

Public Document Pack



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 11 June 2014

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, 19 JUNE 2014 at 2.00 pm.**

JANE G. MACEACHRAN
HEAD OF LEGAL AND DEMOCRATIC SERVICES

BUSINESS

DETERMINATION OF EXEMPT BUSINESS

- 1.1 Determination of Exempt Items of Business

REQUESTS FOR DEPUTATIONS

- 2.1 None received at this stage

MINUTES, COMMITTEE BUSINESS STATEMENT AND MOTIONS LIST

- 3.1 Minute of Previous Meeting of 6 May 2014 (Pages 1 - 20)
3.2 Committee Business Statement (Pages 21 - 28)

MOTIONS

- 4.1 None at this stage

REFERRALS FROM OTHER COMMITTEES

5.1 There are no reports under this heading

CORPORATE GOVERNANCE SERVICE ISSUES

6.1 Corporate Governance Performance Dashboard - Presentation

6.2 2013/14 Financial Monitoring - Corporate Governance (Pages 29 - 34)

FINANCE

7.1 Council Financial Year End Monitoring 2013-14 (Pages 35 - 50)

7.2 2013/14 Common Good Fund - Year End (Pages 51 - 54)

7.3 Small Financial Assistance Grants 2014/15 (Pages 55 - 58)

HUMAN RESOURCES

8.1 Revisions to Redundancy Policy (Pages 59 - 74)

8.2 Secondment Policy (Pages 75 - 102)

8.3 New National Condition for Chief Officials and Proposed Revised Contract of Employment for Chief Officials (Pages 103 - 144)

STAFFING - BUSINESS CASES

9.1 There are no reports under this heading

APPROVAL TO PROCURE

10.1 Art Gallery Redevelopment Programme - Procurement of the Construction Works (Pages 145 - 150)

10.2 Procurement of Service to Deliver Mobility Equipment Hire (Pages 151 - 176)

GENERAL BUSINESS

- 11.1 ICT Acceptable Use Policy (Pages 177 - 198)
- 11.2 Accessible Information Guidelines (Pages 199 - 232)
- 11.3 Equality Outcomes - Progress Report (Pages 233 - 298)
- 11.4 City Centre Community Council Proposal to Amend the Current Boundary (Pages 299 - 304)
- 11.5 Audit Scotland - How Councils Work : Options Appraisal (Pages 305 - 344)
- 11.6 Strategic Infrastructure Plan Progress Update (Pages 345 - 364)
- 11.7 City Deal Fund (Pages 365 - 368)
- 11.8 Aberdeen Inspired Activity Support - to follow

ITEMS WHICH THE COMMITTEE MAY WISH TO CONSIDER IN PRIVATE

REFERRALS

- 12.1 There are no reports under this heading

GENERAL BUSINESS

- 13.1 Establishment of a New Support Team - Housing and Environment (Pages 369 - 410)

FINANCE

- 14.1 3Rs Project (Pages 411 - 414)

HUMAN RESOURCES

- 15.1 There are no reports under this heading

STAFFING - BUSINESS CASES

16.1 There are no reports under this heading

APPROVAL TO PROCURE

17.1 Tender Report Access from the North Proposals (Third Don Crossing)
(Pages 415 - 420)

17.2 Fixed and Mobile Telephony Tender Update (Pages 421 - 426)

17.3 Provision of Maintenance Works for Traffic Control Systems (Pages 427 - 430)

Website Address: www.aberdeency.gov.uk

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

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

FINANCE, POLICY AND RESOURCES COMMITTEE

ABERDEEN, 6 May 2014. Minute of meeting of the FINANCE, POLICY AND RESOURCES COMMITTEE. Present: Councillor Young, Convener; Councillor Forsyth, Vice Convener; and Councillors Allan, Cameron, Dickson, Donnelly, Jackie Dunbar, Grant, Len Ironside CBE (as substitute for Councillor Crockett), Laing, McCaig, Milne, Noble, Reynolds and Yuill.

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

<http://committees.aberdeencity.gov.uk/ielistdocuments.aspx?cid=146&mid=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.

AGENDA ORDER AND MEDIA COVERAGE

1. The Convener proposed that the Committee consider item 11.6 (Haudagain Upgrade (Middlefield) Update) (article 2 refers) as the first item of business on today's agenda following the statement by the Minister for Transport and Veterans. The Convener further proposed that the media be permitted to record the Committee's proceedings today for this item of business only.

The Committee resolved:
to concur with the proposals.

STATEMENT BY THE MINISTER FOR TRANSPORT AND VETERANS

2. The Committee welcomed the Minister for Transport and Veterans, Keith Brown MSP, to today's meeting who was present to speak on the programme of construction for the Aberdeen Western Peripheral Route (AWPR) and to reassure the Council and the residents of Middlefield that the Scottish Government was committed both to commencing the Haudagain junction upgrade project following the completion of the AWPR and to following the same process as for all of its other infrastructure projects undertaken.

Members were afforded the opportunity to ask questions of the Minister and then thanked him for his attendance at the meeting.

FINANCE, POLICY AND RESOURCES COMMITTEE

6 May 2014

MATTER OF URGENCY

The Convener intimated that he had directed in terms of Section 50(B)(4)(b) of the Local Government (Scotland) Act 1973, that the following item be considered as a matter of urgency to enable the Committee to determine the matter without delay.

DECLARATION OF INTEREST

Councillor Jackie Dunbar declared interests in the following item of business by virtue of (1) being a resident of Middlefield; and (2) her membership of the Middlefield Community Project Management Committee. Councillor Jackie Dunbar considered that the nature of her interests did not require her to leave the meeting.

HAUDAGAIN UPGRADE (MIDDLEFIELD) UPDATE

3. With reference to article 25 of the minute of its meeting of 5 December 2013, the Committee had before it a report by the Director of Housing and Environment which provided an update on progress in relation to the regeneration of Middlefield and the proposed Haudagain junction improvements.

The report recommended:–

that the Committee -

- (a) note the letter of comfort received from Transport Scotland;
- (b) note the indicative costs (£8m) for the regeneration of Middlefield without the proposed Haudagain improvements should the Scottish Government or one of its agencies refuse to commit to the project;
- (c) note the risk profile;
- (d) agree to continue with the current Asset Management Strategy established since 2008 to discontinue capital investment in area 1 on the attached zonal map until such time as plans for the Haudagain upgrade were finalised;
- (e) instruct the Directors of Housing and Environment and Corporate Governance to report back in September 2014 with a feasibility study and proposals to re-house the directly affected tenants in Middlefield and to regenerate the wider Middlefield Area; this should include proposals to relocate affected community facilities;
- (f) instruct the Directors of Housing and Environment and Corporate Governance, to report back in September 2014 with potential funding solutions for the new build and regeneration proposals, noting that the Council had previously expressed the view that the Scottish Government should meet the cost of relocating the affected community facilities. The Scottish Government should also be asked to consider what additional financial support could be given to the new build and regeneration proposals for Middlefield; and

FINANCE, POLICY AND RESOURCES COMMITTEE

6 May 2014

- (g) instruct officers to consult with the residents of Middlefield on new housing and regeneration matters and that the results of the consultation be reported back in September 2014.

The Convener, seconded by the Vice Convener moved:

that the Committee –

- (1) thank the Minister for Transport and Veterans, Keith Brown MSP, for attending today's meeting;
- (2) note the letter of comfort from Transport Scotland and the risk analysis set out at paragraph 4.5 of the report, noting that the letter fell short of providing a legal guarantee should the Scottish Government renege on its verbal promise in relation to the Haudagain upgrade and Middlefield regeneration;
- (3) in the offered spirit of co-operation to instruct officers to approach the Minister of Housing and Welfare to discuss Scottish Government support in the event of a shortfall arising between the compensation paid and the replacement of the lost homes; and
- (4) approve the recommendations as contained in the report.

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

that the Committee approve the recommendations as contained in the report; and in the offered spirit of co-operation to instruct officers to approach the Minister of Housing and Welfare to discuss Scottish Government support in the event of a shortfall arising between the compensation paid and the replacement of the lost homes.

On a division, there voted:- For the motion (9) - the Convener; the Vice Convener; and Councillors Allan, Donnelly, Ironside, Grant, Laing, Milne and Reynolds. For the amendment (6) - Councillors Cameron, Dickson, Jackie Dunbar, McCaig, Noble and Yuill.

The Committee resolved:-

to adopt the motion.

DETERMINATION OF EXEMPT ITEMS OF BUSINESS

4. 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 12.1 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 (paragraphs 6 and 9), article 30 (paragraph 9), article 31 (paragraph 6 and 9), and article 32 (paragraphs 8 and 10).

FINANCE, POLICY AND RESOURCES COMMITTEE

6 May 2014

MINUTE OF PREVIOUS MEETING OF 20 FEBRUARY 2014

5. The Committee had before it the minute of its previous meeting of 20 February 2014.

The Committee resolved:-

to approve the minute as a correct record.

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) in relation to item 3 (Tillydrone Project), to note the update and that an information bulletin report was available and therefore to remove this item from the statement;
- (ii) in relation to item 5 (Impact and Potential for Social Media), to note that an information bulletin report was available and therefore to remove from the statement;
- (iii) in relation to item 6 (Corporate Parenting Policy), to note that a report on this matter would be considered by Council on 14 May 2014, and therefore to remove this item from the statement;
- (iv) to note that reports on items 1 (North East Scotland Japan Trust), 4 (Trade Union Facility Time), 10(i) (Cost of Living Challenges), and 12 (Small Financial Assistance Applications), were to be considered on today's agenda and to remove them subject to the decision taken;
- (v) to note that a report on item 9 (Haudagain Upgrade (Middlefield) Update), had already been determined today and therefore to remove this item; and
- (vi) to otherwise note the updates provided.

OLDER PEOPLE'S ADVISORY GROUP UPDATED REMIT

7. Reference was made to article 3 the minute of the meeting of the Older People's Advisory Group of 19 February 2014, at which time the Group considered an updated remit and agreed to approve the amendments for its interest and to refer the revised remit to this Committee for approval.

The Committee resolved:-

to approve the updated remit.

FINANCE, POLICY AND RESOURCES COMMITTEE

6 May 2014

INTERNAL AUDIT RISK ASSESSMENT AND PLAN 2014/15 - CG/14/32

8. The Committee had before it by way of referral, a report from the Audit and Risk Committee of 27 February, 2014 relating to the Internal Audit Plan 2014/15.

The Audit and Risk Committee had resolved:

to agree that the Internal Audit Plan be referred to each Service Committee for their information.

The Committee resolved:

to note the Internal Audit Plan 2014/15.

REVISION OF THE ABERDEEN CITY WASTE STRATEGY - H&E/14/023

9. Reference was made to article 18 of the minute of the meeting of the Housing and Environment Committee of 11 March 2014, at which time the Committee approved the revised Aberdeen City Waste Strategy 2014/2015 for its interest and referred it to this Committee for approval.

The Committee resolved:-

to approve the revised Aberdeen City Waste Strategy 2014-2025.

SPORTS GRANTS - ECS/14/017

10. Reference was made to article 16 of the minute of the meeting of the Education, Culture and Sport Committee of 27 March 2014, at which time, the Committee recommended that this Committee agree to allocate £25,000 from the Common Good Budget underspend to support the Games Legacy through ensuring that local communities celebrated Glasgow 2014 at a grassroots level during 2014/2015.

The Committee resolved:-

to agree that £25,000 from the Common Good Budget underspend be allocated to support the Games Legacy through ensuring that local communities celebrate Glasgow 2014 at a grassroots level during 2014/15.

CORPORATE GOVERNANCE PERFORMANCE REPORTING - CG/14/053

11. The Committee had before it a report by the Director of Corporate Governance which advised of the revised process for future reporting of performance information collated from across the Corporate Governance Directorate.

FINANCE, POLICY AND RESOURCES COMMITTEE

6 May 2014

The report recommended:-

that the Committee -

- (a) note the content of the report and the format for future performance reporting to the Committee; and
- (b) direct any further action as appropriate.

At this juncture the Committee received a demonstration of the new performance dashboard.

The Committee resolved:-

to approve recommendation (a); and to ask that the information on the dashboard be recirculated to all members.

2013/14 FINANCIAL MONITORING - CORPORATE GOVERNANCE - CG/14/050

12. With reference to article 8 of the minute of its meeting of 20 February 2014, the Committee had before it a report by the Director of Corporate Governance which provided information to date on the current year's revenue budget for the Corporate Governance Service, and advised of any areas of risk and management action being taken in this regard.

The report recommended –

that the Committee –

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

The Committee resolved:-

to approve the recommendations contained in the report.

DECLARATIONS OF INTEREST

During the course of consideration of the following item Councillors Dickson, Jackie Dunbar and McCaig declared interests by virtue of their employment by Kevin Stewart MSP, who was referred to during the debate. None of the Councillors considered that the nature of their interest required them to leave the meeting.

FINANCE, POLICY AND RESOURCES COMMITTEE

6 May 2014

COUNCIL GENERAL FUND MONITORING 2013/14 - CG/14/063

13. With reference to article 9 of the minute of its meeting of 20 February 2014, the Committee had before it (1) a report by the 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; and (2) an addendum to the report which provided updated information on the Council's revenue position.

The report recommended –
that the Committee note the report.

The Convener moved, seconded by the Vice Convener:-

that the Committee -

- (1) note the forecast financial outturn for the financial year 2013/14 and to agree that the political policies adopted by the Council's Administration from May 2012 had contributed greatly to the stability of the city's financial position;
- (2) thank officers from all Directorates for their hard work throughout the year ensuring good quality public service was the key to providing economic stability; and
- (3) agree that the underspend be set aside to aid the funding of capital investment requirements, as agreed at the October meeting, with the exception of the funding allocations noted below and subject to consideration of item 13.2 (Thomas Blake Glover House) and its financial implications:
 - £100,000 for unadopted roads with the Council contributing up to a maximum of 50%;
 - £20,000 for a study into flood prevention measures for the Culter Burn;
 - £65,000 for pavement improvements on Harlaw Road (Queen's Lane South to Forest Avenue);
 - £165,000 for resurfacing footways on North and South Printfield Walk and Tanfield Avenue West and East;
 - £10,000 for providing lighting at the steps which run from Gilcomstoun Land down to Skene Street (next to the recycling point opposite Gilcomstoun School);
 - £12,000 for enhancing the lighting on Esslemont Avenue between Skene Street and Northfield Place;
 - £30,000 for road resurfacing at the top of Binghill Road and the Meadows;
 - £60,000 for road resurfacing at Lewis Road at Taransay Court; and
 - £100,000 for Regent Walk.

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

that the Committee approve the motion by the Convener as detailed above and agree to allocate £2 million to additional road and pavement maintenance and

FINANCE, POLICY AND RESOURCES COMMITTEE

6 May 2014

repair works as determined by officers and reported to the Enterprise, Strategic Planning and Infrastructure Committee, by way of the information bulletin.

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

that the Committee approve the recommendation contained in the report and agree to utilise £250,000 to make a contribution to the efforts of the Aberdeen Foodbank Partnership.

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

On a division, there voted:- for the amendment by Councillor Yuill (1) –Councillor Yuill; for the amendment by Councillor McCaig (5) – Councillor Cameron, Dickson, Jackie Dunbar, McCaig and Noble; and declined to vote (9) – the Convener; the Vice Convener and Councillors Allan, Donnelly, Grant, Ironside, Laing, Milne and Reynolds.

The Sub 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, Ironside, Laing, Milne and Reynolds; for the amendment by Councillor McCaig (5) – Councillors Cameron, Dickson, Jackie Dunbar, McCaig and Noble; and declined to vote (1) – Councillor Yuill.

The Committee resolved:-
to adopt the motion.

2013/14 COMMON GOOD BUDGET - MONITORING REPORT UPDATE - CG/14/052

14. With reference to article 10 of the minute of its meeting of 20 February 2014, the Committee had before it a report by the Chief Executive which presented information on income and expenditure of the Common Good budget for the period to 28 February 2014, and outlined the forecast position of the cash balances as at 31 March 2014.

The report recommended –
that the Committee –

- (a) note the income and expenditure position as at 28 February 2014, and the forecast outturn for the year to 31 March 2014; and
- (b) note the forecast cash balances as at 31 March 2014, of £7,000,000 based on the current estimates, which was within the recommended levels indicated by the Head of Finance.

The Committee resolved:-

- (i) to approve the recommendations contained in the report; and
- (ii) to note that the exact, not budgeted, cost of the youth tickets for the Scottish League Cup final would be reported in the year end accounts.

FINANCE, POLICY AND RESOURCES COMMITTEE

6 May 2014

SMALL FINANCIAL ASSISTANCE GRANTS 2014/2015 - CG/14/062

15. With reference to article 12 of the minute of its meeting of 20 February 2014, the Committee had before it a report by the Director of Corporate Governance which (a) proposed a revision to the criteria for small financial assistance applications; and (b) presented one application for financial assistance.

The report recommended:-

that the Committee -

- (a) agree to update the criteria for small financial assistance applications as described in paragraph 5.2 of the report; and
- (b) agree to award the Wallace 700 Association a maximum of £2500.

The Convener, seconded by the Vice Convener moved:

that the Committee approve recommendation (a) contained within the report only.

Councillor Noble moved as an amendment, seconded by Councillor Dickson:-

that the Committee approve the recommendations as contained in the report.

On a division, there voted:- for the motion (10) - the Convener; the Vice Convener; and Councillors Allan, Donnelly, Ironside, Grant, Laing, Milne, Reynolds and Yuill; for the amendment (5) - Councillors Cameron, Dickson, Jackie Dunbar, McCaig and Noble.

The Committee resolved:-

to adopt the motion.

TWINNING AND INTERNATIONAL PARTNERSHIPS - EPI/14/111

16. The Committee had before it a report by the Director of Enterprise, Planning and Infrastructure which presented an application for financial assistance from the International Twinning budget 2014/2015.

The report recommended:-

that the Committee agree to award £600 towards the visit of a jazz group from Regensburg who would perform with a local musician in Aberdeen between 8 and 10 May 2014, from the International Twinning budget 2014/2015.

The Committee resolved:-

to approve the recommendation.

FINANCE, POLICY AND RESOURCES COMMITTEE

6 May 2014

REVISED MANAGING LEAVERS PROCEDURE - CG/14/041

17. The Committee had before it a report by the Director of Corporate Governance which sought approval of the updated Managing Leavers procedure.

The report recommended:–

that the Committee approve the revised procedure as detailed in appendix A.

The Committee resolved:-

to approve the recommendation and note that feedback on the procedure would be sought in twelve months.

SICKNESS ABSENCE UPDATE AND REVISED MAXIMISING ATTENDANCE POLICY - CG/14/047

18. The Committee had before it a report by the Director of Corporate Governance which (a) sought approval of a revised method of calculating and reporting sickness absence, as well as the updated Maximising Attendance policy and (b) provided an update on sickness absence performance across the organisation.

The report recommended:–

that the Committee –

- (a) note the recent improvement in sickness absence across the Council and the breakdown of sickness absence by Directorate as detailed in appendix 1;
- (b) approve the revised method of calculating and reporting sickness absence statistics for internal purposes as detailed in paragraph 5.2 of the report; and
- (c) approve the Maximising Attendance policy as detailed in Appendix 3.

The Committee resolved:-

to approve the recommendations.

GEOGRAPHICAL WEIGHTING ALLOWANCE - CG/14/049

19. With reference to article 1 of the minute of the meeting of Council of 6 February 2014, the Committee had before it a report by the Director of Corporate Governance which examined some of issues associated with geographical weighting allowances, including the methodology used in determining London weighting allowances.

The report recommended:–

that the Committee instruct the Director of Corporate Governance (or appropriate representative) to participate on behalf of the Council in a pan-public sector group which was to be established to consider the feasibility of introducing a weighting allowance and to report back on the outcomes to a future meeting of the Committee.

FINANCE, POLICY AND RESOURCES COMMITTEE

6 May 2014

The Committee resolved:-

- (i) to approve the recommendation as contained in the report; and
- (ii) to note that a major problem that the city had in relation to the cost of living was the price of housing and to instruct officers to consider, with its public sector partners, if the delivery of more affordable housing might have greater benefit for employees and employers, in both public and private sectors, than the introduction of an Aberdeen weighting allowance.

TRADE UNION FACILITY TIME - CG/14/048

20. With reference to article 35 of the minute of its meeting of 21 April 2011, the Committee had before it a report by the Director of Corporate Governance which sought approval of the proposed amendments to the criteria for the allocation of devoted trade union facility time.

The report recommended:-

that the Committee approve the proposed amendments to element 2 of Framework Agreement for Industrial Relations (FAIR) which changes the criteria for the allocation of devoted trade union facility time.

The Convener, seconded by the Vice Convener moved:

that the Committee approve the recommendation contained in the report, subject to paragraph 5.2 of appendix 1 to the report being amended to read: "A trade union with less than 300 members, with the exception of UCATT where the number of members will be placed at 200 due to the need for specialised knowledge required for the building trade, will not normally qualify for DTUFT".

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

that the Committee approve the recommendation as contained in the report.

On a division, there voted:- For the motion (14) - the Convener; the Vice Convener; and Councillors Allan, Cameron, Dickson, Donnelly, Jackie Dunbar, Grant, Ironside, Laing, McCaig, Milne, Noble and Reynolds. For the amendment (1) – Councillor Yuill.

The Committee resolved:-

to adopt the motion.

STAFF FOR ROAD IMPROVEMENT PROJECTS - EPI/14/108

21. The Committee had before it a business case by the Director of Enterprise, Planning and Infrastructure which sought approval of the creation additional posts to support the delivery of capital road improvement projects.

FINANCE, POLICY AND RESOURCES COMMITTEE

6 May 2014

The business case recommended:-

that the Committee –

- (a) approve the establishment of the following permanent jobs:
 - 1 Principal Resident Engineer
 - 1 Engineer
 - 2 Technical Officers
 - 3 Inspector of Works; and
- (b) approve the establishment of the following fixed term, project specific posts:
 - 1 Engineer
 - 2 Inspector of Works.

The Committee resolved:-

to approve the recommendations contained in the business case.

DECLARATION OF INTEREST

Councillor Grant declared an interest in the following item of business by virtue of his position as ambassador/ Project Manager for Aberdeen Inspired. Councillor Grant considered that the nature of his interest required him to leave the meeting and took no part in the deliberations thereon.

PROVISION OF FESTIVE LIGHTING - EPI/14/114

22. With reference to article 1 of the minute of the meeting of the Urgent Business Committee of 17 March 2014, the Committee had before it a report by the Director of Enterprise, Planning and Infrastructure which advised of the intention to tender for festive lighting for a maximum of three years and sought approval of the estimated expenditure as detailed in the report.

The report recommended:-

that the Committee -

- (a) note that the officers were preparing to tender for the design, supply, installation, removal and maintenance of festive lighting;
- (b) approve the estimated expenditure for the design, supply, installation, removal and maintenance of festive lighting, of approximately £105,000 per annum from the Common Good Fund, for the three-year period 2014-2017 giving a total estimated expenditure of £315,000 from the Common Good Fund, in accordance with Standing Order 1(3) of the Council's Standing Orders relating to Contracts and Procurement;
- (c) subject to best value being shown and a suitable budget being available, approve the purchase of the festive lighting at the end of the three year period, for the value given in the awarded tender;

FINANCE, POLICY AND RESOURCES COMMITTEE

6 May 2014

- (d) approve the expenditure up to a maximum of £8,000 per annum from the Common Good Fund for the three year period 2014-2017 for the provision of electricity to power the festive lighting in accordance with Standing Order 1(3) of the Council's Standing Orders relating to Contracts and Procurement; and
- (e) agree that any residual money between the festive lighting contract and the provisions approved within the relevant annual budget be used to install up-lighters or similar to Rubislaw Terrace Gardens, Union Terrace Gardens, Schoolhill Pocket Park etc over the next three years.

The Committee resolved:-

- (i) to approve the recommendations contained in the report; and
- (ii) to instruct officers to work with Aberdeen Inspired to maximise the festive experience within the city centre for residents and visitors to Aberdeen and to report back to the next meeting of the Committee with a detailed joint vision for the festive period, including any financial commitments required to enhance the city's reputation as a place to invest, live and visit.

ICT INVESTMENT PROGRAMME 2014/2015 - CG/14/051

23. The Committee had before it a report by the Director of Corporate Governance which sought approval of the provisional ICT investment programme which was included in the approved Revenue Budget for 2014/2015.

The report recommended:-

that the Committee -

- (a) approve the programme listed in appendix A;
- (b) approve the estimated expenditure in respect of each item in accordance with Standing Order 1(3) of the Council's Standing Orders relating to Contracts and Procurement;
- (c) instruct officers to implement the detailed programme;
- (d) delegate authority to the Head of Customer Service and Performance, the Head of Legal and Democratic Services, in consultation with the Convener and Vice Convener of the Finance, Policy and Resources Committee, to amend the programme should priorities change during the year; and
- (e) grant approval to appropriate officers to award contracts on receipt of a valid tender submission, where appropriate, subject to necessary funding in the approved revenue budget.

The Committee resolved:-

to approve the recommendations contained in the report.

FINANCE, POLICY AND RESOURCES COMMITTEE

6 May 2014

DECLARATION OF INTEREST

Councillor Reynolds declared an interest by virtue of his position as a Trustee of the North East Scotland Japan Trust in a personal capacity. Councillor Reynolds considered that the nature of his interest required him to leave the meeting and took no part in the Committee's deliberations thereon.

UPDATE ON COMMISSIONING OF AN ABERDEEN - JAPAN STRATEGY - EPI/14/110

24. With reference to article 19 of the minute of its meeting of 20 February 2014, the Committee had before it a report by the Director of Enterprise, Planning and Infrastructure which provided an update on progress to date and advised of the next steps in relation to the development of an Aberdeen-Japan strategy.

The report recommended:–

that the Committee note the update and agree that a further update be submitted to the Committee at its meeting on 19 June 2014, with the findings of the final study being reported to Committee on 30 September 2014.

The Committee resolved:-

to approve the recommendation as contained in the report.

INVITATION TO JOIN EAST COAST MAINLINE AUTHORITY - EPI/14/118

25. The Committee had before it a report by the Director of Enterprise, Planning and Infrastructure which advised of an invitation to join a grouping of Local Authorities called the East Coast Mainline Authorities (ECMA) which had been established for Local Authorities and Regional Transport Partnerships located along this cross border train line and franchise to develop a business case to highlight the need for further investment along this strategic corridor.

The report recommended:–

that the Committee -

- (a) agree that the current arrangements in place, as detailed in the report, were proving successful and were an efficient and effective use of available resources;
- (b) agree subject to the above, to decline the invitation to Aberdeen City to individually join the East Coast Mainline Authority (ECMA) and contribute to the business case at a cost of £4,400; and
- (c) instruct the appropriate officers to continue to update members on future progress and outcomes on rail matters as they affect Aberdeen via reports to the Enterprise, Strategic Planning and Infrastructure Committee.

FINANCE, POLICY AND RESOURCES COMMITTEE

6 May 2014

The Committee resolved:-

to approve the recommendations as contained in the report.

SALIX FUNDING - EPI/14/119

26. The Committee had before it a report by the Director of Enterprise, Planning and Infrastructure which advised of public Salix funding, specifically how the Salix Energy Efficiency Loans Scheme Scotland operated and outlined the benefits of the scheme to the Council.

The report recommended:-

that the Committee -

- (a) note that officers had commenced the process for the provision of interest free funds amounting to £608,406 to finance the energy savings from street lighting projects by way of the Salix Energy Efficiency Loans Scheme. The projects were as follows:-
 - upgrade Union Street to LED type lighting - £149,578.00
 - upgrade Union Terrace to LED type lighting - £8,828.00
 - city wide upgrade to “Cosmo” light fitting - £440,000;
- (b) agree that officers enter into a loan agreement with Salix Finance Limited for the interest free funds and for the drawdown of the said funds within 20 days after the agreed completion date;
- (c) approve the expenditure of the funds towards the above mentioned projects; and
- (d) delegate authority to the Director of Enterprise, Planning and Infrastructure in consultation with the Convener of the Finance, Policy and Resources Committee to bid for additional Salix Energy Efficiency Loans Scheme interest free funds when appropriate energy efficiency projects could be identified and where it could be demonstrated to be financially beneficial to the Council and to inform the Committee, by way of the information bulletin, when this power had been exercised.

The Committee resolved:-

- (i) to approve the recommendations as contained in the report; and
- (ii) to request officers provide the Committee, by way of email, with a description of a “Cosmo” light fitting.

DECLARATIONS OF INTEREST

The Convener declared an interest in the following item of business by virtue of his appointment by the Council as a Director of Aberdeen Sports Village. The Convener considered that the nature of his interest did not require him to leave the meeting.

FINANCE, POLICY AND RESOURCES COMMITTEE

6 May 2014

Councillor Cameron declared an interest in the following item of business by virtue of his appointment by the Council as a Director of Aberdeen Sports Village. Councillor Cameron considered that the nature of his interest required him to leave the meeting and took no part in the deliberations thereon.

Councillor Dickson declared an interest as a Council appointed Board member of Sport Aberdeen but chose to remain in the meeting as Sport Aberdeen was a body being a company established wholly or mainly for the purpose of providing services to the local authority, and which had entered into a contractual arrangement with the local authority for the supply of goods and/or services to the local authority, as set out in paragraph 5.18(2)(d)(i) and (ii) of the Councillors' Code of Conduct.

REVIEW OF ACCESS TO LEISURE SCHEME - ECS/14/027

27. The Committee had before it a report by the Director of Education, Culture and Sport which sought approval of the revisions to the Access to Leisure (A2L) Scheme.

The report recommended:-

that the Committee -

- (a) note the work undertaken to date to review the Access to Leisure (A2L) Scheme;
- (b) approve the following policy recommendations as set out below:
 - (a) Confirm the requirement to have a scheme in Aberdeen that sought to reduce health and wellbeing inequalities in Aberdeen, with an aim to facilitate access to increased regular participation in health and wellbeing for those whom affordability or disability was a barrier;
 - (b) That the A2L scheme was re-aligned to fit with, reflect, and contribute to, appropriate corporate, strategic and SOA priorities including the Welfare Reform and new benefit system, and linked to reducing health and wellbeing inequalities within the city;
 - (c) Eligibility for discounted coffee and tea should cease, instead the Accord Card should be used as a vehicle to continue targeted discounted offers on teas and coffees;
 - (e) Subsidised childcare should remain within the scheme;
 - (f) The scheme should facilitate access to regular participation in physical activity for all those with an evidenced physical or learning disability or a long term health condition (linked to benefits);
 - (g) The scheme should be linked to a robust, evidence based health referral/ social prescription scheme;
 - (h) Consideration should be given to linking the scheme in with the national retirement age (to be implemented on a phased basis);
 - (i) The scheme should be available for off-peak activities only, except for family swimming which should also be available during peak periods;

FINANCE, POLICY AND RESOURCES COMMITTEE

6 May 2014

- (j) A review should be carried out on the impact of the provision of free swimming. In the meantime, free swimming should continue at existing designated community swimming pools; and
- (k) A2L should be available at all ACC leisure facilities across the city, including those operated by partners; and
- (c) note that a short term working group would be set up to implement the recommended operational changes to the scheme, namely:
 - (a) To revise and re-launch a more focussed and targeted A2L scheme;
 - (b) To undertake detailed work on the impact of the changes;
 - (c) A new, more targeted and integrated approach to marketing is adopted;
 - (d) The application and administrative processes for A2L were simplified;
 - (e) A new monitoring approach for the A2L Scheme was developed so that the outcomes could be clearly understood; and
 - (f) The new scheme should be implemented on a phased basis taking into consideration individuals who had a current entitlement, but would not be entitled under the new scheme criteria.

The Committee resolved:-

- (i) to approve recommendation (b), subject to a further report on the proposed implementation of the changes being considered by the Committee: and
- (ii) to approve recommendations (a) and (c) as contained in the report.

OFFSHORE TECHNOLOGY CONFERENCE 2014 AND OFFSHORE NORTHERN SEAS 2014 - EPI/14/132

28. The Committee had before it a report by the Director of Enterprise, Planning and Infrastructure which sought approval for the Council Leader to travel to the Offshore Technology Conference (OTC) in Houston between 5 and 8 May 2014, and Offshore Northern Seas (ONS) in Stavanger between 25 and 28 August 2014.

The report recommended:-

that the Committee -

- (a) retrospectively approve the travel and associated arrangements necessary to enable the Council Leader to participate fully in the OTC 2014 programme retrospectively; and
- (b) approve the travel and associated arrangements necessary to enable the Council Leader to participate fully in the ONS 2014 programme.

The Committee resolved:-

to approve the recommendations as contained in the report.

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

FINANCE, POLICY AND RESOURCES COMMITTEE

6 May 2014

DECLARATIONS OF INTEREST

The Convener and Councillor Cameron declared an interest in the following item of business by virtue of their appointment by the Council as Directors of Aberdeen Sports Village. Both Councillors considered that the nature of their interest required them to leave the meeting and took no part in the deliberations thereon.

EXTENSION TO LEASE AREA, ABERDEEN SPORTS VILLAGE - EPI/14/072

29. Reference was made to article 8 of the minute of the meeting of the Property Sub Committee of 22 April 2014, at which time the Sub Committee approved the proposed extension of the leased area at Aberdeen Sports Village at a market rental value to be agreed and referred the matter to this Committee for determination of the funding of the rent for the additional area of land.

The Committee resolved:-

to note the decision of the Property Sub Committee and that a report seeking determination of funding for the rent of the additional area would be submitted to a future meeting of the Committee.

DECLARATIONS OF INTEREST

The Convener declared an interest in the subject matter of the following article by virtue of his position as a member of the Board of the North East Scotland Japan Trust. Councillor Reynolds declared an interest by virtue of his position as a Trustee of the North East Scotland Japan Trust in a personal capacity. Both of the Councillors considered that the nature of their interest required them to leave the meeting and took no part in the Committee's deliberations thereon.

The Convener was substituted by Councillor Taylor and Councillor Reynolds was substituted by Councillor Lesley Dunbar for this item only.

At this juncture, the Vice Convener assumed the Chair.

UPDATE ON THE TRANSFER OF OWNERSHIP OF THOMAS BLAKE GLOVER HOUSE (ESPI/14/069)

30. With reference to article 19 of the minute of its meeting of 20 February 2014, the Committee had before it a report by the Director of Enterprise, Planning and Infrastructure which provided an update on the actions related to the transfer of ownership Thomas Glover House from the North East Scotland Japan Trust to the Council.

FINANCE, POLICY AND RESOURCES COMMITTEE

6 May 2014

The report recommended –

that the Committee –

- (a) instruct the Head of Legal and Democratic Services, in consultation with the Head of Finance and the Director of Enterprise, Planning and Infrastructure, to conclude negotiations with the Trust regarding the terms and conditions of the transfer including the proposed future use of the asset, and ensuring that the Council was protected from any further claims against legal title of the asset;
- (b) authorise appropriate officers to incur the expenditure set out in section 3.5 of the report, utilising the underspend in the Council's 2013/2014 General Services revenue budget;
- (c) approve the transfer of responsibility of operating the building to the Council; and
- (d) instruct officers, once transfer was complete, to advise the Trust of the successful transfer and support the Trust in winding up.

The Vice Convener, seconded by Councillor Milne moved:

that the Committee approve the recommendations contained in the report.

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

that the Committee earmark the expenditure set out in section 3.5 of the report from the underspend in the Council's 2013/2014 General Services revenue budget and instruct officers to submit a further report detailing the full terms of the condition of transfer to a future meeting of the Committee.

On a division, there voted:- For the motion (9) - the Vice Convener; and Councillors Allan, Donnelly, Lesley Dunbar, Grant, Ironside, Laing, Milne and Taylor. For the amendment (6) - Councillors Cameron, Dickson, Jackie Dunbar, McCaig, Noble and Yuill.

The Committee resolved:-

- (i) to adopt the motion; and
- (ii) to instruct officers to advise the Committee, by way of email, of the previous and projected running costs of Thomas Blake Glover House.

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

At this point the Convener resumed the Chair.

FINANCE, POLICY AND RESOURCES COMMITTEE

6 May 2014

POTTERTON, ABERDEEN - PROPOSED LEASE - EPI/14/121

31. The Committee had before it a report by the Director of Enterprise, Planning and Infrastructure which advised members of the requirement to relocate the existing storage and minor repairs facility at 54 Park Road, Aberdeen.

The report recommended:-

that the Committee -

- (a) approve the proposed terms of lease for a two year (included option to extend for a further period of one year) full repairing and insuring lease of the warehouse unit at Potterton, Aberdeen; and
- (b) subject to approval of (a) above, instruct the Head of Legal and Democratic Services to formally conclude the lease, incorporating various qualifications as were necessary to protect the Council's interest.

The Committee resolved:-

to approve the recommendations contained in the report.

TENDER FOR THE MAINTENANCE OF VOICE SWITCHES - CG/14/043

32. The Committee had before it a report by the Director of Corporate Governance which sought approval of expenditure to enable two contracts for maintenance of the Council's voice switches to be tendered and awarded.

The report recommended:-

that the Committee in accordance with Standing Order 1 (3) of the Council's Standing Orders relating to Contracts and Procurement, approve the expenditure outlined in section 3 of the report and the tendering of two contracts to cover (i) the maintenance of smaller voice switches and (ii) the main corporate contract. Both tenders would be procured through existing Crown Commercial Service (formerly Government Procurement Service) Framework Agreements; with the subsequent award of contracts for a two year period, with an option to extend for a further two year period on an annual basis.

The Committee resolved:-

to approve the recommendation contained in the report.

COUNCILLOR YOUNG Convener.

FINANCE, POLICY AND RESOURCES COMMITTEE

COMMITTEE BUSINESS

19 JUNE 2014

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. Where a report instructed requires no decision to be made this will be reported in the Committee's information bulletin.

