description | Action |
|---|---|---|---|
| 1 | **Attendees** | | |
| | (i) | **Aberdeen City Council (ACC):**<br><br>Maria Thies – Project Manager for New Build Programme<br>Paula Martin – Project Manager for Housing and Environment<br>Alana Donald – Marketing Officer<br>Ken Neil – Senior Transport Engineer<br>Steven Christie - Communications<br><br>**Jacobs (JUK):**<br><br>Andy Mackay – Scheme Manager<br>Chris Hutt – Assistant Project Manager<br>Ted Keegan – Environment Team Leader | |
| 2 | **Introductions and Apologies** | | |
| | (i) | Apologies were received from John MacIntyre of Transport Scotland and Martin Smith of ACC. | |
| 3 | **Remit of the Group** | | |
| | (i) | JUK noted that although the road improvements and regeneration projects were being progressed in parallel, the public would view the works as one project. It was therefore important that a strong communication strategy was developed that delivered consistent messages. All agreed that it would provide a positive message if both parties worked together.<br><br>JUK agreed to prepare a paper setting out the remit of the group. | JUK |
| 4 | **Community Engagement Strategy** | | |
| | (i) | JUK noted that they had reviewed ACC's Draft Communications Strategy issued in advance of the meeting. JUK suggested that either a joint communications plan could be developed or separate ACC and Transport | |

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| | | Scotland (TS) plans.<br><br>It was agreed that ACC and TS would develop separate plans which aligned with each other and also cross referenced each other where appropriate e.g. on matters relating to joint publications, events or other relevant communications. The plans would include key programme milestones for the respective project and also dates/timescales of joint actions.<br><br>All to contribute to the development of a communications programme. | JUK / ACC<br><br>JUK / ACC |
| | (ii) | JUK noted that many of the recommendations in the Draft ACC Communication Plan provided opportunities for combined engagement. For example, JUK could attend Open Days (Drop-in centres) and Community Meetings, contribute to newsletters and develop a combined Q&A with ACC that delivered consistent messages. | |
| | (iii) | JUK explained to ACC that they were currently undertaking a design stage which involves the consideration of various traffic models including an assessment of how the scheme performs against each model. This current stage of work will culminate in a public exhibition which will be held in Spring 2014 to present the outcome of this current stage of design work. JUK therefore suggested that community engagement in advance of Spring 2014 would allow comments and information received to be considered. | |
| | (iv) | Each of the recommendations of the Draft ACC Communication Plan were discussed as follows:<br><br>• **Open Days** – ACC agreed that JUK could attend drop-in events to provide information to local residents. JUK noted that one or two events held monthly between December and February would be ideal. Feedback cards could be prepared to encourage comments. ACC to advise suitable dates and venue.<br><br>• **Community Groups / Councils** – ACC agreed to provide a list of key dates for community meetings. Subsequently ACC/JUK would agree where attendance at meetings was appropriate.<br><br>• **Website** – It was agreed that the respective ACC / TS websites would not provide information about the other's project. Instead a link could be provided directing users from one website to the other.<br><br>• **Media Activity** – It was agreed that a separate meeting would be required between ACC and TS communications departments to agree a media strategy. It was noted that attempts should be made to agree a joint media releases or issue joint messages where possible. Where this was not possible then, as a point of courtesy, advance notice of the media release should be provided to the other party if possible.<br><br>• **Newsletter** – It was agreed that newsletters could supplement open days as platforms for joint ACC/TS communications. (See section 6 for further discussion) | ACC<br><br>ACC<br><br>JUK/ACC<br><br>ACC/JUK |