<u>No.</u>	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>	<u>Report Expected (if known)</u>
1.	Finance and Resources 25/4/13 article 21	<u>Joint Commissioning Strategy for Older People 2013-2023 - Financial Framework</u> The Committee resolved amongst other things to agree to receive a report on the baseline integrated budget, once the work on this was completed	The Committee received a verbal update at its meeting on 5 December 2013. This item cannot be reported until the NHS budget for integrated pot is determined. The scope of the NHS services to be included in integration will be recommended by the Transitional Leadership Group (TLG) and then the associated budget will be agreed.	Head of Older People and Rehabilitation	26/9/13	30/09/14
2.	Finance, Policy and Resources 26/09/13 Article 19	<u>Failure To Attend Work Due To Bad Weather</u> 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	
3.	Finance and Resources 28/09/10 Article 24 Finance, Policy and Resources	<u>Access from the North Proposals (Third River Don Crossing) - Compulsory Purchase Order</u> The Committee resolved: to note that officers would provide regular updates to Committee in		Head of Asset Management and Operations	5/12/13	

Agenda Item 3.2

<u>No.</u>	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>	<u>Report Expected (if known)</u>
	26/09/13 Article 33	<p>relation to progress with land acquisition against budget.</p> <p>At its meeting on 26 September 2013, 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.</p>				
4.	Finance, Policy and Resources 5/12/13 Article 23	<p><u>Haudagain Upgrade (Middlefield)</u> <u>Update</u></p> <p>The Committee resolved, amongst other things,</p> <p>(i) instruct officers to proceed with the project subject to negotiating acceptable financial guarantees from the Scottish Government or one of its agencies by 30 April 2014, in order for a report to come forward to this Committee on 6 May 2014; and</p> <p>(ii) instruct officers to prepare a report for the Committee's meeting on the 6 May 2014, outlining proposals including where appropriate costs for the regeneration of Middlefield without the proposed Haudagain improvements should the Scottish Government or one of its agencies refuse to commit to providing the Council with acceptable financial guarantees as requested.</p>	<p>At its meeting on 6 May 2014, the Committee resolved, amongst other things,</p> <p>(i) to instruct the Directors of Housing and Environment and Corporate Governance to report back to the Committee in September 2014 with a feasibility study and proposals to re-house the directly affected tenants in Middlefield and to regenerate the wider Middlefield Area. This should include proposals to relocate affected community facilities;</p> <p>(ii) to instruct the Directors of Housing and Environment and Corporate Governance, to report back to this Committee in September 2014 with potential funding solutions for the new build and regeneration proposals, noting that this Council has previously expressed the view that the</p>	Head of Regeneration and Housing Investment	30/09/14	

<u>No.</u>	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>	<u>Report Expected (if known)</u>
			<p>Scottish Government should meet the cost of relocating the affected community facilities. The Scottish Government should also be asked to consider what additional financial support could be given to the new build and regeneration proposals for Middlefield; and</p> <p>(iii) to instruct officers to consult with the residents of Middlefield on new housing and regeneration matters and that the results of the consultation be reported back to this Committee in September 2014.</p>			
5.	Council Budget Meeting 6/2/14	<p><u>General Fund Revenue Budget 14/15</u></p> <p>Council resolved, amongst other things to instruct all Directors to report back regarding strategic procurement and how a reduction of approximately £1.5million could be achieved in contract pricing.</p>		All Directors/Procurement	19/6/14	30/09/14
6.	Finance, Policy and Resources 20/2/14 Article 3	<p><u>Aberdeen and Grampian Chamber of Commerce Research Study and Business Rates Incentivisation Scheme</u></p> <p>The Committee resolved to instruct officers to commission a further piece of work to identify future possible funding streams.</p>	<p>As part of the ongoing work in relation to the Strategic Infrastructure Plan and City Deal bid the Council are looking to identify alternative funding and delivery models and any reporting will come through that process.</p> <p>Recommend for removal.</p>	Finance	19/6/14	

<u>No.</u>	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>	<u>Report Expected (if known)</u>
7.	Finance, Policy and Resources 20/2/14 Article 16	<p><u>Request for Approval of Expenditure for External Support Relating to the City Deal Fund</u></p> <p>The Committee resolved, amongst other things, to agree to receive a further report, once a successful bidder had been appointed on the project plan which would be followed to process the submission of a bid for City Deal funding.</p>	<p>Aberdeen City Council has commissioned PricewaterhouseCoopers (PWC) to assist us with our submission. This incorporates the work outlined in the Strategic Infrastructure Plan (SIP) to identify alternative funding sources for delivery of identified infrastructure projects.</p> <p>Meetings with Aberdeenshire Council have been had and further meetings arranged and a project team has been established comprising of officers from both Aberdeen City and Shire Councils.</p> <p>A draft project plan outlining key milestones and activities has been developed and is in the process of being finalised. The timeline for completion is July 2014 and we will report back with a full update on progress at the June 2014 Finance, Policy and Resources committee.</p> <p>An update on the City Deal Fund is on the agenda.</p>	City Development	19/6/14	19/6/14
8.	Property Sub Committee 24/9/13 article 14	<p><u>Station House Community Centre</u></p> <p>The Sub Committee agreed to authorise officers to negotiate a temporary License to Occupy in favour of the Station House Media Unit, in the meantime to run on a month to month basis, with a report being brought back before the Sub Committee as soon as</p>	<p>Negotiations are ongoing in terms of the long term future of the property. A temporary license is in place with SHMU.</p> <p>Future arrangements for the disposal, either by lease or Community Asset Transfer (CAT) are still in discussion. Work on the policy of CAT is still</p>	Head of Asset Management and Operations	4/2/14	30/09/14

<u>No.</u>	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>	<u>Report Expected (if known)</u>
		arrangements for the future of the occupation and control of the building had been agreed.	underway.			
9.	Finance, Policy and Resources 6/5/14 Article 19	<p><u>Geographical Weighting Allowance</u></p> <p>The Committee resolved:</p> <p>(i) to instruct that the Director of Corporate Governance (or appropriate representative) participates on behalf of the Council in a pan-public sector group which is to be established to consider the feasibility of introducing a weighting allowance and to report back on the outcomes to a future Finance, Policy and Resources Committee; and</p> <p>(ii) to note that a major problem that the city had in relation to the cost of living was the price of housing and to instruct officers to consider, with its public sector partners, if the delivery of more affordable housing might have greater benefit for employees and employers, in both public and private sectors, than the introduction of an Aberdeen weighting allowance.</p>		Head of Human Resources and Organisational Development	30/09/14	
10.	Finance, Policy and Resources 6/5/14 Article 22	<p><u>Festive Period</u></p> <p>The Committee resolved, amongst other things, to instruct officers to work with Aberdeen Inspired to maximise the festive experience within the city centre for residents and visitors to Aberdeen and to report back to the next meeting</p>		City Promotions Manager	19/6/14	30/09/14

<u>No.</u>	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>	<u>Report Expected (if known)</u>
		<p>of the Committee with a detailed join vision for the festive period, including any financial commitments required to enhance the city's reputation as a place to invest, live and visit.</p>				
11.	Finance, Policy and Resources 6/5/14 Article 24	<p><u>Aberdeen-Japan Strategy</u></p> <p>The Committee resolved to note the update and accept a further update to Committee on 19 June, with the findings of the final study being reported to Committee on 30 September, 2014.</p>		Economic Business Development	30/09/14	
12.	Finance, Policy and Resources 6/5/14 Article 27	<p><u>Review of Access to Leisure Scheme</u></p> <p>The Committee resolved, amongst other things, to approve the policy recommendations as set out in the report, subject to a further report on the proposed implementation of the changes being considered by the Committee.</p>		Communities, Culture and Sport	30/09/14	
13.	Council 14/5/14	<p><u>Strategic Infrastructure Plan (SIP) - Key Goal 1: A step change to the supply of housing</u></p> <p>The Council, at its meeting of 31 October 2013, instructed officers to take forward a procurement process in accordance with the Council's Standing Orders in Relation to Contracts and Procurement, in order to appoint a Joint Venture partner(s) to deliver the affordable housing element identified in the SIP and report back to Council with the outcomes of the procurement</p>		Director of Housing and Environment	4/12/14	

<u>No.</u>	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>	<u>Report Expected (if known)</u>
		<p>process, and recommending a preferred bidder(s) prior to entering a contract(s).</p> <p>The Council, at its meeting of 14 May 2014, noted the intention that all future progress on the Affordable Housing Project would be reported to the Finance, Policy and Resources Committee as part of an overall SIP update report. As part of this report, members will be updated on the outcomes of the procurement process for a Joint Venture partner, recommending a preferred bidder(s) prior to entering a contract(s). The Council therefore agreed to transfer this item to the Finance, Policy and Resources Committee Business Statement.</p>				
14.	Social Care, Wellbeing and Safety 27/5/14	<p><u>Removal of 43 Kings Gate from the Social Care and Wellbeing Account Portfolio</u></p> <p>The Committee resolved, amongst other things, to</p> <p>(i) declare 43 Kings Gate, Aberdeen surplus to the Social Care and Wellbeing Service's requirements and confirm its removal from the Social Care and Wellbeing account portfolio; and</p> <p>(ii) remit the property to the Head of Asset Management and Operations and the Corporate Asset Management Group to decide on its future use and that a report in this regard be submitted to a future meeting of the Finance, Policy and Resources Committee.</p>	<p>The Property Sub Committee considered a report on the future use of this property at its meeting on 10 June 2014. On this basis, it is recommended that the item be transferred to the Sub Committee.</p>	Asset Management and Operations	30/09/14	

This page is intentionally left blank

ABERDEEN CITY COUNCIL

COMMITTEE	Finance, Policy and Resources
DATE	19 June 2014
DIRECTOR	Angela Scott
TITLE OF REPORT	2013/14 Financial Monitoring - Corporate Governance
REPORT NUMBER:	CG/14/072
CHECKLIST RECEIVED	Yes

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 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 actual expenditure to period 12, March 2014.

Revenue Financial Position and Risks Assessment

5.2 The Service report is attached at Appendix A which shows net outturn savings £1.6M (5.7%), across the current net budget of £29M. The following items are of note they have been incorporated into the net outturn:-

- Net savings of £1.2M within staff costs.
- Savings of £180k within the Corporate Training Budget.
- Housing Benefits cost the Council an additional £630K as a result of demand.
- Income is £1M over budget, with the main variances being in Legal Recharges to Trusts and Licensing, Welfare Reform Funding from the DWP in relation to Employment Support Services, Recharges to HRA, Trading, Housing and Police Scotland providing income in excess of budget.
- Supplies and Services have been overspent by £300K, with the main overspend being within Hardware Maintenance/Rental of £420K for expenditure in relation to the ATOS contract with a range of unbudgeted expenditures including improving the resilience of the communication link with ATOS and for additional servers and storage. This is offset by savings on Software Licences of £70K and Consultants of £90K, with a variety of smaller variances accounting for the difference.
- Administration costs are underspent by £240K with printing, copying, stationery, telephones and post accounting for £190k of this saving.
- Other smaller variances within Administration and 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 areas of variance to identify action to control these variances in the next financial year.

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 manage 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 12 (not attached).

Appendix A

As at end of March 2014				
Accounting Period 12	Full Year Revised Budget £'000	Actual Expenditure £'000	Variance Amount £'000	Variance Percent £'000
Head of Finance - S.95 Officer	8,124	7,823	(301)	(3.7%)
Head of Legal and Democratic Services	1,538	615	(923)	(60.0%)
Head of Human Resources and Organisational Development	4,550	3,995	(555)	(12.2%)
Head of Procurement	470	344	(126)	(26.8%)
Head of Customer Service and Performance	13,946	13,574	(372)	(2.7%)
Housing Benefits	448	1,080	632	141.1%
TOTAL	29,075	27,431	(1,644)	(5.7%)

*Assumptions

Staffing Pay – The year to date actual figure include the 1% pay award and budgets and outturns for staff costs have been amended accordingly.

Accruals – Actual Expenditure and Income has been adjusted to account for goods and services received but not paid by the end of accounting period and goods or services supplied but not yet invoiced by the end of the accounting period.

As at end of March 2014			
Accounting Period 12	Full Year Revised Budget £'000	Actual Expenditure £'000	Variance Amount £'000
STAFF COSTS	24,116	22,883	(1,233)
PROPERTY COSTS	597	594	(3)
ADMINISTRATION COSTS	2,668	2,247	(421)
TRANSPORT COSTS	492	480	(13)
SUPPLIES & SERVICES	6,320	6,619	300
COMMISSIONING SERVICES	1,647	1,672	25
TRANSFER PAYMENTS TOTAL	51,671	55,304	3,633
GROSS EXPENDITURE	87,511	89,799	2,289
LESS: INCOME			
GOVERNMENT GRANTS	(50,407)	(53,387)	(2,980)
OTHER GRANT-REIMBURSE-CONTRIB	(1,594)	(1,734)	(140)
CUSTOMER & CLIENT RECEIPTS	(1,241)	(1,648)	(407)
INTEREST	(29)	(33)	(4)
RECHARGES TO OTHER HEADS	(4,561)	(4,488)	73
OTHER INCOME	(603)	(1,078)	(475)
TOTAL INCOME	(58,435)	(62,368)	(3,933)
NET EXPENDITURE	29,075	27,431	(1,644)

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

Project Description	Revised Budget 2013/14 £'000	Final 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	0	22
Police - Capital Grant	0	0	0	0	0
ICT Data Centre	0	0	2,500	0	2,500
Technology Investment Requirements	900	212	2,700	146	2,700
Totals	922	234	5,222	146	5,222

ABERDEEN CITY COUNCIL

COMMITTEE: Finance Policy & Resources

DATE: 19 June 2014

DIRECTOR: Ewan Sutherland

TITLE OF REPORT: Financial Year End Monitoring 2013/14

REPORT NUMBER: CG/14/093

CHECKLIST RECEIVED: Yes

1. PURPOSE OF REPORT

- 1.1 This report provides an opportunity to consider the financial position for the Council for the end of the 2013/14 financial year. The values reflect the actual position for the year, as reported to management, and the report outlines a number of further adjustments that have been applied when preparing the Draft Statement of Accounts for 2013/14.
- 1.2 This report provides an overview of the year end financial position and the resources of the Council as at 31 March 2014.

2. RECOMMENDATION(S)

- 2.1 It is recommended that the Committee:
 - a) note the final outturn for the various Council accounts for financial year 2013/14;
 - b) approve the various transfers between Council accounts and earmarked sums for the General Fund, Housing Revenue Account and Common Good as at 31 March 2014 as detailed in paragraph 5.5.18 and note the unique opportunity that arose during the year end accounts process in relation to the 3R's project and approve the various accounting entries that are described in paragraph 5.5.2 that increased the General Fund balance by £19.7 million as at 31 March 2014;
 - c) approve the working balances of the General Fund, Housing Revenue Account and Common Good as detailed in paragraphs 5.5.19;
 - d) note that in accordance with the relevant strategies to maintain revenue balances the Council's objective of retaining recommended levels of uncommitted balances has been achieved;
 - e) approve the revision to the capital programme to take account of carried forward commitments from 2013/14 following a review and re-profiling of existing projects by the Corporate Asset Group, the detail of which is contained in paragraph 5.4.9; and

- f) note that the Draft Statement of Accounts for 2013/14 will be presented to the Audit and Risk Committee, along with the Annual Governance Statement and Remuneration Report at its meeting later this month.

3. FINANCIAL IMPLICATIONS

- 3.1 The financial implications of the year end financial position are detailed throughout the body of the report. The 2013/14 year end working balances on the General Fund (excluding the Housing Revenue Account) amount to £11.3 million, in line with Council policy.
- 3.2 The Council has made use of earmarked revenue reserves to mitigate risks and to provide funding for specific projects in future years.
- 3.3 Due to the opportunity that arose in connection with the 3R's project a number of accounting entries have been put through the accounts to reflect a considerably greater surplus than has previously been reported. The General Fund has been increased by a total of £19.7 million. The entries were required to support a year end position that was more heavily weighted to revenue reserves, although this reflected a reduction in capital reserves and increased borrowing.
- 3.4 At the Urgent Business Committee on 24 April 2014, Elected Members unanimously agreed to explore the potential re-financing of the 3R's project. An update on this position is contained within a separate report to this Committee. As the Council is no longer able to proceed with the re-financing, the accounting entries made will be reviewed and adjusted as necessary through the audit period to reflect the future requirements of the Council.
- 3.5 The 2013/14 year end working balances that exist on the three main accounts, the General Fund, the Housing Revenue Account and the Common Good, and the extent of commitments set against the fund balances held can be seen at section 5.5 below.

4. OTHER IMPLICATIONS

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

5. REPORT

- 5.1.1 During the financial year 2013/14 the Committee has received regular reports on the financial performance of the General Fund – Revenue, Capital and Trading Services - ensuring that Elected Members are aware of the financial performance of the Council. There have also been reports presenting the

Common Good position to the Committee, whilst the Housing Revenue Account has been monitored by the Housing and Environment Committee.

- 5.1.2 This report has been prepared on the basis of a final actual position, as reported to management, with this being built into the annual Draft Statement of Accounts.
- 5.1.3 There is a statutory requirement that an abstract of the accounts for each financial year be submitted to the Controller of Audit no later than 30 June in the next financial year.
- 5.1.4 This means that the Draft Statement of Accounts for 2013/14, which is prepared in accordance with Accounting Codes of Practice, requires to be submitted by 30 June 2014 to Audit Scotland. Scrutiny of the accounts will be carried out by the Audit and Risk Committee at its next meeting, 26 June 2014.
- 5.1.5 For ease of reference the report is broken down into the following sections:
 - 5.2 General Fund (Revenue)
 - 5.3 Trading Operations
 - 5.4 Capital
 - 5.5 Reserves and Balances as at 31 March 2014

5.2 General Fund (Revenue)

- 5.2.1 At its meeting of 6 May 2014 the Committee reviewed the financial performance of the Council in relation to its General Fund Revenue Budget for financial year 2013/14, which was based on expenditure to the end of February 2013 (Period 11) and an update on the 'near actual' position was issued.
- 5.2.2 During the intervening period the Corporate Management Team has received reports on the financial performance and is aware of the year end position that is now being reported.
- 5.2.3 Service Committee reports on their financial position have been considered throughout the year too.
- 5.2.4 Information within this report provides a high level expenditure position for the consideration of Elected Members and presents actual financial figures to the end of March 2014 taking account of the various year end entries, accruals and other transactions that are necessary to ensure compliance with the Accounting Code of Practice.
- 5.2.5 Appendix A includes a summary of the 'Actual' Council position for 2013/14 against Budget, prior to the final entries that were required to prepare the Balance Sheet for what had hoped to be a long term investment in the 3R's

schools that would have delivered significant future savings. This is followed by confirmation of the total movement on the General Fund balance.

- 5.2.6 In overall terms the statement at Appendix A shows the Council is reporting a positive outturn position, being a favourable £8.6 million variance from budget. This represents a surplus against the balanced revised budget for the year.
- 5.2.7 The Corporate Budgets include the savings associated with the repayment and servicing of borrowing to pay for capital projects, which has arisen from both the lower value of expenditure on capital projects and, through active treasury management, the reduction in the loans pool interest rate that applies to the cost of borrowing. This enabled an additional repayment of debt to be carried out.
- 5.2.8 Costs that were taken account of and recorded against the Corporate Budgets included the review of bad debt provisions that resulted in an increase in the provision of £750,000. As previously reported there was also a review of the Insurance Fund that required a contribution of £2 million to maintain its position to meet future liabilities. The trading operations surpluses were on budget and are discussed in section 5.3 below.
- 5.2.9 Unused in year contingencies were released at the year end and had a positive impact on the overall position against budget. It was approved earlier in the year that uncommitted surpluses would be earmarked for the capital investment strategy, including the strategic infrastructure plan.
- 5.2.10 Earmarked sums are a crucial part of how the Council manages its resources and within the overall position reported there is use of and creation of earmarked sums that ensures the decisions made by the Council previously are captured and held for use in future financial years. The outcome of the movement of earmarked reserves is shown in section 5.5 below.
- 5.2.11 During 2013/14 significant savings were achieved in Service budgets, with all Services delivering savings against budget. This has had the benefit of enabling the Council to support future capital investment and asset management planning, through the sums being earmarked for future use.
- 5.2.12 Overall £10.9 million of the Service budget savings have allowed contributions to be made to the Insurance Fund and to support the future projects such as roads, the Music Hall and environmental work through the Greenspace and In Bloom agenda. The remaining savings allow the Council to prepare for the capital investment programme costs that will arise in the future.
- 5.2.13 Areas of Service expenditure that had significant variance from budget included savings from the continued emphasis on staff management, with the consequential saving in staff costs being achieved. In critical areas of service delivery these cost reductions are offset by the managed use of agency or relief staff and where income generation is linked to staffing resources there was a resultant reduction in the income received / generated by the Council

- 5.2.14 Corporate Governance's performance against budget, excluding staff savings, featured the cost associated with having higher demand than had been budgeted for housing benefits, which is not recovered at 100% of payments paid out. In addition costs of ICT contracts were higher than budget due to the variations and work undertaken to improve the communication links between the Council and the hosting organisation ATOS. Income exceeded budgets as year end calculations were undertaken and showed that charges to other accounts produced positive results for the Service. There was also additional funding from DWP for welfare reform work. More detail on Corporate Governance is provided in another report on the agenda.
- 5.2.15 Enterprise, Planning and Infrastructure's (EP&I) performance against budget, excluding staff savings, included benefit derived from property maintenance and rates costs being lower than budget. Furthermore there was significantly more income received for planning and building warrant fees due to the high level of applications being submitted during the year which reflects the continued economic buoyancy being experienced in the North East. Conversely the costs of fleet management were increased due to the relative age of the vehicle fleet, which has not yet been reduced to its optimum level.
- 5.2.16 Housing and Environment's (H&E) performance against budget, excluding staff savings, included most significantly the lower cost of homelessness due to reduced use of bed & breakfast accommodation, taking advantage of the accommodation secured through the private sector leasing scheme, as well as reductions in the cost of administration and management. Private Sector Housing benefited from reduced administration costs. On the environmental side there were reduced costs in waste disposal based on the tonnages and landfill fees paid and the extension of the food waste programme.
- 5.2.17 Education Culture and Sport's (EC&S) performance against budget, excluding staff savings, included commissioning costs for culture and sports where year end benefit was derived from a provision, previously created, which was released from the Balance Sheet. This was in connection with swimming pool management fees. The costs of energy for the schools were very high although the year end position has improved due to the mild weather from earlier forecasts. Exam fee budgets benefited from changes in invoicing arrangements while income from recharges to Aberdeenshire Council for children with additional support needs from Aberdeenshire also had a positive impact on the position.
- 5.2.18 Social Care and Wellbeing's (SC&W) performance against budget, excluding staff savings, was significantly impacted by the availability of care for adult client groups where commissioning costs were below budget, but adversely affected by the high costs associated with placing children in residential care settings outside the city. Strong income recoveries from clients and from grants has benefited the Service overall.

5.2.19 The General Revenue Grants and Non Domestic Rate distribution includes year end redeterminations as announced by the Scottish Government during the year and reflects additional income to the Council that funds Service expenditure. Notably in 2013/14 there was a year end adjustment by the Scottish Government to reduce the grant receivable by the amount that had been returned to the Council by Grampian Joint Police Board at the end of 2012/13. This shows as a reduction in funding in Appendix A but overall this is taken account of in movement in the earmarked sums that is all recorded under the Corporate Budgets heading and provides a neutral position overall.

5.2.20 The Council Tax income is increased due to the additional sums collected for the purposes of supporting the affordable housing programme – this being collected by a reduction in the discount awarded to people with more than one home. The Council has also benefited from additional income because of the increased number of properties overall.

5.3 Trading Operations

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

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

5.3.3 The trading operations in place for 2013/14 were:

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

5.3.4 In 2013/14 the total contribution made to the General Fund by the trading operations was £13.5 million.

5.3.5 While Car Parking and the Letting of Commercial properties have an external customer base, Building Services is operated to support an internal need for work to be carried out and while there are some external customers, on the whole, the Council will have initially paid for the service to be provided. Year on year when higher than expected contributions are being made to the General Fund it has been customary to return the additional sum in the form of a rebate.

5.3.6 The value of rebates returned to the General Fund in 2013/14 was £nil (with £0.35 million being returned to the Housing Revenue Account).

5.3.7 Building Maintenance ultimately delivered on budget and secured a surplus for the General Fund of £3.3 million, with material costs higher than budget due to turnover having increased too.

- 5.3.8 Property Letting performance was ahead of budget, with an overall surplus of £5.0 million being achieved. This reflected small savings across the range of operational budget headings and a modest increase in turnover against budget, having taken into account rent and void levels.
- 5.3.9 Car Parking performance was behind budget with a surplus of £5.2 million still being achieved. Costs were greater than budget in a number of areas, including provisions for bad debts, printing, administration costs generally and ICT costs of hardware, while income from the various fees and permits was on budget.

5.4 Capital

- 5.4.1 Capital expenditure is undertaken by the Council having regard to the Prudential Code for Finance in Local Authorities and considerations, in all years, of affordability and sustainability.
- 5.4.2 A summary of the total capital expenditure and funding for both General Services and Housing is shown at Appendix B.
- 5.4.3 Total capital expenditure in 2013/14 was £80.9 million, of which £37.4 million was spent on the Housing (HRA) programme and £43.5 million on the General Fund programme
- 5.4.4 Examples of some of the main projects undertaken in 2013/14 included work on Aberdeen Western Peripheral Route, Property Condition and Sustainability Programme, 3rd Don Crossing, Renewal and Replacement of Roads Infrastructure, Hydrogen Buses, the School Estate, and the Household Waste Recycling Centre at Grove Nursery.
- 5.4.5 Specific housing related projects included the modernisation programme, heating system replacement and rewiring, plus energy efficiency and structural work on multi-storey blocks and window replacement.
- 5.4.6 The majority of costs were funded from a combination of finance through net borrowing (£26.9 million), the proceeds from the sale of assets (£8.1 million), and income from grants and contributions (£22.8 million), with the remainder being contributions from the revenue accounts (housing - £22.6 million; general fund - £0.5 million).
- 5.4.7 Overall there was a significant underspend against the capital programme budget and it is important that funding is secured to enable the completion of projects that were not completed in 2013/14.
- 5.4.8 Following finalisation and review of the General Fund programme in the latter stages of the year end process and further scrutiny by the Corporate Asset Group, it is requested that the Council approve the carry forward and re-profiling of the capital programme as shown below.

5.4.9 The projects comprise the following:

Project I.D.	Project Description	CAG Approved c/f from 13/14
		£'000
805	Technology Investment Requirements	362
759	School Estate Strategy (Riverbank)	40
773	New Brimmond School	(796)
776	New ASN School (previously Raeden Centre project)	(6)
799A	Art Gallery Redevelopment - Museums Collection Centre	176
799B	Art Gallery Redevelopment - Main Contract (HLF)	11
808	New Academy to the South	(21)
294	Corp Property Condition & Suitability Programme	(581)
587	Access From the North / 3rd Don Crossing	316
627	Western Peripheral Route	5,191
663	Corporate Office Accommodation	(19)
784	Fleet Replacement	591
789	Planned Renewal & Replacement of Road Infrastructure	310
791	Land Acquisition - Contingency	550
794	Hydrogen Buses	3,093
795	City Broadband	56
800	St Nicholas House Demolition	895
806A	CATI: South College Street	(8)
806B	CATI: Berryden Corridor	147
806C	CATI: Pedestrianise Union St	(161)
807	A96 Park & Choose / Dyce Drive Link Road	303
497	Ness Landfill Restoration	(46)
797	Victoria House	554
810A	Waste: Ness Landfill Leachate & Gas Control Measures	(2)
810C	Waste: Energy from Waste (EfW) Procurement & Land Acquisition	(21)
810G	Waste: Co-mingled MRF	(1)
691	Integrated Drugs Service	650
813	Social Care Facilities: Quarry Centre Refurbishment	7
		11,590

5.4.10 The values shown are both carry forward amounts (shown as positive values) that reflects lower expenditure in 2013/14 than had been expected, while projects that were brought forward into 2013/14 and incurred extra expenditure have been re-profiled to reflect reduced expenditure in future years and these are shown as negative values i.e. in brackets. This means that the overall project budgets remain unchanged.

5.5 Reserves and Balances as at 31 March 2014

5.5.1 Demonstrating strong fiscal management by the Corporate Management Team throughout the year there is a positive year-end financial position, which reflects a mixture of cost pressures and favourable circumstances experienced by the Services of the Council.

5.5.2 Appendix A shows that there was an accounting adjustment made at the year-end, which was outside the normal budget position. The situation that arose in

late April in relation to an investment opportunity in the 3R's schools project is described in more detail in another report on the agenda but in order to be prepared to take full advantage of this, accounting transactions were processed to create increased revenue reserves. This meant using the Capital Fund to fund the repayment of debt – rather than the general fund revenue budget. In addition the general fund revenue budget had included a number of contributions to capital to facilitate capital investment, these contributions were reversed, creating additional surplus. The overall impact on the General Fund balance as at 31 March 2014 was to increase it by a further £19.7 million.

5.5.3 It is recognised that it had not been the intention during the year to do this but the Head of Finance deemed it necessary so that the Council was prepared should the opportunity for investment arise, as the timeline for this to happen was short. The impact of doing this was a reduction in the Capital Fund and an increase in borrowing, as reflected in the funding position shown in Appendix B. As previously stated these entries will be reviewed as part of the audit process to ensure the Council remains in the most financially advantageous position.

5.5.4 As part of the year end procedures, provisions for bad debt, equal pay and waste disposal, amongst others, have been reviewed to ensure they are adequate and relevant adjustments have been incorporated into the reported position. Similarly a review of guarantees provided by the Council is undertaken and where appropriate backed by cash reserves to ensure the Council maintains a robust and sustainable financial position and strong balance sheet.

5.5.5 The uncommitted General Fund balance has been maintained at £11.3 million and this remains in line with the Council's risk based policy on retention of working balances. In accordance with the regular review of council policies the appropriateness of the value of uncommitted balances will again be considered during 2014/15. The retention of £11.3 million as uncommitted reserves represents 2.6% of the 2014/15 net revenue budget

5.5.6 All of the figures are subject to the external audit process.

5.5.7 In summary, the actual performance against budget of the Council was:

	2013/14 Budget £'000	2013/14 Actual (Surplus) / Deficit £'000	(Favourable) / Adverse Movement £'000
General Fund	0	(8,560)	(8,560)
Housing Revenue Account	0	(587)	(587)
Common Good	474	229	(245)

5.5.8 The actual movement on the reserves for the year is influenced by use of reserves and balances in year and transfers between accounts.

5.5.9 For the Common Good, transactions relating to proper accounting practice are applied to reflect the actual change in value from year to year. This represents the sale of fixed assets and the revaluation of the investment properties that comprise the Common Good.

5.5.10 In relation to the General Fund a budget surplus was achieved of £8.6 million following the review of all year end transactions and the requirement for the Council to retain provisions and set aside funds to support projects already subject to decisions.

5.5.11 Subject to the decisions of this Committee during the year to commit part of the budget surplus for specific projects, e.g. Music Hall, In-bloom and roads infrastructure, the balance of the surplus generated has been approved to be set against the costs of the capital investment strategy and strategic infrastructure plan.

5.5.12 The actual movement on the various Council accounts is as follows:

	2013/14 Actual (Surplus) / Deficit £'000	2013/14 Changes in Earmarked Reserves £'000	2013/14 Accounting Transactions £'000	Actual (Favourable) / Adverse Movement on Account £'000
General Fund	(8,560)	1,256	(19,687)	(26,991)
Housing Revenue Account	(587)	(264)	(134)	(985)
Common Good	229	11	(21,417)	(21,177)

5.5.13 The balance on the various accounts (prior to earmarking sums) at 31 March 2014 can therefore be summarised as:

	1/4/13 Balance £'000	Movement in Year £'000	Transfers £'000	31/3/14 Balance £'000
General Fund	(49,228)	(26,991)	-	(76,219)
Housing Revenue Account	(8,410)	(985)	-	(9,395)
Common Good *	(78,165)	(21,177)	-	(99,342)

* The Common Good figures shown represent the value of investment properties held plus cash balances. The value of cash balances at 31 March 2014 is £10.680 million.

5.5.14 The Council can operate a Capital Fund, under the Local Government (Scotland) Act 1975, and make specific withdrawals – to pay for capital expenditure or the repayment of loan debt principal. It may also receive contributions from the sale of property and any other sums as directed by the Council.

5.5.15 The balance on the Capital Fund as at 31 March 2014 is £41.648 million.

5.5.16 The earmarking of the account balances is important to ensure that the funds associated with specific projects and for specific purposes are recognised and set aside for that use. Each year the Council has set aside funds in this way.

5.5.17 The General Fund, Housing Revenue Account and Common Good all have balances that require to be earmarked and these fall into specific categories – financial risks; specific contingent risks; unspent grant income; specific projects; and for the Devolved Education Management scheme. Notably the value earmarked for Investment Strategy reflects the year-end adjustments processed.

5.5.18 A summary of the recommended earmarked sums as at 31 March 2013, included in the draft Statement of Accounts is shown in the table below (note, commitments on the Common Good are set against its cash balances):

	General Fund £'000	Housing Revenue Account £'000	Common Good £'000
Balance as at 31/3/14	(76,219)	(9,395)	(10,680)
Earmarked Sums			
Financial Risks:			
Financial Risk Fund	5,541		
Welfare Reform	2,000		
Contingent Risks:			
De-risk contingent liabilities	5,762		
Central Heating Leases		586	
Unspent Grant Income:			
Various grants received not yet spent	2,052		
Specific Projects:			
Energy Efficiency Fund	1,110		
Queens Links Reinstatement Fund	102		
Fairer Aberdeen	36		
Shopmobility	91		
City Development Company	1,345		
'The Green' Townscape Project	50		
Roads Maintenance	562		
Business Plan Service Options	2,936		
TIF Business Case	300		
Social Care OT Store	20		
Waste Strategy	75		
Mobile Working	153		
Zero Waste	350		
Windfarm Start Up	100		
City Of Culture	592		
ICT Projects	1,897		
Property Improvements	285		
Local Autism Action Plan	35		
Star Awards	26		
Investment Strategy	28,247		
Scottish Welfare Fund	143		

	General Fund £'000	Housing Revenue Account £'000	Common Good £'000
Property Transfers	370		
Music Hall Redevelopment	1,000		
Environmental Improvements	400		
Replace Handheld Devices	148		
Reclaim Social Work	371		
Strategic Infrastructure Plan	301		
Bus-lane Enforcement	896		
Affordable Housing; Council Tax Discount	4,245		
Affordable Housing		245	
Purchase of Land		305	
Repairs & Maintenance		1,543	
Greenfern & Newhills Developments			300
Devolved Education Management			
Schools	1,816		
Community Education Centres	1,572		
Total Earmarked balance	64,929	2,679	300
Total Uncommitted balance	(11,290)	(6,716)	(10,380)
Recommended uncommitted balance	(11,290)	(6,179)	(5,800)

5.5.19 Recommended uncommitted balances are presently defined as:

- General Fund - the approved level is £11.290 million;
- Housing Revenue Account – 5% of gross expenditure (moving to 10% over three years) and as at 31/3/14 recommended as £6.179 million, representing 7.5% of 2014/15 Expenditure Budget;
- Common Good – cash balances should be maintained as two years of gross expenditure.

5.5.20 It is recommended that the earmarked balance, as detailed at 5.5.18, is approved and set aside as at 31 March 2014.

5.5.21 The content of this report has been captured as part of the year end process for the financial year 2013/14 and will be incorporated into the Draft Statement of Accounts. The Financial Statements, including the Annual Governance Statement and Remuneration Report will be presented for scrutiny to the Audit and Risk Committee on 26 June 2014.

5.5.22 Following this they will be submitted to Audit Scotland, for the external audit work to begin.

6. IMPACT

- 6.1 It is the aim of the Council to maintain working balances to a level that provides sufficient scope to deal with unexpected or unforeseen events in order that this does not have a detrimental and immediate impact on service delivery.

7. MANAGEMENT OF RISK

- 7.1 The robust process of closing the accounts at the financial year-end means that all reasonable steps have been taken to ensure that they are reflective of the financial circumstances of the Council during 2013/14 and as at 31 March 2014. A risk remains that the external audit process reveals potential errors or adjustments and these will be discussed throughout by officers before the auditor's report and opinion is presented to the Audit and Risk Committee in September.

8. REPORT AUTHOR DETAILS

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

9. BACKGROUND PAPERS

Financial Monitoring Reports for Financial Year 2013/14;
Redetermination letters received from the Scottish Government;
Previous reports to Finance and Resources Committee on General Fund;
3R's Project Report – Urgent Business Committee 24 April 2014 (and subsequent correspondence)

APPENDIX A

ABERDEEN CITY COUNCIL FINANCIAL YEAR 2013/14 - YEAR END STATEMENT

As at 31 March 2014	Annual Budget 2013/14	Actual 2013/14	Variance from Budget		Forecast Variance at P12 Near Actual	Variance from Last Month	
	£'000	£'000	£'000	%	£'000	£'000	%
Services:							
Office of Chief Executive	871	735	(136)	(15.6)%	735	0	0.0%
Corporate Governance	29,074	26,941	(2,133)	(7.3)%	27,431	(490)	(1.8)%
Enterprise Planning and Infrastructure	40,336	37,183	(3,153)	(7.8)%	38,082	(899)	(2.4)%
Housing and Environment	36,633	33,720	(2,913)	(8.0)%	34,168	(448)	(1.3)%
Education Culture and Sport	162,534	161,507	(1,027)	(0.6)%	161,148	359	0.2%
Social Care and Wellbeing	121,769	120,253	(1,516)	(1.2)%	120,627	(374)	(0.3)%
Total Service Budgets	391,217	380,339	(10,878)	(2.8)%	382,191	(1,852)	(0.5)%
Total Corporate Budgets	30,005	32,512	2,507	8.4%	33,969	(1,457)	(4.3)%
Total Net Expenditure	421,222	412,851	(8,371)	(2.0)%	416,160	(3,309)	(0.8)%
Funding:							
General Revenue Grant & NDRI	(321,429)	(318,662)	2,767	0.9%	(321,429)	2,767	0.0%
Council Tax and Community Charge Arrears	(99,793)	(102,749)	(2,956)	(3.0)%	(101,205)	(1,544)	(1.5)%
Total Funding	(421,222)	(421,411)	(189)	(0.0)%	(422,634)	1,223	0.3%
General Fund Budget surplus for the year	0	(8,560)	(8,560)		(6,474)	(2,086)	32.2%
Net movements in earmarked sums	0	1,256	1,256		0	1,256	
Accounting entries-support potential investment opportunity	0	(19,687)	(19,687)		0	(19,687)	
General Fund Movement for the year	0	(26,991)	(26,991)		(6,474)	(20,517)	

APPENDIX B

As at 31 March 2014	Revised Budget	Service Determined Minimum Required	Actual Expenditure	Variance Amount
	£'000	£'000	£'000	£'000
Capital Expenditure:				
General Fund Services	100,915	46,034	43,524	(2,510)
Housing	46,930	36,033	37,331	1,298
Total Capital Expenditure	147,845	82,067	80,854	(1,213)
Funding:				
Borrowing	(17,917)	(5,999)	(26,927)	(20,928)
General Capital Grant	(14,102)	(14,102)	(12,685)	1,417
Specific & Other Capital Grants	(7,932)	(9,898)	(10,078)	(180)
Capital Receipts / Capital Fund	(80,381)	(30,484)	(8,127)	22,357
Revenue Contributions	(22,116)	(21,584)	(23,037)	(1,453)
Total Funding	(142,448)	(82,067)	(80,854)	1,213
Slippage Required/ (Underspend)	5,397	0	0	0

This page is intentionally left blank

ABERDEEN CITY COUNCIL

COMMITTEE	Finance, Policy and Resources
DATE	19 th June 2014
CHIEF EXECUTIVE	Angela Scott
TITLE OF REPORT	2013/14 Common Good Fund – Year End
REPORT NUMBER:	CG/14/073
CHECKLIST RECEIVED	Yes

1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to:
- Inform the Committee of the income and expenditure position of the Common Good Fund for the year to 31 March 2014.
 - Provide an unaudited position of the cash balances as at 31 March 2014.

2. RECOMMENDATION(S)

- 2.1 It is recommended that the Committee:
- Notes the income and expenditure position as at 31 March 2014; and
 - Notes the unaudited cash balances as at 31 March 2014 of £7.6M 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 actual figures for the year to 31 March 2014 show a deficit position of £230K which is a favourable variance from budget of £245K. A table summarising income and expenditure is given in Appendix A to this report.

5.2 The main variances from budget are:-

	£'000s
Hogmanay Party - smaller scale project carried out resulting in savings	(110) Recurring Expenditure
Duthie Park Project - Capital costs lower than expected as interest rate was lower than that budgeted for.	(70) Recurring Expenditure
Civic Support Team - savings in staff and accomodation charges	(60) Recurring Expenditure
Twinning - staff vacancies and underspend on grants resulted in savings	(55) Recurring Expenditure
Property costs inc valuations fee - valuation costs lower than expected	(40) Recurring Expenditure
Receptions - close monitoring of numbers and criteria mean this budget is underspent	(40) Recurring Expenditure
Central Support Costs - reduction in CSS charges	(40) Recurring Expenditure
Rental Income - back dated rental increases have resulted in increased income	(90) Recurring income
Interest on invested funds - lower than expected interest rates have resulted in adcrease in income.	20 Recurring income
Steading at Kepplestone & Kirkhills Farm - budget not spent as steading not being rebuilt in 13/14. Budget to be carried forward to 14/15	(125) Non Recurring Expenditure
Union Terrace Gardens - budget not required	(100) Non Recurring Expenditure
Fernhill Farm Replacement Building - building not replaced this financial year. Budget carried forward to 14/15	(40) Non Recurring Expenditure
Sports Grants - underspend on grants given to youth groups.	(30) Non Recurring Expenditure
Business Investment Fund - underspend on budget	(25) Non Recurring Expenditure
Energies City Challenge Cup - not part of original budget, agreed at UBC 11/7/13	25 Non Recurring Expenditure
Youth Cup Final Tickets & parade - not part of original budget. Agreed at UBC 14/2/14	35 Non Recurring Expenditure
Tenants compensation - not part of original budget agreed at F&R 21/02/13	500 Non Recurring Expenditure
	<u><u>(245)</u></u>

Cash Balances


- 5.3 The cash balance as at 31 March 2014 is £7.6M. 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 and the cash balances include an amount of £10K relating to this.
- 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 Fund, 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 Fund 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 Fund to support the wide range of ventures that it does, it is essential that it is managed effectively, its value maintained and investment returns improved to ensure its sustainability for the future.

7. REPORT AUTHOR DETAILS

Catriona Gilmour - Accountant

 (34)6377

Email cgilmour@aberdeencity.gov.uk

8. BACKGROUND PAPERS

None.

Appendix A

COMMON GOOD FUND

Figures in Brackets represent income or a favourable variance

As at end of March 2014				
Accounting Period 12	Full Year Revised Budget £'000	Actual Expenditure £'000	Variance Amount £'000	Variance Percent %
Recurring Expenditure	2,878	2,432	(446)	(15.5%)
Recurring Income	(2,846)	(2,914)	(68)	0.0
Budget after Recurring Items	32	(482)	(514)	(1,606.3%)
Non Recurring Expenditure	442	711	269	0.6
TOTAL	474	229	(245)	(51.7%)

Cash Balances as at 1 April 2013 (7,853) (7,853)

Estimated Cash Balances as at 31 March 2014 (Unaudited) (7,379) (7,624)

Minimum cash balance requirement per budget report (Council 14th February 2013) (5,800) (5,800)

ABERDEEN CITY COUNCIL

COMMITTEE	Finance, Policy and Resources
DATE	19 June 2014
DIRECTOR	Angela Scott
TITLE OF REPORT	Small Financial Assistance Grants 2014/15
REPORT NUMBER	CG/14/092
CHECKLIST RECEIVED	Yes

1. PURPOSE OF REPORT

The purpose of this report is to present applications for financial assistance which have recently been received allowing Elected Members to make a decision on providing funding from the financial assistance budget.

2. RECOMMENDATION(S)

It is recommended that the Committee:-

- i) consider the application received and agree to award grant funding based on the following recommendations:-
 - AberdeenMuslims.org – a maximum of £2,500

3. FINANCIAL IMPLICATIONS

The awarding and approval of grants and financial assistance is a significant element of council business and as such millions of pounds are paid to external organisations each year. Appropriate and suitable means of approval following the principles of 'Following the Public Pound' require to be maintained in order to ensure Best Value.

There is a sum of £45,000 included in the 2014/15 Council's Revenue Budget for small financial assistance grants.

If the above recommendations were approved the amount committed would be £2,500, leaving £42,500 remaining.

There are no implications for approved PBB options arising from this report.

4. OTHER IMPLICATIONS

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

5. BACKGROUND/MAIN ISSUES

- 5.1 At the meeting of 6 May 2014 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)	Applications must be for a clear and specific purpose and include relevant background and financial information.
b)	Applications must <u>not</u> be for a purpose already being funded from another Council budget.
c)	Applications which fall within the assessment criteria of another established Council funding budget will be referred to that process.
d)	Applications must <u>not</u> be for a purpose which secured funding from this budget in the previous 12 months.
e)	Applications will only be considered whilst budget remains available.
f)	The award of funding will be limited to a maximum of £2,500.

Small Financial Assistance Grants – Conditions of Award	
a)	Following the committee, the applicant will be informed in writing of the committee decision including the amount awarded, the means of payment and the purpose for which the award was made.
b)	In exceptional circumstances where an award of funding in excess of £2,500 is approved, it will be on the basis that the arrangements in relation to the Local Code of Guidance on Funding External Organisations and Following the Public Pound will require to be put in place.

5.3 Applications:-

5.3.1 AberdeenMuslims.org – Further information at Appendix A

An application has been received from AberdeenMuslims.org (a community volunteer group) seeking assistance from the Common Good Fund of £2,500 towards infrastructure costs for the Eid in the Garden event at Union Terrace Gardens in August 2014.

It is considered appropriate for this request to be considered under the small financial assistance grants assessment criteria rather than Common Good.

It is recommended that a maximum of £2,500 of funding be awarded.

6. IMPACT

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

This report is likely to be interest to the public as it demonstrates the use of public funds.

7. MANAGEMENT OF RISK

There is a risk that funding provided will not be used for the purpose for which it was awarded.

8. BACKGROUND PAPERS

None

9. REPORT AUTHOR DETAILS

Sandra Buthlay
Senior Accountant
sbuthlay@aberdeencity.gov.uk
(52) 2565

APPENDIX A



Sumon Hoque
AberdeenMuslims.org
39 Kings Crescent
Aberdeen
AB24 3HP

Tel: 01224 515 786
Email: aberdeenmuslims@gmail.com

28/05/2014

The City Chamberlain
Corporate Governance
Aberdeen City Council
Town House
Broad St
Aberdeen
AB10 1AQ

Dear City Chamberlain,

Re: Funding Assistance for Eid in the Garden for August 2014

AberdeenMuslims.org (a community volunteer group) organised Eid in the Garden in August 2013 at Union Terrace Gardens.

The aim of Eid in the Garden is to promote cultural integration and diversity, with a particular focus on promoting the Muslim community as an integral part of the Aberdeen community.

The event was a success last year, attracting over 700 people from over 30 nationalities and was well received by the Aberdeen community and also from members of Aberdeen City Council, including The Lord Provost and The Council Leader. Please see link to find out more about the event; which includes videos, news articles and photos.

<http://www.aberdeenmuslims.org/eld.php>

We are planning to organise the event again in August 2014 at Union Terrace Gardens, however we have been unable to acquire the same level of sponsorship as last year.

We would therefore seek assistance from the Common Good Fund to cover the deficit required from lack of sponsorship, which is £2500 that will be used for infrastructure costs.

The remaining cost estimated to be £3500 for publicity, printing and entertainment (including travel & accommodation), would be met by our organisation.

We would hope you will consider our application; considering the international demographics of Aberdeen and what Eid in the Garden has to offer, it would be a step backward not just for the Muslim community in Aberdeen but for Aberdeen in general if this event was not to take place.

Should further information be required, I shall be more than happy to comply.

Yours sincerely

Sumon Hoque
Secretary

ABERDEEN CITY COUNCIL

COMMITTEE	Finance, Policy and Resources
DATE	19 June 2014
DIRECTOR	Angela Scott
TITLE OF REPORT	Amendments to Managing Redundancy Policy
REPORT NUMBER:	CG/14/074
CHECKLIST RECEIVED:	Yes

1. PURPOSE OF REPORT

This report seeks approval for changes to the Managing Redundancy Policy, previously approved at Committee on 17th June 2010. Amendments to the existing policy are considered necessary in order to reflect legislative changes, both statute and case law.

2. RECOMMENDATION(S)

The Committee is requested to:

- a) approve the changes to the Managing Redundancy Policy as detailed in appendix A.

3. FINANCIAL IMPLICATIONS

There are no cost implications associated with the proposed policy changes. Potential moderate savings could result due to the reduced period of redundancy consultation required following the legislative change, in terms of management time and salary costs.

4. OTHER IMPLICATIONS

The revisions to the policy will help ensure that the Council is compliant with both statute and case law.

5. BACKGROUND/MAIN ISSUES

The need for the policy review arose primarily as a result of legislative changes that were enacted in 2013. This also provides the Council, as

the employer, with the opportunity to incorporate other minor changes to the policy.

The specific changes to the Managing Redundancy policy are in respect of changes to the consultation period, in respect of fixed term employees, the preventative measures to avoid a redundancy situation and the selection criteria, the detail of which is explained below:

5.1 Consultation Period

The Trade Union and Labour Relations (Consolidation) Act 1992 (Amendment) Order 2013 came into law on 6th April 2013, which reduced the consultation period, for proposals to dismiss 100 or more employees for the reason of redundancy, from at least 90 days to at least 45 days. Accordingly, section 2 of the Managing Redundancy Policy under 'timescales', has been amended to reflect this change.

5.2 Fixed Term Employees

The inclusion of fixed term employees has been explicitly detailed in section 1, under 'introduction', of the amended policy. This is to avoid less favourable treatment of fixed term workers in redundancy situations.

5.3 Preventative Measures

In accordance with ACAS guidelines the preventative measures to be taken to avoid redundancy under section 3 of the policy have been expanded to include terminating arrangements with any agency workers, self-employed contractors or freelancers with similar skills as those identified in the redundancy pool.

5.4 Selection Criteria

Section 4 of the policy has an amendment to allow for the inclusion of organisational behaviours as a possible selection criteria for redundancy.

5.5 Trade Union Consultation

The trades unions have been consulted on the proposed policy revisions and have not raised any objections.

6. IMPACT

The main impact for employees is the reduced period for redundancy consultation meaning that there will be less time to identify and discuss preventative measures to avoid redundancies. However, as this is a legislative change it is unavoidable and must be applied by the Council.

An EHRIA assessment has been undertaken and no issues have been identified in respect of the proposed changes.

7. MANAGEMENT OF RISK

This proposed amendment to the Managing Redundancy Policy reduces the risk to Council of legal challenge in a redundancy exercise, as the policy reflects statutory obligations placed on the Council as an employer. There have been no significant risks identified in relation to the revisions to the policy.

8. BACKGROUND PAPERS

None

9. REPORT AUTHOR DETAILS

Jeff Capstick, Human Resources Manager
E-mail jcapstick@aberdeencity.gov.uk
Tel: (01224) 522106



ABERDEEN
CITY COUNCIL

MANAGING REDUNDANCY POLICY

Approved by

Contents

Section 1: Policy Statement

- Introduction

Section 2: Consultation

- Formal consultation
- Timescales
- Notifying central government

Section 3: Steps to avoid or minimise compulsory redundancies

- Preventative measures
- Redeployment
- Voluntary redundancies
- "Bumped" redundancies

Section 4: Selection criteria for compulsory redundancies

Section 5: Time off work

Section 6: Compensatory payments

Section 7: Appeals

Section 8: Flowchart

SECTION 1: POLICY STATEMENT

Introduction

This policy sets out Aberdeen City Council's approach to dealing with potential redundancies.

Although the Council's policy is to avoid redundancies occurring wherever possible, the needs of the organisation may from time to time require a reduction in the overall number of staff we employ or organisational changes that result in some employees facing redundancy, and there may be occasions where compulsory redundancies are unavoidable.

Where redundancies require to be considered, the Council will ensure that

- The total number of redundancies made are kept to a minimum
- Employees are fully consulted on any proposals
- When there will be redundancies of 20 or more employees, the consultation will take place with the employees' trade union representatives.
- Selection for redundancy is based on clear criteria that will be objectively and fairly applied
- Every effort is made to redeploy employees whose employment is at risk on redundancy grounds
- Other alternatives are considered to mitigate the risk of redundancies

This policy applies to all permanent and fixed term employees of Aberdeen City Council, including teachers and chief officers.

This policy only applies to fixed term employees whose fixed term contract is ending early because of redundancy.

SECTION 2: CONSULTATION

The Council will meet its statutory redundancy consultation and notification obligations as contained in Part IV of the Trade Union and Labour Relations (Consolidation) Act 1992 (as amended). This Act requires the Council to consult with the employees' trade union representatives when there will be redundancies of 20 or more employees.

Formal Consultation

The following information will be disclosed, in writing, to the trade unions:

- reasons for the proposals
- number and descriptions of employees proposed to be dismissed as redundant
- total number of employees of that description employed in the place in which the requirements to carry out that work have ceased or diminished

- proposed selection procedure to be used
- proposals on how dismissals are to be carried out, including the timescale
- proposed method of calculating redundancy payments

Consultation will begin where management are considering redundancies of 20 or more employees, but no firm decisions have been reached, and will be undertaken with the relevant trade unions with a view to reaching agreement. This consultation will include discussions on ways to:

- avoid the dismissals
- reduce the numbers of employees to be dismissed
- mitigate the consequences of the dismissals
- the proposed pool for selection
- the proposed selection criteria

Timescales

To meet its legal obligations the Council will consult within the following timescales, however where reasonably practicable the consultation will begin at the earliest possible stage:

- at least **30 days** before the first dismissal takes effect if **20 to 99 employees** are at risk of redundancy.
- at least **45 days** before the first dismissal takes effect if **100 or more employees** are at risk of redundancy.

Consultation with trade unions **must** be completed **before** notices of redundancy dismissals are issued.

Notifying central government

The Council will notify the relevant central government department of proposed redundancies of 20 employees or more in writing on the relevant form. Such notification will be made according to the following timescales.

At least 30 days written notification will be given if 20 to 99 employees are at risk of redundancy dismissal. At least 45 days written notification will be given if 100 or more employees are at risk of redundancy dismissal. These timescales are before the first dismissal takes effect.

A copy of this notification will be supplied to the trades unions at the time of notification to central government.

SECTION 3: STEPS TO AVOID OR MINIMISE COMPULSORY REDUNDANCIES

Preventative measures

The Council will seek to mitigate the effects of any necessary staffing reduction by considering alternative courses of action other than compulsory redundancy. Such courses of action may include:

- natural wastage
- recruitment freeze
- reducing or removing overtime
- sabbaticals (paid or unpaid)
- reduction in working week
- secondments to other organisations
- deployment of staff to other parts of the organisation
- terminating arrangements with any agency workers, self-employed contractors or freelancers with similar skills as the workers identified in the redundancy pool

In the event that the above measures do not mitigate the need for redundancies, management will consider the following options:

Redeployment

The Council will make every effort to redeploy any employee who is selected for redundancy. This will be carried out in accordance with the Council's redeployment provisions.

Voluntary Redundancies

The Council may consider voluntary redundancies from **within** the pool of affected employees. This will be carried out by inviting noted interests through the approved Voluntary Severance/ Early Retirement Scheme.

It is important to note that in the interest of retaining employees with particular skills and competencies, it is emphasised that not all volunteers will be allowed to leave under the Voluntary Severance/ Early Retirement Scheme and applications will be considered at management's discretion.

"Bumped" Redundancies

The Council may consider voluntary redundancies from **outwith** the pool of affected employees if there has been, or there is expected to be, an insufficient number of volunteers from within the affected pool. In these circumstances, employees may be invited to volunteer for redundancy to make way for employees with transferable skills whose job has become redundant and who do not wish to volunteer to leave the organisation.

Where the required reductions cannot be achieved by the means stated in this section the affected employees will be selected for compulsory redundancy.

SECTION 4: SELECTION CRITERIA FOR COMPULSORY REDUNDANCIES

The Council will construct a fair and robust set of selection criteria for each pool of affected employees. This will be determined by measuring those in the pool against such criteria as the skills, knowledge, behaviours and competencies that need to be retained by the Council.

SECTION 5: TIME OFF WORK

An employee under notice of redundancy will be entitled to reasonable paid time off to look for alternative work, attend interviews, etc. Employees wishing to take advantage of this right should make the appropriate arrangements with their line manager.

SECTION 6: COMPENSATORY PAYMENTS

The compensatory payments made to employees who leave by either voluntary or compulsory redundancy are stated in whichever voluntary severance/ early retirement scheme that applies to those employees.

The amount of compensation payable will be confirmed when the employee is selected for redundancy and the sum will normally be paid along with the employee's final salary payment.

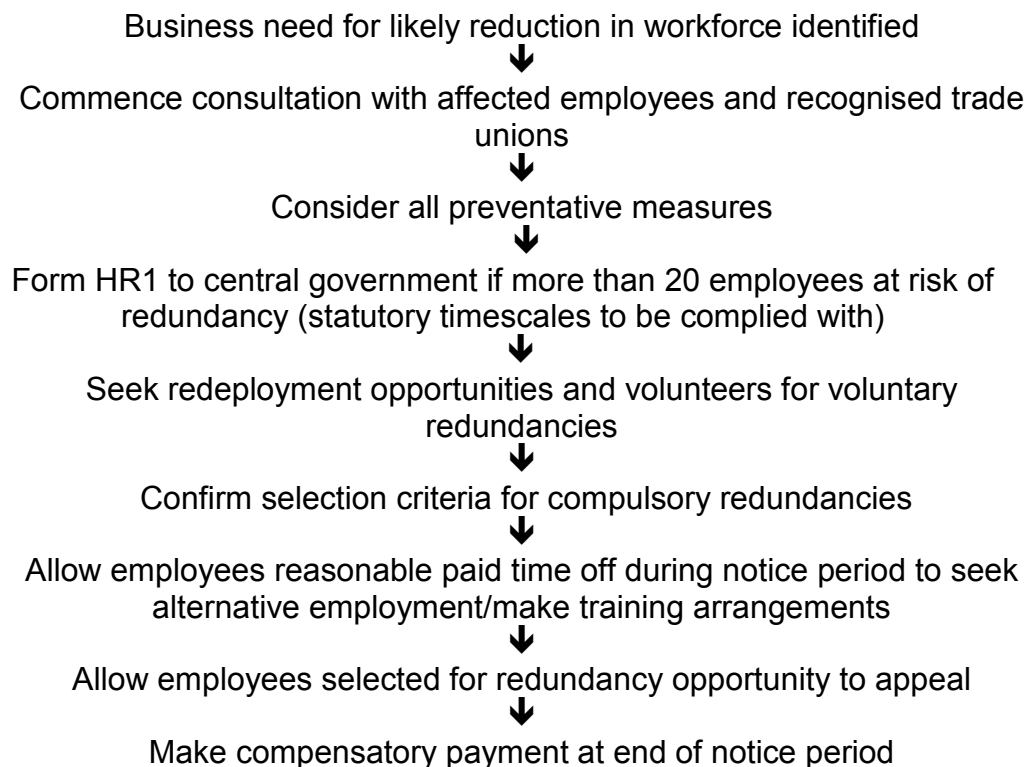
Employees who unreasonably refuse an offer of suitable alternative employment are not entitled to a statutory redundancy payment.

SECTION 7: APPEALS

Any employee who feels that they have been unfairly dismissed on redundancy grounds has the right of appeal.

The appeal should be submitted in writing to the Council's Appeals by Employees Committee (or equivalent for those employees under SNCT conditions) or the Director within 10 days of receipt of the letter terminating their employment.

SECTION 8: FLOWCHART





Equality and Human Rights Impact Assessment - the Form

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

STEP 1: Identify essential information

1. Committee Report No.

2. Name of proposal.

3. Officer(s) completing this form.

Name	Designation	Service	Directorate
Mary Bruce	Trainee HR Adviser	HR & OD	Corporate Governance

4. Date of Impact Assessment.

5. When is the proposal next due for review?

6. Committee Name.

7. Date the Committee is due to meet.

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

The Human Resources and Organisational Development Service (HR &OD) have developed the amended redundancy policy. As the proposed changes are based on legal requirements, normal rather than wider consultation arrangements have been undertaken in this instance. If approved at Committee the HR & OD Service will work with any Service proposing redundancies to apply the policy in practice.

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.**

A summary of the Equality and Human Rights Impact Assessment (EHRIA) is as follows:-

It is expected that the implementation of the proposal will have a neutral equality impact.

The reduction in the consultation period from 90 to 45 days will increase the requirement for prompt and effective communication with any employees in a redundancy pool not physically in the workplace as a result of maternity leave or absence related to disability, but this change is not expected to have any significant adverse impact on these groups.

As no significant negative equality impacts have been identified and the proposed changes are reflective of legislation there are no practical actions to take to reduce or remove impacts, with the proposal meeting the public sector equality duty for people with protected characteristics.

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 main aim of this proposal is to update the Managing Redundancy Policy to reflect legislative changes that were enacted in 2013, the most significant being the reduction in the consultation period for redundancies of 100 or more employees from 90 to 45 days.

12. Who will benefit most from the proposal?

The Council will benefit most from the proposal. The benefits may include a reduction in management time and salary costs resulting from a reduced period of consultation. In addition there may be a reduced risk of legal challenge in relation to a redundancy exercise, with the amended policy now fully reflecting current statutory obligations placed on the Council as an employer.

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.

It is expected that the implementation of the proposal will have a neutral equality impact. The needs of the public sector equality duty should therefore be met in respect of the proposal.

The reduction in the consultation period from 90 to 45 days will increase the requirement for prompt and effective communication with any employees in a redundancy pool not physically in the workplace as a result of maternity leave or absence related to disability, but this change is not expected to have any significant indirect adverse impact on these groups.

STEP 3: Gather and consider evidence

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

There is no evidence to suggest the proposed changes will have a disproportionate impact, positive or negative, on any group protected by the Equality Act. Consideration of the impact of a reduced redundancy consultation period for those employees who are not present in the workplace is based on officer knowledge and experience.

STEP 4: Assess likely impacts on people with Protected Characteristics

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

(Positive +, neutral 0, - negative)

Protected Characteristics					
Age - Younger	0	Disability	0	Gender Reassignment*	0
Older					
Marriage or Civil	0	Pregnancy and	0	Race**	0

Equality and Human Rights Impact Assessment – the Form.

Partnership		Maternity			
Religion or Belief	0	Sex (gender)***	0	Sexual orientation****	0
Others e.g. poverty	0				

Notes:

- * Gender Reassignment includes Transsexual
- ** Race includes Gypsy/Travellers
- *** Sex (gender) i.e. men, women
- **** Sexual orientation includes LGB: Lesbian, Gay and Bisexual

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

In making the assessment you must consider relevant evidence, including evidence received from individuals and equality groups. Having considered all of these elements, you must take account of the results of such assessments. This requires you to consider taking action to address any issues identified, such as removing or mitigating any negative impacts, where possible, and exploiting any potential for positive impact. If any adverse impact amounts to **unlawful discrimination**, the policy must be amended to avert this. Detail the impacts and describe those affected.

Positive impacts (describe protected characteristics affected)	Negative Impacts (describe protected characteristics affected)
---	---

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. - No**

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

How?

Legality

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

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?

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?

STEP 6: Monitor and review

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

The proposal will be monitored by the HR & OD Service to ensure continued compliance with legislation in addition to reviewing the impact of the policy and any unforeseen equality impacts emerging from feedback from employees, managers and trade unions.

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

The results of this impact assessment will continue to be considered once the proposed policy changes are implemented. If through the monitoring of any feedback received a significant negative equality impact is identified in relation to a protected characteristic group, this will be considered and, where practicable, appropriate measures taken to address this.

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
Mary Bruce	27 May 2014	

Quality check: document has been checked by

Name	Date	Signature
Jeff Capstick		

Head of Service (Sign-off)

Name	Date	Signature
Ewan Sutherland		

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

ABERDEEN CITY COUNCIL

COMMITTEE Finance, Policy and Resources

DATE 19 June 2014

DIRECTOR Angela Scott

TITLE OF REPORT Secondment Policy

REPORT NUMBER: CG/14/075

CHECKLIST RECEIVED: Yes

1. PURPOSE OF REPORT

This report proposes the introduction of a secondment procedure to replace the existing secondment policy, following a review undertaken of secondment arrangements in the Council.

2. RECOMMENDATION(S)

The Committee is requested to:

- a) Approve the introduction of the secondment procedure detailed at Appendix 1 to replace the existing secondment policy.

3. FINANCIAL IMPLICATIONS

There are no costs associated with the implementation of this procedure to replace the existing policy.

4. OTHER IMPLICATIONS

The new procedure will provide the Council with increased flexibility in the use of secondments as a development tool to augment employees' skills and knowledge and potentially improve succession planning.

5. BACKGROUND/MAIN ISSUES

The existing secondment policy has been in place for several years and was last reviewed in 2007 and has therefore been overdue a further review. Also, some feedback had been received from managers and the HR teams of certain operational difficulties with the policy, for example, the duration of a secondment being limited to 24 months and the recruitment and selection arrangements relating to a secondment opportunity.

As part of the review, benchmarking was undertaken with various organisations to identify best practices for incorporation into the Council's

arrangements. The feedback and the benchmarking details gathered were used to inform the review. It was identified that there was a need for the policy to be re-written (rather than amended) and replaced with a procedure incorporating guidance, as it was considered that significant changes were required. The change from a policy to a procedure, with guidance, will allow for more flexibility in its application.

The main features incorporated into the new procedure which differentiate it from the existing policy are as follows:-

- (a) The policy currently applies only to permanent employees of the Council, whereas the new procedure, as detailed at section 3, will apply to both permanent and fixed term employees. The reason for broadening the scope to include those on fixed term contracts was to ensure adherence with the Fixed Term Workers Regulations, that there is no less favourable treatment of fixed term employees compared to permanent employees with regard to terms and conditions of employment. It also makes clear in the new procedure that a secondment of a fixed term employee must end prior to, or on the end date of the employee's fixed term contract. This should act as a safeguard to ensure that fixed term contracts are not inadvertently extended beyond their end dates, which would cause difficulties for the Council.
- (b) The procedure under section 5 now states a maximum length of secondment as under 4 years, whereas in the existing policy the maximum duration is 24 months, although this can be extended in exceptional circumstances. By allowing a longer duration this should provide Directorates with more flexibility in applying the secondment arrangements, including considering extensions where appropriate. The reason for a cap being set at under 4 years, is that usually there will be fixed term backfill cover for the secondee and under the Fixed Term Workers Regulations a fixed term employee gains permanency rights if employed under two successive fixed term contracts lasting for 4 or more years. By restricting secondments to under 4 years this avoids the fixed term backfill cover gaining permanency rights by default.
- (c) With regard to the documentation used to set up a secondment, the existing policy contains a template agreement detailing the terms of the secondment relating to the parties to the agreement, which is signed to formalise the arrangement. It also includes a template letter for issue to the employee summarising the employee's terms and conditions of employment during the secondment, to be signed by the employee. The new procedure, however, contains only a template secondment agreement to be signed by the parties including the seconded employee (one version for internal at appendix 1 and one for external secondments at appendix 2). As the agreement template now contains all the details of the secondment captured in one document, there is

now no need for a separate letter to the employee. This will therefore reduce the administration in relation to secondments.

- (d) One completely new feature added to the new procedure under section 4 is 'job swapping' which provides another development option to apply potentially benefitting both employees and the Council. This comprises a mutually agreed arrangement where two employees on the same grade in the Council temporarily swap roles. Job swaps provide employees with the opportunity to develop new skills and knowledge and to learn about other parts of the organisation. It states that employees wishing to be considered for 'job swapping' require to discuss this with their line manager in the first instance with the agreement of both managers required for a 'job swap' to proceed, (with the level of skills and qualifications required for the roles considered before any decision is made). It also states in the new procedure that 'job swapping' can also be considered for employees rated as 'exceeding' under the Performance Review and Development Scheme.
- (e) With regard to recruitment and selection arrangements for secondments, the new procedure under section 6 is more specific on how these should be applied (which should provide more clarity for managers), as follows:-
- It indicates that the normal recruitment and selection procedure should be used, but it also makes it clear that it is possible in certain circumstances to ring fence the secondment opportunity to specific groups of employees e.g. for specialised roles.
 - It makes it clear that the person applying for the secondment must have the agreement of their Service Manager before applying and it states that this will be granted wherever possible.
 - It mentions that where it is not possible to grant a secondment the employee can still apply for the post on a fixed term basis, where there would be no right to return to their substantive post at the end of the fixed term period.
 - It indicates that where the post requires pre-employment checks such as PVG or health checks, the result of the checks should be received before the secondment can proceed.
- (f) A paragraph has been included in the new procedure at section 11 on the arrangements for ending a secondment early, indicating that it can be ended before the agreed termination date by the seconded service or the employee provided that the substantive service is consulted and at least 4 weeks' notice of the end of the secondment is given. This should make it clearer for the parties on the arrangements (in the unusual circumstance) of ending a secondment early.
- (g) Under the paragraph on 'extension to secondment' at section 9, it has been made clear that where agreement is reached amongst all the parties to extend a secondment, a revised secondment agreement requires to be compiled and signed by the parties.

- (h) In the policy it currently indicates that the employee's substantive line manager will meet with the employee before they return to their substantive post, with this being a face to face meeting. In the new procedure under section 12, more flexibility is given in that it solely states that the employee contacts their manager to discuss arrangements for returning to their substantive post, but this doesn't necessarily require a meeting to take place (it could be through a phone call). Giving this option may help to make more efficient use of time as there may only be limited matters to discuss that don't require a face to face meeting, (although a meeting can still be held if one or both parties wish this).
- (i) A flowchart has been incorporated into the secondment procedure as appendix 3 to reflect the process under the new arrangements.

The proposals in this report have been fully consulted with the trade unions and no comments were received.

6. IMPACT

The new secondment procedure provides the Council with more flexibility in the use of secondments as a development tool, which should have a potential positive impact for employees, as it could result in more use being made of secondments in future, which in turn could provide additional opportunities for employees to increase their skills and knowledge. An Equality and Human Rights Impact Assessment has been undertaken in respect of the new procedure.

7. MANAGEMENT OF RISK

There have been no significant risks identified in relation to this proposal.

8. BACKGROUND PAPERS

None.

9. REPORT AUTHOR DETAILS

Keith Tennant, Team Leader, Policy and Performance
E-mail ktennant@aberdeencity.gov.uk
Tel: (01224) 523094



ABERDEEN
CITY COUNCIL

**SECONDMENT
PROCEDURE**

Sections

1. Introduction
2. Benefits of secondment
3. Scope
4. Types of secondment
5. Timescales
6. Selection arrangements
7. Development
8. Secondment agreement
9. Extension to secondment
10. Contact
11. Ending the secondment early
12. Return to substantive post
13. Review

Appendices

- Appendix 1: Template internal secondment agreement
- Appendix 2: Template external secondment agreement
- Appendix 3: Secondment flowchart

1. Introduction

A secondment is where a Council employee is temporarily transferred to a different post in the Council or to a different organisation, or where an employee of an external organisation is temporarily transferred to a post within the Council, for a specified period of time which is agreed between all parties.

2. Benefits of secondment

The benefits of secondment include:

- Providing an employee with the opportunity to develop skills and knowledge outwith their substantive post.
- Providing an employee with the opportunity for learning and development and career development.
- Increased employee engagement.
- Improved succession planning for the organisation.

3. Scope

This procedure applies to all permanent and fixed term employees of Aberdeen City Council excluding Teachers and other employees on SNCT terms and conditions.

Note: For fixed term employees, the secondment must finish prior to or on the end date of the fixed term contract.

4. Types of secondment

Internal

This is a mutually agreed secondment where an employee temporarily moves from their substantive post to a different post of the same grade or of a different grade within the Council for a fixed period of time. When an employee is seconded to a higher graded post, they will be paid the salary for the seconded post for the duration of the secondment. Where applicable, annual incremental progression in accordance with the PR&D scheme will be applied during the secondment. When an employee is seconded to a lower graded post, no pay protection will apply and the employee will be paid at the top point of the lower grade for the duration of the secondment.

External

This is a mutually agreed secondment where an employee temporarily moves from their substantive post to work within an external organisation for a fixed period of time. The employee will continue to be an employee of Aberdeen City Council and will retain their Council terms and conditions of employment for the duration of the secondment except where stated otherwise in the secondment agreement. The Council will continue to pay the employee for the duration of the secondment and the substantive Service Manager should arrange in advance with the external organisation how the recharging arrangements will work, including liaising with the Council's Finance section as appropriate.

In relation to their substantive salary, the employee will be entitled to any pay awards or incremental progression (as per the terms of the Local Salary Progression Scheme) that occur during the secondment period. In relation to their seconded salary, the employee may be entitled to any pay awards or incremental progression that occur during the secondment period (as per the terms of the secondment agreement).

If the salary for the post the employee is seconded to is higher than the salary for the employee's substantive post, the seconded employee will receive the salary for the seconded post for the duration of the secondment subject to the agreement between the Council and the external organisation.

Although day to day management of performance and allocation of tasks will lie with the external organisation for the duration of the secondment, the Council retains overall responsibility for any formal procedures e.g. Maximising Attendance, managing performance, discipline and grievance matters etc. in accordance with the Council's policies and procedures, including making decisions on potential dismissal.

For the duration of the secondment the external organisation is responsible for all aspects of Health and Safety including risk assessments.

Inward

This is a mutually agreed secondment where an employee from an external organisation temporarily moves from their substantive post to work within the Council for a fixed period of time. The seconded employee will continue to be an employee of the external organisation and will retain the external organisation's terms and conditions of employment for the duration of the secondment except where stated otherwise in the secondment agreement. The external organisation will continue to pay the employee for the duration of the secondment and should arrange in advance with the substantive Service Manager within the Council how the recharging arrangements will work.

If the salary for the seconded post is higher than the salary for the substantive post, the seconded employee will receive the salary for the seconded post for the duration of the secondment subject to agreement between the Council and the external organisation.

Job swapping

This is an informal mutually agreed arrangement where employees **on the same grade within the Council** temporarily swap roles for a maximum period of 6 months. Employees can only swap with other employees on the same terms and conditions of employment e.g. someone on EP&M terms and conditions of employment cannot swap with a Craftworker. If the employee receives allowances such as non-standard working week allowance or Essential Car User allowance in their substantive role, how this will be applied for the duration of the job swap needs to be agreed before the job swap starts.

Any employee who wishes to be considered for a job swap should discuss this with their line manager in the first instance. The line manager should then contact the line manager of the potential 'job swap' post to discuss whether a swap may be possible. The service may also wish to consider job swap opportunities as a development opportunity for those employees deemed to be 'exceeding' under PR&D.

A job swap may not always be possible due to operational requirements or where a role requires specialist skills or specific qualifications that another employee would not be able to swap into. For a job swap to go ahead, the managers of both posts, as well as both employees, must agree to the job swap. The job swap can be ended at any time by any of the parties involved giving appropriate notice.

5. Timescales

A start and end date will always be specified in any secondment agreement.

The minimum period for a secondment is 6 months. This is because internal arrangements can be covered by higher graded duties for up to 6 months and also to allow sufficient time for the employee to be inducted and trained in the seconded post.

Under no circumstances should a secondment reach or exceed 4 years in duration.

6. Selection arrangements

The Council's recruitment procedure should normally be used to recruit to the seconded post. In certain circumstances, it may be possible to 'ring fence' the secondment opportunity to a specific group of employees using an expressions of interest process e.g. where specialisms occur or where specific qualifications are required.

An employee applying for the post on a secondment basis needs to have asked for and obtained the agreement of their Service Manager before applying for the seconded post. Wherever possible secondment requests will be granted, although this may not always be possible due to the requirements of the service.

If an employee asks to go on secondment and this is not granted due to the requirements of the service, the employee can still apply for the seconded post on a fixed term basis with no right to return to their substantive post at the end of the fixed term period.

Where the seconded post requires post offer checks such as PVG or health checks, the results of these checks must be received before the secondment can begin.

7. Development

The Council is committed to training and developing its employees. Secondment provides employees with an opportunity to gain and develop new skills and experience. In order to enhance the potential of secondment as a development

opportunity, the seconded service may decide to put in place a development plan for the duration of the secondment which is reviewed on a regular basis with the seconded employee.

8. Secondment agreement

For internal secondments, a formal written secondment agreement must be agreed and signed by the Service Manager from the substantive service, the Service Manager from the seconded service and the employee, stating the terms of the secondment. Each of the three parties should then receive a copy of the signed agreement. A copy of the signed secondment agreement should also be sent to the HR Service Centre for the employee's personal file.

For external secondments, a formal written secondment agreement must be agreed and signed on behalf of the Council and external organisation by persons with authority to enter into such agreements. The employee must also agree and sign the agreement. Each of the three parties should then receive a copy of the signed agreement. A copy of the signed secondment agreement should also be sent to the HR Service Centre for the employee's personal file. The template secondment agreement for external secondments (Appendix 2) can be used, or the Council can agree with the external organisation to use the external organisation's secondment paperwork.

See Appendix 1 for the template secondment agreement for internal secondments and Appendix 2 for the template secondment agreement for external secondments.

9. Extension to secondment

In certain circumstances it may be necessary to extend the secondment (although under no circumstances should a secondment reach or exceed 4 years in duration). The Service Manager from the substantive service/organisation, the Service Manager from the seconded service/organisation and the employee must agree the extension before the secondment can be extended. If the secondment is extended, a revised secondment agreement should be signed by, and a copy given to, all three parties. A copy of the revised signed secondment agreement should also be sent to the HR Service Centre for the employee's personal file.

10. Contact

Both the employee and their substantive manager are responsible for keeping in contact with each other throughout the secondment. Any significant changes to the employee's substantive post should only be made after consultation with the seconded employee.

11. Ending the secondment early

The secondment can be ended before the agreed end date by the seconded service/organisation or the employee, provided that the substantive service/organisation is also consulted and at least 4 weeks' notice of the end of the

secondment is given. This will be subject to the actual terms of the secondment agreement.

12. Return to substantive post

An employee on secondment has the right to return to their substantive post at the end of the secondment. If the substantive post no longer exists or the secondment has ended before the agreed secondment end date the Council will endeavour to place the employee in a post with similar responsibilities and the same terms and conditions as they held before.

It is important that prior to the seconded employee returning to their substantive post, the employee contacts their substantive manager to discuss the arrangements for them returning to their substantive post.

13. Review

This procedure will be subject to continual review and amendment in the light of experience of its operation, employment best practice and statutory requirements.

INTERNAL SECONDMENT AGREEMENT

Secondment Agreement

among

- (1) **[insert name of substantive service] (substantive service);**
- (2) **[insert name of seconded service] (seconded service);** and
- (3) **[insert name of employee] (employee).**

Employee's substantive post: *[insert job title]*

Employee's seconded post: *[insert job title]*

It is agreed by the above parties as follows:

1. Secondment period

- 1.1 The secondment will start on *[insert start date]* and will end on *[insert end date]*.

2. Salary

- 2.1 The employee's salary will remain the same as their substantive post, and they will be entitled to any pay awards or incremental progression in accordance with the PR&D scheme (where applicable) that may occur during the secondment period.

Or

- 2.1 For the duration of the secondment period only, the employee will be paid the salary of the seconded post. The employee's starting salary for the secondment period is *[insert pay]* per annum. The employee will be entitled to any pay awards or incremental progression in accordance with the PR&D scheme (where applicable) that may occur during the secondment period.

3. Hours of work and place of work

During the secondment period:

- 3.1 The employee's place of work will be *[insert location]* or any other place of work within Aberdeen City, reasonably required by the Council.
- 3.2 The employee's contracted weekly working hours will remain the same as their substantive post.

Or (where hours are changing for the duration of the secondment)

- 3.2 The employee's contracted working hours will be [hours per week] hours per week.

Optional paragraph where employee currently gets flexi time but will not get flexi time when on secondment

- 3.3 For the duration of the secondment flexi time will not apply.

4. Leave

- 4.1 During the secondment period the employee will continue to receive their current annual leave and public holiday entitlement. The employee should agree their annual leave requests with their line manager within (*insert name of seconded service*). At the end of the secondment, the employee will notify their substantive line manager of any annual leave taken.

5. Employee's obligations

During the secondment period, the employee will:

- 5.1 Undertake the role and duties of [*insert job title*] for the seconded service. The duties are as described in the job profile for the role and the line manager in the seconded service will detail the current responsibilities of the role as part of the induction.
- 5.2 Comply with all reasonable instructions given to them by the seconded service.
- 5.3 Report any sickness absence to the seconded service in accordance with the Council's Maximising Attendance policy and procedure.

Where the seconded post is politically restricted

- 5.4 In line with the Local Government (Political Restrictions) Regulations 1990 the seconded post has been deemed to be politically restricted. The employee is therefore required to comply with the provisions of the Local Government (Political Restrictions) Regulations 1990.

6. Seconded service's obligations to the substantive service

During the secondment period, the seconded service will:

- 6.1 Pay the employee's salary and any other associated costs (e.g. employer's National Insurance contributions, employer's pension contributions, any other contractual payments) for the duration of the secondment.

- 6.2 Arrange in advance with the substantive service how any recharging arrangements for the payment of salary and any other associated costs will work.
- 6.3 Refund to the employee all reasonable travelling and other expenses (e.g. mileage) incurred by the employee during the secondment period in the performance of the employee's duties for the seconded service, subject to production by the employee of receipts where applicable.
- 6.4 The seconded service will report to the substantive service any performance, health and safety, grievance and disciplinary matters that relate to the employee that arise out of or are in any way connected to the secondment.

7. Seconded service's obligations to the employee

During the secondment period, the seconded service will:

- 7.1 Provide to the employee any induction, training and development as may reasonably be required for the proper performance of the employee's duties.
- 7.2 Be authorised by the substantive service to deal with any informal disciplinary matters involving the employee. The substantive service reserves the right to deal with all disciplinary matters in accordance with the Council's discipline policy and procedure.
- 7.3 Be authorised by the substantive service to deal with any informal grievance matters involving the employee. The substantive service reserves the right to deal with all grievance matters in accordance with the Council's grievance policy and procedure.
- 7.4 Discuss and agree in advance with the substantive service how any performance reviews/PR&D will be carried out.
- 7.5 Discuss and agree in advance with the substantive service how the Maximising Attendance policy & procedure will be applied.

8. Termination of secondment

The secondment will terminate:

- 8.1 At the end of the secondment period; or
- 8.2 If earlier, by the employee or seconded service giving at least 4 weeks' written notice of termination of this secondment agreement to all other parties of this secondment agreement.

9. Return to substantive post

- 9.1 The employee has the right to return to their substantive post at the end of the secondment period.

9.2 If the substantive post no longer exists the employer will endeavour to place the employee in a post with similar responsibilities and the same terms and conditions as their substantive post.

10. Written agreement

10.1 This secondment agreement constitutes the entire agreement between the parties relating to the secondment.

11. Signatures

This secondment agreement is signed as follows:

On behalf of [*insert name of substantive service*] (substantive service)

I have read, understood and agree to the above terms.

Name: Position:

Signature:..... Date:
(Service Manager)

On behalf of [*insert name of seconded service*] (seconded service)

I have read, understood and agree to the above terms.

Name: Position:

Signature: Date:
(Service Manager)

Employee

I understand that the above terms vary my contract of employment for the duration of the secondment and that any variations to my contract of employment will cease when the secondment ends. I have read, understood and agree to the above terms.

Name:

Signature: Date:

The final signed agreement should be copied to all three parties and a copy sent to the HR Service Centre for the employee's personal file.

EXTERNAL SECONDMENT AGREEMENT

Secondment Agreement

among

- (1) **Aberdeen City Council** (“**employer**”);
- (2) **[insert name of external organisation]** (“**external organisation**”); and
- (3) **[insert name of employee]** (“**employee**”).

Employee’s substantive post: *[insert job title]*

Employee’s seconded post: *[insert job title]*

It is agreed by the above parties as follows:

1. Definitions

In this secondment agreement:

- 1.1 “**employment contract**” means the contract of employment between the employer and the employee;
- 1.2 “**parties**” means the employer, external organisation and employee;
- 1.3 “**secondment period**” means the period starting on *[insert start date]* and ending on *[insert end date]*, or if earlier, the date of termination of the employment contract.
- 1.4 “**substantive post**” means the post held by the employee immediately before starting the secondment.

2. Secondment

For the duration of the secondment period:

- 2.1 The employee will be seconded by the employer to the external organisation.
- 2.2 The employee will remain an employee of Aberdeen City Council.
- 2.3 The employment contract shall remain in force unless explicitly varied by this secondment agreement.

Appendix 2

- 2.4 The employee will continue to comply with policies and standing orders of Aberdeen City Council and will continue to comply with legislation and regulations relevant to Local Authorities in Scotland.

3. Salary

- 3.1 The employee's salary will remain the same as their substantive post, and they will be entitled to any pay awards or incremental progression as per the terms of the Local Salary Progression Scheme (where applicable) that may occur during the secondment period.

Or

- 3.1 For the duration of the secondment period only, the employee will be paid the salary of the seconded post. The employee's starting salary for the secondment period is [insert pay] per annum. The employee will be entitled to any pay awards or incremental progression (where applicable) that may occur during the secondment period.

4. Hours of work and place of work

During the secondment period:

- 4.1 The employee's place of work will be [*insert location*] or any such place as may reasonably be required by the external organisation.
- 4.2 The employee's contracted weekly working hours will remain the same as their substantive post together with such additional hours as may from time to time be reasonably required of the employee by the external organisation for the proper performance of the employee's duties.

Or (where hours are changing for the duration of the secondment)

- 4.2 The employee's contracted working hours will be [*hours per week*] hours per week together with such additional hours as may from time to time be reasonably required of the employee by the external organisation for the proper performance of the employee's duties.

Optional paragraph where employee currently gets flexi time but will not get flexi time when on secondment

- 4.3 For the duration of the secondment the employer's flexi time scheme will not apply.

5. Leave

- 5.1 During the secondment period the employee will continue to receive their current annual leave and public holiday entitlement. The employee should agree their annual leave requests with their line manager within [*insert name of external organisation*]. At the end of the secondment, the employee will notify their substantive line manager of any annual leave taken.

6. The employee's obligations to the external organisation

During the secondment period, the employee will:

- 6.1 Undertake the role and duties of [*insert job title*] for the external organisation, including duties which are not part of the employee's normal duties but which are reasonably related to the normal duties.
- 6.2 Comply with all reasonable instructions given to them by the external organisation.
- 6.3 Report any sickness absence to the external organisation in accordance with the external organisation's policies and procedures and also report any sickness absence to their substantive line manager.

Where the seconded post is politically restricted

- 6.4 In line with the Local Government (Political Restrictions) Regulations 1990 the seconded post has been deemed to be politically restricted. The employee is therefore required to comply with the provisions of the Local Government (Political Restrictions) Regulations 1990.

7. The external organisation's obligations to Aberdeen City Council

During the secondment period, the external organisation will:

- 7.1 Pay to Aberdeen City Council an amount which (excluding any VAT payable thereon) is equal to the employer's cost of paying the employee's remuneration and providing the employee with contractual and other benefits under the employment contract including:
- 7.1.1 the employee's salary;
- 7.1.2 National Insurance contributions payable by the employer in respect of the employee's salary;
- 7.1.3 the employer's pension contributions payable on behalf of the employee;

7.1.4 all other allowances, expenses and benefits paid to the employee by the employer under the employment contract.

Insert paragraph here to clarify how the recharging will work e.g.

- 7.2 The amount payable by the external organisation will be payable within 30 days of receipt by the external organisation of monthly invoices from the employer.
- 7.3 Pay to Aberdeen City Council all reasonable travelling and other expenses incurred by the employee during the secondment period in the performance of the employee's duties for the external organisation, subject to production by the employee of receipts or other evidence of expenditure (if required). The Council will then make arrangements for the employee to be reimbursed for these monies.
- 7.4 Apart from as provided in clause 7.1, indemnify the employer against all liabilities, costs and expenses arising out of or in any way connected to the secondment of the employee to the external organisation and all documents signed, or actions taken, by the employee during the secondment period.
- 7.5 Report to the employer any performance, health and safety, grievance and disciplinary matters that relate to the employee that arise out of or are in any way connected to the secondment.

8. The external organisation's obligations to the employee

During the secondment period, the external organisation will:

- 8.1 Provide to the employee any induction, training and development as may reasonably be required for the proper performance of the employee's duties.
- 8.2 Be authorised by the employer to deal with any informal disciplinary matters involving the employee in accordance with the external organisation's discipline procedures. The employer reserves the right to deal with all disciplinary matters in accordance with the employer's discipline policies and procedures.
- 8.3 Be authorised by the employer to deal with any informal grievance matters involving the employee in accordance with the external organisation's grievance procedures. The employer reserves the right to deal with all grievance matters in accordance with the employer's grievance policies and procedures.
- 8.4 Be authorised by the employer to carry out any reviews of the employee's performance. Any such reviews can be reported to the employer.