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| | | • **FAQ's** – See section 5 | |
| **5** | **Develop a combined Q&A** | | |
| | (i) | JUK explained that an agreed Q&A could be used and developed throughout the life of the project. JUK / ACC agreed that there will be generic questions that either party could answer and specific questions that should be directed to the responsible party. | |
| | (ii) | JUK outlined some topics / questions (see below) under which each party could consider standard Q&A. JUK also added who they thought would be responsible for answering the questions under each heading.<br>• **TS** - Detailed road improvement queries relating to the likes of timescales, objectives, statistics and scheme benefits.<br>• **ACC** - Detailed regeneration queries relating to the likes of timescales, objectives, statistics and scheme benefits.<br>• **ACC (with TS input)** – Process for ACC tenants.<br>• **Joint** – When will people/workers be onsite and what will they be doing?<br>• **Joint** – Who can I contact for information? Community engagement.<br>• **Joint** – Link between the regeneration and road projects.<br>• **Joint** – Owner/occupier queries | <br><br>TS/JUK<br>ACC<br>ACC<br>JUK/ACC<br>JUK/ACC<br>JUK/ACC<br>JUK/ACC |
| | (iii) | ACC/JUK agreed to develop the Q&A in line with the above responsibility in advance of the next meeting. Questions will be listed under the above heading or new headings identified by either party. | ACC / JUK |
| **6** | **Use of Middlefield Matters** | | |
| | (i) | ACC advised that the recently issued Middlefield Matters was the first issue of the newsletter. ACC added that it was produced to supplement various media releases to ensure clear information was supplied to the Middlefield residents. ACC currently has no agreed timescale for additional publications of Middlefield Matters. | |
| | (ii) | JUK suggested that Middlefield Matters was a good platform to issue joint information to local residents. JUK added that the next Middlefield Matters could be issued in December providing information about both projects and also providing dates of the combined drop-in centre. A subsequent publication in Jan/Feb could provide a further project update, details of the public exhibition planned for Spring and feedback with regard to any questions/comments received from the local residents during the previous drop-in event. | |
| | (iii) | ACC agreed that Middlefield Matters would be a good way of issuing joint messages and information. To allow for a publication to be produced and issued in December, ACC requested that the text be agreed by the end of October to allow printing and issue by the end of November. ACC also requested that JUK issue relevant logo's in EPS format along with the text. | JUK / ACC |
| **7** | **Additional Transfer of Information** | | |
| | (i) | JUK tabled a newsletter that TS produced and issued on the Forth Replacement Crossing Project. JUK had considered the possibility of producing similar newsletters for this project but it was agreed that the information could be provided in Middlefield Matters instead. | |