9. Termination of secondment

The secondment will terminate:

- 9.1 At the end of the secondment period; or
- 9.2 If earlier, by the employee or external organisation giving at least 4 weeks' written notice of termination of this secondment agreement to all other parties of this secondment agreement.

10. Return to substantive post

- 10.1 The employee has the right to return to their substantive post at the end of the secondment period.
- 10.2 If the substantive post no longer exists, the employer will endeavour to place the employee in a post with similar responsibilities and the same terms and conditions as their substantive post.

11. Written agreement

- 11.1 This secondment agreement constitutes the entire secondment agreement between the parties and supersedes all prior agreements, understandings and arrangements between them, whether oral or written, which relate to the subject matter of this secondment agreement.

12. Signatures

This secondment agreement is signed as follows:

On behalf of Aberdeen City Council (employer)

I have read, understood and agree to the above terms.

Name: Position:

Signature:..... Date:
(Service Manager)

On behalf of [*insert name of organisation*] (external organisation)

I have read, understood and agree to the above terms.

Name: Position:

Signature: Date:

Appendix 2

Employee

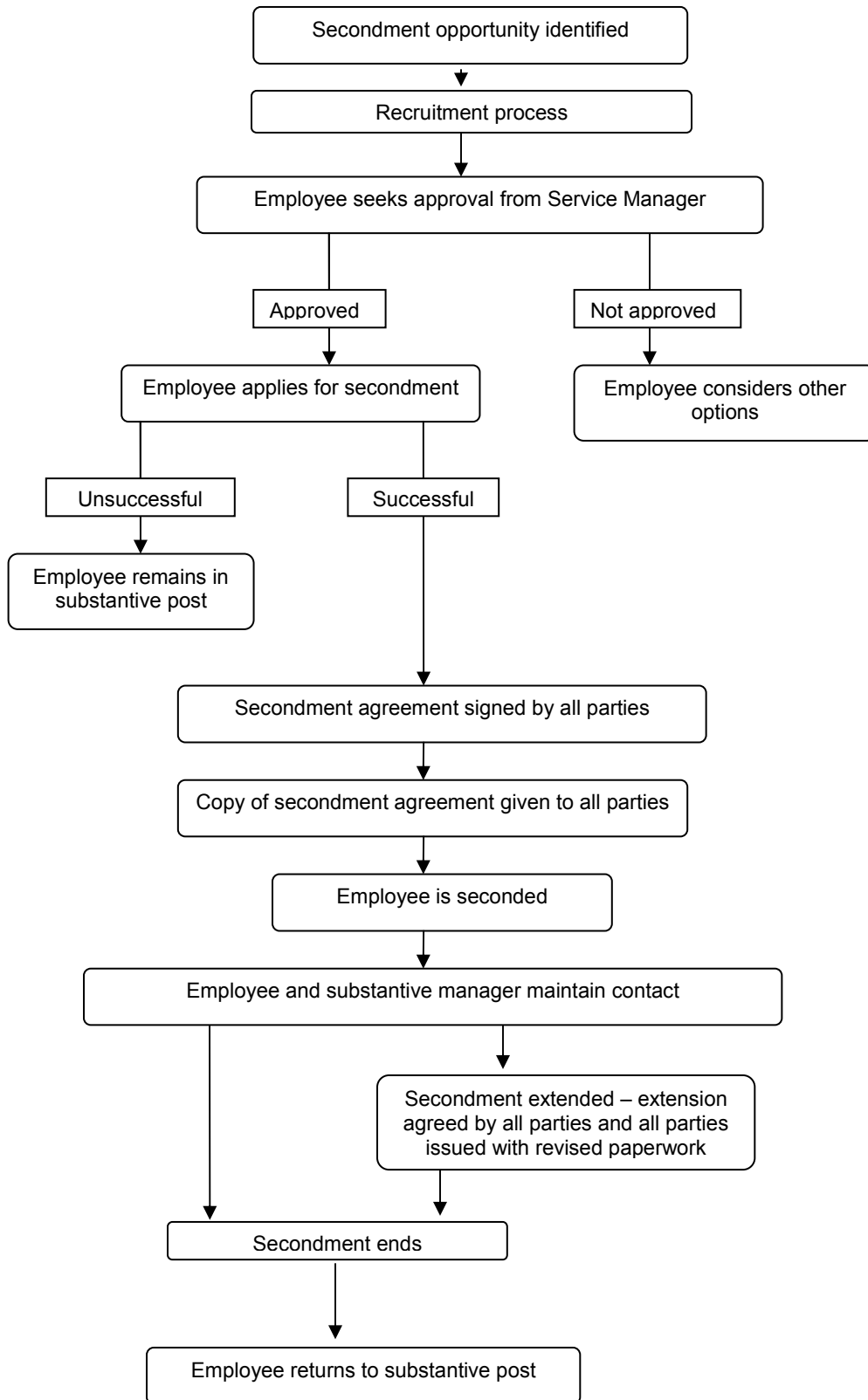
I understand that the above terms vary my contract of employment for the duration of the secondment and that any variations to my contract of employment will cease when the secondment ends. I have read, understood and agree to the above terms.

Name:

Signature: Date:

The final signed agreement should be copied to all three parties and a copy sent to the HR Service Centre for the employee's personal file.

Appendix 3: Secondment Flowchart





Equality and Human Rights Impact Assessment - the Form

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

STEP 1: Identify essential information

1. Committee Report No.

2. Name of proposal.

3. Officer(s) completing this form.

Name	Designation	Service	Directorate
Jenna Montgomery	HR Adviser	HR & OD	Corporate Governance

4. Date of Impact Assessment.

5. When is the proposal next due for review?

6. Committee Name.

7. Date the Committee is due to meet.

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

The HR &OD Service have developed the proposal. If approved at Committee it will be applied by all the Directorates when making use of secondments.

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.**

A summary of the EHRIA is as follows:- It is possible that there will be a slight positive impact in relation to 'gender' due to the new procedure now applying to fixed term as well as permanent employees, as there are larger proportions of fixed term employees in the Council who are female. The number of secondment opportunities available at any one time is relatively small so this potential impact will likely be minimal.

In relation to the other equality strands, it is expected that the implementation of the proposal will have a neutral impact. As no negative impacts have been identified there are no practical actions to take to reduce or remove impacts, with the proposal meeting the public sector equality duty for people with protected characteristics.

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 main aim of the proposal is to provide the Council with increased flexibility in the application of secondment arrangements, to be used as a development tool to increase employees' skills and knowledge and potentially improve succession planning.

12. Who will benefit most from the proposal?

The Council will benefit through having in place more flexible arrangements in relation to secondments, which could result in an increase in the use of secondments and potentially improving succession planning.

Employees may benefit as it is possible more secondment opportunities could be available in future as a result of the changes, giving them a chance to improve their skills and knowledge. The feature added to the procedure of 'job swapping' also adds

another flexible working option for employees.

Both managers and employees will benefit from having clearer and more comprehensive guidance relating to secondments available to them.

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.

It is possible that there will be a slight positive impact in relation to ‘gender’ due to the new procedure now applying to fixed term as well as permanent employees, as there are larger proportions of fixed term employees in the Council who are female. The number of secondment opportunities available at any one time is relatively small so this potential impact will likely be minimal.

In relation to the other equality strands, it is expected that the implementation of the proposal will have a neutral impact. The needs of the public sector equality duty are therefore met in respect of the proposal.

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.

The possible slight positive impact in relation to ‘gender’ due to the new procedure applying to fixed term employees, can be evidenced through the figures of the current proportions of fixed term female and male employees in the Council. Currently 4.14% of female employees are fixed term and 2.48% of male employees in the EP&M group are fixed term. This shows that there is a larger proportion of female fixed term employees.

STEP 4: Assess likely impacts on people with Protected Characteristics

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

(Positive +, neutral 0, - negative)

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

			(potential)	orientation****	
Others e.g. poverty	0				

Notes:

- * Gender Reassignment includes Transsexual
- ** Race includes Gypsy/Travellers
- *** Sex (gender) i.e. men, women
- **** Sexual orientation includes LGB: Lesbian, Gay and Bisexual

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

In making the assessment you must consider relevant evidence, including evidence received from individuals and equality groups. Having considered all of these elements, you must take account of the results of such assessments. This requires you to consider taking action to address any issues identified, such as removing or mitigating any negative impacts, where possible, and exploiting any potential for positive impact. If any adverse impact amounts to **unlawful discrimination**, the policy must be amended to avert this. Detail the impacts and describe those affected.

<p>Positive impacts (describe protected characteristics affected)</p> <p>There is potential for a slight positive impact in relation to 'gender' due to the new procedure applying to fixed term as well as permanent employees, as there are larger proportions of fixed term employees who are female.</p>	<p>Negative Impacts (describe protected characteristics affected)</p>
--	---

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

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

- | |
|---|
| <input type="checkbox"/> Article 3 – Right not to be subjected to torture, inhumane or degrading treatment or punishment
<input type="checkbox"/> Article 6 – Right to a fair and public hearing
<input type="checkbox"/> Article 8 – Right to respect for private and family life, home and correspondence |
|---|

- Article 10 – freedom of expression
- Other article not listed above

How?

Legality

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

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)

The proposal will be monitored through any feedback received from managers, employees and trade unions, through the HR Business Partner teams and the HR Service Centre.

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

The results of this impact assessment will continue to be borne in mind once the proposal is implemented. If through the monitoring of any feedback received a significant negative equality impact is identified in relation to a protected characteristic group as a result of the implementation of the new procedure, this will be considered

and, where practicable, appropriate measures taken to address this.

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
Jenna Montgomery	27/05/14	

Quality check: document has been checked by

Name	Date	Signature
Jeff Capstick	27/05/14	

Head of Service (Sign-off)

Name	Date	Signature
Ewan Sutherland	27/05/14	

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

ABERDEEN CITY COUNCIL

COMMITTEE	Finance, Policy and Resources
DATE	19 June 2014
DIRECTOR	Angela Scott
TITLE OF REPORT	Chief Officials – Revised National Terms and Conditions of Service
REPORT NUMBER:	CG/14/076
CHECKLIST RECEIVED:	Yes

1. PURPOSE OF REPORT

This report notifies committee of a new National agreement on Chief Officials' terms and conditions of employment which have incorporated into the contracts of all Chief Officials of the Council from 1 April 2014. It proposes the annual leave and pay protection provisions to be harmonised with the existing local conditions of service for SJC for Local Government Employees.

2. RECOMMENDATION(S)

The Committee is requested to:

- i) Note the incorporation into the existing contracts of employment of the revised SJNC Scheme of Salaries and Conditions of Service for Chief Officials by virtue of national collective agreement as detailed at Appendix 1, which came into effect on 1 April 2014.
- ii) Approve the annual leave entitlement for Chief Officials to be harmonised to that in the local terms and conditions for SJC for Local Government Employees of basic annual leave entitlement of 27 days (including 5 floating public holidays), with additional 5 days awarded for 5 years' continuous service (i.e. 32 days) and a further 3 days for 10 years' continuous service (i.e. 35 days).
- iii) Approve for all currently employed Chief Officials, that their current contractual annual leave entitlement be personally protected but for the revised provisions detailed in recommendation ii) to be applied to all new appointees.
- iv) Approve the harmonisation of the pay protection for Chief Officials to that of the pay transitioning arrangements that apply to SJC for Local Government Employees. This provision to be effective from 1 October 2014.

3. FINANCIAL IMPLICATIONS

There are no cost implications associated with these changes to Chief Official terms and conditions of service. The National changes bring up to date conditions for Chief Officials in line with the National SJC for Local Government Employees (the Red Book) which will result in potential savings going forward in respect of pay transitioning.

4. OTHER IMPLICATIONS

The incorporation of the new National conditions of service and the current restructuring of the Council provides the opportunity for all existing Chief Officials to be issued with a new main statement of Conditions of Service (employment contract). A new contract format has been produced by the Human Resources Service, which is based on the contract applied when the Council introduced its single status proposals (locally known as Equal Pay and Modernisation) for SJC for Local Government Employees.

5. BACKGROUND/MAIN ISSUES

5.1 Nationally agreed revised scheme of salaries and conditions of service for Chief Officials

Recently, agreement has been reached nationally by all sides to a new SJNC Scheme of Salaries and Conditions of Service for Chief Officials. These new arrangements automatically incorporate into their contractual provisions and as such all Chief Officials need to be notified of the changes.

A summary of the main changes is contained within the circular from COSLA Reference IR/01/14 which is attached at Appendix 1. The main changes relate to:

- Annual Leave (see recommendations in paragraph 5.2 on this below)
- Preservation – previous agreement on pay preservation no longer applies. Any protection is to be determined locally. (see recommendations on this in paragraph 5.3 below)
- Disciplinary Framework for Chief Executive – replaces existing. NOTE: The Council's Managing Discipline Policy currently applies to Directors and Heads of Service and this does not change
- Capability Framework for Chief Executive – this is new. NOTE: The Council's Managing Performance Policy currently applies to Directors and Heads of Service and this does not change
- Sick Pay – This harmonises provisions with SJC for Local Government Employees with NIL pay until the employee has at least 26 weeks of continuous service then a graduated scheme rising to 26 weeks' full pay and 26 weeks' half pay in respect of 5 years' service and over

- Appeals and Grievances – the previous national provisions are discontinued and new local provisions for Chief Executives are detailed within the Scheme. The local conditions apply to Directors, Heads of Service and other Chief Officials.

There are other more minor changes for example to do with aspects of special leave provisions, etc.

The full version revised SJNC Scheme of Salaries and Conditions of Service for Chief Officials is detailed at Appendix 2.

5.2. Annual Leave entitlement for Chief Officials

The circular advising Councils of changes to the new national conditions identifies annual leave reduction as an issue. The new national condition within the SJNC for Scheme of Salaries and Conditions of Service for Chief Officials in respect of annual leave is 20 days per annum, plus an additional 5 days for 5 years' continuous Local Government service. This provision harmonises the national annual leave entitlement to that of the SJC for Local Government Employees. The former 'Gold Book' national condition for annual leave for Chief Officials was 27 days plus an additional 5 days for five years' continuous Local Government service. However, in Aberdeen City there was a local condition which provided the annual leave entitlement for Chief Officials as 30 days plus an additional 5 days for five years' continuous Local Government service.

The principle to harmonise Chief Official conditions of service is apparent in the new national agreement and as such it is recommended that the Council harmonises on its own local entitlements, to those of Red Book staff. The local annual leave entitlement for Red Book staff is a basic entitlement of 27 days (including 5 floating days in respect of public holidays) plus an additional 5 days for 5 years' continuous Local Government service, plus a further 3 days for 10 years' continuous Local Government service.

It is proposed that this entitlement be applied to all newly appointed Chief Officials with immediate effect. For existing Chief Officials, in the same way the new leave arrangements were introduced for Red Book staff by EP&M, it is proposed that current annual leave entitlement for each Chief Official is personally protected.

The following excerpt is from the EP&M Local Conditions of Service which is recommended as the local condition that applies to those employed under SJNC Scheme of Salaries and Conditions of Service for Chief Officials:

“4.1 Annual Leave

4.1.1 Every employee shall have an entitlement based on continuous service of:

- For less than five years 27 days
- For five years or more, up to ten years 32 days
- For ten years or more 35 days

4.1.2 This entitlement is based on full-time working and any allowance will be pro-rated. For the sake of equality holidays will be converted and calculated in hours. Guidance on the recording and authorisation of annual leave will be produced by the Head of Human Resources.

4.1.3 The above entitlement includes 5 days which have been converted from Public Holidays to floating days. For the purposes of this agreement these floating days have been identified as annual leave and included in the above entitlement.

4.1.4 The Council normally closes its main offices between Christmas and New Year. To facilitate this closure all staff where necessary are required to use two days annual leave on the days immediately following Boxing Day (or the day in lieu of Boxing Day, if it falls at the weekend).

4.1.5 Employees who have a total leave entitlement (i.e. annual leave plus public holidays) in excess of these provisions will have that entitlement personally protected, until such time as they leave the Council's employment.

4.1.6 Where an employee has been absent due to sickness for a period exceeding three months (either one period of sickness or an aggregate of more than one period) over a rolling period of the previous 12 months, annual leave will be abated to a period proportionate to actual service given during the leave year."

5.3. Pay Protection (Pay Transitioning) entitlement

The changes outlined below are against the backdrop of the Council being in the middle of a review of its organisational structure, which will mainly affect Chief Officials. Changes to conditions of service are not normally agreed when a review is underway. In particular, the provisions agreed for pay protection when the Council introduced new contractual provisions in May 2009, when it implemented its single status provisions for SJC for Local Government Employees, was 3 years' pay protection. Following this period of pay protection (i.e. in December 2012) new pay transitioning arrangements were agreed locally, which are those proposed for adoption in paragraph 5.3 below.

It is therefore proposed that the Chief Officials should receive the same level of pay protection as for SJC for Local Government Employees. That is, in view of the current review, pay protection on a cash conserved basis be for any Chief Official affected by the current ongoing organisational review for a maximum period of 3 years. However, beyond the review, this then harmonises with the current local pay transitioning arrangement detailed below. Therefore, it is

proposed that the new pay transitioning arrangement only be applied from 1 October 2014.

The following is the Local Condition of Service for Pay Transitioning which it is recommended applies to employees under the SJNC Scheme of Salaries and Conditions of Service for Chief Officials effective from 1 October 2014.

“Pay Transitioning

Pay transitioning is to be considered where a service/section/post of an employee is the subject of a review. Pay transitioning is defined as maintaining the individual employee’s hourly rate of pay in their job immediately prior to the review.

*Where, following an organisational review, an employee is job matched into a post with a lower hourly rate of pay, pay transitioning will apply for a period of time. **The duration of pay transitioning will be 12 months in total with the first six months being at the full difference of basic hourly rate and the second six months being half the difference in the basic hourly rates.** There will be no pay transitioning of any additional contractual allowance e.g. Overtime, Non-Standard Working Week Allowance etc. This means allowances will be paid against the basic rate of the new job.*

*There will be **no pay transitioning** for employees who find themselves in redeployment situations to avoid a redundancy situation. This means where the top point of the grade of the post the employee is identified to be redeployed to is lower than that of the contracted basic hourly rate, the employee will be placed at the top point of the pay scale of the post to which they are being redeployed.*

*Where an employee is redeployed due to ill-health, once again there shall be **no pay transitioning** and shall be treated in the same way as described above. Only in situations where some form of pay transitioning is viewed as a ‘reasonable adjustment’ for a person with a disability can the pay transitioning allowance be considered.*

Should an employee in receipt of pay transitioning allowance change their contractual arrangements this may impact on their pay transitioning allowance. An increase in contractual hours will reduce the amount of pay transitioning – as the transitional allowance will only apply on the difference in pay based on the original contracted hours.

Furthermore, should a pay award be granted, the value of pay transitioning allowance will decrease as the difference between the new value of the top point of the grade and the previous hourly rate of the employee”

5.4 Trade Union Consultation

The trades unions have been consulted on the proposed policy revisions and have not raised any objections.

6. IMPACT

This long overdue review of Chief Official terms and conditions brings these up to date and harmonises them with the SJC for Local Government Employees which should be a benefit for the workforce and the Council.

Any negative impact on individual employees will be mitigated by the application of the personal protection and pay transitioning arrangements. An EHRIA has been prepared in respect of the proposals with no adverse equality issues having been identified in relation to groups with protected characteristics.

7. MANAGEMENT OF RISK

The new SJNC Scheme for Salaries and Conditions of Service for Chief Officials is largely consistent with the provisions for SJC for Local Government Employees (Red Book). Under the current interpretation of Equal Pay the introduction of the proposals should help to reduce the risk a successful claim being made against the Council.

8. BACKGROUND PAPERS

None

9. REPORT AUTHOR DETAILS

Jeff Capstick, Human Resources Manager

E-mail jcapstick@aberdeencity.gov.uk

Tel: (01224) 522106

PERSONNEL SERVICES CIRCULAR**APRIL 2014****INDUSTRIAL RELATIONS: 04/14**

April 2014

Dear Chief Executive

REVISED SCHEME OF SALARIES AND CONDITIONS OF SERVICE FOR CHIEF OFFICIALS**IR/01/14**

1. Councils will have now received by e-mail the new SJNC Scheme of Salaries and Conditions of Service for Chief Officials. It will be known as the Chief Officials Book and is available on the COSLA Employers website.
2. The new agreement supersedes the previous one and is fully effective from 1 April 2014.
The purpose of this circular is to outline the main changes in the new agreement and the impact of these changes on chief officials as of 1 April. It also highlights matters which will need to be considered by councils as a consequence of the new agreement including the need for councils to inform chief officials of the new agreement and its effects on their contracts.

MAIN CHANGES**Preservation**

3. The previous national agreement on preservation, including salary preservation, no longer applies. The only reference to preservation in the new national agreement (paragraph 5.4) enables future salary preservation arrangements, if any, to be determined locally.
4. The new agreement in effect means that anyone on salary preservation or indeed any other form of preservation as a result of application of the old national agreement should no longer receive such preservation after 31 March 2014.
5. Councils may wish to consider extending the scope of any local policy on salary preservation for employees under the purview of the SJC Scheme for Local Government Employees, to include chief officers. Whether chief officers coming off the national preservation arrangement on 31 March are offered a further period of preservation by the adoption of such a policy would be for each council to determine.

6. If a council has not applied the terms of the previous national agreement and a locally determined preservation arrangement is in place as a result of a local agreement, then this should continue in accordance with the terms of that agreement.

Annual Leave

7. Annual leave entitlement, which was 27 days, is now harmonised with that within the SJC Scheme for Local Government Employees giving an entitlement of 20 days increasing to 25 after 5 year's service.
8. In agreeing this change it was recognised that the 20/25 day entitlement is a minimum entitlement which has been improved at a local level by many councils. The essence of the new agreement is that the entitlement which applies to SJC employees within the council should also apply to chief officials.
9. Should this mean that chief officers will see an actual reduction in their current entitlement of 27 days, it is suggested that assimilation to the reduced entitlement take effect from the start of the next annual leave year within the council.
10. If a council has not applied the terms of the previous national agreement and a locally determined annual leave arrangement is in place as a result of a local agreement, then this should continue in accordance with the terms of that agreement.
11. Discussions on this particular aspect of the national agreement also focused on flexitime arrangements within councils which apply to SJC employees but not to chief officers. In light of the changes to chief officers annual leave entitlement and from an equalities perspective it is suggested that councils which currently exclude chief officers from their flexitime arrangements give consideration to their inclusion.

Disciplinary Framework

12. The national agreement introduces a new Disciplinary Framework for chief executives (Appendix A). That framework may only be modified at a local level in regard to timescales, disciplinary sanctions, length of time warnings remain 'live' and representation, to ensure that there is consistency with that which applies within the council's disciplinary procedure which applies to other chief officers.

Capability Framework

13. The national agreement also introduces a new framework for councils to deal with any question or complaint as to the capability of the chief executive to fulfil the duties and responsibilities of the post (Appendix B). Again that framework may only be modified at a local level, as per the Disciplinary Framework outlined above.

Sick Pay

14. Employees who start employment after 31 March 2014 will only be entitled to receive occupational sick pay if they have 26 weeks or more

continuous service as defined as per paragraph 10.1 of the national agreement at the start of the period of sickness absence.

Appeals and Grievances

15. The previous provisions for local appeals and settlement of grievances no longer apply and there is no longer any right of appeal at a national level. The agreement indicates the route by which a chief executive should pursue a grievance within a council. The procedure to be followed by a council should as far as possible replicate the arrangements for other chief officers.

Other Conditions

16. The above outlines the main changes arising from the new agreement. It is suggested that councils undertake an audit of the old national agreement to determine whether there are any other conditions which they have applied to their chief executive and other chief officers and which are now withdrawn from the national agreement.

Incorporation

17. It is understood that all councils have a policy to automatically adopt national agreements i.e., this is reflected in the contracts/written statement of particulars of employees. Accordingly no decision of the council is required to adopt the new national agreement and the national agreement will have effect from 1 April 2014. Councils may however wish to give consideration to the issues raised in relation to salary preservation and annual leave which in turn may require council decision.

Notification

18. Councils should advise chief officers of the new agreement and its effects on their contracts. It would not be feasible to outline all the changes resulting from the new agreement but councils may wish to make reference to the main issues – preservation and annual leave and in addition for the chief executive, the Disciplinary and Capability Frameworks. Councils should also make a copy of the Chief Officials Book available to the chief executive and other chief officers.
19. The new agreement will automatically apply to any employee appointed on or after 1 April 2014.
20. Any question on the terms of this circular should be directed to the Employers Team, COSLA.

Yours sincerely

Tom Young
Employers Side Secretary

To: Chief Executives
Heads of Personnel
Directors of Finance

Scottish Joint Negotiating Committee
for Chief Officials

SCHEME OF SALARIES &
CONDITIONS OF SERVICE
FOR CHIEF OFFICIALS

Scottish Joint Negotiating Committee
for Chief Officials

SCHEME of SALARIES &
CONDITIONS of SERVICE
FOR CHIEF OFFICIALS

(2014)

Employers' Secretary
Tel: 0131-474 9200
Fax: 0131-474 9292

Officials' Secretary
Tel: 0131-226 2662
Fax: 0131-220 6389

TABLE OF CONTENTS

INTRODUCTION	3
1 EQUALITIES.....	3
2 OFFICIAL CONDUCT.....	3
3 LEARNING AND DEVELOPMENT	4
4 HEALTH, SAFETY AND EMPLOYEE WELLBEING	4
5 SALARIES.....	4
6 LEAVE.....	4
7 SICKNESS PROVISIONS.....	5
8 FAMILY LEAVE	8
9 PERIOD OF NOTICE TO TERMINATE EMPLOYMENT.....	10
10 CONTINUOUS SERVICE	11
11 GRIEVANCE	11
12 DISCIPLINE AND CAPABILITY.....	11
13 TRAVEL ALLOWANCES.....	11
14 REIMBURSEMENT OF EXPENDITURE	12
15 ISLANDS ALLOWANCE	12
16 FEES FOR RETURNING OFFICERS.....	12
17 TRADE UNION FACILITIES.....	12
 ANNEXES	
CHIEF EXECUTIVE DISCIPLINARY FRAMEWORK	13
CHIEF EXECUTIVE CAPABILITY FRAMEWORK.....	17
CONSTITUTION	18

SCHEME OF SALARIES & CONDITIONS OF SERVICE FOR CHIEF OFFICIALS

INTRODUCTION

The purpose of this Scheme is to provide a uniform basis for determining the salaries and related conditions of service of employees covered by the Scottish Joint Negotiating Committee.

The Scheme applies to any employee who is within the scope of the Committee as defined in the Constitution.

The Scheme does not apply to any post which is dealt with by other joint negotiating machinery on which the Convention of Scottish Local Authorities is represented.

The Constitution of the Scottish Joint Negotiating Committee is set out in Appendix C.

In applying this Scheme, each council must take actions which comply with statutory and regulatory legislation.

Conditions which are not covered by this Scheme and conditions contained in the Scheme but referred to as for local determination, are for consultation and negotiation with trade unions at a local level.

1 EQUALITIES

- 1.1 Employees should be afforded equal opportunities in employment irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.
- 1.2 Each council should ensure that unlawful discrimination and harassment is eliminated and equality of opportunity promoted in all areas of employment including recruitment, training and development, pay, promotion and exit arrangements.
- 1.3 Each council will develop, publish and regularly review an equal pay statement.
- 1.4 Conditions of service are equally applicable to all employees irrespective of hours worked and employment status.

2 OFFICIAL CONDUCT

- 2.1 Employees should maintain conduct of the highest standard such that public confidence in their integrity is sustained.

- 2.2 Each council will develop local codes of practice to cover the official conduct and the obligations of employees.

3 LEARNING AND DEVELOPMENT

- 3.1 Each council should have arrangements to identify training needs in line with service plans.
- 3.2 Each council should have policies and arrangements which support learning and development for employees in line with council priorities with payment and time-off arrangements to be determined locally.
- 3.3 Part time employees should have access equal to that of full time employees and when on training courses outside their contracted daily hours, will be paid on the same basis as full time employees.

4 HEALTH, SAFETY AND EMPLOYEE WELLBEING

- 4.1 Each council has a duty to comply with legislation governing the health, safety and wellbeing of all employees, including the conditions under which they work, the provision and maintenance of necessary personal protective equipment and relevant health surveillance.
- 4.2 Employees have a duty of care to themselves and others affected by their activity at work and to co-operate with actions taken by the council to meet their duties under the relevant regulations.

5 SALARIES

- 5.1 Salaries for chief executives and all other chief officers within the scope of this Scheme will be determined as follows:

5.2 Chief Executives

The salaries for each chief executive will be set nationally and will comprise a three point incremental scale. Placement on and progression within the scale will be determined locally. A council may however choose to adopt a single point salary for the chief executive, in which case the council will apply the top point of the scale.

5.3 Other Chief Officers

For all other chief officers, spinal column points on which salaries may be based will be set nationally. The determination of each chief officer's salary will be at the discretion of each council. Councils are not required to use the spinal column points but must take into account relative levels of responsibility and any special factors affecting a particular post.

5.4 Preservation of Salary

Should any salary or structure review result in a reduced substantive salary for an employee, preservation arrangements, if any, will be determined locally.

6 LEAVE

- 6.1 Each council will ensure that employees receive their statutory entitlement to leave.

6.2 The entitlements to annual leave and public holidays as expressed below apply to five day working patterns. For alternative working patterns equivalent leave entitlements will be calculated pro rata to working hours. This may be expressed in hours over the leave year.

6.3 Public Holidays

Public holidays recognised by each council for its employees will be granted as holidays with pay. By local agreement some of these may be added to annual leave.

6.4 Annual Leave

6.4.1 Each council will set its leave year. The minimum paid full annual leave entitlement is twenty days. An employee who has at least five years continuous service at the start of the leave year will receive a further five days annual leave.

6.4.2 Where an employee has been absent through illness for a period exceeding three months each council will have discretion to limit the leave to an amount equal to the period of actual service given during the leave year, provided the period of leave (annual plus public) does not fall below the statutory minimum (currently twenty eight days).

6.4.3 The annual leave entitlement of an employee leaving or joining a council will be proportionate to their completed service during the leave year.

6.5 Special Leave

6.5.1 Additional leave with or without pay may be granted at the discretion of the council in special circumstances e.g. reserve forces and retained fire fighters.

6.5.2 Paid leave of absence will be granted to an employee undertaking jury service and paid leave of absence, with the approval of the council, will be granted to an employee serving on public bodies or undertaking public duties. Where an allowance is claimable for loss of earnings the employee should claim and pay will be amended accordingly depending on whether the allowance is paid direct to the employee or to the council.

6.5.3 An employee will be entitled to take such reasonable time off without loss of pay as is required, in accordance with locally determined arrangements, for the purpose of preventative medical examination.

6.5.4 Each council is encouraged to develop policies which recognise the particular requirement of employees with responsibilities for children and dependants.

6.5.5 Each council should grant, in appropriate cases, paid leave of absence to employees attending meetings concerned with Scottish Joint Negotiating Committee affairs, or other such matters relating to national developments impacting on councils.

7 SICKNESS PROVISIONS

7.1 The management of sickness absence is for each council to determine. Each council should develop sickness absence procedures, which support attendance management. An employee's entitlement to sickness allowance is determined by paragraphs 7.2 to 7.8 below.

7.2 Sickness Allowance

7.2.1 The provisions relating to sickness allowance are set out in paragraph 7.3. The allowance is complementary to any statutory based payments which an employee may receive and is subject to a range of conditions, many of which are additional to those applying to the statutory based payments.

- 7.2.2 An employee is not entitled to receive sick pay unless the council's notification procedures are followed including submission of a medical statement at appropriate intervals and completion of any other self-declaration or other forms as required by the council's procedures.
- 7.2.3 Where, for the purpose of qualifying for sick pay, a council requires a medical statement from an employee, the council may, with exception of the requirements outlined at 7.2.2 and with the exception of sub-clause 7.8.1, reimburse the employee the costs of such a statement on the provision of a receipt.
- 7.2.4 An employee who falls sick during the course of annual leave will be regarded as being on sick leave from the date of a medical statement.
- 7.2.5 Where an employee is receiving sick pay, sick pay will continue if a public holiday recognised by the council for its employees falls during such sickness absence. No substitute public holiday will be given. Where an employee has exhausted sickness allowance entitlement, no payment should be made in respect of a public holiday occurring during the period of absence.

7.3 Payment and Period of Allowance

- 7.3.1 An employee's entitlement to sickness allowance will depend on length of continuous service as follows:

SERVICE AT START OF ABSENCE FROM WORK	FULL ALLOWANCE FOR	HALF ALLOWANCE FOR
Less than 26 weeks	Nil	Nil
26 weeks or more but less than 1 year	5 weeks	5 weeks
1 year but less than 2 years	9 weeks	9 weeks
2 years but less than 3 years	18 weeks	18 weeks
3 years but less than 5 years	22 weeks	22 weeks
5 years and over	26 weeks	26 weeks

- 7.3.2 In exceptional circumstances a council may extend the period of full allowance or half allowance outlined in 7.3.1.
- 7.3.3 The period during which sick pay will be paid, and the rate of sick pay in respect of any period of absence, will be calculated by deducting from the employee's entitlement on the first day, the aggregate of periods of paid absence during the twelve months immediately preceding the first day of absence, except that neither the aggregate nor the twelve month period shall include any periods of absence on unpaid leave. The aggregate of such previous periods of sickness allowance will be deducted in the first instance from the full allowance period and the balance from the half allowance period to which the employee is entitled in respect of the latest absence.

7.4 Calculation of Allowance

- 7.4.1 In the case of full pay periods, sick pay will be an amount which when added to Statutory Sick Pay and Employment and Support allowance receivable, will secure the equivalent of normal pay.

- 7.4.2 In the case of half-pay periods, sick pay will be an amount equal to half normal earnings plus an amount equivalent to Statutory Sick Pay and Employment and Support allowance receivable, so long as the total sum does not exceed normal pay.
- 7.4.3 Normal pay will be as defined by an employee's contract but will normally include all earnings that would be paid during a period of normal working, excluding any payments not made on a regular basis.
- 7.4.4 The state benefits to be taken into account for the calculation of sick pay are those to which an employee is entitled on the basis that the employee has satisfied, so far as is possible:
- i) The council's absence management arrangements;
 - ii) The claiming of benefits;
 - iii) The obligation to declare any entitlements to benefits and any subsequent changes in circumstances affecting such entitlement.
- 7.5 Sickness or Disablement due to an Accident in the Course of Employment.
- 7.5.1 Absence in respect of normal sickness is entirely separate from absence through industrial disease or injury arising out of, or in the course of, employment with a council. Periods of absence in respect of one will not be offset against the other for the purpose of calculating entitlements.
- 7.5.2 An absence due to an accident will only qualify for payment under this paragraph when an entry in the council's Accident Book has been completed, any other local procedures are followed by the employee, and any subsequent investigation by the council into the facts recorded find these to be accurate and the absence to be as a result of an accident.
- 7.5.3 Every effort must be made to ensure that all accidents are entered in the Accident Book including those where the employee, as a result of the accident, is unable to make the entry personally. In circumstances where no entry is made at the time of the accident, the council should not unreasonably refuse the payment of industrial injury allowance. The council will still need to carry out the required investigation into the accident to establish the facts. If that investigation establishes that an accident took place arising out of or in the course of employment, the employee will nonetheless be entitled to the industrial injury allowance, despite the fact that no entry has been made in the Accident Book.
- 7.6 Medical Examination
- 7.6.1 An employee will, if required by the council at any time, attend a medical examination by a medical practitioner nominated by the council, subject to the provisions of the Access to Medical Reports Act 1988 where applicable. Any costs associated with the examination will be met by the council. Where it is necessary to obtain a second medical opinion, it should be provided by an independent medical referee nominated by the council.
- 7.7 Infectious Diseases
- 7.7.1 An employee who is prevented from attending work because of contact with infectious disease will advise their department immediately and will be entitled to receive normal pay. The period of absence on this account will not be reckoned against the employee's sickness allowance entitlement.
- 7.8 Exclusions
- 7.8.1 There is no entitlement to sickness allowance if an employee:
- Has less than 26 week's continuous service;

- Goes sick during a stoppage of work at the place of employment due to a trade dispute, unless covered by a medical certificate;
- On the first day of sickness has already exhausted or subsequently exhausts sickness allowance entitlement (see paragraph 7.3);
- On the first day of sickness is in legal custody or is subsequently taken into legal custody;
- Fails to satisfy or to continue to satisfy the notification or certification requirements;
- Is absent on maternity leave;
- Terminates or has their contract of employment terminated.

7.8.2 Sick pay may be suspended if an employee abuses the sickness scheme or is absent on account of:

- i) Sickness due or attributable to deliberate conduct prejudicial to recovery;
- ii) The employee's own misconduct or neglect;
- iii) Active participation in professional sport;
- iv) Injury while working in the employee's own time on their own account for private gain or for another employer;
- v) Other criteria as specified by the council.

7.8.3 The council will advise the employee of the ground for suspension and the employee will have a right of appeal through the council's grievance arrangements. If the council decides that the grounds were justified then the employee will forfeit the right to any further payment in respect of that period of absence. Repeated abuse of the sickness scheme should be dealt with under the council's disciplinary arrangements.

7.8.4 An employee who is paid any damages as the result of an accident will be required to re-pay any sickness allowance paid, either in total or the proportion thereof represented in the amount of damages received. Any period of absence in such a case where a refund is made in full, will not be treated as sickness absence.

8 FAMILY LEAVE

8.1 Maternity Leave

8.1.1 An employee is entitled to 52 weeks maternity leave (ML) regardless of length of service.

8.1.2 ML can begin from a date not earlier than the 11th week before the expected week of childbirth (EWC), unless childbirth has taken place prior to this.

8.1.3 ML can commence on any day of the week.

8.1.4 During ML, all of the employee's contractual terms and conditions, with the exception of pay, continue to apply.

8.1.5 An employee is required to take compulsory ML of 2 weeks, starting on the day on which the childbirth occurs.

8.1.6 An employee must comply with the notification procedures determined by the council in order to qualify for the maternity leave provisions.

8.1.7 A pregnant employee shall be allowed to take reasonable time off, without loss of pay, as is required to attend antenatal care and must follow the council's procedures for the notification of a request for this time off.

8.1.8 Where an employee is absent before the start of the ML period due to illness, the absence will be treated as sickness absence. This includes absence due to still birth or neonatal death prior to the 24th week of pregnancy. It excludes absences due to a pregnancy related illness which occurs 4 weeks or less before an employee's baby is due, in which case she will be deemed to have commenced ML.

8.2 Maternity Pay

8.2.1 An employee with less than 26 weeks' continuous service at the beginning of the 15th week before the EWC will have no entitlement to maternity pay. She may, however, be entitled to Maternity Allowance and should be referred to the appropriate government department for this purpose.

8.2.2 An employee with at least 26 weeks' continuous service at the beginning of the 15th week before the EWC is entitled to:

- i) Occupational Maternity Pay (OMP) for the first six weeks of absence paid at nine-tenths of a week's pay offset against payments made by way of Statutory Maternity Pay (SMP) or Maternity Allowance (MA) where eligible. Payment will not be higher than a normal week's pay.
- ii) OMP for the subsequent 12 weeks of absence paid at half a week's pay plus SMP (or MA and / or any other dependents allowance), without deduction, provided payments are not higher than a normal week's pay.
- iii) SMP only, for the subsequent 21 weeks or, 90% of average weekly earnings if this is less than the current rate of SMP.
- iv) The remainder of maternity leave will be unpaid.
- v) Normal pay will be as defined by an employee's contract but will normally include all earnings that would be paid during a period of normal working, excluding any payments not made on a regular basis.

8.2.3 Payments made by the council during maternity leave will normally be on the understanding that the employee will return to council employment for a period of at least three months. Statutory payments to the employee are not refundable.

8.2.4 With the exception of Keeping In Touch Days, as outlined in legislation, when an employee returns to work before the full ML period ends, her entitlement to any balance of maternity leave and maternity pay will cease. The employee will receive her normal salary from the date of her return to work.

8.3 Sickness Absence and Annual Leave on Return to Work

8.3.1 Where an employee is unable to return to work on the notified end date of her ML due to sickness absence, normal sickness absence procedures will apply.

8.3.2 Annual leave shall accrue during the full period of maternity leave and should be taken by the employee in accordance with the council's local policy. Where an employee gives notice that she does not intend to return to work at the end of her ML period, the council will make a payment in lieu of leave accrued during the ML period.

8.4 Adoption Leave

- 8.4.1 Each council will develop a local policy for adoption leave which will normally mirror the arrangements in place for maternity leave. Maternity leave, pay and other arrangements outlined in this Scheme, will also apply to adoption leave.
- 8.4.2 An employee must comply with the notification procedures outlined in the council's policy in order to qualify for the adoption leave provisions.
- 8.4.3 An employee who is adopting shall be allowed to take reasonable time off without loss of pay, as required, to attend pre-adoption meetings and must follow council procedures for the notification of a request for this time off.

8.5 Paternity, Maternity/Adoption Support and Parental Leave

- 8.5.1 Support leave of five days with normal pay (pro rata for part time/part week employees), will be granted to the spouse or partner or nominated carer of an expectant mother or of someone taking adoption leave, at or around the time of the birth or placement. The nominated carer is the person nominated by the mother or the person taking the adoption leave to assist in the care of the child and to provide support to her/him. This is available to all employees who have a minimum of 26 weeks continuous service at the start of the 15th week before the EWC or date of placement of a child.
- 8.5.2 Each council will develop procedures which must be followed in relation to the notification of requests for such leave.
- 8.5.3 In addition and in accordance with legislation, each council will develop and publish policies to notify employees of their entitlement to:
- i) Ordinary Paternity Leave of one week paid at the rate of Statutory Paternity Pay;
 - ii) Additional Paternity Leave of up to 26 weeks with payment being in accordance with legislation;
 - iii) Parental Leave of up to 13 weeks for each child or 18 weeks for each disabled child, which will be unpaid.

9 PERIOD OF NOTICE TO TERMINATE EMPLOYMENT

- 9.1 The minimum period of notice to be given by a council is governed by the Employment Rights Act 1996:

SERVICE	PERIOD OF NOTICE
One month or more but less than two years	Not less than one week
Two years or more but less than twelve years	Not less than one week for each year of continuous service
Twelve years or more	Not less than twelve weeks.

- 9.2 The period of notice to terminate employment to be given by an employee will be determined locally by each council.

10 CONTINUOUS SERVICE

- 10.1 For the purpose of entitlements regarding annual leave, sickness allowances and maternity leave and pay, continuous service will include continuous previous service with any public authority to which The Redundancy Payments (Continuity of Employment in Local Government, etc.) (Modification) Order 1999 as amended, applies.
- 10.2 Where an employee returns to local government service following a break for maternity reasons, they will be entitled to have previous service taken into account in respect of sickness and maternity leave and pay, provided that the break in service does not exceed eight years and that no paid employment has intervened. For the purpose of the calculation of entitlement to annual leave the eight years time limit does not apply provided that no paid employment has intervened.
- 10.3 For the purpose of entitlement to period of notice from the council to terminate employment, continuous service is continuous service with that council.

11 GRIEVANCE

- 11.1 Each council will have a locally determined grievance procedure which will apply to chief officers. Should a chief executive have a grievance, they should initially raise the grievance with the Leader of the Council. Should, after consideration by the Leader the chief executive remain dissatisfied, then the matter should be considered by the Appeal Committee (or other relevant body within the council).

12 DISCIPLINE AND CAPABILITY

- 12.1 It is recognised that discipline is essential for the proper and efficient conduct of a council's affairs. It is also recognised that disciplinary action must be applied fairly and that employees should have the right of appeal against any disciplinary action taken against them.
- 12.2 While each council will have a locally determined disciplinary procedure for chief officers, where an allegation of misconduct is made against a chief executive, it is recognised that the procedure must reflect the seniority of this post as head of paid service. In this regard, councils will follow the disciplinary framework detailed in Appendix A. The framework meets legal requirements and is in line with the ACAS Code of Practice.
- 12.3 The Disciplinary Framework is designed to deal with any allegation of misconduct against a chief executive. Any question or complaint as to the capability of the chief executive to fulfil the duties and responsibilities of the post, including any alleged failure by the chief executive to establish and maintain a satisfactory working relationship with the council, is not a disciplinary matter. Appendix B provides a Capability Framework for councils to follow should any such complaint or question arise.

13 TRAVEL ALLOWANCES

- 13.1 Where a council authorises an employee to use a form of transport in the course of their work they will be reimbursed in accordance with locally determined arrangements.

14 REIMBURSEMENT OF EXPENDITURE

- 14.1 An employee necessarily incurring additional expense in the course of their work in respect of meals or overnight accommodation will be reimbursed approved expenses, subject to appropriate evidence of expenditure being produced, in accordance with locally determined arrangements.

15 ISLANDS ALLOWANCE

- 15.1 An annual allowance, determined nationally, will be paid to an employee employed by an island council and to an employee based on Tiree, Coll or Colonsay. This allowance will be increased each year in accordance with the Average Weekly Earnings Index.

16 FEES FOR RETURNING OFFICERS

- 16.1 The fees for Returning Officers will be determined nationally.

17 TRADE UNION FACILITIES

- 17.1 Each council will provide the recognised trade unions with facilities necessary to carry out their functions in accordance with the ACAS Code of Practice. This will include paid leave of absence to attend relevant meetings concerned with the work of the Scottish Joint Negotiating Committee for Chief Officials.

CHIEF EXECUTIVE DISCIPLINARY FRAMEWORK

In following this framework it should be noted that:

- Indicative timescales are provided at various stages of the framework. These can be varied to tie in with timescales adopted locally for other chief officers. Any chief executive subject to action under this framework will at the outset be advised of the timescales which will apply.
- At various stages of the framework, reference is made to the head of human resources. It is essential that professional support and advice is available, but it is for each council to determine within their own structure who provides such support and advice.
- Elected members and professional advisers will declare any personal interest they have in the case and consideration will be given to them not taking part in any proceedings depending on the nature of that interest.
- It is for each council to determine who presents any case against the chief executive at a disciplinary hearing and similarly who presents at any subsequent appeal hearing.
- It is for each council to determine the disciplinary sanctions and the length of time any warnings remain 'live' but these will be consistent with those which apply to other chief officers.
- The framework makes reference to the chief executive being represented. That representation will be consistent with that which applies within the council's disciplinary procedure for other chief officers.

1. When faced with an allegation(s) of misconduct against the chief executive, initial consideration will be given to the allegation(s) to determine whether the matter should be formally investigated and whether suspension is appropriate.

The allegation(s) will initially be discussed between an appropriate senior officer(s) e.g. the head of human resources and/or the monitoring officer and the Leader of the council.

The Leader will appoint an Assessment Group. This group will be made up of a cross party group of elected members representing, as far as is practicable, the political balance of the council. Members of the group will not participate in the remaining stages of the procedure, unless the size of the council is such that there are insufficient numbers of elected members to resource each of the stages independently.

The head of human resources will be available to assist the group.

The head of human resources will verbally make the chief executive aware of the allegation(s) and that an Assessment Group is being called to consider the matter. The chief executive may wish to

make initial observations to the head of human resources. If agreed with the chief executive the head of human resources will share these with the Assessment Group.

The Assessment Group will be advised of the allegation(s) against the chief executive, and if previously agreed, initial observations from the chief executive. It is unlikely that much detail will be known, but in any event, the purpose of the group at this stage is solely to decide whether a formal investigation is required. If the decision is taken to proceed to formal investigation the Assessment Group will also, depending on the nature of the allegation(s), consider whether suspension, which must be on full pay, is appropriate.

A note of the meeting and decision will be taken.

The decision of the Assessment Group will be communicated in writing to the chief executive.

2. Should the matter proceed to formal investigation, an Investigating Officer will be appointed to conduct a formal investigation into the allegation(s).

The Investigating Officer will be agreed between, and be independent of both, the council and the chief executive. In the event of a failure to agree it will be for the Joint Secretaries to the SJNC to recommend an Investigating Officer.

The investigation should be conducted within a reasonable period. If the investigation is likely to extend beyond 4 weeks following appointment of the Investigating Officer, the chief executive will be kept informed of progress.

It is for the Investigating Officer to determine how best to investigate the allegation(s). However, the Investigating Officer will be expected to:

- Meet the chief executive to discuss, and question the chief executive on, the allegation(s). The chief executive should be given a minimum of 5 working days notice of such a meeting and be advised of the right to be accompanied at that meeting.
- Meet with and interview any witnesses to or parties associated with the allegation(s), a statement being prepared to record each interview.
- Review any documentation associated with the allegation(s).

At the conclusion of the investigation, the Investigating Officer will prepare a report for the Assessment Group outlining the findings of the investigation. The report will include a recommendation as to whether the Investigating Officer considers there are sufficient grounds to the allegation(s) to warrant proceeding to a disciplinary hearing.

The Assessment Group will be reconvened to consider the report from the Investigating Officer.

The group, following consideration of the report from the Investigating Officer, will decide if a disciplinary hearing should be convened. The group will also indicate whether, having considered the report, they consider the allegation(s), if substantiated, constitute misconduct or gross misconduct. If gross misconduct and the chief executive has not already been suspended, then they will reconsider suspension at this stage, such suspension being on full pay.

The chief executive will be advised in writing of the decision of the Assessment Group no later than 5 working days following the meeting of the group. A copy of the report from the Investigating Officer will accompany that letter.

Where the Assessment Group decision is that no further action is necessary, no record of the allegation(s) will be entered on the chief executive's personal file.

3. Should the Assessment Group consider that the matter should proceed to a disciplinary hearing, a Hearing Committee will be set up and formal notification issued to the chief executive of the hearing.

The Hearing Committee will exclude members of the Assessment Group and, as far as is practicable, be made up of a cross party group of elected members representing the political balance of the council.

The head of human resources will advise the Committee. A record of the meeting and decision reached will be taken.

The chief executive will be given a minimum of 5 working days prior notice in writing of the Hearing. The letter will provide full details of the allegation(s), an indication of whether the allegation(s) if substantiated, may constitute misconduct or gross misconduct and the implications of this, i.e. gross misconduct may result in dismissal, advise that the Committee will refer to the report from the Investigating Officer and advise of any witnesses that may be called. The letter will also advise the chief executive of their right to be represented at the hearing and ask the chief executive (or their representative) to provide in advance of the hearing any relevant papers that they may present as part of their case and the names of any witnesses they may wish to call.

The chief executive may seek a postponement of the hearing to enable representation; such postponement should be for no more than 10 working days.

Conduct of the Hearing: The purpose of the Hearing Committee is to ensure that a fair hearing is conducted into the allegation(s) so that a reasonable decision can be made, based on the information presented. The conduct of the hearing will be as follows:

- A representative on behalf of the Assessment Group will present their case.
- Members of the Hearing Committee and the chief executive (or their representative) will have the opportunity to question the Assessment Group representative and any witnesses called.
- The chief executive (or their representative) will present their case.
- Members of the Hearing Committee and the Assessment Group representative will have the opportunity to question the chief executive (or representative) and any witnesses called.
- The representative of the Assessment Group will summarise their case, introducing no new evidence.
- The chief executive (or their representative), will summarise their case introducing no new evidence.
- Both parties will withdraw to enable the Hearing Committee to make a decision in private.
- Following the recess, the parties will reconvene and the convener of the Hearing Committee will advise the chief executive of the Committee's decision. If the Hearing Committee is unable to provide a decision on the day of the Hearing, they will reach a decision as soon as possible but in any event, the decision will be confirmed in writing to the chief executive within 5 working days. The letter will also include details of to whom the chief executive can appeal the decision of the Hearing Committee, should they wish to do so, together with the associated timescale.

Sanctions: If the allegation(s) against the chief executive are considered to have been substantiated, any disciplinary action taken should be reasonable in the circumstances taking into account the seriousness and any mitigation presented.

In the case of a first offence, other than for gross misconduct, the sanction should normally be a written or final written warning. Where a written warning had previously been issued and the chief executive has committed a similar offence or a subsequent different but equally serious offence, the Hearing Committee may issue a final written warning or more serious sanction. A chief executive should normally be given a final written warning regarding their conduct before dismissal is contemplated. However, it should be noted that there may be cases of gross misconduct so serious that summary dismissal without notice is appropriate.

Notwithstanding the above, the disciplinary action taken will be in line with the sanctions contained within the council's disciplinary procedure for all other chief officers.

Similarly, examples of what constitutes gross misconduct will be as per the disciplinary procedure for other chief officers.

Should the allegation(s) be found to be not substantiated and no disciplinary action taken no record of the allegation(s) will be entered on the chief executive's personal file.

4. Should the chief executive appeal the decision of the Hearing Committee, a meeting of the Appeal Committee (or other relevant body within the council), will be arranged to consider the appeal.

The Appeal Committee will exclude members of the Hearing Committee and, as far as is practicable, be made up of a cross party group of elected members representing the political balance of the council.

The head of human resources will advise the committee. A record of the meeting and decision reached will be taken.

The Appeal Committee will ideally be held within 20 working days of receipt of the appeal.

The chief executive will be given a minimum of 5 working days prior notice in writing of the date of the Appeal Hearing and be provided with a copy of any associated paperwork that will be presented on behalf of the Hearing Committee. The letter will advise the chief executive of their right to be represented at the Appeal, advise of any witnesses that may be called and ask the chief executive (or their representative) to provide in advance of the appeal any documentation that they intend to refer to and the names of any witnesses they may call.

The conduct of the Appeal Hearing will follow that of the Disciplinary Hearing, however it will be for the chief executive (or representative) as appellant to present their case first and be allowed to summarise their case last.

It is the responsibility of Appeal Committee to determine whether the appeal from the chief executive should be upheld, upheld in part or dismissed. If upheld in part the Appeal Committee must also determine the impact of this decision on any sanction implemented by the Hearing Committee.

The convener of the Appeal Committee will advise the chief executive of the decision of the Appeal Committee. If the committee is unable to reach a decision at the conclusion of the Hearing they will do so as soon as possible but in any event the decision will be confirmed in writing to the chief executive within 5 working days of the date of the hearing.

CHIEF EXECUTIVE CAPABILITY FRAMEWORK

The Capability Framework is based on the Disciplinary Framework in Appendix A, adapted as detailed below, and should therefore be read in conjunction with that framework.

1. In the first instance any question or complaint with regard to a chief executive's capability will be referred to an Assessment Group which will be appointed as per section 1 of Appendix A.
2. The Assessment Group will meet with the chief executive to discuss the nature of the complaint or question.
3. If the Assessment Group concludes that there is a question of substance as to the chief executive's capability they will advise the chief executive of the ways in which performance should improve and a period of time after which the matter will be reviewed. This period should be sufficient to allow the chief executive a reasonable opportunity to show the required level of improved performance.
4. If the Assessment Group consider that there is evidence of serious incapability which is not likely to be remedied within a reasonable period of time, or if a previous warning has been issued to the chief executive in regard to performance then the Assessment Group will refer the matter to an Investigating Officer.
5. Similarly if subsequent to 3 above there remains a question as to the capability of the chief executive the matter will be referred to an Investigating Officer.
6. The Investigating Officer will be appointed and the investigation conducted as per section 2 of Appendix A
7. Upon receipt of the report from the Investigating Officer the Assessment Group will decide whether or not the matter should proceed to a Hearing Committee.
8. The Hearing Committee will be appointed as per section 3 of Appendix A. The conduct of the hearing will be as per section 3 of Appendix A.
9. If the Hearing Committee conclude that the chief executive is not carrying out his/her duties and responsibilities to the level of capability that the council believes is required, the Hearing Committee will consider issuing a written warning with the provision of a reasonable amount of time for the chief executive to meet the requirements of the post, or (if a previous warning has been issued or, the Hearing Committee judge the incapability to be fundamentally irremediable) confirm dismissal with notice. A satisfactory outcome may alternatively be achieved by the chief executive actively seeking other employment, resigning or accepting retirement.
10. The chief executive will have the right to appeal the decision of the Hearing Committee to an Appeal Committee (or other relevant body within the council). The appointment of that committee and conduct of the appeal will be as per section 4 of Appendix A.

Scottish Joint Negotiating Committee for Chief Officials

CONSTITUTION

1 NAME OF ORGANISATION

The Committee will be known as the Scottish Joint Negotiating Committee for Chief Officials of Local Authorities, hereinafter referred to as "the Committee".

2 SCOPE

The Committee will cover council Chief Executives (head of paid services) and any officer regarded by a council as a Chief Officer. This is for local determination but will normally include those reporting directly to the chief executive as well as their immediate reports.

3 MEMBERSHIP

- a) The Committee will have 12 members, 6 to represent the employers and 6 to represent the employees.
- b) The 6 employers' representatives will be appointed by the Convention of Scottish Local Authorities.
- c) The 6 employee representatives will be appointed as follows:

UNISON	2 representatives
GMB	2 representatives
ALACE	2 representatives

- d) If any of the bodies referred to in paragraphs (b) and (c) do not appoint the number of representatives provided for by the constitution, failure to appoint will not invalidate the decisions of the Committee.
- e) In the event of any member of the Committee or any of its sub-groups being unable to attend any meeting the body represented by the member will be entitled to appoint a substitute to attend the meeting. A substitute for a member of a sub-group will be appointed only from amongst the remaining members of the Committee.
- f) The members of the Committee will retire annually immediately prior to the annual general meeting and be eligible for re-appointment. A member will retire from the Committee on ceasing to be a member of the body by which they were appointed.

- g) If a vacancy arises, a new member will be appointed by the body who the previous member represented and will be a member until the end of the period for which the previous member was appointed.

4 FUNCTIONS OF COMMITTEE

Scottish local government employers and trade unions plan to develop a fair and progressive employment agenda to support innovative quality service delivery. This principle will underpin all of the Committee's agreements and activities.

The functions of the Committee are as follows:

- To support and develop a national framework which will contribute to the development of a highly skilled and motivated workforce.
- To negotiate sustainable collective agreements on employment related matters.
- To promote and support the application of such agreements for local government and its employees.
- To promote co-operation between employers and recognised unions throughout local government.
- To support the promotion of equality and the elimination of discriminatory practices in employment.
- To support the development and adoption of local codes of practice to cover the conduct and obligations of employees and employers.
- To support the development and implementation of training and development initiatives and to ensure their integration into broader employee development strategies.
- To provide advice and assistance to councils, recognised unions and employees on employment related issues.
- To settle differences of interpretation and/or application of the national agreement that cannot be resolved locally.
- To provide a national conciliation service for the resolution of disputes that cannot be resolved locally.
- To undertake any activity incidental to the above.

5 SUB-GROUPS

The Committee may establish, from its own membership, sub-groups as it considers necessary. Reports from sub-groups will be submitted to the Committee. The Committee when establishing a sub-group may delegate special powers to the sub-group, in such cases reports to the Committee will be submitted for information.

6 CONVENER AND VICE-CONVENER

The Committee will appoint from amongst its membership a convener and vice convener who will retire in the same manner as provided for members in paragraph 3. Convenerhip of the Committee will be held in alternative years by a member of the Employers' Side.

In the absence of the convener, the vice convener will preside at the meetings of the Committee. If neither the convener nor the vice convener is present, a chair will be elected for the meeting.

The convener will have a vote but not a casting vote.

The convener and vice convener will be members of all sub-groups established by the Committee.

7 OFFICERS

The Committee will appoint joint secretaries, and any other officers as it thinks fit. These officers will retire in the same manner as is provided for members in paragraph 3 and will be eligible for re-appointment.

8 ADVISERS

The Convention of Scottish Local Authorities and the Employees Side may appoint an appropriate official or officials to act as advisers; such officials will only serve in a consultative capacity.

9 OTHERS INVITED TO ATTEND MEETINGS

The Committee or a sub-group may invite any persons whose special knowledge would be of assistance to attend and speak at its meetings. Such persons will not have the power to vote.

10 MEETINGS

The annual meeting of the Committee will be held during the month of November.

Ordinary meetings of the Committee will be held as necessary.

The convener will call a special meeting of the Committee if so requested by either side. The notice summoning the meeting will state the nature of the business to be transacted and may include any other matters which were not the reason for the request for the special meeting.

All notices of meetings of the Committee and of sub-groups will be issued to the respective members at least seven days before the meeting.

11 VOTING

Voting at Committee and sub-group meetings will be by show of hands or otherwise as the Committee or sub-group determines. No resolution will be carried unless it is approved by the majority of the members present and voting on each side of the Committee or sub-group.

12 NOT ENOUGH MEMBERS PRESENT

If fewer than one third of the members of the Committee divided equally between the two sides are present at the start of the meeting, the convener will declare the meeting closed and the business then under discussion will be the first business to be discussed at the next meeting of the Committee. The required number of members to be present at a meeting of a sub-group will be determined by the Committee.

13 ARBITRATION

In the event of the Committee failing to reach agreement over nationally determined terms and conditions of employment both sides may agree to refer the matter to ACAS for submission to arbitration.

14 FINANCE

The administrative expenses of the Committee (excluding expenses of representatives which will be met by the respective sides) and its sub-groups will be borne equally by the two sides.

15 AMENDING THE CONSTITUTION

The constitution may only be amended with the agreement of the Convention of Scottish Local Authorities, and the three trade unions referred to in paragraph 3.

This page is intentionally left blank



Equality and Human Rights Impact Assessment - the Form

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

STEP 1: Identify essential information

1. Committee Report No.

2. Name of proposal.

3. Officer(s) completing this form.

Name	Designation	Service	Directorate
Jeff Capstick	HR Manager	HR & OD	Corporate Governance

4. Date of Impact Assessment.

5. When is the proposal next due for review?

6. Committee Name.

7. Date the Committee is due to meet.

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

The revised scheme of salaries and conditions of service are nationally determined. These have been harmonised with local conditions of service by the HR&OD Service where appropriate.

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.**

A summary of the EHRIA is as follows:- The national conditions are neutral in their impact for all protected characteristics. However, the new conditions omit any reference to pay protection and leave this to local Council's to determine. It is proposed to apply the new pay transitioning arrangements with effect from 1 October 2014.

In relation to the other equality strands, it is expected that the implementation of the proposal will have a neutral impact. As no negative impacts have been identified there are no practical actions to take to reduce or remove impacts, with the proposal meeting the public sector equality duty for people with protected characteristics.

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 main aim of the proposal is to apply the newly determined nationally agree conditions of service for Chief Officials and make local determinations on the conditions where appropriate. Local determination of conditions has been based on harmonising with the existing local conditions for SJC for Local Government Employees.

12. Who will benefit most from the proposal?

This proposal will affect all Chief Officials and the way the conditions have been developed locally and nationally no-one group will benefit from the proposed amendments

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 most significant issue in these conditions is the reduction in nationally determined annual leave entitlement and elimination of pay protection provisions.

The annual leave proposal harmonises the national provisions with those for SJC for Local Government Employees. However the Council supplements these provisions with locally determined arrangements. On introduction of these arrangements the SJC for Local Government Employees in May 2009, personal protection of annual leave arrangements for those who would have lost out by the application of the provision was agreed and applied. It is proposed that the same personal protection arrangements apply for those who would lose out by the imposition of the new arrangements.

On the issue of pay protection the former conditions (Clause 60) provided for lifetime pay protection for Chief Officials. This in terms of equal pay was unsustainable and it is pleasing to see this removed, which neutralises any potential pay discrimination. The proposal is to move to the locally agreed pay transitioning arrangements which are viewed to be equal pay compliant.

The harmonisation with the local conditions is viewed as a reasonable approach. The personal protection mitigates the negative effects of the changes to national conditions and as these have been applied in the past to SJC for Local Government employees these are viewed as reasonable.

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.

The Council only employs 26 Chief Officials of which approx. 30% are female and 70% are male. The national conditions have been assessed for equality compliance and no indications of any problems have been raised.

STEP 4: Assess likely impacts on people with Protected Characteristics

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

(Positive +, neutral 0, - negative)

Protected Characteristics					
Age - Younger	0	Disability	0	Gender	0

Equality and Human Rights Impact Assessment – the Form.

Older				Reassignment*	
Marriage or Civil Partnership	0	Pregnancy and Maternity	0	Race**	0
Religion or Belief	0	Sex (gender)***	0 (potential)	Sexual orientation****	0
Others e.g. poverty	0				

Notes:

- * Gender Reassignment includes Transsexual
- ** Race includes Gypsy/Travellers
- *** Sex (gender) i.e. men, women
- **** Sexual orientation includes LGB: Lesbian, Gay and Bisexual

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

In making the assessment you must consider relevant evidence, including evidence received from individuals and equality groups. Having considered all of these elements, you must take account of the results of such assessments. This requires you to consider taking action to address any issues identified, such as removing or mitigating any negative impacts, where possible, and exploiting any potential for positive impact. If any adverse impact amounts to **unlawful discrimination**, the policy must be amended to avert this. Detail the impacts and describe those affected.

Positive impacts (describe protected characteristics affected)	Negative Impacts (describe protected characteristics affected)
NIL	NIL

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. No**

- | |
|---|
| <input type="checkbox"/> Article 3 – Right not to be subjected to torture, inhumane or degrading treatment or punishment
<input type="checkbox"/> Article 6 – Right to a fair and public hearing
<input type="checkbox"/> Article 8 – Right to respect for private and family life, home and correspondence
<input type="checkbox"/> Article 10 – freedom of expression
<input type="checkbox"/> Other article not listed above |
|---|

How?

Legality

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

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)

The proposal will be monitored through any feedback received from employees and trade unions, through the HR Business Partner teams and the HR Service Centre.

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

The results of this impact assessment will continue to be borne in mind once the new conditions are implemented.

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
Jeff Capstick HR Manager	10/06/14	

Quality check: document has been checked by

Name	Date	Signature
Mike Lawson HR Manager	10/06/14	

Head of Service (Sign-off)

Name	Date	Signature
Ewan Sutherland	10/06/14	

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

ABERDEEN CITY COUNCIL

COMMITTEE	Finance, Policy and Resources
DATE	19 June 2014
DIRECTOR	Gayle Gorman
TITLE OF REPORT	Art Gallery redevelopment programme – procurement of the construction works
REPORT NUMBER:	ECS-14-046
CHECKLIST RECEIVED	Yes

1. PURPOSE OF REPORT

The report provides an update on progress to develop the Art Gallery, Cowdray Hall and Memorial Court, including confirmation that design work has been completed to RIBA Stage E [detailed design] and that planning and listed building permission has been approved. The next step is to publish the Pre-Qualification Questionnaire, in order to select a shortlist of principal contractors, who will be invited to tender for the project and this report seeks approval of the total estimated cost, which requires committee approval, prior to commencing the tender process.

2. RECOMMENDATION(S)

- 1) The Committee notes the progress to date with the development of the Art Gallery complex ;
- 2) The Committee approves the total estimated expenditure of £30m and instructs the Design Team working with officers to publish the Pre Qualification Questionnaire and Invitation to Tender on the Public Contracts Scotland website and elsewhere, as appropriate.

3. FINANCIAL IMPLICATIONS

The total estimated redevelopment cost of the project is £30m. The main procurement will be for the construction contract, which will include demolitions and enabling works, new build, building and exhibition fit outs, design team fees and surveys. Furniture and fittings, decant costs and all other necessary and related works are also included. The estimated cost of these works is approximately £25.3m. The other costs that take the total estimated development cost to £30m include contingencies and inflation, the Activity Plan and associated elements. Approval is being sought for the total estimated cost of delivering the redevelopment project.

The Council has committed £10m from its Non-Housing Capital Fund towards the overall costs of redeveloping the Art Gallery, Cowdray Hall and Memorial Court. At the Urgent Business Committee of 29 November 2012 the Council further agreed to underwrite a public and philanthropic fundraising campaign to the sum of £10m and approve the submission of an application of the Heritage Lottery Fund for a further £10m.

The Heritage Lottery Fund agreed a first round pass in April 2013 and awarded a development grant to allow the Council to develop the activity, business and interpretation plans for a round two submission. This application requires to be made before April 2015. However to maintain the current construction programme and minimise the risk of construction costs rising, including the previously advised longer lead in to the completion of the Museums Collections Centre, as advised to the Education, Culture and Sport Committee on 27th March, the round two submission will be made in June 2014.

The revenue costs associated with the redeveloped Art Gallery have been reviewed to make an overall assessment of changes to operational budgets from 2018/19. The existing revenue budgets within the service, with the best information to date will sustain increases within the Budgets modelled over the period until 2018/9, with a proportion met by the HLF grant, which includes the costs to deliver the Activity Plan, which is an integral part of their commitment to the project.

Budgets currently modelled	2014/15	2015/16	2016/17	2017/18	2018/19
Art Gallery	159,631	165,494	171,858	178,768	186,270
Crombie Road	40,680	40,680	40,680	40,680	40,680
Museums Collections Centre		30,000	60,000	110,000	190,000
Total Budgets in 5 Year Plan	200,311	236,174	272,538	329,448	416,950
Overall total					1,455,421

A draft Business Plan has been prepared, reflecting the expected increased revenue costs and projections for increased income generation once the Art Gallery re-opens. This will be reviewed and assessed on an ongoing basis and also in more detail in 2018/19 when a full year of the redeveloped Art Gallery will provide evidenced expenditure on utilities and other related costs to build in to future years' budgets.

4. OTHER IMPLICATIONS

Investment in the Art Gallery and its collections is critical to ensure that key parts of the heritage, history and collective memory of the city and its citizens are protected. There will be considerably more opportunities to display and exhibit the collections with fresh interpretation, bringing a benefit to residents and visitors alike. Improved environmental conditions will also enable the Art Gallery to attract and host the best possible range of incoming exhibitions and individual exhibits to the city.

New Educational facilities will create the opportunity to deliver an enhanced learning offer for all ages. A sensitive upgrading of the Cowdray Hall, which retains its unique acoustic, will provide an improved experience for audiences and performers. Finally, the War Memorial will be carefully rethought to reflect both its current role as a space to contemplate, and interpret the sacrifice made on behalf of the community.

5. BACKGROUND/MAIN ISSUES

The Programme for the construction and fit-out works to the Art Gallery and Cowdray Hall enables a re-opening to the public in 2017. To maintain this programme, the EU procurement process is required to commence in July 2014 with the publication of the Pre Qualification Questionnaire. The Invitation to Tender documents will be issued in November 2014 with a deadline for tender returns in January 2015. This allows a period of over two months to award the tender and mobilise the construction team.

The result of the Round 2 application to the Heritage Lottery Fund will be known in September 2014 before the Invitation to Tender is released.

The construction of the Museums Collections Centre, where the Council's collections of art works and historical objects will be stored when not on display, is an enabling project for the Art Gallery Redevelopment as it will house key items from the Art Gallery collections during the construction phase. Timings are aligned to minimise additional costs within the programme and have been adjusted to take account of changes as and when they have occurred.

The revised timeline (referred to in section 4 above) for the Museums Collections Centre has been discussed with the Heritage Lottery Case Officer, and an options appraisal undertaken to limit the impact of this new timeline on the Art Gallery redevelopment programme and project costs. A preferred option will be identified and discussed with the Heritage Lottery Case Officer prior to the committee meeting.

6. IMPACT

Corporate – The report relates to the Council's 5 year Corporate Business Plan, 'Aberdeen - the Smarter City', where "we will embrace the distinctive pride the people of Aberdeen take in their city and work with them to enhance the sense of well-being here, building strong communities which look out for, and look after one another."

Specifically in terms of Smarter Living (Quality of Life):

- We will improve access to and increase participation in arts and culture by providing opportunities for citizens and visitors to experience a broad range of high quality arts and cultural activities
- We aspire to be recognised as a City of Culture, a place of excellence for culture and arts by promoting Aberdeen as a cultural centre hosting high quality and diverse cultural events for the whole community and beyond

This report is consistent with the Education, Culture and Sport priorities, and the City's Cultural strategy, 'Vibrant Aberdeen' as the proposal will improve the City's cultural profile. The report also relates to the Council's Strategic Infrastructure Plan and explicitly the realisation of the Art Gallery redevelopment.

Public - this report is likely to be of interest to the public, given the nature and location of the development.

7. MANAGEMENT OF RISK

Risk relates primarily to the timeline to procure a contractor, their completing the development to time and it being completed to minimise the delays in commencing the construction phase of the Art Gallery redevelopment.

8. BACKGROUND PAPERS

Art Gallery redevelopment programme – procurement of the Museums Collections Centre, Education, Culture and Sport Committee, 27th March 2014;

Aberdeen Art Gallery redevelopment programme, Urgent Business Committee, 29th November 2012;

Aberdeen Art Gallery redevelopment, Education, Culture and Sport Committee, 7th June 2012 and Finance and Resources Committee, 21st June 2012;

Progress report on proposals to redevelop Aberdeen Art Gallery, 18th November 2010

Progress report on proposals to redevelop Aberdeen Art Gallery and Report on improving access to the Museums and Galleries Collections, Culture and Sport Committee, 27th May 2010;

9. REPORT AUTHOR DETAILS

Neil M Bruce, Service Manager-Culture,
neilbr@aberdeencity.gov.uk, tel: 523144

This page is intentionally left blank

ABERDEEN CITY COUNCIL

COMMITTEE	Finance, Policy and Resources
DATE	19 June 2014
DIRECTOR	Gordon McIntosh
TITLE OF REPORT	Procurement of Service to Deliver Mobility Equipment Hire
REPORT NUMBER:	EPI/14/152
CHECKLIST RECEIVED	Yes

1. PURPOSE OF REPORT

This report seeks the agreement of committee to procure a service provider who would provide mobility equipment hire at a range of locations on an agreed programme across the city. A gap in service provision for the city centre (north) has been identified since service provision by Shopmobility at Flourmill Lane (within the former St. Nicholas House car park) moved to Union Square.

2. RECOMMENDATION(S)

It is recommended that

- a) officers be instructed to procure a mobility equipment hire service for a contractual period of three years with the option of extending for a further two years thereafter subject to satisfactory delivery, based on the Council providing the vehicle/unit to enable a citywide service to be delivered.
- b) the funding available to provide the service is identified within the tender as £19500/annum which is funded from the former Shopmobility service budget with deductions for the vehicle/mobile unit maintenance, insurance and offsetting the loss of car parking income.
- b) the committee approves procurement of a suitable vehicle/mobile unit of up to £60000, with the remaining funds current held in reserves, available for any adaptations for operational purposes identified by the preferred bidder.

3. FINANCIAL IMPLICATIONS

From existing budgets, there is an accrual of £56673.67 which was earmarked for physical refurbishment of the Skyline restaurant in the Bon Accord Centre. (This had been a proposal for an alternative site to house Shopmobility when St. Nicholas House closed. This was never progressed due to the costs and operational arrangements set out by the then centre owners.) A further £34,000 is accrued, which is unspent rent for Flourmill Lane in the last financial year. This means that there is approximately £91000 held in reserves which could be used to fund the procurement of the vehicle/equipment. A further £34000 is budgeted within the current year's revenue budget held by Community Planning and Performance Management for the delivery of the former Shopmobility service.

The maintenance and insurance of the vehicle/mobile unit would be estimated to cost £2500/annum. The replacement of the vehicle/mobile unit would be worked into the replacement cycle and funding as part of the Fleet Asset Management Plan.

The use of Council car parks will result in a loss of daily income to the parking account. Average daily income/space for Gallowgate is approximately £6, Summer Street is £9 and Denburn £3. For Gallowgate around 15 Spaces would potentially be lost to operate such a service and it is likely to be sought for use up to twice/week. This could be accommodated as an early part of the week and either a Friday or Saturday. Given the number of spaces in Summer Street its use would result in a substantial amount of the car parking being closed on any day it was to be operated (with the unit occupying space on Huntly Street). Its location would be less popular and so would potentially be used a maximum of once per fortnight. Denburn would potentially be used around once per week as it is convenient for the west end, north end of Bon Accord Centre and Union Street via Union Terrace. The overall loss of operating from the car parks would be estimated at £12000.

The current budget of £34000 would therefore cover the cost of the loss of car parking income and vehicle maintenance/insurance, leaving £19500 available annually to support the costs of delivering the service which would be paid in quarterly instalments in advance on receipt of the next programme.

4. OTHER IMPLICATIONS

This report is highly relevant to ensuring that the council meets the General Equality Duty.

An Equality and Human Right Impact assessment has been carried out and is appended to this report.

The principle of overall operations is based on the Council procuring a suitable vehicle/mobile unit to operate the service and securing by

competitive tender a suitable service provider to deliver the service on an agreed frequency. The Council would insure, maintain and inspect the vehicle as necessary to comply with any legal requirements. The service operator would have to pay for any costs associated with careless or negligent damage and excesses attributed in any repairs following accident damage.

By procuring the service we will ensure that the opportunity to attract interest and secure best value will be addressed. This will require input from our legal team and support from the Commercial & Procurement Services. Procuring the service would address any potential claim that we were providing state aid.

It will be for the service provider to consider health and safety risks and how to address them through robust risk assessments.

The off street car parks do not require any amendment to the traffic regulation orders as provision already exists for suspension of all or parts of the car parks.

5. BACKGROUND/MAIN ISSUES

For almost 20 years, Shopmobility Aberdeen was at the heart of the main retail area of the city in Flourmill Lane. With the council headquarters moving to Marischal College in 2011, this site was no longer available. The operation then moved to a satellite unit based in Union Square. The base at Union Square whilst a comfortable and modern building, is identified by former users of the service as being too far from Union Street, Bon Accord/St Nicholas and the Trinity shopping centres to be convenient. Anecdotal evidence suggests that many former clients are now shopping at sites out with the city (e.g. Westhill, Inverurie etc.) because they can park immediately outside the supermarkets, independent retailers or cafes in these areas giving them easier access to shopping and recreation.

Officers have researched possible ways to deliver the service and have identified an alternative which doesn't require a permanent building. A number of authorities have adopted an approach whereby the service is delivered from a mobile unit which is set up in a range of places over a week or more.

The mobile unit would carry a wide variety of wheelchairs, scooters and walking aids in order to ensure that as many people as possible can be catered for, providing a range of equipment which can comfortably cope with the Aberdeen terrain, making the built environment more accessible. The unit would provide the equipment necessary to combat the inclines and distances which regularly make accessing such events and venues very difficult. This range would also allow people to access city centre facilities, for example, Aberdeen Art Gallery, the Central Library, the Maritime Museum etc as well as being able to go further a field to places such as Hazlehead, the Duthie Park or to the Beach.

The mobile unit could be parked at these venues to enable access without having to travel a great distance, which all add to the enrichment of peoples' daily lives.

There are local shopping and leisure facilities situated in various communities in Aberdeen and the introduction of a mobile unit would help ensure that people with disabilities living in these communities or visiting these areas could use these facilities to the full.

In order to enable such a service to operate space for the mobile unit and users cars is required. This will generally be in a car park with little in the way of height restrictions etc. In a central location the Council is able to provide space in its off street car parks at Gallowgate, Summer Street and Denburn. This will have a resulting loss of income as spaces have to be set aside for service users. As Gallowgate is our busiest car park it is most likely to be seen by a service operator as a location they would prefer to have access to on days when demand is at its busiest.

The procurement of this service would follow an approach which would provide the level of funding available to operate the service annually and bidders would have to provide a programme, on a quarterly basis in advance, setting out where and when the service would operate and the intended level of quality. Officers would evaluate bids based on the quality of the service, experience of bidder, service levels, their intended business plan to show their expected cash flow for operations and their intended coverage of the city. A scoring matrix would be provided in the advice to bidders so they were able to understand how bids would be evaluated and weighted. This overall approach is very different from traditional procurement whereby the council, as the client, seeks bids based on quality and price or by price alone. In this case the price will be fixed to bidders and the evaluation will be based purely on quality elements.

Although some of these prospective mobile unit locations have little or no other revenue implications for the council when the unit would be parked there, for example, at the Duthie Park or at Hazlehead, the potential "star" location of the Gallowgate car park clearly would have such implications for every day it was used for this purpose. The potential loss of Gallowgate car park income, based on its use twice a week as set out in section 3 above, would be offset by providing a license to occupy to the operator and to account for the use from the revenue budget currently held by Community Planning and Performance Management for the delivery of the former Shopmobility.

Other commercial business locations which could be approached to potentially house such a mobile unit might include

- Berryden/Kittybrewster Retail Parks
- Sea Beach Retail Park & access to beach, leisure facilities and cafes.
- Bridge of Don Supermarket
- Bridge of Dee Supermarket, DIY, Chemist

- Danestone Supermarket

All of the suggested locations are managed and maintained privately and so would require access by the mobile unit to be negotiated. This would be the responsibility of the prospective operator to secure and to set out within their programme and business plan.

6. IMPACT

Corporate:

This proposal fits with Equality Outcomes

- 7. Improved opportunities for people with protected characteristics to participate in public life
- 11. Pavements and footpaths that are safe and easy to use for pedestrians
- 14. People with protected characteristics who make better use of cultural and sporting activities

The Equalities Outcomes have been developed in line with the Council's vision, Aberdeen - the Smarter City. We will ensure all citizens are encouraged and supported appropriately to make their full contribution. In order to address this, we will challenge inequalities wherever they exist and bring our communities closer together.

The Equalities Outcomes are aligned to fit in and support the Outcomes identified within the Single Outcome Agreement, which have the underlying principles of:

- targeting the most in need
- reducing isolation of minority communities.

Public:

This report is highly relevant to ensuring that the council meets the General Equality Duty.

An Equality and Human Right Impact assessment has been carried out and is appended to this report.

The impact assessment indicates that this proposal will contribute positively to all three parts of the General Duty of the Equality Act: To eliminate discrimination, advance equality of opportunity and foster good relations. To comply with the general equality duty we must have due regard to all three of these elements.

The Equality Act explains that advancing equality of opportunity involves, in particular, having due regard to the need to:

- Remove or minimise disadvantage suffered by people due to their protected characteristics
- Take steps to meet the needs of people with certain protected characteristics where these are different from the needs of other people
- Encourage people with certain protected characteristics to participate in public life or in other activities where their participation is disproportionately low.

The Act also sets out that:

- meeting different needs includes (among other things) taking steps to take account of disabled people's disabilities
- fostering good relations means tackling prejudice and promoting understanding between people from different groups
- meeting the general equality duty may involve treating some people more favourably than others.

7. MANAGEMENT OF RISK

There are a number of risk to consider:

- being unable to predict the level of usage
- the level of service that can be provided within the funding limits is very much dependant on the provider's ability to secure income sources and to negotiate with third parties to access sites.

The contract will require the operator to keep statistics on the level of usage and report such to the council regularly to show how usage is reflecting the take up within their business plan.

The contract will have the opportunity for either party to terminate should there be poor performance, low take up, or failure to deliver against the proposed programme. In such situation there would be early discussions with the operator of the service.

8. BACKGROUND PAPERS

None

9. REPORT AUTHOR DETAILS

Sandra Bruce,
Equalities Strategist,
sandrab@aberdeencity.gov.uk
Tel. 01224 523039

Hugh Murdoch
Head of Asset Management and Operations
hughm@aberdeencity.go.uk
01224 523965

This page is intentionally left blank

Equality and Human Right Impact Assessment: The Form



Aberdeen City Council

EHR/IA

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, the word “proposal” refers to policy, strategy, plan, procedure, report or business case. This then, embraces a range of different actions such as setting budgets, developing high level strategies and organisational practices such as internal restructuring. Please also refer to the “Completion Terminology” at the end of the form.

1: Equality and Human Rights Impact Assessment- Essential Information

<p>Name of Proposal: Proposal to tender for the provision of a mobile unit to house and transport disability aids/ equipment</p>	<p>Date of Assessment: 16 May 2014</p>
<p>Service: Asset Management & Operations</p>	<p>Directorate: Enterprise, Planning and Infrastructure</p>
<p>Committee Name: Finance, Policy and Resources</p>	<p>Date of Committee 19 June 2014:</p>
<p>Who does this proposal affect? Please Tick ▼</p>	<p>Employees <input type="checkbox"/></p> <p>Job Applicants <input type="checkbox"/></p> <p>Service Users <input checked="" type="checkbox"/></p> <p>Members of the Public <input checked="" type="checkbox"/></p>

	Other (List below) <input type="checkbox"/> x Voluntary organisations or commercial companies who may wish to tender for contract.
2: Equality and Human Rights Impact Assessment- Pre-screening	
Is an impact assessment required?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
If No, what is the evidence to support this decision? (Once this section is completed, please complete section 8 of the form).	