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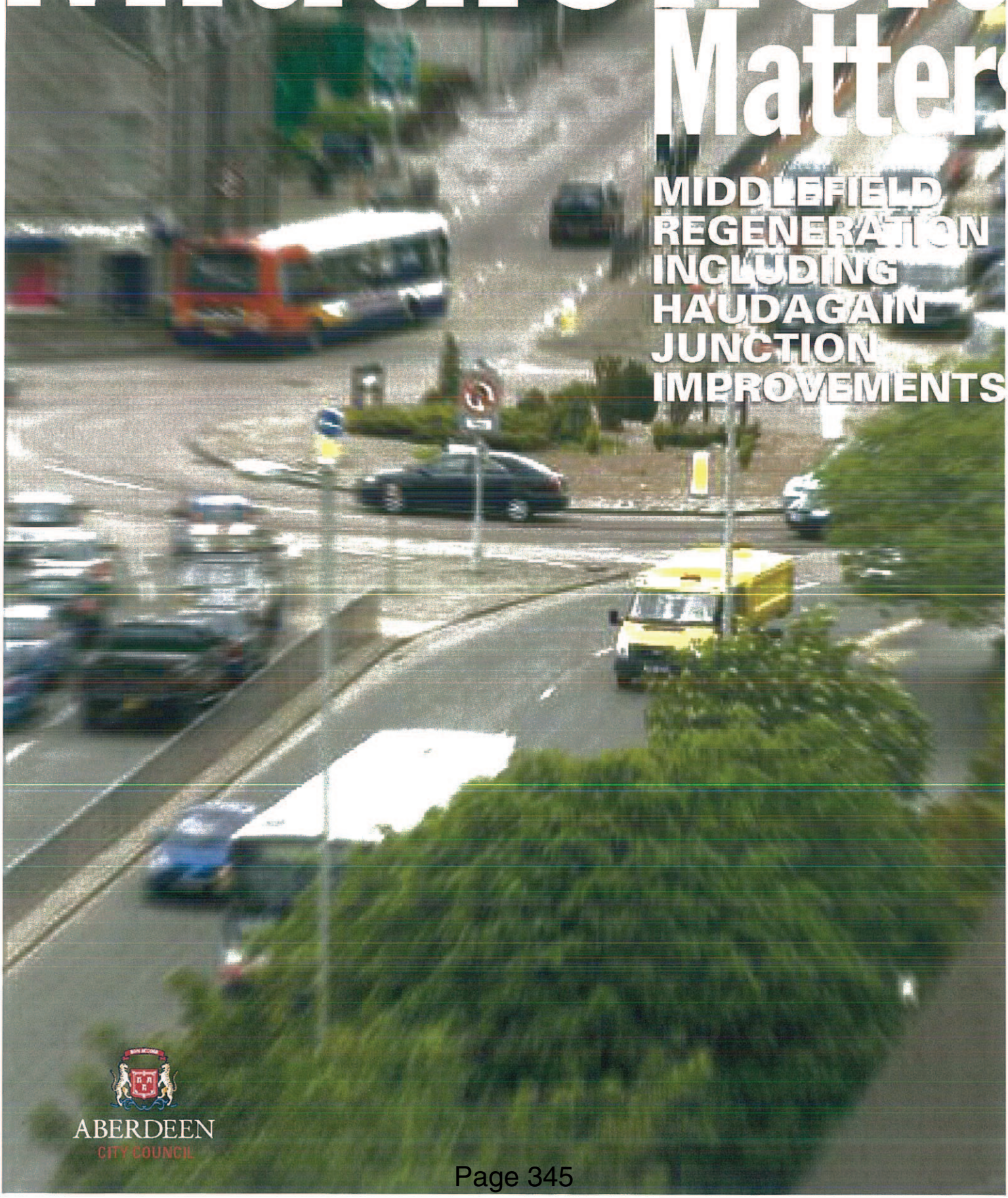
| **8** | **Stakeholder Mapping** | | |
| | (i) | JUK tabled the outcome of an initial Stakeholder mapping exercise undertaken whereby known potential stakeholders were identified and their level of interest and influence ranked as low, medium or high. JUK noted that this would influence the TS/JUK Communications Strategy. | |
| | (ii) | JUK queried who some of the groups were listed in the Draft ACC Communications Plan. ACC responded as follows:<br><br>• Middlefield Community Project – Partly Council funded project;<br>• M.A.R.A.G – Residents action group;<br>• Manor Park Parent Council – Primary school group;<br>• Youth Committee – Manor Ave based community project;<br>• Healthy Hoose – NHS drop in service;<br>• Pathways – Manor Ave based contact for unemployment; and<br>• Henry Rae Centre – Manor Ave based community centre.<br><br>ACC agreed to provide information / contact details for each group. JUK to update stakeholder mapping as appropriate. | ACC/JUK |
| | (iii) | JUK noted their intention to issue letters accompanied by a drawing to selected stakeholders, including community councils, requesting information that will assist development of the environmental baseline for the road project. It was agreed that the letter / drawing would be issued to ACC in advance for comments. | JUK |
| **9** | **Any Other Business** | | |
| | (i) | JUK suggested that the next working group meeting takes place in early December in advance of the combined drop-in days. JUK to suggest dates for next meeting.<br><br>JUK added that a further meeting could be arranged at a later date for early 2014 in advance of the public exhibition. | JUK |

# Middlefield Matters

Appendix 7

## MIDDLEFIELD REGENERATION INCLUDING HAUDAGAIN JUNCTION IMPROVEMENTS



ABERDEEN
CITY COUNCIL

# DIRECTORS MESSAGE

**Dear Tenant / Resident**

## MIDDLEFIELD REGENERATION INCLUDING THE HAUDAGAIN JUNCTION IMPROVEMENTS

As a resident or tenant in the area you will be aware that Aberdeen City Council is progressing with its plans to regenerate Middlefield. A crucial part of these plans is working with Transport Scotland and the Scottish Government to construct a new link road to help ease the traffic congestion at the Haudagain roundabout, a key bottleneck on the city's road network. The timetable for this work is currently being discussed with the work programme being led by Transport Scotland.