--	--

3: Equality and Human Rights Impact Assessment	
a- What are the aims and intended effects of this proposal?	To tender for a service provider who would undertake mobility equipment hire at flexible locations. A gap in service provision for the city centre (north) has been identified since service provision by Shopmobility at Flourmill Lane (within the former St. Nicholas House car park) moved to Union Square.
b- What equality data is available in relation to this proposal? (Please see guidance notes)	<p>According to Census 2011, around 16% of people in Aberdeen have a long-term illness, health problems or disability that limits the daily activities or the work they can do.</p> <p>Aberdeen has 2270 people living on Incapacity Benefit as at February 2013, 60 under 25 years, 660 aged between 25 and 44 years and 1550 aged 45 and over.</p> <p>There are 6842 Concessionary Fare Passes (2013) in use for people with disabilities and companion and 600 for people with</p>

	<p>visual impairments and companion, compare to the total of 49030 fare passes in use in the city.</p> <p>There are 1940 adults living in care homes in the city in 2013 of whom 328 have disabilities.</p> <p>Shopmobility, when based at Flourmill Lane was dealing with 11526 trips annually. Since moving to Union Square premises, this has reduced to 4,290 trips. There is therefore an identified need to enhance service provision for the many people who are not currently accessing services and facilities.</p>
<p>c- List the outcomes from any consultation that relate to equalities and/or human rights issues e.g. with employees, service users, Unions or members of the public that has taken place in relation to the proposal.</p>	<p>Ongoing dialogue with Shopmobility has identified the need for provision of a mobile unit which this proposal seeks to address. Their evidence suggests that many of their previous clients have not moved with them and that they are not accessing services , facilities and recreational activities to the same degree and so would benefit from the positive outcomes of having a mobile unit.</p>

<p>d- Financial Assessment</p> <p>If applicable, state any relevant cost implications or savings expected from the proposal.</p>	<p>Costs (£)</p> <p>Implementation cost <input type="text" value="£34000*"/></p> <p>Projected Savings <input type="text" value="£nil"/></p> <p>* Annual revenue cost excludes the up front cost of purchasing a mobile unit</p>
<p>e- How does this proposal contribute to the public sector equality duty: to eliminate discrimination, harassment and victimisation; advance equality of opportunity; and foster good relations?</p>	
<p>. This proposal will advance equality of opportunity through increasing the accessibility of services to people with disabilities.</p> <p>The proposal will foster good relations between the different groups, through its inclusive approach to providing services for people with disabilities from across the protected characteristic groups.</p>	

f- How does this proposal link to the Council's Equality Outcomes?

This proposal links to the following Equality Outcomes

- Effective customer service that is aware of the differences and requirements of different groups.
- Improved opportunities for people with protected characteristics to participate in public life.
- Pavements and footpaths that are safer and easier to use for pedestrians.
- People who feel safe in their homes and in a city that is family friendly by night.
- People with protected characteristics who make better use of cultural and sporting facilities.
- The city environment and green spaces are cleaner, better maintained and more family friendly, taking account of physical accessibility and the needs of older people.
- Improved awareness, knowledge and understanding of diversity and equality
- Promoting the importance of diversity and equality to all staff

4: Equality Impact Assessment - Test

What impact will implementing this proposal have on employees, service users or other people who share characteristics protected by *The Equality Act 2010* ?

Protected Characteristic:	Neutral Impact: Please ✓	Positive Impact: Please ✓	Negative Impact: Please ✓	Evidence of impact and if applicable, justification where a ' <i>Genuine Determining Reason</i> '* exists *(see completion terminology)
Age (People of all ages)		+		Older people are more likely to have disabilities and so will benefit from having the proposed mobile unit provision in the city.
Disability (Mental, Physical, Sensory and Carers of Disabled people)		+		People with a broad range of disabilities and their carers will benefit from having an mobile unit which delivers positive outcomes and helps meet the needs of people with disabilities across the city.
Gender Reassignment				
Marital Status (Marriage and Civil Partnerships)				
Pregnancy and Maternity				

Equality Impact Assessment Test:				
What impact will implementing this proposal have on employees, service users or other people who share characteristics protected by <i>The Equality Act 2010</i> ?				
Protected Characteristic:	Neutral Impact: Please ✓	Positive Impact: Please ✓	Negative Impact: Please ✓	Evidence of impact and if applicable, justification where a 'Genuine Determining Reason'* exists *(see completion terminology)
Race (All Racial Groups including Gypsy/Travellers)				
Religion or Belief or Non-belief				
Sex (Women and men)				
Sexual Orientation (Heterosexual, Lesbian, Gay And Bisexual)				
Other (e.g: Poverty)		+		There will be a saving for people of low income with disabilities who have to currently use taxis for access.

5: Human Rights Impact Assessment Test	
Does this proposal have the potential to impact on an individual's Human Rights? Evidence of impact and , if applicable, justification where the impact is proportionate	
Article 2 of protocol 1: Right to education	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Evidence:
Article 3: Right not to be subjected to torture, inhumane or degrading treatment or punishment	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Evidence:
Article 6: Right to a fair and public hearing	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Evidence:

<p>Article 8: Right to respect for private and family life, home and correspondence</p>	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>Evidence:</p>
<p>Article 10: Freedom of expression</p>	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>Evidence:</p>
<p>Article 14: Right not to be subject to discrimination</p>	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>Evidence:</p>
<p>Other article not listed above, please state:</p>	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>Evidence:</p>

6: Assessment Rating:	
<p>Please rate the overall equality and human right assessment (Please see Completion terminology)</p>	<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;"> <input type="checkbox"/> Red </div> <div style="text-align: center;"> <input type="checkbox"/> Red Amber </div> <div style="text-align: center;"> <input type="checkbox"/> Amber </div> <div style="text-align: center;"> <input checked="" type="checkbox"/> Green </div> </div>
<p>Reason for that rating:</p>	<p>The proposal will have a positive impact on people with disabilities.</p>

--	--

7: Action Planning				
As a result of performing this assessment, what actions are proposed to remove or reduce any risks of adverse outcomes identified on employees, service users or other people who share characteristics protected by <i>The Equality Act 2010</i> ?				
Identified Risk and to whom:	Recommended Actions:	Responsible Lead:	Completion Date:	Review Date:

8: Sign off					
Completed by (Names and Services) :	Hugh Murdoch, Enterprise Planning and Infrastructure				
Checked by (Equality Check):	Sandra Bruce, Corporate Governance				
Signed off by (Head of Service) :	Hugh Murdoch				
<p>Please send an electronic copy of your completed EHRIA - without signatures - together with the proposal document and/or committee report to:</p> <p> Equalities Team Customer Service and Performance Corporate Governance Aberdeen City Council Business Hub 13 Second Floor North Marischal College Broad Street Aberdeen AB10 1AB </p>					

9: Completion Terminology:	
Assessment Pre-screening Rating:	<p>This section will highlight where there is the obvious potential for a negative impact and subsequent risk of negative media coverage and reputational damage to the Council. Therefore, a full impact assessment is required, for example around sensitive issues such as marching, Gypsy/ Traveller issues, change to social care provision. It should also be completed to evidence why a full impact assessment was not required, example, there is no potential negative impact on people.</p>
Assessment Rating:	<p>After completing this document, rate the overall assessment as follows: Red: As a result of performing this assessment, it is evident that we will discriminate (direct, indirect, unintentional or otherwise) against one or more of the nine groups of people who share <i>Protected Characteristics</i>. It is essential that the use of the proposal be suspended until further work or assessment is performed and the discrimination is removed. Red Amber: As a result of performing this assessment, it is evident that a risk of negative impact exists to one or more of the nine groups of people who share <i>Protected Characteristics</i>. However, a genuine determining reason may exist that could legitimise or justify the use of this proposal and further professional advice should be taken. Amber: As a result of performing this assessment, it is evident that a risk of negative impact exists and this risk may be removed or reduced by implementing the actions</p>

	<p>detailed within the <i>Action Planning</i> section of this document.</p> <p>Green: As a result of performing this proposal does not appear to have any adverse impacts on people who share <i>Protected Characteristics</i> and no further actions are recommended at this stage.</p> <p>Equality data is internal or external information that may indicate how the proposal being analysed can affect different groups of people who share the nine <i>Protected Characteristics</i> – referred to hereafter as ‘<i>Equality Groups</i>’.</p> <p>Examples of <i>Equality Data</i> include: (this list is not definitive)</p> <ol style="list-style-type: none"> 1: Application success rates by <i>Equality Groups</i> 2: Complaints by <i>Equality Groups</i> 3: Service usage and withdrawal of services by <i>Equality Groups</i> 4: Grievances or decisions upheld and dismissed by <i>Equality Groups</i> <p>Certain discrimination may be capable of being justified on the grounds that:</p> <ol style="list-style-type: none"> (i) <i>A genuine determining reason exists</i> (ii) <i>The action is proportionate to the legitimate aims of the organisation</i> <p>Where this is identified, it is recommended that professional and legal advice is sought prior to completing an Equality Impact Assessment.</p> <p>The rights set out in the European Convention on Human Rights, as incorporated into the UK Law by the Human Rights Act 1998.</p> <p>This document is designed to assist us in “<i>Identifying and eliminating unlawful Discrimination, Harassment and Victimisation</i>” as required by <i>The Equality Act Public Sector Duty 2011</i>. An Equality Impact Assessment is not, in itself, legally binding and should not be used as a substitute for legal or other professional advice.</p>
Equality Data:	
Genuine Determining Reason	
Human Rights	
Legal Status:	

This page is intentionally left blank

ABERDEEN CITY COUNCIL

COMMITTEE	Finance, Policy & Resources
DATE	19 June 2014
DIRECTOR	Angela Scott
TITLE OF REPORT	ICT Acceptable Use Policy
REPORT NUMBER:	CG/14/069
CHECKLIST RECEIVED	Yes

1. PURPOSE OF REPORT

This report proposes an updated ICT Acceptable Use Policy to replace the existing one in order to account for changes in usage arising from the introduction of Smarter Working.

2. RECOMMENDATION(S)

The Committee is requested to:

- a) approve the updated ICT Acceptable Use Policy

3. FINANCIAL IMPLICATIONS

There are no financial implications associated with the implementation of the revised ICT Acceptable Use Policy.

4. OTHER IMPLICATIONS

The revised ICT Acceptable Use Policy takes into consideration that there is no single set of common working hours for employees and accommodates changes to the policy to reflect this.

5. BACKGROUND/MAIN ISSUES

Councils Corporate ICT Acceptable Use Policy (AUP) has been reviewed and updated to reflect that business use of the internet has changed. With Smarter Working and other initiatives, innovative use of the internet will become crucial to business objectives. Other than restrictions to protect the council's network from known technological

risks, internet access will available at all times and will be controlled and monitored for excessive or improper use. Use of webmail and social media will continue to be controlled. The revised policy includes reference to the recently introduced Social Media Guidance for Employees.

The changes described above and other minor cosmetic changes are shown in detail in greyed-out text in the attached document.

6. IMPACT

The changes to the policy are minor and are not likely to have any significant impact on employees of the Council. An Equality and Human Rights Impact Assessment has been undertaken in respect of the amended policy.

7. MANAGEMENT OF RISK

The main risk that has been identified as a result of the changes to the policy is an increased risk of attack from malicious software (malware) which is a term with many different definitions and names like spyware, viruses, adware, trojans, etc. The risk is caused by allowing all staff to access the Internet at any time which increases the opportunity for malware to infect ACC systems and is controlled by the use of technological tools to intercept and remove known threats.

A secondary risk has been identified that if Council allows this increased Internet access it increases the opportunity for staff to abuse the access and spend Council business time accessing personal Internet sites. The risk is caused by the known fact that allowing all staff access to the Internet increases the likelihood that they will spend business time carrying out personal activities on the Internet e.g. shopping etc. The impact from this risk is time wasting, failure to carry out their duties, failure to do their core hours, and as a result increasing the likelihood of malware infecting Council systems – see above. Control measures include wording within the policy recognising that our users are trusted to use the internet appropriately and in line with the Acceptable Use Policy and that Line Managers notify staff of their expectations through 1:1s, and are able to monitor staff and request Internet access statistics for their Team.

8. BACKGROUND PAPERS

No background papers

9. REPORT AUTHOR DETAILS

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



ABERDEEN
CITY COUNCIL

ICT ACCEPTABLE USE POLICY

ISSUE 11 – 28 March 2014

Aberdeen City Council	Reference: ICT Acceptable Use Policy.doc
	Page 2 of 20
	Issue No. Issue 11
	Issue Date: 28 March 2014
	ICT Acceptable Use Policy
	Issued By: Corporate Governance

DOCUMENT CONTROL SHEET

Issue / Amendment	Date(s)	New/Amended Pages	Originator
			Approved By
Issue 8 (Approved by Continuous Improvement Committee)	21 April 2009	Front cover, 3-16, 18 and 19	ICT Security
			R Atkinson
Issue 9 – Draft Updated policy as resulting from 2009-2010 Annual Review	15 March 2010	Front cover, 3, 5, 7-8, 10-13, 15 and 16	RT Guild
			S Massey
Issue 9 – to Corporate Policy & Performance Committee (for information)	29 April 2010	Front cover, 3, 5, 7-8, 10-13, 15 and 16	RT Guild
Issue 9 - accepted by Corporate Policy & Performance Committee	29 April 2010	Front cover, 3, 5, 7-8, 10-13, 15 and 16	RT Guild
			R Atkinson
Issue 10 – to Corporate Policy & Performance Committee (for information)	18 April 2013	Front cover, 5-6, 8-12, 14 and 17-19	RT Guild
			S Massey
Issue 10 – accepted by Corporate Policy & Performance Committee	18 April 2013	Front cover, 5-6, 8-12, 14 and 17-19	RT Guild
			S Massey
Issue 11 – to CMT for approval	April 2014	Front cover 5, 7, 8, 9,11, 12, 14,	S Skidmore
			S Massey

Controlled Copy Number:
1 of 1

Document Status:
Draft

Aberdeen City Council	Reference: ICT Acceptable Use Policy.doc
	Page 3 of 20
	Issue No. Issue 11
	Issue Date: 28 March 2014
ICT Acceptable Use Policy	Issued By: Corporate Governance

CONTENTS

1. Introduction.....	4
2. Review	5
3. Scope and Definitions	5
4. General Responsibilities.....	6
5. Rules of Acceptable Use.....	6
6. Use of the Internet	11
7. Personal Use.....	12
8. Monitoring	13
9. Breaches and Incidents Reporting.....	13
10. Disciplinary Action	14
11. Legal Compliance	15

Appendices:

1. ICT Security Requirements for other Government Systems/Services	17
2. Categories of Websites Blocked by the Council's Internet Security System	20

Aberdeen City Council	Reference: ICT Acceptable Use Policy.doc
	Page 4 of 20
	Issue No. Issue 11
	Issue Date: 28 March 2014
ICT Acceptable Use Policy	Issued By: Corporate Governance

1. Introduction

- 1.1 Aberdeen City Council ('the Council') recognises the benefits of Information and Communications Technology ('ICT') and encourages the use of ICT equipment, systems and services in all aspects of its business. While email, the Zone intranet and the Internet are essential workplace tools, allowing employees unlimited access to these and other systems carries risks for employers so a policy setting out clear principles on ICT use is required to minimise those risks. This helps to ensure that communication resources are not unduly spent on non-work related activities and, thereby, performance/productivity does not suffer.
- 1.2 It is important that the use of **ICT Resources** is regulated, to ensure that the Council complies with relevant legislation, regulatory codes of practice, its own corporate governance requirements, equal opportunities and anti-discriminatory policies and ICT best practice. The Council has developed this ICT Acceptable Use Policy (ICT AUP) to set standards and provide **Users** with clear instruction and guidance on what constitutes acceptable and unacceptable use. It is important to note that specific systems and/or services, as provided to the Council by various external service providers, have additional policy-compliance requirements associated with them (based on the individual service providers' agreed terms and conditions of use).
- 1.3 All **Users** of the Council's computer systems and/or services are expected to comply with this policy when making use of the Council's **ICT Resources**. It should be understood that logging on to the Council's data networks and computers is intended to signify acceptance of this policy. A message is displayed at the point prior to actual logging-on to use **ICT Resources**. This message states that prior to any person logging-on and/or using the Council's ICT Resources they must:
- Be authorised to do so (in keeping with the Scope (of applicability) to the ICT AUP);
 - Understand and accept the terms & conditions of the ICT AUP;
 - Be aware that accessing and/or using **ICT Resources** may be monitored;
 - Be aware that unauthorised access to and/or improper usage of Council's **ICT Resources** may result in disciplinary action and/or criminal prosecution.

It is therefore important to state that if individual **Users** have concerns about their ability to comply with this policy, they must not logon or use **ICT Resources** and raise their concerns with their **Line Manager**. All such concerns must be resolved to the Council's satisfaction, with affected **Users** then being prepared to accept the Council's terms and conditions of this policy before proceeding further. Furthermore, the additional policy-compliance requirements described in the attached appendix must

Aberdeen City Council	Reference: ICT Acceptable Use Policy.doc
	Page 5 of 20
	Issue No. Issue 11
	Issue Date: 28 March 2014
ICT Acceptable Use Policy	Issued By: Corporate Governance

also be complied with (as-and-where appropriate) by related **Users**.

2. Review

2.1 This policy is reviewed annually and when otherwise required; and updated as necessary.

3. Scope and Definitions

3.1 This Policy applies to all **Users** who have access to **ICT Resources** provided by the Council, meaning all:

- Employees (except Schools' teaching staff (who have their own policy));
- Agency workers;
- Contractors (subject to any relevant provision in their contracts);
- Employees of Trusts, agencies and companies that use the Council's **ICT Resources**;
- Students and volunteers (where undertaking work experience or similar).

Managers should make staff for whom they have day-to-day line management responsibility aware (via team meetings/briefings) of the ICT Acceptable Use Policy & its obligations and any additional ones which might arise from periodically published ICT Security guidance/advisories.

3.2 For the purposes of this Policy, **ICT Resources** means all elements of the Council's ICT infrastructure, comprising:

- Data network and main computer systems;
- PCs and portable computers (e.g. laptops, notebooks, tablets and mobile / **smart** devices);
- Peripheral computer equipment (e.g. printers, scanners, digital copiers, external drives and portable media);
- Software and other services (including e-mail and the Internet) accessed through any of the above;
- Data and information assets accessed through any of the above (regardless of where they are located or how they are processed or communicated).

Aberdeen City Council	Reference: ICT Acceptable Use Policy.doc
	Page 6 of 20
	Issue No. Issue 11
	Issue Date: 28 March 2014
ICT Acceptable Use Policy	Issued By: Corporate Governance

4. General Responsibilities

- 4.1 **Users** must therefore take all reasonable steps to comply with this Policy and should endeavour to ensure that **ICT Resources** are used effectively, safely and securely and that all reasonable precautions are taken to avoid loss, theft and damage.
- 4.2 All persons covered by the scope of this policy must recognise that information is one of the Council's most important assets. There could be extremely serious consequences if it were to be lost, stolen, compromised and misused. The methods employed to protect information must always be commensurate with its importance to the Council and any confidentiality or sensitivity associated with it (particularly in respect of people that such information might relate to). It should also be noted that information assets might be irreplaceable and that severe criminal or civil law penalties could result, with such penalties affecting those covered by this policy as well as the Council itself.
- 4.3 Where **Users** are authorised to access the Council's main email system over the Internet (using non-Council computers and services), they must not:
- (a) Access messages or attachments which they know or suspect contain confidential or otherwise sensitive data/information, and nor should they open attachments regardless of the perceived sensitivity of any data/information. All such access should only be done using Council-owned computers and communication services.
 - (b) Use GSX. Further restrictions on GSX usage are shown below at Appendix 1.

5 Rules of Acceptable Use

- 5.1 **Users** must familiarise themselves with and observe the following Rules of Acceptable Use, which apply to all **ICT Resources**:
- (a) **Users** must not request, create, adapt, access, use, retain or send (whether as plain text, jokes, cartoons, images or any other form):
 - Material which is, or might be considered illegal, obscene, indecent or pornographic (including any material which depicts nudity or is otherwise sexually explicit);
 - Material which promotes any form of deception, defamation, discrimination,

Aberdeen City Council	Reference: ICT Acceptable Use Policy.doc
	Page 7 of 20
	Issue No. Issue 11
	Issue Date: 28 March 2014
	ICT Acceptable Use Policy
	Issued By: Corporate Governance

harassment, maliciousness, misrepresentation, racism, victimisation, intolerance or violence;

- Material which might be considered offensive (on grounds of sex, race, disability, religion or belief, sexual orientation, appearance, gender or otherwise).

(b) **Users** must never impersonate others or use another person's login when using **ICT Resources**. However, it may sometimes prove necessary for systems to be accessed by the Council's management, nominated representatives and/or the Police (in particular circumstances), and for the contents of a **User's** ICT accounts to be examined. The Council reserves the right to do this in circumstances such as:

- **Users'** absence through illness, holiday etc. – with someone having to temporarily carry out their duties, with related responsibilities having been assigned beforehand (in the case of instances of absence which can be forecast);
- **Users** having left the Council's employment or having transferred to an unrelated post within the Council;
- The Council involving the Police, for the purposes of the prevention or detection of crime or in the interests of national security.

Furthermore, **Users** must advise their **Line Manager**, prior to leaving their post, of their **User** account details and any important information held in their accounts (in order that such information can be retrieved and the accounts closed).

Should another authorised person require access to **Users'** accounts during periods of absence which couldn't be forecast, they should record the purposes for which they require access, noting the applications accessed, maintaining a log for the period which they required access.

If it does become necessary for **Users'** ICT accounts to be accessed by other than the related **Users**, then a **Senior Manager** within the relevant Service must ensure individual records of all related activities are created. The ICT Helpdesk should then be requested to either delete the account(s) or temporarily change the respective **Users'** password(s) once there is no further need to access such

Aberdeen City Council	Reference: ICT Acceptable Use Policy.doc
	Page 8 of 20
	Issue No. Issue 11
	Issue Date: 28 March 2014
	ICT Acceptable Use Policy
	Issued By: Corporate Governance

accounts. A **Senior Manager** must also ensure that their related **Users** are made aware of what has happened and that they need to change default passwords to ones of their own choosing.

- (c) **Users** must not knowingly or carelessly expose the Council to avoidable risk through the introduction of computer spyware or viruses. These can be introduced in a variety of ways; therefore all **smart devices**, CDs, DVDs, USB Memory sticks, e-mail messages and attachments must be checked for viruses before being installed, opened or used. Whilst Council's antivirus/antispyware security system will automatically check e-mail for the presence of viruses/spyware, individual **Users** should run the related security software on their PC or portable computer to check **smart devices**, CDs, DVDs, USB memory sticks etc. prior to making actual use of such portable media (in keeping with Data Protection Act and ICT Security Guidance on Protecting Data on Removable Media, Secure Scanning and Printing (as held on The Zone)). Furthermore, if there is any indication of viruses or spyware being present, or other forms of abnormal activity indicated, then it should be immediately reported to the ICT Helpdesk. The PC or portable computer should not be further used (and left in its existing state) until it has been cleared for use.
- (d) **Users** must not breach copyright laws and must not:
- Access, load, run, copy or adapt licensed or unlicensed software other than in accordance with the terms of the relevant licence, where one exists;
 - Download, copy or adapt any material from the Internet except that which is allowed by the copyright owner and which is for work related purposes (which includes work-related private study, as supported or sponsored by the Council);
 - Load or run any software (including screensavers and wallpaper) which does not have the prior written approval of the relevant ICT Account Manager.
- (e) **Users** must not alter the set-up of **ICT Resources** by adding or removing software, hardware or services. The ICT Helpdesk must always be contacted in the first instance (with related requests being subsequently considered for approval by the relevant ICT Account Manager, in order to ensure compliance with this policy).
- (f) **Users** must take reasonable steps to protect confidentiality and;

Aberdeen City Council	Reference: ICT Acceptable Use Policy.doc
	Page 9 of 20
	Issue No. Issue 11
	Issue Date: 28 March 2014
ICT Acceptable Use Policy	Issued By: Corporate Governance

- Must not access, or attempt to access, **ICT Resources** or data which they are not authorised to use;
 - Must not allow unauthorised persons to access **ICT Resources** or data;
 - Must not disclose any electronic or related hard-copy material, data or information which they are not authorised to;
 - Where appropriate, adhere to the Data Protection Act and ICT Security Guidance on Protecting Data on Removable Media, Secure Scanning and Printing (as held on The Zone). The main premise in related respects is that **Users** must never store sensitive person-identifiable information about citizens or employees, or information that is marked RESTRICTED on anything other than Council's main computers, encrypted laptops or 256 AES self-encrypted USB memory sticks.
- (g) **Users** must not use **ICT Resources** for unlawful purposes or for any other purpose that could bring the Council into disrepute or damage the effectiveness of its **ICT Resources**. This includes the use of **ICT Resources** to do any of these things by expressing opinion or providing commentary using, primarily, e-mail and the Internet (see in conjunction with 5.1a above).
- (h) **Users** must comply with the Council's policies, procedures and guidance in respect of data protection and physical security.
- (i) **Users** must not leave computers unattended in such a state as to risk unauthorised access to and disclosure of information. This may entail closing e-mail programs, logging-off from the computer, activating password-protected screensavers, etc.
- (j) E-mail needs to be constructed with the same regard for the rules applicable to other forms of business communication, particularly as it can be considered binding in business transactions as well as being admissible evidence in court. The Council (unless negotiations by way of email correspondence are otherwise authorised by the City Solicitor or her office) does not permit it to be used for contractually-binding purposes. Email must not be used for the external communication of confidential or otherwise sensitive information (unless, in the latter case, password-protection is applied to confidential/sensitive content (which must only exist in attachments - not in covering messages)). Unless expressly stated within an e-mail or its attachments, e-mails are not intended to

Aberdeen City Council	Reference: ICT Acceptable Use Policy.doc
	Page 10 of 20
	Issue No. Issue 11
	Issue Date: 28 March 2014
	Issued By: Corporate Governance
ICT Acceptable Use Policy	

create, form part of or vary any contractual or unilateral obligation.

- (k) **Users'** passwords must be no less than 8 characters long, must not be re-used when the need to change them arises, and be comprised of a series of alphanumeric characters (with at least one character being a special character (e.g. an upper case/sign character)).
- (l) Where confidential or otherwise sensitive data/information requires to be sent over the Internet, it must be always and only be contained in password-protected attachments – with the intended recipient(s) being advised separately of what the related password(s) is/are. This requirement must always be observed in conjunction with Data Protection procedures (as held on The Zone) where related data/information is person(s) identifiable.

5.2 **Users** who wish to communicate confidential, work-related information to their trades union or relevant Council Service should prefix their e-mail message descriptions with the words 'PRIVATE E-MAIL' and then add subject-specific wording as per the following examples:

- PRIVATE E-MAIL – UNISON;
- PRIVATE E-MAIL – HEALTH MATTER;
- PRIVATE E-MAIL – EMPLOYEE PENSION etc.

This is intended to ensure that the content of such messages is not reported on as part of the Council's electronic monitoring of Users' e-mail.

5.3 **Users** should be aware that improper e-mail messages might be interpreted as reflecting adversely on both the Council and the sender. It is therefore important that all e-mails are written with the same due care and consideration as would apply to other business correspondence, by applying appropriate standards of protocol, language and style. The content of emails must comply with the Council's equal opportunities and anti-harassment policies. The distribution of chain emails or jokes is prohibited. The Council, as a public body, is subject to a high level of scrutiny and damaging e-mail messages might ultimately have to be disclosed for the Council's Managing Discipline Policy and Procedure, criminal or civil law investigations/evidence-gathering purposes. **Users** should read the GroupWise Guidelines on the Zone for further advice and guidance.

Aberdeen City Council	Reference: ICT Acceptable Use Policy.doc
	Page 11 of 20
	Issue No. Issue 11
	Issue Date: 28 March 2014
ICT Acceptable Use Policy	Issued By: Corporate Governance

6 Use of the Internet

6.1 Internet access is permitted for Council business use by all **users**, subject to the restrictions on personnel use detailed under para 7.1 below, but will be controlled and monitored for excessive or improper use, use of some services, e.g. webmail and social media will be controlled and generally blocked by the Council's Internet security systems for reasons of limiting bandwidth usage and mitigating threats posed by malicious software and a warning message from our web filtering software will be displayed to the effect that the site is only available to those that are authorised. Where a business use of such websites is identified and supported by a business case then it may be permissible to gain access to these sites. In this event it is necessary to fill in a Restricted Internet Access Form, which is posted on the Zone. It needs to be completed by your Line Manager and must be countersigned by a Head of Service (this may also be a Head of Establishment in the case of schools and Community Education Centres) and submitted to the ICT Security Team, Customer Service and Performance, Corporate Governance Service. Improper or excessive use reports will be raised and issued to Managers as and when required and can be requested by managers who want to check Internet access by their Teams.

6.2 Furthermore, the Council requires that all of its employees comply with its Employee Code of Conduct and in particular the Social Media Guidance for Employees both of which can be found on the HR pages of the Zone. **Users** should also note that:

- It is unacceptable for employees to make, publish or post defamatory or generally unacceptable comments, views or information about the Council, its employees, clients or customers (including school pupils) in any medium, including Internet social networking sites.
- It is further unacceptable for employees to publish any photographs of clients or customers in/on social networking sites without first obtaining formal permission.

7 Personal Use

7.1 Personal use of **ICT Resources** is permitted with **Users** trusted to use the Internet properly and in line with the above Rules of Acceptable Use and subject to the following conditions:

- Personal use should only be undertaken in a **User's** own time so that it does not interfere with work responsibilities and effective service delivery.
- Personal use of e-mail is unrestricted, providing it is undertaken in a **User's** own time.

Aberdeen City Council	Reference: ICT Acceptable Use Policy.doc
	Page 12 of 20
	Issue No. Issue 11
	Issue Date: 28 March 2014
	Issued By: Corporate Governance
ICT Acceptable Use Policy	

- Only the words '**PERSONAL E-MAIL**' should appear in the subject field of an e-mail.
- Only basic messages are permitted to be sent (i.e. attachments are not permitted).

Any User who abuses this trust may be dealt with under the disciplinary procedure.

7.2 Permitted personal use of **ICT Resources** does not extend to:

- Using personal Internet e-mail accounts (e.g. hotmail, gmail, yahoo);
- Retaining any personal document or file for more than 1 week (except information recorded in electronic diaries);
- Sending personal e-mail attachments;
- Subscribing to web-site services, if such subscription generates further, multiple, communications;
- Using instant messaging services or chat rooms;
- Using any application software other than that which officially exists on **ICT Resources**.

8 **Monitoring**

8.1 It is important that **Users** comply with the provisions of the ICT AUP. To help verify compliance, the Council monitors usage of its **ICT Resources** in keeping with the requirements of its approved Electronic Monitoring of Use Impact Assessment. Users should therefore familiarise themselves with the contents of both documents.

9 **Breaches and Incidents Reporting**

9.1 Where any person covered by the Scope of this policy suspects or knows that an incident has taken place, there is potential for the policy's requirements to have been breached. They should report the matter immediately to their **Line Manager** who should then report the incident in the first instance to the ICT Helpdesk in order to:

- Register the incident;

Aberdeen City Council	Reference: ICT Acceptable Use Policy.doc
	Page 13 of 20
	Issue No. Issue 11
	Issue Date: 28 March 2014
	Issued By: Corporate Governance
ICT Acceptable Use Policy	

- Request additional support/information from the ICT Security Team to verify that the incident has occurred and assess any technical implications for ICT Operations

Once the incident has been verified, the **Line Manager** should further advise the ICT Helpdesk in order that the ICT Security Team can determine and implement any necessary technical and non-technical corrective & preventive action measures.

- 9.2 Where the incident results in Council supplied equipment, software, data or information being mislaid, lost, stolen, misappropriated or damaged, it is essential that the **Line Manager** establishes the cause as well as the consequences of any data or information being compromised or irrecoverable. The implications of such data or information being compromised could be considerable and far reaching, particularly in respect to any which relate to individual persons or groups (e.g. people at risk). The implications of data or information being misused could also extend to the Council and its Services – with the possibility of the Council being exposed to litigation as well as adverse publicity. Where data or information is involved in such incidents, the **Line Manager** must inform the relevant data or information owner.
- 9.3 Furthermore, the loss of ICT assets must also be reported, by the affected **User**, to the ICT Helpdesk, in order that appropriate action and escalation takes place as soon as possible following receipt of the report. Where ICT assets contain person identifiable data/information, affected **Users** should also comply with the Data Protection Breach Reporting Procedure (as held on The Zone).

Amplifying Note: ICT Security breaches and incidents are defined as follows:

- **ICT Security Breaches:** these are events or circumstances involving the wilful or negligent contravention of this policy which may lead to disciplinary and, as appropriate, legal action being taken against offenders.
- **ICT Security Incidents:** these are events or circumstances which may appear not to contravene the Councils ICT security policies, but will still require investigation in order to determine if breaches of policy have taken place and/or if other action(s) need to be taken to improve ICT security measures/countermeasures.

10 Disciplinary Action

- 10.1 Breaches of this policy will not be tolerated and those responsible for those breaches will be subject to the procedures set out in the Managing Discipline Policy and

Aberdeen City Council	Reference: ICT Acceptable Use Policy.doc
	Page 14 of 20
	Issue No. Issue 11
	Issue Date: 28 March 2014
ICT Acceptable Use Policy	Issued By: Corporate Governance

Procedure. This could result in disciplinary action being taken. Serious breaches of this policy could be construed as gross misconduct resulting in dismissal without notice e.g. deliberately accessing or otherwise using pornographic or other indecent or obscene material, or participating in any form of e-mail harassment.

- 10.2 Advice and guidance on the application of the Council's Managing Discipline Policy and Procedure is available from Human Resources. Legal and ICT Security support is respectively provided by Legal and Democratic Services and ICT Security Team, Customer Service and Performance.
- 10.3 In certain circumstances, breaches of this Policy may also be a criminal offence. In these cases, the Council is required to report the matter to the police.

Aberdeen City Council	Reference: ICT Acceptable Use Policy.doc
	Page 15 of 20
	Issue No. Issue 11
	Issue Date: 28 March 2014
	Issued By: Corporate Governance
ICT Acceptable Use Policy	

11 Legal Compliance

11.1 **Users** are to also ensure that they comply with all related legal/regulatory requirements - with particular emphasis on the following (as a minimum) and any amendments thereof:

Local Government (Access to Information) Act 1985. This places a duty on local authorities to actively publish certain information, although there are categories of information which are exempt. It is also of note that some information which was previously categorised as confidential at the time the Act was published may now have to be disclosed under the Freedom of Information (Scotland) Act 2002 as the sensitivity of certain subjects can reduce dramatically over time.

Copyright, Designs and Patents Act 1988. This deals with copyright and intellectual property rights and what constitutes their contravention.

Computer Misuse Act 1990. This deals with unauthorised access to and modification of computer material (with such practices being criminal offences, particularly in respect of electronic information). The Act also deals with the need to securely dispose of such computer material when it is no longer required for its intended purpose(s) by those who are/were authorised to have access to it.

Copyright and Rights in Databases Regulations 1997. Essentially as per Copyright, Design and Patents Act legislation, but including non-authorised modification to databases (which are also subject to copyright and intellectual property rights' ownership).

Data Protection Act 1998. This relates to implementing measures that will ensure the relevance, need for retention, accuracy, integrity and control over the use, handling and disclosure of personal information (although there is other legislation which can take precedence over the disclosing of personal information).

Human Rights Act 1998. This, from an ICT Security perspective, is essentially to do with the following employees' rights:

- Respect for their private correspondence (Article 8).
- Their freedom of thought, conscience and religion (Article 9).
- Their freedom of expression (Article 10).

Aberdeen City Council	Reference: ICT Acceptable Use Policy.doc
	Page 16 of 20
	Issue No. Issue 11
	Issue Date: 28 March 2014
	Issued By: Corporate Governance
ICT Acceptable Use Policy	

- Their right of association and Trade Union membership (Article 11).
- Prohibition of discrimination in their enjoyment of Convention rights (Article 14).

Regulation of Investigatory Powers Act 2000. This relates to surveillance or covert monitoring that has taken place, in support of specifically authorised investigations only (as might be initiated by criminal/civil law agencies). An application to undertake a covert surveillance operation requires consideration and an assessment of any potential human rights implications prior to it being authorised.

Telecommunications (Lawful Business Practice) (Interception of Communications) Regulations 2000. This permits an employer to monitor and intercept communications for specific business purposes, such as; compliance with internal procedures, establishing facts or to ascertain that acceptable standards are being achieved. This policy informs **Users** how ICT systems are being monitored.

Freedom of Information (Scotland) Act 2002. This is to do with providing non-personal public recorded information on request, subject to specific exemptions.

Local Government in Scotland Act 2003. This, in the context of ICT Security, is essentially to do with Best Value and the need for continuous improvement.

Civil Contingencies Act 2004 and Contingency Planning (Scotland) Regulations 2005. This is to do with having Business Continuity and Disaster Recovery plans in place.

Any other relevant UK laws or directives (particularly as they apply to Council Services – individually or collectively)

Any specific security requirements stipulated by Council customers and organisations which provide electronic services to the Council.

Users should take advice from their **Line Manager** as to which of the above are applicable to their role and responsibilities.

Aberdeen City Council	Reference: ICT Acceptable Use Policy.doc
	Page 17 of 20
	Issue No. Issue 11
	Issue Date: 28 March 2014
	Issued By: Corporate Governance
ICT Acceptable Use Policy	

Appendix 1 - ICT Security Requirements for other Government Systems/Services

The following policy-compliance requirements are additional to the ones shown above. **Users** should consult their **Line Manager** about these, and also be aware that access to the Council's systems and/or services might be withdrawn if they are not complied with. Furthermore, the referred systems and/or services are only to be used for work-related purposes.

All **Users** must understand and comply with Aberdeen City Council's (ACC's) security rules. For the avoidance of doubt in the following's respects, the security rules relating to Public Services Network (PSN) - i.e. Government Secure Extranet (GSX) secure e-mail and IT systems usage/non-usage which must also be taken into consideration include:

- Knowing that that the use of the PSN may be monitored and/or recorded for lawful purposes;
- Accepting responsibility for using PSN unique user credentials (user ID and password, access token or other mechanism as provided) and e-mail address;
- Must not use a colleague's credentials to access the PSN and will equally ensure that their unique credentials are not shared and are protected against misuse;
- Must protect their credentials at least to the same level of Classification/Protective Marking as the information they may be used to access (and will not write down or share their credentials other than for the purposes of placing a secured copy in a secure location – as and if required by ACC line management);
- Must not attempt to access any computer system that they have not been given express authorisation to access;
- Must not attempt to access the PSN other than from IT systems and locations which they have been expressly authorised for;
- Must not transmit information via the PSN which they know, suspect or have been advised of is of a higher level of sensitivity than their PSN domain is designed to carry;
- Must not make false claims or denials relating to their use of the PSN (e.g. falsely deny that email had been sent or received);
- Protect any material - whatever its sensitivity or protective marking (as sent, received,

Aberdeen City Council	Reference: ICT Acceptable Use Policy.doc
	Page 18 of 20
	Issue No. Issue 11
	Issue Date: 28 March 2014
	ICT Acceptable Use Policy
	Issued By: Corporate Governance

stored or processed by themselves - via the PSN), to the same level as they would do with paper copies or similar material/media;

- Must not send information marked RESTRICTED or above over public networks such as the Internet unless approved encryption has been applied to it;
- Always check that the recipients of email messages are correct so that potentially sensitive or protectively marked information is not accidentally released into the public domain;
- Must disclose information received via the PSN only on a 'need to know' basis;
- Do not forward or otherwise disclose any sensitive or protectively marked material received via the PSN unless the recipient(s) can be trusted to handle the material securely according to its degree of sensitivity, and forwarding it via a suitably secure communication channel;
- Strive to prevent inadvertent disclosure of sensitive or protectively marked information by avoiding being overlooked when working, by taking care when printing information received via the PSN (e.g. by using printers in secure locations or collecting printouts immediately they are printed, checking that there is no interleaving of printouts, etc.) and by carefully checking the distribution list for any material to be transmitted;
- Securely store or destroy any printed material when no longer required;
- Must not leave their computer unattended in such a state as to risk unauthorised disclosure of information sent or received via the PSN (this might be by closing the e-mail program, logging-off from the computer, activating a password-protected screensaver, etc., so as to require a user logon for activation); and where the Council has implemented other measures to prevent unauthorised viewing of information displayed on IT systems (such as an inactivity timeout that causes the screen to be blanked or to display a screensaver or similar, requiring a user logon for reactivation), and not attempting to disable such protection;
- Make themselves familiar with the security policies, procedures and any special instructions that relate to the PSN;
- Inform their line manager immediately if they detect, suspect or witness an incident that may be a breach of security;

Aberdeen City Council	Reference: ICT Acceptable Use Policy.doc
	Page 19 of 20
	Issue No. Issue 11
	Issue Date: 28 March 2014
ICT Acceptable Use Policy	Issued By: Corporate Governance

- Do not knowingly attempt to bypass or subvert system security controls or to use them for any purpose other than that intended;
- Do not remove equipment or information from Council's premises without appropriate approval;
- Take precautions to protect all computer media and portable electronic devices when carrying them outside of the Council's premises (e.g. not leaving a laptop unattended or on display in a car such that it would encourage opportunist theft);
- Must not knowingly introduce viruses, spyware or other malware into the system or PSN;
- Must not disable anti-virus, anti-spyware or other malware protection provided on their computer;
- Comply with the Data Protection Act 1998 and any other legal, statutory or contractual obligations that the Council informs them are relevant; and;
- Where about to leave the Council's employment, they must inform their line manager prior to departure of any important information held in their computer accounts.

Aberdeen City Council	Reference: ICT Acceptable Use Policy.doc
	Page 20 of 20
	Issue No. Issue 11
	Issue Date: 28 March 2014
ICT Acceptable Use Policy	Issued By: Corporate Governance

Appendix 2 - Categories of Websites Blocked by the Council's Internet Security System

Adult/Sexually Explicit
 Spyware
 Advertisements and Popups
 Web-based Email
 Illegal Drugs
 Chat
 Criminal Activity
 Gambling
 Games
 Hacking
 Intolerance and Hate
 Peer to Peer
 Personals and Dating
 Phishing and Fraud
 Ringtones/Mobile Phone Downloads
 Skype (Internet Telephony)
 Social Networking sites
 Spam URLs
 Tasteless and Offensive
 Video Sharing Sites
 Violence
 Weapons
 Web Proxies and Translators

Important Note: Users must not use 'anonymising' proxy servers (sometimes called web proxy servers), in an attempt to hide web surfing activities. This type of activity is wholly contrary to Council policy and is subject to continuous monitoring (by the Internet Security System).

ABERDEEN CITY COUNCIL

COMMITTEE	Finance, Policy and Resources
DATE	19 June 2014
DIRECTOR	Angela Scott
TITLE OF REPORT	Accessible Information Guidelines
REPORT NUMBER:	CG/14/082
CHECKLIST RECEIVED	Yes

1. PURPOSE OF REPORT

This report presents the revised Accessible Information Guidelines to ensure that there is a corporate approach taken to communication across the Council.

2. RECOMMENDATION(S)

The Finance, Policy and Resources Committee is asked to:

- (i) Approve the Accessible Information Guidelines.
- (ii) Encourage service directors to adopt a corporate approach to communication based on these guidelines.

3. FINANCIAL IMPLICATIONS

Services may need to contact the internal Interpreting and Translation service for guidance and advice on alternative formats.

4. OTHER IMPLICATIONS

If this approach is to be adopted corporately, then there are implications for the way we currently produce and publish information, internally and externally, for example, font size and type used in emails and committee report templates.

This report for example has been produced in left justification style and not fully justified to meet the Accessible Information Guidelines.

As an example of best practice the Council's website has been developed to become accessible and user friendly and is nationally recognised for this.

To mainstream this approach throughout the Council, it is suggested that reminders /refreshers take place within existing training and team briefings.

5. BACKGROUND/MAIN ISSUES

The commitment to revise and re-launch the Accessible Information Guidelines originated from the Council's Equality Outcomes, agreed and published in April 2013. This proposal links to Equality Outcomes 4,6 and 7.

Equality Outcome 4 Effective customer service that is aware of the differences and requirements of different groups.

Front line staff trained to deal appropriately with people with different protected characteristics.

Equality Outcome 6 “ An increased proportion of council communication adheres to Accessible Information Guidelines.

Examples include consideration of font size, format and colour contrast, thinking wider than online information and ensuring that advertising and promotional material respects differences and sensitivities.”

Producing information about what the Council does, the services provided, notes of meetings and other useful communication is all part of the day-to-day work at the Council and so it is important to make sure that the information that is provided is received and understood by the different people who make up the Council's audience.

Equality Outcome 7 Improved opportunities for people with protected characteristics to participate in public life.

The Council's vision is to ensure that all citizens are encouraged and supported appropriately to make their full contribution and providing accessible information certainly supports that aim.

This is the third time the guidelines have been updated and they have been significantly reduced so that they are easier to use as a practical guidance note.

The Equalities Team actively engaged with officers from Corporate Communications, the webteam, the 50+ Festival Co-ordinator and the Publicity and Marketing Team in reviewing these draft guidelines.

These revised draft Accessible Information Guidelines were then presented, to the Older People's Monitoring and Consultation Group

and the Disability Advisory Group (DAG) at their meeting on 2 April 2014.

The DAG agreed that the Accessible Information Guidelines be reported to the Finance, Policy and Resources Committee for Council approval, so that this document could be adopted for use throughout the Council. DAG also asked also that this document be fed into Community Planning.

6. IMPACT

Corporate

The Accessible Communications Guidelines form part of the Council's Equality Outcomes. Equalities outcomes have been developed in line with the Council's vision, Aberdeen - the Smarter City. We will ensure all citizens are encouraged and supported appropriately to make their full contribution. In order to address this, we will challenge inequalities wherever they exist and bring our communities closer together.

The Equalities Outcomes are aligned to fit in and support the Outcomes identified within the Single Outcome Agreement, which have the underlying principles of:

- targeting the most in need
- reducing isolation of minority communities.

Public:

This report is highly relevant to ensuring that the council meets the General Equality Duty.

An Equality and Human Right Impact assessment has been carried out and is appended to this report as Appendix 3.

7. MANAGEMENT OF RISK

Delivering on the published Equalities Outcomes will help public authorities comply with their legal duties under:

- a. Section 149 of the Equality Act 2010 (the public sector equality duty), and
- b. The Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012

Failure to mainstream equality, or comply with the law risks enforcement action, legal challenges, loss of reputation and damage to the legitimacy of the Council.

8. BACKGROUND PAPERS- Please see Appendix 1

9. REPORT AUTHOR DETAILS

Sandra Bruce, Equality Strategist, sandrab@aberdeencity.gov.uk
tel. 523039

Faiza Nacef, Development Officer, fnacef@aberdeencity.gov.uk
tel 523183



Accessible information guidelines

DRAFT

Making Information Accessible

Producing information about what we do, the services we provide, notes of meetings and other useful communication is part of our day-to-day work so it is important to make sure that the information we provide is received and understood by the different people who make up our audience.

The vision for our council is to ensure all citizens are encouraged and supported appropriately to make their full contribution. Providing accessible information will certainly support this aim. Our equality outcome 6, “An increased proportion of council Communication adheres to accessible information guidelines”, demonstrates the council’s commitment to this.

These guidelines include general principles for all written and verbal communications and references to some alternative formats. For more details and specific issues, please check the links and references provided throughout the guidelines or at the end of this document.

DRAFT

Content

1. Written information for the general public
2. Guide for alternative formats
3. Verbal communication

DRAFT

Written information for the general public

Printed documents (including letters, forms, applications)

- Make sure all information uses inclusive language and images that are culturally sensitive and positive about diversity.

- Think of your intended audience and use terms they will understand. Explain the meaning of technical terms, unavoidable jargon and acronyms.
- Use clear plain language and correct punctuation.
- If creating a lot of information for public consumption a Plain English training course should be attended.
- Use a clear plain font. Sans-serif fonts such as Arial, Univers, Helvetica, are preferable.

Arial, Univers Lt, Helvetica

The ACC corporate font is the Univers family. For advice on its use contact Marketing and Design.

- In all letters use the Arial Regular font, using 12 point as a minimum. 14 point is preferable if someone has a visual impairment.
- To emphasis a point within the letter use Arial Bold.** Do not use bold, capitals and underscore together.
- If using any other font, find a point size equal in size to Arial 12 or 14, for example Verdana 11 point or 13.
- Use left alignment for all body text.** Justified and centred alignment should be avoided.
- Break text up using bullet points and white-space between paragraphs.
- Avoid blocks of text in italics, underlining or uppercase.
- Provide alternative text for all non-text elements such as pictures, graphs and charts. (Not sure what is meant by this, needs clarifying).
- Ensure good contrast between text and background of all letters and forms,** for example black text on white background.
- Do not put text over pictures.**

- If columns are to be used on A4 size paper it is recommended that no more than two columns be used.

Marketing material (including leaflets, booklets, programmes, posters, reports etc)

- Make sure all information uses inclusive language and images that are culturally sensitive and positive about diversity. If in doubt please refer to the Marketing and Design Service for advice.
- Think of your intended audience and use terms they will understand. Explain the meaning of technical terms, unavoidable jargon and acronyms.
- Use clear plain language and correct punctuation.
- If creating a lot of information for public consumption a Plain English training course should be attended.
- Fonts. Marketing and Design can advise on the use of fonts, their size and colour to ensure legibility.

The ACC corporate font is the Univers family. For advice on its use contact Marketing and Design.

- The font size will be as large as possible given the restricted size of some publications. This may be down to 10pt but if a sans serif font is used with sufficient leading between lines legibility can be assured. Marketing and Design can advise.
- To emphasis a point within a publication use either bullet points or a bold font. Do not use bold, capitals and underscore together.
- Use left alignment for all body text. Justified and centred alignment should be avoided. Marketing and Design can advise.
- Break text up using bullet points and white-space between paragraphs.

- Avoid blocks of text in italics, underlining or uppercase unless they are to be used on a large scale and as a graphic element within the publication.
- Ensure good contrast between text and background of all publications, for example black text on white background or pale tints of an alternative colour.
- Do not put body text over pictures. This need not apply to headers or titles.
- Please try and include the multi ethnic languages panels in all publications were possible. For practical reasons some flyers and leaflets may not be able to accommodate this due to the size or format. Marketing and Design can advise on inclusion.

Written information for the general public

Electronic documents: Word documents, PDF (Portable Document Format), PowerPoint presentations and emails.

General: When using Word, PDFs, Power Point or email, ensure you use the right versions of software that produce accessible documents. Use all necessary settings that allow information to be picked up by assistive technology. (Please refer to your software manuals for this).

Guidelines for PDFs (Portable Document Formats)

- Do not use a PDF in place of an HTML web page. All essential content should be placed in a web page and a link provided to the PDF version
- All marketing material destined for print will be supplied as a low resolution pdf for inclusion in the appropriate web page.
- All pdfs require to be tabbed for ease of searching on the website

- Highlight on each page the text size buttons which are on the top right hand side of each page
- Use an accessible Word document as your source document. All forms or applications to be supplied as interactive pdfs to avoid the issues of software accessibility
- After conversion, use the Adobe Accessibility Checker to check for possible problems.
- If available, use a screen reader to check the reading order and to check that all the content is accessible.
- When posting PDFs on the web, add a link to Adobe Acrobat reader www.adobe.com/uk/products/reader and post an alternative version in Word or Plain Text. Ideally also provide the information as an HTML webpage.

For tutorials on these 2 sections go to:

www.adobe.com/accessibility/products/acrobat/training.html

Written information for the general public

Guidelines for PowerPoint presentations

- Marketing and Design Services to provide a new corporate Powerpoint template
- Choose a background that prints or photocopies well in greyscale. Otherwise handouts may be illegible.
- If using a coloured background with changing shades, check the contrast between text and background across all parts of the slide. Note that backgrounds are lighter when projected.
- Use bullet points and short statements. Use the notes page to expand on these. These can be used by the speaker making the presentation or by readers accessing it online.

- Only use simple graphs, charts and tables that are big enough to be read. The notes page can be used to expand on their meaning. Complex graphs should be made available as full size handouts.
- Keep graphics and pictures separate from the text.
- Keep animations and transitions as simple as possible. Avoid flickering images or distracting sounds.
- Provide a link to download the PowerPoint Viewer <http://office.microsoft.com/en-us/downloads/default.aspx>
- On request, provide full size copies of the slides, rather than the handout version.

Written information for the general public

Good practice for emails

- Always clearly state who the email is from and give your contact details.
- All fonts must be set to Calibri or Arial 12pt in black only and type should be ranged left for ease of legibility. No background colours, tints or fades to be used. Do not insert photographs into the body text.
- Do not use logos, straplines, awards or other distractions within the email if at all possible.
- Keep your subject line to between 20 - 50 characters and avoid upper-case, multiple characters or pound signs for money (£).
- Set the line length of your emails to a maximum of 65 characters.

- Use lowercase for links and avoid breaking them over 2 lines when possible. Use a service such as <http://bit.ly> to shorten links for this purpose.

Guide for alternative formats

If your audience has special needs that you have identified or if requested, please consider the following formats to ensure your information has reached them and they make full sense of it.

EasyRead format

- EasyRead can be useful for people with learning disabilities and also for other audiences. For example: people with literacy difficulties, including deaf people, hard of hearing, people with dyslexia and those for whom English is a second language.
- This uses simple, direct but non-patronising text and images, e.g. photographs, pictures or drawings to support text.
- Ask learning disability organisations or user-led groups for advice to produce in-house or commission them to produce Easy-Read versions.
- See the Scottish Accessible Information Forum's brief guide to EasyRead at www.saifscotland.org.uk

Large print

- This means providing print in a larger font than 'standard'. A minimum of 16-point should be used for large print documents, but for some blind and partially sighted people, versions with text of up to 20-point text may be required.
- Always use an accessible Word document as your source document. Do not produce using enlarging facilities on a photocopier or on A3 paper.

- Large print should be used as a matter of course for any documents aimed at older people who are more likely to have a sight problem.

Guide for alternative formats

Braille

- The numbers of blind and partially sighted people able to read Braille is small, but for these people it is a crucial medium. Braille is a method of reading by touch using a system of raised dots. There are dot combinations that correspond to letters of the alphabet, punctuation and common letter groups.
- Almost any information can be put into Braille - from bus timetables to music.
- Contact the Translation, Interpreting and Communication Support Service (Telephone: 01224 523 542 Fax: 01224 522 022.E-mail: InterTrans@aberdeencity.gov.)for more information.

Other formats

- Professional audio cassette** may still be relevant if you know you have customers who do not have access to a computer or CD player.
- Flash Drive/ CD Rom** – Ensure uploaded documents are accessible (as per previous guidelines).
Flash drives can be used on public computers. These are useful for giving people access to free versions of Assistive Technology.
- Social networks, podcasts, blogs**
There are still some access issues for these newer types of sharing information. However, this is improving all the time.

- Texting** – This way of communication could be very efficient particularly when working with young people.

Verbal communication

Some mobiles have speech reading facilities for visually impaired users.

Here are some tips for effective verbal communication:

- Always address your customers with respect and be sensitive to their cultural, religious or other differences.
- Some people find communication that relies on hearing or speech difficult, others may need time to think about what is being said, or to put together a reply.
- When organising interviews with people with learning disabilities, let them know they can bring someone with them to offer support. This person will be able to help them understand and answer questions. When you are conducting the interview, always be patient and give the person time to think about your questions and to think about their answers.
- When organising interviews or meetings for people with a hearing impairment, check whether they need an induction (hearing) loop system in the interview room. Make sure the loop system is working and that you know how it works.
- If your customer uses sign language interpreters, check whether a qualified British Sign Language interpreter is required. Interpreters can be booked through the Translation, Interpreting and Communication Support Service (Telephone: 01224 523 542 Fax: 01224 522 022.E-mail: InterTrans@aberdeencity.gov.) You could also organise a guide communicator or a lip speaker through this service.
- Avoid holding meetings or having conversations in places with background noise. If the person lip-reads, make sure your face is not in shadow.

- People with speech impairments may need extra time for interviews. Don't be tempted to try to finish sentences for them or pretend you have understood if you have not and, if you are unsure of what has been said, say so. It may take you a while to become used to a person's pattern of speech.
- Aberdeen City Council's Translation, Interpreting and Communication Support Service covers up to 61 community languages and 7 alternative formats. If you are dealing with people for whom English is not the preferred way of communication, please check that they are comfortable with the assistance of an interpreter. It is also important that you check the language match (e.g. Mandarin or Cantonese Chinese) and any cultural needs (e.g. whether a female interpreter is required).
- We can provide you with a trained interpreter who will comply with our code of conduct and abide by the Good Practice Guidelines issued by the Scottish Translation, Interpreting and Communication Forum
<http://www.scotland.gov.uk/Publications/2004/02/18873/32915>
We can also give hints and support on how to work with an interpreter, especially if a member of staff has not worked with an interpreter in the past.

Equality and Human Right Impact Assessment: The Form



ABERDEEN
CITY COUNCIL

EHR/IA

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, the word “proposal” refers to policy, strategy, plan, procedure, report or business case. This then, embraces a range of different actions such as setting budgets, developing high level strategies and organisational practices such as internal restructuring. Please also refer to the “Completion Terminology” at the end of the form.

Aberdeen City Council

1: Equality and Human Rights Impact Assessment- Essential Information	
Name of Proposal: Accessible Information Guidelines	Date of Assessment: 21 May 2014
Service: Customer Service and Performance	Directorate: Corporate Governance
Committee Name (Where appropriate): Finance, Policy and Resources	Date of Committee (Where appropriate): 19 June 2014
Who does this proposal affect? Please Tick ✓	Employees <input type="checkbox"/>
	Job Applicants <input type="checkbox"/>
	Service Users <input type="checkbox"/>

	<p>Members of the Public <input checked="" type="checkbox"/></p> <p>Other (List below) <input type="checkbox"/></p>
2: Equality and Human Rights Impact Assessment- Pre-screening	
Is an impact assessment required?	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
If No, what is the evidence to support this decision? (Once this section is completed, please complete section 8 of the form).	

3: Equality and Human Rights Impact Assessment

<p>a- What are the aims and intended effects of this proposal?</p>	<p>To adopt a corporate approach to the Accessible Information Guidelines so that we ensure that consideration is given to font size, format and colour contrast, thinking wider than online information and ensuring that advertising and promotional material respects differences and sensitivities.</p>
<p>b- What equality data is available in relation to this proposal? (Please see guidance notes)</p>	<p>Most of the population growth in Aberdeen City between 2001 and 2011 was in the 16-24 and 45-64 age groups. Relatively small proportions of Aberdeen City's population are in the youngest (0-15) and oldest (45-64 and 65+) age groups, while the city is over-represented in the other two groups. Dependency ratios are low in Aberdeen City. At the time of the 2011 Census, the city's 65+ population was 20.2% of the working age population; that was the second lowest ratio in Scotland after Glasgow.</p> <p>The population profiles show there are more males than females in the youngest age group (0-15) and considerably more females than males in the oldest age group (65+) in Aberdeen City .</p> <p>According to Census 2011, around 16% of people in Aberdeen have a long-term illness, health problems or disability that limits the</p>

daily activities or the work they can do.

Aberdeen has 2270 people living on Incapacity Benefit as at February 2013, 60 under 25 years, 660 aged between 25 and 44 years and 1550 aged 45 and over.

There are 6842 Concessionary Fare Passes (2013) in use for people with disabilities and companion and 600 for people with visual impairments and companion, compare to the total of 49030 fare passes in use in the city.

There are 1940 adults living in care homes in the city in 2013 of whom 328 have disabilities.

The population of ethnic minority communities in Aberdeen has trebled between the census of 2001 and 2011 and is now around 16%. 2.4% of the people in Aberdeen do not speak English well or speak no English at all.

<p>c- List the outcomes from any consultation that relate to equalities and/or human rights issues e.g. with employees, service users, Unions or members of the public that has taken place in relation to the proposal.</p>	<p>We have consulted with groups who share the protected characteristics and particularly with groups of older people and people with disabilities. Older people and people with visual impairment have complained to us about information being available on the website only, particularly when this is used for event booking, about size of font and colour contrasts making information difficult to read, and about the use of jargon and acronyms in council documents. The shortage of qualified British Sign Language Interpreters has also been highlighted as an issue.</p>
---	--

<p>d- Financial Assessment</p> <p>If applicable, state any relevant cost implications or savings expected from the proposal.</p>	<p>Costs (£)</p> <p>Implementation cost <input type="text"/> £</p> <p>Projected Savings <input type="text"/></p>
<p>e- How does this proposal contribute to the public sector equality duty: to eliminate discrimination, harassment and victimisation; advance equality of opportunity; and foster good relations?</p>	
<p>This proposal is highly relevant to ensuring that the council meets the General Equality Duty.</p>	

	<p data-bbox="352 857 392 2049">f- How does this proposal link to the Council’s Equality Outcomes?</p> <p data-bbox="435 1709 472 2049">Equality Outcome 6 is</p> <p data-bbox="512 517 549 2049">“An increased proportion of council communication adheres to Accessible information Guidelines.”</p> <p data-bbox="595 1742 632 2049">Equality Outcome 4</p> <p data-bbox="671 640 708 2049">“Clear, fast, reliable and accessible procedure to contact people and deal with complaints.”</p> <p data-bbox="754 1742 791 2049">Equality Outcome 7</p> <p data-bbox="831 584 868 2049">“Improved opportunities for people with protected characteristics to participate in public life.”</p>
--	--

4: Equality Impact Assessment - Test

What impact will implementing this proposal have on employees, service users or other people who share characteristics protected by *The Equality Act 2010* ?

Protected Characteristic:	Neutral Impact: Please ✓	Positive Impact: Please ✓	Negative Impact: Please ✓	Evidence of impact and if applicable, justification where a 'Genuine Determining Reason' exists *(see completion terminology)
Age (People of all ages)		✓		Older people will benefit from more accessible information.
Disability (Mental, Physical, Sensory and Carers of Disabled people)		✓		People with disabilities, eg visual impairment, learning disabilities will benefit from more accessible information.
Gender Reassignment	✓			
Marital Status (Marriage and Civil Partnerships)	✓			
Pregnancy and Maternity	✓			

Equality Impact Assessment Test:

What impact will implementing this proposal have on employees, service users or other people who share characteristics protected by *The Equality Act 2010*?

Protected Characteristic:	Neutral Impact: Please ✓	Positive Impact: Please ✓	Negative Impact: Please ✓	Evidence of impact and if applicable, justification where a ' <i>Genuine Determining Reason</i> '* exists *(see completion terminology)
Race (All Racial Groups including Gypsy/Travellers)		✓		Gypsy/ Travellers who experience more literacy challenges than other protected characteristics will benefit from information being more accessible.
Religion or Belief or Non-belief	✓			
Sex (Women and men)	✓			Ensuring that advertising and promotional material respects differences and sensitivities will promote positive imagery and reduce the risk of causing offence, albeit unintentional through sexist language/imagery.
Sexual Orientation (Heterosexual, Lesbian, Gay And Bisexual)		✓		Ensuring that advertising and promotional material respects differences and sensitivities will promote positive imagery and reduce the risk of causing offence, albeit unintentional through inappropriate language/imagery.

Other (e.g: Poverty)			√		Those experiencing literacy challenges will benefit from information being more accessible.
--------------------------------	--	--	---	--	---

5: Human Rights Impact Assessment Test					
Does this proposal have the potential to impact on an individual's Human Rights? Evidence of impact and , if applicable, justification where the impact is proportionate					
Article 2 of protocol 1: Right to education	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	Evidence:
Article 3: Right not to be subjected to torture, inhumane or degrading treatment or punishment	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	Evidence:
Article 6: Right to a fair and public hearing	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	Evidence:

<p>Article 8: Right to respect for private and family life, home and correspondence</p>	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>Evidence:</p>
<p>Article 10: Freedom of expression</p>	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>Evidence:</p>
<p>Article 14: Right not to be subject to discrimination</p>	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>Evidence:</p>

	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>Evidence:</p>
6: Assessment Rating:	
<p>Please rate the overall equality and human right assessment (Please see Completion terminology)</p>	<p><input type="checkbox"/> Red <input type="checkbox"/> Red Amber <input type="checkbox"/> Amber <input checked="" type="checkbox"/> Green</p>
<p>Reason for that rating:</p>	<p>This proposal should have a positive impact on people with protected characteristics in Aberdeen city.</p>

7: Action Planning

As a result of performing this assessment, what actions are proposed to remove or reduce any risks of adverse outcomes identified on employees, service users or other people who share characteristics protected by *The Equality Act 2010* ?

Identified Risk and to whom:	Recommended Actions:	Responsible Lead:	Completion Date:	Review Date:

8: Sign off

Completed by (Names and Services) :	
Checked by (Equality Check):	
Signed off by (Head of Service) :	
<p>Please send an electronic copy of your completed EHRIA - without signatures - together with the proposal document and/or committee report to:</p> <p>Equalities Team Customer Service and Performance Corporate Governance Aberdeen City Council Business Hub 13 Second Floor North Marischal College Broad Street Aberdeen AB10 1AB</p> <p>Telephone 01224 523039 Email sandrab@aberdeencity.gov.uk</p>	

9: Completion Terminology:

<p>Assessment Pre-screening Rating:</p>	<p>This section will highlight where there is the obvious potential for a negative impact and subsequent risk of negative media coverage and reputational damage to the Council. Therefore, a full impact assessment is required, for example around sensitive issues such as marching, Gypsy/ Traveller issues, change to social care provision. It should also be completed to evidence why a full impact assessment was not required, example, there is no potential negative impact on people.</p>
<p>Assessment Rating:</p>	<p>After completing this document, rate the overall assessment as follows: Red: As a result of performing this assessment, it is evident that we will discriminate (direct, indirect, unintentional or otherwise) against one or more of the nine groups of people who share <i>Protected Characteristics</i>. It is essential that the use of the proposal be suspended until further work or assessment is performed and the discrimination is removed. Red Amber: As a result of performing this assessment, it is evident that a risk of negative impact exists to one or more of the nine groups of people who share <i>Protected Characteristics</i>. However, a genuine determining reason may exist that could legitimise or justify the use of this proposal and further professional advice should be taken. Amber: As a result of performing this assessment, it is evident that a risk of negative impact exists and this risk may be removed or reduced by implementing the actions detailed within the <i>Action Planning</i> section of this document. Green: As a result of performing this proposal does not appear to have any adverse</p>

	<p>impacts on people who share <i>Protected Characteristics</i> and no further actions are recommended at this stage.</p> <p>Equality data is internal or external information that may indicate how the proposal being analysed can affect different groups of people who share the nine <i>Protected Characteristics</i> – referred to hereafter as ‘<i>Equality Groups</i>’.</p> <p>Examples of <i>Equality Data</i> include: (this list is not definitive)</p> <ol style="list-style-type: none"> 1: Application success rates by <i>Equality Groups</i> 2: Complaints by <i>Equality Groups</i> 3: Service usage and withdrawal of services by <i>Equality Groups</i> 4: Grievances or decisions upheld and dismissed by <i>Equality Groups</i> <p>Certain discrimination may be capable of being justified on the grounds that:</p> <ol style="list-style-type: none"> (i) <i>A genuine determining reason exists</i> (ii) <i>The action is proportionate to the legitimate aims of the organisation</i> <p>Where this is identified, it is recommended that professional and legal advice is sought prior to completing an Equality Impact Assessment.</p> <p>The rights set out in the European Convention on Human Rights, as incorporated into the UK Law by the Human Rights Act 1998.</p> <p>This document is designed to assist us in “<i>Identifying and eliminating unlawful Discrimination, Harassment and Victimisation</i>” as required by <i>The Equality Act Public Sector Duty 2011</i>. An Equality Impact Assessment is not, in itself, legally binding and should not be used as a substitute for legal or other professional advice.</p>
Equality Data:	
Genuine Determining Reason	
Human Rights	
Legal Status:	

This page is intentionally left blank

ABERDEEN CITY COUNCIL

COMMITTEE	Finance, Policy and Resources
DATE	19 June 2014
DIRECTOR	Angela Scott
TITLE OF REPORT	Equality Outcomes – Progress Report
REPORT NUMBER:	CG/14/083
CHECKLIST RECEIVED	Yes

1. PURPOSE OF REPORT

This report advises members of progress achieved following Year 1 of Aberdeen City Council's Equality Outcomes for 2013-2017.

2. RECOMMENDATION(S)

The Committee is asked to

- Note the progress since publication last April of the Equality Outcomes and Mainstreaming report 2013 -2017
- Note that several services have actions in place or actions planned to deliver progress to achieving the outcomes and addressing the gaps in provision as identified through the community engagement exercises. This is so that there are positive outcomes to report in the statutory report on progress required by April 2015 and in the final report no later than April 2017.
- Note where there are gaps in contributions from services and encourage Heads of Service to use this opportunity to promote the improvements made in service provision which make our services more accessible to all.

3. FINANCIAL IMPLICATIONS

Directors and Heads of Services are setting and delivering actions to meet the identified outcomes and will, therefore, identify resources to deliver on their actions within their Business Plans. Following completion of individual Equality and Human Rights Impact Assessments there may be actions which will require resources to mitigate any potential negative impact on equalities.

4. OTHER IMPLICATIONS

Directors and Heads of Services need to have clearly identifiable actions and indicators within their business plans to evidence how they are contributing to the Council's Equality Outcomes This will make reporting easier in the future.

5. BACKGROUND/MAIN ISSUES

- The public sector equality duty, which is set out in sections 149-157 and schedules 18 and 19 of the Equality Act, came into force on the 5th April 2011.
- It replaces the previous public sector equality duties, the Race Equality Duty (2002), the Disability Equality Duty (2006) and the Gender Equality Duty (2007).
- The specific duties were created by secondary legislation in the Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012. The specific duties came into force on 27th May 2012.
- Aberdeen City Council, like all listed authorities, is required to deliver against a set of equality outcomes, which we consider will enable us to better perform the general equality duty.
- This report advise on progress on actions which will help meet our requirements under the Specific duties:
 - o assess and review policies and practices
 - o gather and use employee information
 - o publish gender pay gap information
 - o publish statements on equal pay
 - o consider award criteria and conditions in relation to public procurement.
- We have engaged with services to produce the table at Appendix 1 which shows their contribution to the Equality Outcomes: Actions and Indicators across the Council and Appendix 2 which gives case study examples of good practice.
Members will note that there are gaps in responses from across the Council
- Appendix 3 demonstrates the engagement of communities in reviewing progress. To develop the Equality Outcomes, which were published in April 2013, we undertook a comprehensive evidence review that presented a baseline selection of the key facts and figures we know about groups that meet one or more of the protected characteristics.

We used a variety of engagement mechanisms in developing the equality outcomes published last year.

Similarly to review our first year of progress, we have involved the different community of interest forums and equality groups and have carried out a survey via City Voice and the Tenant's Participation Survey. Although people have said they have seen progress, key issues which people have told us are important to them still remain. Those need to be the focus of future dialogues with services so that we meet our Equality outcomes

6. IMPACT

Corporate:

The Equalities outcomes have been developed in line with the Council's vision, Aberdeen - the Smarter City. We will ensure all citizens are encouraged and supported appropriately to make their full contribution. In order to address this, we will challenge inequalities wherever they exist and bring our communities closer together.

The Equalities Outcomes are aligned to fit in and support the Outcomes identified within the Single Outcome Agreement, which have the underlying principles of:

- targeting the most in need
- reducing isolation of minority communities.

Public:

This report is highly relevant to ensuring that the council meets the General Equality Duty.

An Equality and Human Right Impact assessment has been carried out and is appended to this report as Appendix 4.

The impact assessment indicates that the progress on the Equality Outcomes will contribute positively to all three parts of the General Duty: To eliminate discrimination, advance equality of opportunity and foster good relations.

7. MANAGEMENT OF RISK

Delivering on the published Equalities Outcomes will help public authorities comply with their legal duties under:

- a. Section 149 of the Equality Act 2010 (the public sector equality duty), and
- b. The Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012

Failure to mainstream equality, or comply with the law risks enforcement action, legal challenges, loss of reputation and damage to the legitimacy of the Council.

8. BACKGROUND PAPERS

9. REPORT AUTHOR DETAILS

Sandra Bruce, Equality Strategist

Telephone 523039 or email sandrab@aberdeencity.gov.uk

Faiza Nacef, Development Officer

Telephone 523183 or email fnacef@aberdeencity.gov.uk

Equality Outcomes: Actions and Indicators across the Council

1. A workforce within Aberdeen City Council that reflects the community we serve. The lead service will be Human Resources and Organisational Development.					
Output	Actions/Activities	Indicators	Sources	Updates	Responsible officer/Service
We will ensure that the council's status as an employer of choice is enhanced and that the principles and spirit of equal opportunities are evident in all aspects of the council's employment processes.	. Undertook a confidential and anonymous diversity and equality questionnaire survey which asked questions about discrimination, harassment and victimisation in relation to each protected characteristic. The results of the survey are being used to develop equality outcome action plans.	The survey results has been examined to identify any areas of concern in relation to discrimination, harassment and victimisation. Also, the responses received in relation to what the Council are doing well and what it could do better in relation to diversity and equality will also be considered. Feedback from the questionnaire is to be used to identify whether there is a need for any further actions in relation to diversity and equality, with each equality group to			Head of HR&OD

	<p>Undertook a diversity and equality fair on employment comprising a variety of stalls covering the various protected characteristics, the purpose of which was to raise awareness of employment equality and diversity amongst staff.</p>	<p>take these forward where appropriate.</p> <p>The quiz that was run at the event had a short evaluation section on it with the comments received from employees who completed it broadly indicating that their awareness of diversity and equality had been raised.</p>			
<p>Aberdeen is a fair and equal city</p>		<p>Percentage who feel there is equality of opportunity for all citizens in Aberdeen</p> <p>Percentage of prejudice incidents recorded per 1,000 population (2013)</p> <p>Source: Police Scotland</p>			

			Proportion of the Council's workforce from protected characteristics groups – Age				
			Proportion of the Council's workforce from protected characteristics groups - Disability/Long term health issue				
2. An organisational culture that is free from unlawful discrimination. The lead service will be Human Resources and Organisational Development.							
Output	Actions/Activities	Indicators	Sources	Updates	Responsible officer/Service		
	<ul style="list-style-type: none"> Undertook an employee disability focus group the aim of which was to find out views on how the Council supports employees with disabilities and how this could be improved. It was also to seek information on 	<ul style="list-style-type: none"> Monitoring feedback Monitoring usage 					

	<p>managers' experience of managing staff with disabilities again with a view to improving support. A faith, religion and belief page has been developed with links to relevant contacts and placed on the Council's intranet. An interfaith e-mail address has been created for employees to send queries, concerns and opinions to members of the Faith, Religion and Belief equality group in HR. A calendar of faith events has been compiled and placed on the Council's intranet and the first edition of a 6 monthly</p>	<p>Feedback will be monitored of manager and</p>			
--	---	--	--	--	--

	<p>newsletter about different religions/events has now been produced. Posters created to raise awareness of LGBT issues</p> <p>Ongoing work to establish a council interfaith group.</p> <p>The Facilities service has been contacted on the possibility of having rooms for faith/meditation and this is being investigated.</p> <p>An event with the help of GREC in respect of race - employment skills sessions aimed at people from ethnic minorities focusing on the Council's recruitment process and training on interview skills.</p>	<p>employee views on the calendar and the content of the newsletter,</p>			
--	--	--	--	--	--

3. Achieved and maintained pay equality within the council workforce. The lead service will be Human Resources and Organisational Development.							
Output	Actions/Activities	Indicators	Sources	Updates	Responsible officer/Service		
4. Clear, fast, reliable and accessible procedure to contact people and deal with complaints. The lead services will be Corporate Governance.							
Output	Actions/Activities	Indicators	Sources	Updates	Responsible officer/Service		
5. Effective customer service that is aware of the differences and requirements of different groups. The lead services will be Corporate Governance.							
Output	Actions/Activities	Indicators	Sources	Updates	Responsible officer/Service		
We will support customers through changes to welfare reform ensuring all staff receive training and knowledge to assist customers and that we have the capacity to respond to increased footfall at all customer facing			CG Business plan. Action Plan		Head of Customer Service & Performance		

<p>sites.</p> <p>We will continually improve service standards, consistency in service quality, and improved customer satisfaction across the organisation. This will lead to improvement in the customer service experience across every interface with the council ensuring quality of access.</p> <p>We listen to, and are responsive to, our customers, shaping our services around their needs and focusing our resources where they are most needed</p>				<p>CG Business plan. Action Plan</p>	<p>Head of Finance</p>
		<p>The average time in working days to resolve complaints at the frontline stage (Stage 1)- Corporate Governance Quarter</p> <p>The average time in working days to resolve complaints at the investigation stage (Stage 2)-</p>	<p>Aberdeen performs CG BPlan update</p>		

		Corporate Governance Quarter % of complaints upheld (Stage 1 & 2 combined)			
<p>The Council's published standards for customer service meet the needs of customers and these standards are delivered</p> <p>We will review business processes to support delivery to the council's customers (100%)</p> <p>We will improve the customer experience by continuing to review and revise processes, ways of working and managing demand for existing and new services; establish a staff training and development</p>			Aberdeen performs CG BPlan update		
<p>We will improve the customer experience by continuing to review and revise processes, ways of working and managing demand for existing and new services; establish a staff training and development</p>			CG Business plan. Action Plan Time 2013/2015		Head of Customer Service & Performance

<p>programme; develop common customer service standards for ICT; implement an integration tool allowing communication between line of business systems and through specific devices; and implement an asset management and configuration system.</p>					
<p>Library & Information Service Re-design</p> <p>Developing services which meet the changing needs of communities across the city.</p> <p>Ensure that services meet needs or all communities</p> <p>Best use of staff and</p>	<p>Improved model for service delivery developed in consultation with communities; new management structure implemented with clear areas of responsibility reflecting established; Foundation for establishment of an ethos for</p>	<p>KPIs and SPIs detailing levels of business, feedback and evaluation form customers and wider public via regular surveys. Verified self evaluation via HGIOC&S and PLIM (Public Libraries Improvement Matrix)</p>	<p>ECS LIB Service Plan</p>	<p>Phase 1 of structure in place, phase 2 involving the community libraries network ongoing aligned with Library/CLD review.</p>	<p>Library & Information Services Manager</p>

resources.	continuous improvement; programmed self evaluation utilising existing frameworks					
6. An increased proportion of council communication adheres to Accessible Information Guidelines. The lead service will be Corporate Governance and will apply to all services.						
Output	Actions/Activities	Indicators	Sources	Updates	Responsible officer/Service	
We will continue to work on shifting internal and external customer contact to alternative lower cost channels for example, web, SMS, social media, mobile and handheld applications taking into account the different preferences of our customers and employees.	Key achievements this year include revising our Equality and Human Rights Impact Assessment form and guide to make it more accessible and user-friendly, the relaunch of the council's Accessible Communication Guidelines and the Prejudice Incidence Reporting Form.				Head of Customer Service & Performance	

7. Improved opportunities for people with protected characteristics to participate in public life. All services will contribute to the outcome.							
Output	Actions/Activities	Indicators	Sources	Updates	Responsible officer/Service		
We will make greater use of technology and social media and promote democracy to younger people and marginalised groups.			CG Business plan. Action Plan		Head of Legal and Democratic Services		
Our citizens feel they can influence their communities through engagement in the development, design and decision making of services	We have carried out extensive community engagement to identify how the communities of interest and groups who share the protected characteristics (as defined in the Equality Act 2010) feel we have progressed and where any gaps in performance may lie.		Aberdeen performs our priorities				
	Examples - joint						

	<p>community event with Grampian Regional Equality Council (GREC) on 20 February 2014, National Social Justice Day, focus group discussions with the Older People's Advisory Group, the LGBT community and the Disability Advisory Group.</p> <p>The current edition of City Voice includes a round of questions on how the respondents perceive the Council's progress in equalities.</p> <p>Our high profile events over the last year to advance equality of opportunity and to bring people together to foster good relations,</p>			
--	--	--	--	--

<p>Accessibility, supported digital access, bridging digital divide and developing independent learners</p>	<p>Deliver 1-2-1 and support to access digital services, working with partners develop a portfolio of ICT training opportunities available across the city including progression routes. Support staff to work with</p>	<p>Increase in numbers using library PBs and WiFi services; number of web page visits; usage of online information, employability and learning resources and services; feedback and evaluation from sessions, courses and workshops.</p>	<p>ECS LIB Service Plan</p>	<p>libraries.</p>	<p>Library & Information Services Manger/ ECS</p>
<p>8. Strong and effective leadership that has and demonstrates an ethos of public service and treating everyone with respect. The lead service will be the Office of the Chief Executive.</p>					
<p>Output</p>	<p>Actions/Activities</p>	<p>Indicators</p>	<p>Sources</p>	<p>Updates</p>	<p>Responsible officer/Service</p>
<p>DIRECTORATE PRIORITY 8: CONTINUOUSLY IMPROVE SERVICE DELIVERY INCLUDING THE ESTABLISHMENT OF A MONITORING, REPORTING AND</p>		<p>Web sites, E-Mag, the Zone, contributions to externals</p>	<p>EPSI service Plan</p>		<p>DSU + Services</p>

<p>QUALITY ASSURANCE FRAMEWORK</p> <p>7. EPI Services will contribute to improving the public profile of the Directorate through event participation and contributions to public media</p>					
<p>9. Tangible results from an improved Community Planning Partnership working for more effective delivery. The lead service will be Corporate Governance.</p>					
<p>Output</p>	<p>Actions/Activities</p>	<p>Indicators</p>	<p>Sources</p>	<p>Updates</p>	<p>Responsible officer/Service</p>
<p>We will work with our partners to seek to reduce the levels of inequality in the city</p> <p>We will seek to develop a sense of community in Aberdeen based on principles of openness, fairness, reciprocity & responsibility & will encourage & support citizens to participate</p>			<p>P43 CGBP</p>		

in the development, design & decision-making									
10. Increased involvement by the private sector in community planning and equalities work. The lead service will be Corporate Governance.									
Output	Actions/Activities	Indicators	Sources	Updates	Responsible officer/Service				
11. Pavements and footpaths that are safer and easier to use for pedestrians. The lead service will be Enterprise Planning and Infrastructure.									
Output	Actions/Activities	Indicators	Sources	Updates	Responsible officer/Service				
Priority 11: We will contribute to a Greener, Cleaner and Safer City through developing and improving our Grounds Maintenance and Street Cleaning services (a) External delivery or attain equivalent efficiency savings on the Street Cleansing and		<ul style="list-style-type: none"> Percentage Achieving Cleanliness LEAMS Indicator for Street Cleanliness Monitoring of streets with fly tipping, weed growth, vandalism, dog fouling, and graffiti. Number of street sweeping routes completed Number of grass 	HE Service Plan		Head of Environment Services				

<p>Grounds Maintenance Services</p>	<p>Potholes</p> <ul style="list-style-type: none"> • 2013/14 (to end of January) reports received 8,269 • 2013/14 repaired on time (within 2 working days) 6,679 <p>Slabs</p> <ul style="list-style-type: none"> • 2013/14 (to end of January) reports received 1,156 • 2013/14 repaired on time (within 2 working days) 1,128 <p>Street Lights</p> <ul style="list-style-type: none"> • 2013/14 (to 	<p>cutting routes completed</p>				
-------------------------------------	---	---------------------------------	--	--	--	--

	end of December) reports received 6,307					
	<ul style="list-style-type: none"> 2013/14 repaired on time (within 7 working days) 4,449 					
12. People who feel safe in their homes and in a city that is family friendly by night. The lead service will be Enterprise Planning and Infrastructure and all services will contribute to encourage incident reporting.						
Output	Actions/Activities	Indicators	Sources	Updates	Responsible officer/Service	
Our residents have a dry, warm home in a safe and enjoyable environment	Community Safety Hub is now functioning. This is a partnership involving a wide range of public, private and voluntary organisations. Every day there is a review of every incident reported, for example, neighbour dispute, and the actions	Percentage of adults stating they feel 'very safe' or 'fairly safe' when at home alone at night (2012) Source: Scottish Household Survey	Aberdeen performs our priorities			

	<p>taken. There is great interest from across the country and other local authorities are looking at the model we have developed.</p> <p>A new partnership group has been established to improve our response to Violence Against Women. The group will lead delivery in support of the community safety partnership's new Violence Against Women priority.</p>				
<p>Our city has a clean, safe and attractive streetscape</p>	<p>We continue to carry out tactical assessments so that resources are targeted</p>	<p>Percentage of adults stating they feel 'very safe' or 'fairly safe' when walking alone in</p>	<p>Aberdeen performs our priorities</p>		