I am aware that there has been much speculation on the road improvements reported in the media and this is a time of uncertainty for everyone involved. I want to reassure you that Aberdeen City Council is committed to keeping you informed on how this will affect you as soon as further details become available to us.

At this stage not all of the information is available. Further detail needs to be prepared by Transport Scotland to establish the exact route of this junction improvement and the investigations are ongoing. However I know that it is important for you to have as much certainty as possible so I have included a Question and Answer (Q&A) part to this newsletter to give you as much information as possible at this stage.

In addition a member of staff will visit you in your home over the coming weeks. They will discuss any impact this may have on you and your family and provide you with any up to date information we have on the proposals. They will also discuss what your preferences for re-housing might be should this be required. We will write to you and let you know when this will happen. A similar discussion will take place with those who may own their properties.

**Pete Leonard**
Director of Housing and Environment

# Q&A

**Will my house be affected by the new road?**
If you are receiving this newsletter it is our understanding that you may be affected. Some houses will need to be demolished for the new road or the regeneration around the new road. The precise details of which properties will be affected and how is currently being discussed with Transport Scotland. We will provide you with more details as soon as they become available to us.

**If you don't know any answers do you know timescales?**
The timetable will only be known once we have concluded discussions with Transport Scotland and the Scottish Government. We will keep you informed at every stage once details are available.

**When do you understand the road will be constructed?**
The original plans indicate that this will happen on completion of the Western Peripheral Road as part of the same project and that construction will start in 2018. However the City Council has instructed officers to establish the possibility of accelerating the delivery of the road mindful of how that may impact on re-housing anyone directly affected.

**Will I be able to move before this date?**
As mentioned earlier individual discussions with residents will take place to establish your housing preferences. After that early re-housing could be possible when suitable housing becomes available.

**If I need to be re-housed can I get a different size or type of property, or a property in a different area?**
The local Housing Officer will visit you to discuss your housing preferences and give an indication of how we can help you with this.

**Will I get any help with my removal costs?**
Yes. A home-loss payment will be made available to those whose houses will be demolished. Currently this stands at £1500 with additional disturbance costs to help with items such as redirecting mail (subject to discussion).

# Q&A

ABERDEEN
CITY COUNCIL

As a Council, we are aware of the uncertainty that you currently face and we will continue to work with all residents in the area during the regeneration process. As further information becomes available regarding the proposals we will share this with you as soon as possible. I intend that this will be the first of a series of newsletters that we will provide to you, but importantly we will arrange a home visit to discuss this further over the coming weeks.

**Will you be coming to talk to me and when?**
Yes. You will have a Council Officer appointed to be your contact person who will be available to discuss these matters with you over the next few weeks.

**I am an owner occupier. What is my position regarding re-housing and compensation?**
You will be able to apply to the Council if you want the Council to re-house you. Compensation for your property will be made in line with statutory process.
We will provide you with more information regarding this during your home visit.

**Will my house be bought back from me?**
Yes.

**Will there be priorities for re-housing for those affected?**
Yes.

**Will you continue to carry out essential repairs whilst I await re-housing?**
Yes.

**Will I still need to pay rent?**
Yes, your rent will still be due as we will continue to manage and repair your house if you are a tenant.

**Will my rent be increased during this period?**
No. The Council has agreed that those living in houses affected by the proposed route and regeneration will not have their rent increased when others do.

**If I want any more information who can I speak to?**
You can contact:

**Katherine Anderson**
Housing Officer
Mastrick Access Point
Spey Road
Aberdeen AB16 6SH
**Tel 01224 788509**

Please contact us on the telephone number below if you want this document in Braille, large print or on an audio CD, or if you want the document translated into another language.

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