	<p>accurately eg it may be that addressing shoplifting is a priority.</p> <p>Aberdeen Community Safety Partnership has completed its strategic assessment to determine strategic priorities for 2014 – 2017. Priorities are Home and Fire Safety; Violence; Violence Against Women; Antisocial Behaviour; and Road Safety.</p> <p>Aberdeen became the first city in Scotland to achieve 'Purple Flag' accreditation recognising excellence in managing the city centre night-time</p>	<p>their local neighbourhood after dark (2012) Source: Scottish Household Survey</p> <p>Number of Anti-Social Behaviour calls attended in the year</p> <p>Percentage of Anti-Social Behaviour calls attended within one hour</p> <p>The cleanliness index achieved following inspection (2012/13)</p>			
--	---	---	--	--	--

	economy.					
13. People with protected characteristics have their social care needs met. The lead service will be Social Care and Wellbeing.						
Output	Actions/Activities	Indicators	Sources	Updates	Responsible officer/Service	
We will prioritise voluntary sector services that promote social inclusion for people with learning disabilities			SCWB BP P37; 2011			
We will develop 'response services' for adults with learning disabilities, to reduce dependency on overnight care in our own accommodation and in commissioned services						
We will develop services that support people with severe and enduring mental illness to remain within their own community						
We will develop services that enable people to live as						

independently as possible, in appropriate community settings									
We will work with Housing Services to make available options for accommodation									
All our citizens have enhanced physical and emotional wellbeing			% of social care clients agreeing that they have support that is responsive, flexible and promotes choice and control over how support is organised and delivered (2011/12)	Aberdeen performs our priorities					
14. People with protected characteristics who make better use of cultural and sporting facilities. The lead service is Education, Culture and Sport.									
Output	Actions/Activities	Indicators	Sources	Updates	Responsible officer/Service				
DIRECTORATE PRIORITY 5: ENSURE THE COUNCIL'S PHYSICAL ASSETS ARE MANAGED AND MAINTAINED IN		% of Public Buildings Suitable for Service Delivery % of Public Buildings Accessible in terms of the Disability	EP&I Service Plan	Aberdeen Sports village aquatic centre now open and the refurbishment of Tullos Swimming pool offers	AMO				

<p>A COST EFFECTIVE MANNER</p> <p>1.Development of Property Asset Management Plan to assist with decision making on planned maintenance</p>		<p>Discrimination Act</p>	<p>accessibility aligned to the Disability Discrimination Act.</p> <p>Draft Sport and Leisure Asset and Pitch Strategy has been created.</p>	
<p>E, C & S Priority area 4: Extend quality cultural opportunities</p>	<p>Cultural awards allocated for projects in 2013/14 included: War artists, in the city's regeneration areas: Stories of Aberdeen, in Tullos:Trendy PR for an African film project: Aberdeen Womens Alliance for Womens Heritage Walks: Create Aberdeen: for a film and drama project for adults with additional support</p>	<p>Area and thematic information requested in funding applications</p>	<p>Aberdeen City Council Cultural awards reports</p> <p>2013-14 complete 2014-15 indicative allocation</p>	

<p>DIRECTORATE PRIORITY 5: ENSURE THE COUNCIL'S PHYSICAL ASSETS ARE MANAGED AND MAINTAINED IN A COST EFFECTIVE MANNER 2.Road Maintenance and Management Activities</p>	<p>needs In 2014/15 SCAT (Scottish Culture and Traditions) will deliver the 'Sing Aberdeen' project in the regeneration areas</p>	<p>Priority 1 Road Defect Repairs Traffic Signal Repairs Street Lighting Repairs</p>	<p>EP&I Service Plan</p>	<p>AMO</p>	
<p>Develop greater awareness of services via a strong events and programming media strategy utilising all channels of communication available including</p>	<p>Develop Library events policy to include marketing, programming and promotion. Establish</p>	<p>Increase in audience numbers at events; evaluations and feedback, surveys and customer satisfaction monitoring via customer comments.</p>	<p>ECS LIB Service Plan</p>		<p>Library & Information Services Manger/ ECS</p>

social media.	procedures for promoting events					
Increase access for all to library services, collections and resources. Conservation and Digitisation programmes	Increase accessibility for all; ;use adaptive technologies to ensure all can access services; Ensure library catalogue web pages etc are accessible; Preservation of fragile and valuable material while making it more widely accessible.	Number of times accessed services accessed via physical and virtual visits Number of items available via online access to digital archive Silver City Vault Feedback and evaluations from customers and partners and via national surveys SOCITM etc	ECS LIB Service Plan	Adaptive software added to site to make it easier to use for visually impaired. Reminiscence work ongoing with vulnerable groups. Use of technologies (ipads and e-readers) during out reach work with the Home Service and other difficult to reach groups	Library & Information Services Manger/ ECS	
15. An improved mix of house types and sizes to meet the housing needs of people with protected characteristics. The lead service will be Housing and Environment.						
Output	Actions/Activities	Indicators	Sources	Updates	Responsible officer/Service	
	All our housing is built to Housing for Varying Needs					

	<p>Standards. We are committed to the delivery of 2000 affordable houses, with a mix of social rent, mid-market and low cost ownership. We continue to support Housing Associations. We adopt a Housing Options approach rather than having people just applying for a council house. This is a broader approach which will include information on the private sector and the mid-market. There is a special Housing Assessment Team so that people who need support will get a home visit and problems will be identified and addressed.</p>				
--	--	--	--	--	--

	A full-time post of Ethnic Minority Housing Worker has been approved with a new start in place in April. This is a partnership approach with Aberdeenshire Council and the Registered Social Landlords.					
16. Accommodation that meets the needs, culture and lifestyle of Gypsy/Travellers normally resident in, and visiting, the city of Aberdeen. The lead service will be Housing and Environment.						
Output	Actions/Activities	Indicators	Sources	Updates	Responsible officer/Service	
Assets must meet the needs of those that use them. This includes staff, elected members, visitors, customers and the general public, people with disabilities or special needs and					Property asset management Plan 2013	

<p>other minority groups. This means creating a comfortable and accessible environment that makes a positive contribution to the use to which the asset is put. It also means asking people what they think about our property assets and responding to their needs.</p>		<ul style="list-style-type: none"> • Customer Satisfaction with the Estates Service • Monitor Housing Waiting & Transfer Lists 	HE Service Plan		Head of Housing and Community Safety
<p>Priority 1 : We will develop our housing services to be flexible to support the needs and aspirations of our tenants</p> <ul style="list-style-type: none"> (a) Modernisation of the Housing Service (b) Review Housing Allocations Process (c) Review and Improve the Tenant Participation Strategy 	Potential sites for additional short-				

	term halting sites have been included in the Local Development Plan. Will be consulting with local communities and Scottish Government on bringing these forward. Also consulting on a proposed byelaw to prevent unauthorised encampments in the city.				
17. The city environment and green spaces are cleaner, better maintained and more family friendly, taking account of physical accessibility and the needs of older people. The lead services will be Enterprise Planning and Infrastructure and Housing and Environment.					
Output	Actions/Activities	Indicators	Sources	Updates	Responsible officer/Service
4.Property Maintenance and Management Activities Building Cleaning Activities No of complaints received					

<p>regarding below standard performance in cleaning public buildings</p> <p>any future requirements. This means ensuring that regular surveys and inspections for asbestos, legionella, fire and health and safety as well as physical conditions surveys and Disability Discriminations Act (DDA) audits are undertaken.</p> <p>Our city has accessible, well used green space in our streets, parks and countryside</p>					<p>Publicly accessible Green Space as a percentage of Urban Area (2011) Source: Greenspace Scotland</p> <p>Percentage of Local Authority Derelict Land (2012/13) Source: Scottish Government</p>		<p>Aberdeen performs our priorities</p>						<p>Property Asset Management 2013</p>	
---	--	--	--	--	--	--	---	--	--	--	--	--	---------------------------------------	--

		Publications		
18. a. Improved opportunities for life long learning. b. Reduced the gap in educational attainment between pupils.				
Output	Actions/Activities	Indicators	Sources	Updates
Our citizens are empowered to develop the knowledge, skills and attributes	Communities and partners are involved at a local level in the decision making, implementation and evaluation process related to the Total Learning Offer for adults and young people .This is facilitated via the Learning Partnerships which have been established with support from the Communities Team and EC&S which operate within the geographic areas associated with the schools ASG boundaries. Universal Literacy is a key outcome of both the SOA and EC&S plan. An Aberdeen	Number of adults participating in opportunities through community-based adult learning (including partner provision) Positive evaluation of outcomes of adult learning opportunities (to be developed)	Aberdeenperforms our priorities	The Scottish Government is in the process of launching its Statement Of Ambition for Adult Learning which is a new ambition to widen access for adults to learning. The key points are: Barriers to learning to be removed, Promotion of inclusion and equality, Learners will be at the centre of the process and decision – making
				Responsible officer/Service HOS CC&S Lifelong Learning Manager

	<p>Literacy Strategy is currently under development involving key partner organisations facilitated by Officers from EC&S</p> <p>ESOL in Aberdeen City is in the process of being reviewed given the impact of inward migration and the demands for provision. Information from the Inward Migration working group which is facilitated by ACC Officers is being used to assist this process.</p>		<p>Aberdeen performs our priorities</p>	<p>APV held workshop in December 2013 designed to identify barriers to attainment and what ACC could put in place to narrow this gap ie poverty, raising aspirations, etc. The group also investigated ideas on</p>	<p>Development Officer – Pupil Voice</p>
<p>Our children and young people achieve their full potential</p>	<p>Aberdeen Pupil Voice (APV) have focused 2013/14 academic year projects on Raising Attainment and Equality in Education</p>				

<p>Priority 1: Accelerate progress to improve learning outcomes for specific underperforming groups in particular Children and Young People with Additional Support Needs, Literacy and Adults</p>	<p>Work with the Travelling community at Clinterty, particularly Young People has been supported by the Youth and Adult Learning Team. This has delivered core skills including Literacy support. The Youth Team has also established a number of tailored interventions in schools. These have been designed to</p>		<p>ECS Service Plan</p>	<p>how to tackle homophobia and other forms of prejudice in schools by delivering a presentation to ACC staff. APV visited Scottish Parliament in January 2014 to deliver presentation followed by Q&A session on APV initiatives to Cabinet Secretary for Education and Lifelong Learning</p>	
				<p>A refreshed National Youth Work Strategy has been developed via a consultation process involving partners. This Strategy (2014-2019), includes five Ambitions for young people: Ensure that Scotland is the best place to be young and grow up in, Put young people at the heart of policy, Recognise the value of youth work, Build</p>	<p>HOS CC&S Lifelong Learning Manager</p>

<p>Priority 2: Improve health and wellbeing outcomes through more people being more active, more often and improved mental health and resilience</p>	<p>assist those young people at risk of dis-engagement from formal education.</p>	<p>Ensure people of all ages, families and vulnerable groups have access to sustainable opportunities to be physically active</p>	<p>ECS Service Plan</p>	<p>capacity, Ensure that we measure our impact.</p>	<p>HOS CC&S Lifelong Learning Manager</p>
<p>The Communities Team – Youth Work, support Zone Youth which is designed to engage and assist young people who are LGBT Youth Information sessions provided in schools by the Youth Team include the provision of Health related information. Partnerships with ADP also assist in the provision of information related to substance misuse</p> <p>The Aberdeen City Youth Council provide a “voice” for young people on a number of topics including health. Particular local health and wellbeing projects have been identified via Learning</p>	<p>The Communities Team – Youth Work, support Zone Youth which is designed to engage and assist young people who are LGBT Youth Information sessions provided in schools by the Youth Team include the provision of Health related information. Partnerships with ADP also assist in the provision of information related to substance misuse</p> <p>The Aberdeen City Youth Council provide a “voice” for young people on a number of topics including health. Particular local health and wellbeing projects have been identified via Learning</p>	<p>Ensure people of all ages, families and vulnerable groups have access to sustainable opportunities to be physically active</p>	<p>ECS Service Plan</p>	<p>Close partnership working with our key partners to support health walks through medal routes.</p> <p>Creation of Legacy Plan for the City.</p> <p><i>‘Legacy is about using the unique opportunity of the Games to deliver lasting change across the whole of Scotland – now, in the run up to the Games, and in the years beyond. Given the very wide range of legacy programmes and initiatives available this will mean</i></p>	<p>HOS CC&S Lifelong Learning Manager</p>

	<p>Partnerships and also via general partnership working. An example of this is Project FIT in Northfield and Torry.</p>			<p><i>different things to different people.'</i></p> <p>The Scottish Government Legacy Ambitions are set around four themes:</p> <ul style="list-style-type: none"> - <u>ACTIVE</u> Help Scots be more physically active - <u>CONNECTED</u> Strengthen learning and culture at home and internationally - <u>FLOURISHING</u> Contribute to the growth of the Scottish Economy 	
--	--	--	--	---	--

				<p><u>SUSTAINABLE</u> – Demonstrate our environment responsibility and help communities to live more sustainably</p> <p>These four key legacy ambitions will be used as the framework to set out the priorities for Aberdeen.</p> <p>Young Scot Youth Legacy Aberdeen City Ambassadors – partnership working with schools to encourage activity projects for example: Walk to second team</p>
--	--	--	--	--

<p>To support national and local literacy action plan; Covering wide spectrum of reading skills; Increase reading; Increase use of e-books; Digital participation programmes of support.</p>	<p>Develop Literacy, Reader Development strategies; programmes developed for promotion of reading; information literacy; digital literacy and numeracy</p>	<p>Number of adults and children involved in programmes. Feedback and evaluations received.</p>	<p>ECS LIB Service Plan</p>	<p>country Mini Commonwealth Games Come and try taster sessions QBR event – the route involves activities and events through partnership working with key partners, schools, communities, sports organisations and clubs.</p>	
					<p>Library & Information Services Manger/ ECS</p>

<p>Increase public skills and confidence</p>					
<p>Establish library volunteering offer, policies and procedures. Increase number of opportunities for volunteering within the library service.</p> <p>Formalise procedures for all placements within the service. A planned and structured approach developed to increase opportunities for</p>	<p>Build a database of volunteers and volunteer projects; Explore possible accreditation routes and achievement acknowledged e.g. Saltire Awards; Develop a range of projects and establish programmes to train, monitor and evaluate</p> <p>Work with corporate and external partners to develop holistic</p> <p>Identify placement projects across the service as appropriate to level and type of placement.</p> <p>Formulate a planned programme of placement</p>	<p>Number of volunteers and placements. Evaluations of impact and collected feedback from participants.</p>	<p>ECS LIB Service Plan</p>	<p>Database on volunteers ongoing working with partners. 2014 programme for placements in place. Library volunteering offer drafted.</p>	<p>Library & Information Services Manger/ ECS</p>

positive destinations integrating with directorate priorities.	opportunities with an agreed number of placements from each sector, i.e. D of E, S4 work placements, RGU work experience,				
19. Improved awareness, knowledge and understanding of diversity and equality					
a. Increased promotion of diversity and equality through all aspects of planned learning.					
b. Promoting the importance of diversity and equality to all staff.					
Output	Actions/Activities	Indicators	Sources	Updates	Responsible officer/Service
20. Challenged gender stereotyping to ensure that the promotion of diversity and equality permeates the curriculum.					
Output	Actions/Activities	Indicators	Sources	Updates	Responsible officer/Service
21. People with protected characteristics are able to participate in meetings and other statutory processes of the Licensing Board. The lead service will be Corporate Governance.					
Output	Actions/Activities	Indicators	Sources	Updates	Responsible officer/Service
22. An increased proportion of Licensing Board communication adheres to Corporate Accessible Information Guidelines. The lead service will be Corporate Governance.					
Output	Actions/Activities	Indicators	Sources	Updates	Responsible

officer/Service			

“I just love this, I really do, it’s definitely better than sitting watching TV”

Active Ageing – Case Study –Table Tennis and Health Walks!

Name: Mrs Sheila Simpson

Table Tennis
Mondays at 2-3pm

Health Walk
Thursdays 10.30am

Jesmond Sports Centre
Jesmond Drive
Bridge of Don
AB22 8UR
01224 707090



Sheila with table tennis coach Dick Ferro.

How did you find out about table tennis and the health walk?

“I was in the Jesmond Centre for the slimming class and I saw the leaflet for them both and asked the staff about it”. “There’s no need to book you can just turn up so it’s really easy”.

What was it that made you come along to the table tennis?

“It just looked good fun, **I have never played before and never been a sports person**, the movements are really fun” “Everybody is so nice and beginners are made to feel most welcome. Lots of people have never played before and if you are sitting down someone will always come and ask you to play”

And how about the Health Walk?

“I think its super, Ian, Chris and Jean and Janet, **the walk leaders are just so lovely and the walks are so well organised**. I have been to areas of Bridge of Don I have never walked in before and the distances are not too long, I thought I would struggle but it’s been great”.

Have you noticed a difference to your health?

“My friend and I swap notes and we are both noticing a difference in our whole movement being easier, it is also easier climbing stairs”. “**I have been going to an Osteopath for years and he is noticing a difference in my back, it is more flexible!**” “My ankles are also not swelling as much as before and they feel more flexible” “Its definitely better than sitting watching TV, I have more energy and have found I can do more with the rest of the day”

What would you say to others who say they are too old or can’t manage?

“Why not just come and try it”, there is nothing to lose. You can play Table Tennis at your own pace. There is a coach there who can show you the proper way to do things. Everyone is really nice and **no-one minds if you are not really good**, I was so unfit but my fitness has improved so much. I have a friend who had a heart valve operation, I will be encouraging her to come to the walking as I feel she would really benefit, both groups are very supportive. You also get a nice chat over a cup of tea after, the social side is important”. “**I’M ENJOYING LIFE**”

How to get involved!

If you feel inspired to get more active then check out the Active Ageing Activities happening across Aberdeen and enjoy the benefits of regular activity.

For more information about Active Ageing sessions tel. 01224 577738, email sgammack@sportaberdeen.co.uk or check out the website: www.sportaberdeen.co.uk

This page is intentionally left blank

Feedback from Community Consultation – Year 1 Equality Outcomes

From the City Voice survey 31 in 2014

It was interesting to note that the percentage of respondents this year who said they had experienced discrimination, 46 from 677 (6.8%) shows a marked increase from 22 of 609 (2.8%) of last year.

This upward trend may be due to an increased awareness and confidence in reporting.

Almost 7% of the total respondents gave the causes of discrimination as disability or age. This is interesting as, in the Prejudice Incidents Reports (PIRFs) made to Grampian Regional Equality Council, race is always by far the most frequently occurring form of discrimination.

Similar to last year, approximately 1 in 4 of those experiencing discrimination did not report the incident to anyone. Of the 10 respondents to the question which rated how satisfied they were with the response, 5 were very dissatisfied and 1 quite dissatisfied. There is clearly a need to improve responses to such reporting and we have carried out an awareness raising campaign with staff, elected members, partners and communities on how to deal with PIRFs.

As last year, across the 3 neighbourhood areas north, South and Central, Central showed by far the greatest disagreement that “Aberdeen is a welcoming place for members of equality groups to live and work”. This may be a reflection of Central Aberdeen being the physical heart of social activity in the city, well populated at night and the place where “things happen”.

Last year the most popular response to the question “What more could the council do to improve the quality of life for people from different equality groups in the city?” was “Actively encourage integration/interaction between groups.” This year, that answer came well down in 8th place at 3.7%. Within this year’s top 3 answers were “Ensure equality for all, not just “equality groups”” (10.2%) and “Everything’s okay as it is- no improvements necessary” (7.5%). This demonstrates the need to promote more effectively the council’s statutory duties to foster good relations and advance equality of opportunity and the protected characteristics of the Equality Act, so that people understand that we all have one or more of the protected characteristics.

A careful examination of the findings shows that in terms of gender, women are found to be more informed about the services that are available city wide. We would try and use this information to better promote available services to both men and women city wide.

It is a useful reminder that older people prefer gaining information through the traditional formats and outlets – like posters and newsletters available from libraries, GP Surgeries and post offices. So alternatives to web-based information should always be available, for example, mandatory on-line booking systems excludes

certain groups. We will look at more innovative ways to reach our communities and ensure that service users have better access to information in various formats and languages to support services that are being provided, for example, large print text, braille or community languages.

From our focus group discussions with older people and people with disabilities regarding what progress had been made towards the Equality Outcomes, there were mixed responses. Some responses were not focused on progress or lack of progress, rather instead taking the opportunity to raise issues of concern. However the fact that these issues are being raised again may itself be interpreted as a sign of the perception of the people concerned, that no progress in this area has been made.

The positives were that:

Payments to the council seemed easier

There were opportunities to get involved in leisure and fitness activities albeit public transport was continually highlighted as a barrier to access.

Inchgarth, Broomhill and Airyhall community centres were cited as examples of community centres offering good choices.

Engagement events such as the focus group discussions with the presence of councillors were welcomed.

There was evidence of good community engagement in new developments e.g. Marischal Square.

Aberdeen City Council is seen as doing well in providing good walkways in the city.

Other positives included:

The council's Interpreting and Translation Service.

Improved CCTV coverage and supporting the Street Pastors initiative.

Consultation with people from the LGBT community gave very positive feedback with several contributors commending the work of the council in its commitment and driver to improve the experiences of LGBT people living and working in the city.

There was a low response rate to surveys distributed at the Aberdeen Women's Alliance event to mark International Day for Women on 8 March 2014. This was probably because the participants were so enthused and positively involved with the theme of the day being the history of local women and the Women's Heritage Walk, an initiative supported by Aberdeen City Council.

The members of the Ethnic Minority Forum were particularly interested in the use of **PIRFs**.

The consultation with the Gypsy/ Traveller community was called off because of their (not surprisingly) negative reaction to the report on the proposed bye-law on unauthorised camping, which was out for consultation around the same time.

Issues which were highlighted as needing attention included

The Aberdeen City Council call handling system with pick lists on the phone is too complicated and puts people off – people wanted to talk to a person.

When planning new builds, should invite involvement from older people and people with disabilities at the beginning.

Uneven pavements, particularly on Union Street and the Castlegate and lack of gritting.

Space is tight for arthritic fingers in parking meter slots.

Taxi Card and Dial a Bus, schemes which promoted access, have been missed. Holding public consultations and then respondents feeling views were ignored, e.g. Union Terrace Gardens. However some respondents said that councillors do listen.

More dropped kerbs and improved road and pavement maintenance.

Link from Union Square to Union Street and other centres.

Access to information and advice available within people's own homes, with help to complete relevant forms.

Better explanation of the "Extra room Tax". Many older people do not understand it and are frightened by it, even although older people are not affected by it.

Promotion of events by producing less expensive, plain promotional materials in larger quantities.

More intergenerational events with local champions and celebrity older people as role models

Café/ restaurant perhaps with dedicated timeslot for older people to provide opportunity to meet people, reduce isolation and find out what's happening in the city

Several groups mentioned social care and their experiences of charging, home carers, and people being discharged from hospital without a proper care package in place. There seemed to be agreement that there should be a specific one day event dedicated to this issue and that people would be keen to participate.

Communication needs to be designed keeping the audience in mind- use plain English – consult with Inspire so that we produce council information in an easy to read and understand format.

National shortage of BSL interpreters.

Internet access can be a barrier-particularly booking online only- do not forget need for hard copies, using the screen at Marischal Customer Service Centre, Town House noticeboards and facility offered by infohub.

Idea of offering cards at reception to show that visitors need help.

Suggestion of video podcasts about recorded information on exhibits that are inaccessible for users with disabilities and using talking newspapers.

Improve pedestrian crossings to include raised studded surfaces for visually impaired people.

Vehicles parked on pavements cause obstructions.

Networking and space to meet for voluntary groups not available.

Recruitment and retention of people with disabilities in the workforce.

Equality and Human Right Impact Assessment: The Form



ABERDEEN
CITY COUNCIL

EHRIA

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, the word “proposal” refers to policy, strategy, plan, procedure, report or business case. This then, embraces a range of different actions such as setting budgets, developing high level strategies and organisational practices such as internal restructuring. Please also refer to the “Completion Terminology” at the end of the form.

Aberdeen City Council

1: Equality and Human Rights Impact Assessment- Essential Information	
<p>Name of Proposal: To report on progress achieved towards delivering on the Council's Equality Outcomes</p>	<p>Date of Assessment: 16 May 2014</p>
<p>Service: Customer Service and Performance</p>	<p>Directorate: Corporate Governance</p>
<p>Committee Name: Finance, Policy and Resources</p>	<p>Date of Committee: 19 June 2014</p>
<p>Who does this proposal affect? Please Tick ✓</p>	<p>Employees <input type="checkbox"/></p> <p>Job Applicants <input type="checkbox"/></p> <p>Service Users <input type="checkbox"/></p> <p>Members of the Public <input type="checkbox"/></p>

	<p>Other (List below) <input checked="" type="checkbox"/></p> <p>Partners and voluntary organisations with who we work to achieve the Equality Outcomes.</p>
<p>2: Equality and Human Rights Impact Assessment- Pre-screening</p>	
<p>Is an impact assessment required?</p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
<p>If No, what is the evidence to support this decision? (Once this section is completed, please complete section 8 of the form).</p>	

3: Equality and Human Rights Impact Assessment

<p>a- What are the aims and intended effects of this proposal?</p>	<p>This report advises members of progress achieved following Year 1 of Aberdeen City Council's Equality Outcomes for 2013-2017. Services have actions in place or planned to deliver progress to achieving the outcomes. This is so that there are positive outcomes to report in the statutory report on progress required by April 2015 and in the final report no later than April 2017.</p>
<p>b- What equality data is available in relation to this proposal? (Please see guidance notes)</p>	<p>Most of the population growth in Aberdeen City between 2001 and 2011 was in the 16-24 and 45-64 age groups. Relatively small proportions of Aberdeen City's population are in the youngest (0-15) and oldest (45-64 and 65+) age groups, while the city is over-represented in the other two groups. Dependency ratios are low in Aberdeen City. At the time of the 2011 Census, the city's 65+ population was 20.2% of the working age population; that was the second lowest ratio in Scotland after Glasgow. The population profiles show there are more males than females in the youngest age group (0-15) and considerably more females than males in the oldest age group (65+) in Aberdeen City .</p> <p>According to Census 2011, around 16% of people in Aberdeen have a long-term illness, health problems or disability that limits the daily activities or the work they can do.</p>

	<p>Aberdeen has 2270 people living on Incapacity Benefit as at February 2013, 60 under 25 years, 660 aged between 25 and 44 years and 1550 aged 45 and over.</p> <p>There are 6842 Concessionary Fare Passes (2013) in use for people with disabilities and companion and 600 for people with visual impairments and companion, compare to the total of 49030 fare passes in use in the city.</p> <p>There are 1940 adults living in care homes in the city in 2013 of whom 328 have disabilities.</p> <p>The population of ethnic minority communities in Aberdeen has trebled between the census of 2001 and 2011 and is now around 16%. 2.4% of the people in Aberdeen do not speak English well or speak no English at all.</p>
<p>c- List the outcomes from any consultation that relate to equalities and/or human rights issues e.g. with employees, service users, Unions or members of the public that has taken place in relation to the proposal.</p>	<p>The outcomes of the consultation carried out with service users is appended to the report.</p>

<p>d- Financial Assessment</p> <p>If applicable, state any relevant cost implications or savings expected from the proposal.</p>	<p>Costs (£)</p> <p>Implementation cost <input type="text"/> £</p> <p>Projected Savings <input type="text"/> £</p>
<p>e- How does this proposal contribute to the public sector equality duty: to eliminate discrimination, harassment and victimisation; advance equality of opportunity; and foster good relations?</p>	
<p>The actions which will support the Equality Outcomes which we aligned to the Single Outcome agreement and Smarter Aberdeen will be key drivers in meeting the general Equality Duty to eliminate discrimination, harassment and victimisation; advance equality of opportunity; and foster good relations.</p>	

	<p>f- How does this proposal link to the Council's Equality Outcomes?</p>	<p>This report reflects the work that has gone on to deliver on the council's Equality Outcomes.</p>
--	--	--

4: Equality Impact Assessment - Test

What impact will implementing this proposal have on employees, service users or other people who share characteristics protected by *The Equality Act 2010* ?

Protected Characteristic:	Neutral Impact: Please ✓	Positive Impact: Please ✓	Negative Impact: Please ✓	Evidence of impact and if applicable, justification where a ' <i>Genuine Determining Reason</i> '* exists *(see completion terminology)
Age (People of all ages)		✓		This report builds on a wide range of work carried out to promote Equality and Diversity across the City. The Equality Outcomes set out the results we want to achieve which will fulfil our legal duties for all people with protected characteristics in Aberdeen.
Disability (Mental, Physical, Sensory and Carers of Disabled people)		✓		
Gender Reassignment		✓		
Marital Status (Marriage and Civil Partnerships)		✓		
Pregnancy and Maternity		✓		

Equality Impact Assessment Test:				
What impact will implementing this proposal have on employees, service users or other people who share characteristics protected by <i>The Equality Act 2010</i> ?				
Protected Characteristic:	Neutral Impact: Please ✓	Positive Impact: Please ✓	Negative Impact: Please ✓	Evidence of impact and if applicable, justification where a ' <i>Genuine Determining Reason</i> '* exists *(see completion terminology)
Race (All Racial Groups including Gypsy/Travellers)	✓	✓		
Religion or Belief or Non-belief		✓		
Sex (Women and men)		✓		
Sexual Orientation (Heterosexual, Lesbian, Gay And Bisexual)		✓		
Other (e.g: Poverty)				

5: Human Rights Impact Assessment Test	
Does this proposal have the potential to impact on an individual's Human Rights? Evidence of impact and , if applicable, justification where the impact is proportionate	
Article 2 of protocol 1: Right to education	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Evidence:
Article 3: Right not to be subjected to torture, inhumane or degrading treatment or punishment	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Evidence:
Article 6: Right to a fair and public hearing	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Evidence:

<p>Article 8: Right to respect for private and family life, home and correspondence</p>	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>Evidence:</p>
<p>Article 10: Freedom of expression</p>	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>Evidence:</p>
<p>Article 14: Right not to be subject to discrimination</p>	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>Evidence:</p>
<p>Other article not listed above, please state:</p>	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>Evidence:</p>

6: Assessment Rating:	
<p>Please rate the overall equality and human right assessment (Please see Completion terminology)</p>	<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;"> <input type="checkbox"/> Red </div> <div style="text-align: center;"> <input type="checkbox"/> Red Amber </div> <div style="text-align: center;"> <input type="checkbox"/> Amber </div> <div style="text-align: center;"> <input checked="" type="checkbox"/> Green </div> </div>
<p>Reason for that rating:</p>	<p>This report should have a positive impact on people with protected characteristics in Aberdeen city.</p>

7: Action Planning

As a result of performing this assessment, what actions are proposed to remove or reduce any risks of adverse outcomes identified on employees, service users or other people who share characteristics protected by *The Equality Act 2010* ?

Identified Risk and to whom:	Recommended Actions:	Responsible Lead:	Completion Date:	Review Date:

8: Sign off

<p>Completed by (Names and Services) :</p>	
<p>Checked by (Equality Check):</p>	
<p>Signed off by (Head of Service) :</p>	
<p>Please send an electronic copy of your completed EHRIA - without signatures - together with the proposal document and/or committee report to:</p> <p> Equalities Team Customer Service and Performance Corporate Governance Aberdeen City Council Business Hub 13 Second Floor North Marischal College Broad Street Aberdeen AB10 1AB </p> <p>Telephone 01224 523039 Email sandrab@aberdeencity.gov.uk</p>	

9: Completion Terminology:	
Assessment Pre-screening Rating:	<p>This section will highlight where there is the obvious potential for a negative impact and subsequent risk of negative media coverage and reputational damage to the Council. Therefore, a full impact assessment is required, for example around sensitive issues such as marching, Gypsy/ Traveller issues, change to social care provision. It should also be completed to evidence why a full impact assessment was not required, example, there is no potential negative impact on people.</p>
Assessment Rating:	<p>After completing this document, rate the overall assessment as follows:</p> <p>Red: As a result of performing this assessment, it is evident that we will discriminate (direct, indirect, unintentional or otherwise) against one or more of the nine groups of people who share <i>Protected Characteristics</i>. It is essential that the use of the proposal be suspended until further work or assessment is performed and the discrimination is removed.</p> <p>Red Amber: As a result of performing this assessment, it is evident that a risk of negative impact exists to one or more of the nine groups of people who share <i>Protected Characteristics</i>. However, a genuine determining reason may exist that could legitimise or justify the use of this proposal and further professional advice should be taken.</p> <p>Amber: As a result of performing this assessment, it is evident that a risk of negative impact exists and this risk may be removed or reduced by implementing the actions detailed within the <i>Action Planning</i> section of this document.</p> <p>Green: As a result of performing this proposal does not appear to have any adverse impacts on people who share <i>Protected Characteristics</i> and no further actions are recommended at this stage.</p>

<p>Equality Data:</p>	<p>Equality data is internal or external information that may indicate how the proposal being analysed can affect different groups of people who share the nine <i>Protected Characteristics</i> – referred to hereafter as ‘<i>Equality Groups</i>’.</p> <p>Examples of <i>Equality Data</i> include: (this list is not definitive)</p> <ol style="list-style-type: none"> 1: Application success rates by <i>Equality Groups</i> 2: Complaints by <i>Equality Groups</i> 3: Service usage and withdrawal of services by <i>Equality Groups</i> 4: Grievances or decisions upheld and dismissed by <i>Equality Groups</i> <p>Certain discrimination may be capable of being justified on the grounds that:</p>
<p>Genuine Determining Reason</p>	<ol style="list-style-type: none"> (i) <i>A genuine determining reason exists</i> (ii) <i>The action is proportionate to the legitimate aims of the organisation</i> <p>Where this is identified, it is recommended that professional and legal advice is sought prior to completing an Equality Impact Assessment.</p>
<p>Human Rights</p>	<p>The rights set out in the European Convention on Human Rights, as incorporated into the UK Law by the Human Rights Act 1998.</p>
<p>Legal Status:</p>	<p>This document is designed to assist us in “<i>Identifying and eliminating unlawful Discrimination, Harassment and Victimisation</i>” as required by <i>The Equality Act Public Sector Duty 2011</i>. An Equality Impact Assessment is not, in itself, legally binding and should not be used as a substitute for legal or other professional advice.</p>

ABERDEEN CITY COUNCIL

COMMITTEE	Finance, Policy and Resources
DATE	19 June 2014
DIRECTOR	Angela Scott
TITLE OF REPORT	City Centre Community Council Proposal to Amend the Current Boundary
REPORT NUMBER	CG/14/064
CHECKLIST RECEIVED	Yes

1. PURPOSE OF REPORT

The City Centre Community Council has requested that their boundary be amended to take in both sides of Union Street and to match the Aberdeen Inspired, city centre Business Improvement District boundary.

Craigiebuckler and Seafield Community Council has requested that the area of Pinewood be included in their boundary.

Any change to the Community Council boundaries would come into effect in time for the triennial elections due to be held in September/October 2015.

2. RECOMMENDATION(S)

It is recommended that the Committee –

- (a) refer the report to a Special meeting of Council for consideration and approval to issue a public notice inviting members of the public to comment on the boundary proposals.
- (b) note the proposal submitted by the City Centre Community Council to amend their boundary (as detailed in section 5.2.1);
- (c) note that consensus on the boundary proposal has been agreed with Rosemount and Mile End Community Council and Queen's Cross and Harlaw Community Council;
- (d) note that Castlehill and Pittodrie Community Council are not supportive of the boundary proposal and wish to retain their current boundary;
- (e) note that George Street Community Council have consented to the area from Little John Street to Greyfriars House transferring and that they are not supportive of the area for the Robert

Gordon's University building and the area for St Andrews Street and Loch Street transferring;

- (f) note the alternative boundary proposal submitted by Ferryhill and Ruthrieston Community Council (as detailed in section 5.4);
- (g) approve in principle that the area of Pinewood be included in the Craigiebuckler and Seafield Community Council boundary (as detailed in section 5.5); and
- (h) to take no action at this time in relation to the suggestion to amend all Community Council boundaries in line with the current Ward boundaries (as detailed in section 5.7).

3. FINANCIAL IMPLICATIONS

The cost of advertising the boundary proposal in the local Press will be met from within the existing approved Community Council Advertising budget therefore there would be no additional financial implications for the Council.

4. OTHER IMPLICATIONS

The proposed boundaries are required to be advertised in the local press and made available for public consultation therefore the boundary maps would have to be prepared.

There would be no other direct implications arising from the report.

5. BACKGROUND/MAIN ISSUES

- 5.1 On 5 September 2013, the City Centre Community Council were established for the first time within Aberdeen City and this was achieved by a local campaign to get local people involved in local democracy and to form a Community Council. During the campaign, members of the public contacted the lead campaigner and the Community Council Liaison Officer (CCLO) requesting information on how to join the City Centre Community Council, however they lived just outside the current boundary therefore were not eligible to join the Community Council. The response from those people was that they believed that they lived in the City Centre and not one of the other Community Council areas.

The lead campaigner, now the Chairperson of the City Centre Community Council requested at an early stage that the current boundary be amended and submitted a proposal for what the Community Council felt was more representative of the City Centre. The proposal largely followed the Aberdeen Business Improvement District area.

- 5.2 On 27 January 2014, representatives of the neighbouring Community Councils met to look at the proposal and to determine the views of the affected Community Councils (six). The proposal is outlined below and maps will be available:

5.2.1 From the Castlehill and Pittodrie CC area – from Bridge Street, along Union Street onto Castle Street, along King Street, onto East North Street, down Peacocks Close taking in the Castle Gate and Castle Street, onto Virginia Street, along Guild Street, onto Bridge Street and up to Union Street.

From the Ferryhill and Ruthrieston CC area – down Holburn Street, along Holburn Glen, along Hardgate, onto Bon Accord Terrace, along West Craibstone Street onto East Craibstone Street, onto Bon Accord Lane, down Dee Street onto Academy Street, onto St John's Place, onto Crown Terrace, onto Bridge Street and onto Union Street along to Holburn Street.

From the George Street CC area – from the Woolmanhill roundabout, along John Street, taking in the Robert Gordon's University building, down Charlotte Street back onto St Andrew's Street and then along St Andrew's Street, down Berry Street along the pedestrian area between Bon Accord Centre and John Lewis and along Crooked Lane back up to St Andrew's Street. The area from Little John Street up to Greyfriars House.

From the Queen's Cross and Harlaw CC area – extend along Carden Place, down Victoria Street, along Albyn Place and back onto Union Street.

From the Rosemount and Mile End CC area – the boundary would continue along Skene Street and up to the Woolmanhill roundabout, then back down towards Rosemount Viaduct.

- 5.3 At the initial meeting, Rosemount and Mile End Community Council and Queen's Cross and Harlaw Community Council agreed that the areas identified to transfer into the City Centre Community Council boundary would be acceptable to them.

Castlehill and Pittodrie Community Council has discussed the proposal and requested additional information relating to the number of people they would lose. The number of people that would transfer to the City Centre Area would be in the region of 700 to 800. The approximate number based on the current electoral register was 678.

The Chairperson of George Street Community Council met with the CCLO to discuss the proposal. The Community Council discussed this at their next meeting and has intimated that they were not supportive of part of the proposal however agreed in principle to the area from Little John Street up to Greyfriars House transferring.

- 5.4 Ferryhill and Ruthrieston Community Council raised concerns over the proposal mainly relating to the high number of licensed premises in the area. They also stated that some of the area proposed to move was considered to be in the Ferryhill area of the City and not the City Centre. Following their next Community Council meeting, they presented an alternative proposal which would move the boundary to Justice Mill Lane, Langstane Place and Windmill Brae, onto Bridge Street and up to and along Union Street to allow for Union Street to be represented by the City Centre CC.

The City Centre CC has considered the alternative proposal however wish that their original proposal be considered.

The Committee are at this stage requested to note the two proposals and to allow members of the public to make representations on their preferred option.

- 5.5 As part of the discussions regarding the boundary, a further proposal had been submitted from Queen's Cross and Harlaw Community Council (which has since been withdrawn) which would affect part of Rosemount and Mile End and Craigiebuckler and Seafield Community Council boundaries. Further discussions were undertaken with both Community Councils and it was at this stage that the area of Pinewood was discussed and a request was made that this be included in the Craigiebuckler and Seafield Community Council area.
- 5.6 In terms of the Local Government (Scotland) Act 1973, any major change relating to Community Councils must go through a rigorous consultation process and reporting period before being adopted.
- 5.7 During the discussions on the proposed boundary a suggestion was made that all of the Community Council boundaries change to match the current Council Ward boundaries. The Local Government Boundary Commission for Scotland is currently undertaking their Fifth Review of Electoral Arrangements and the final recommendations to Scottish Ministers are not expected until May 2016. The Community Council elections are due to be held in September/October 2015 and then again in 2018.

Whilst looking at the proposal, consideration was given to the size of the new Community Council areas, how Community Councillors would be elected to ensure that there was a proportionate number of people from each of the areas within a Ward, how the finances would be managed in the area, where would they meet within the ward to minimise the travelling distance and what challenges would having a larger number of Community Councillors pose on the Community Council.

With the recommendations on the ward boundaries expected in May 2016, it is proposed that any further considerations on amending the Community Council boundaries be deferred until the final decision has been taken on the local government boundaries which would also allow for some of the challenges to be worked through to see if the option for matching boundaries would be feasible.

6. IMPACT

This report takes into consideration aspects of the Community Plan and Single Outcome Agreement specifically in relation to Community Engagement. This report links to the vision that the Council will develop a sense of community in Aberdeen based on principles of openness, fairness, reciprocity and responsibility and that the Council will encourage and support citizens to participate in the development, design and decision making of services to promote civic pride, active citizenship and resilience.

This report will be of interest to members of the public and businesses in the City Centre area due to the amendment to the boundary. It is envisaged that people who live in the City Centre and the surrounding areas will be keen to help shape the boundary to ensure the correct Community Council is representing their area.

An Equality and Human Rights Impact Assessment (EHRIA) has been started as part of the proposal however in order to identify any potential positive or negative impacts in terms of involvement, it will be submitted with the next report following the public consultation.

7. MANAGEMENT OF RISK

The Council are required to consult members of the public on any major proposal that would affect the operation of Community Councils in Aberdeen. If the proposal is not advertised this may have a negative impact on the working relationship between the Council and the Community Councils which in turn would affect the citizens of Aberdeen. To actively seek the communities' comments on the

proposal would be beneficial to the Council to enable their engagement and participation in the democratic process.

8. BACKGROUND PAPERS

n/a

9. REPORT AUTHOR DETAILS

Karen Riddoch
Community Council Liaison Officer
Email: kariddoch@aberdeencity.gov.uk
Tel: 522723

ABERDEEN CITY COUNCIL

COMMITTEE	Finance, Policy and Resources Committee
DATE	19 th June 2014
DIRECTOR	Angela Scott
TITLE OF REPORT	Audit Scotland - Options Appraisal Paper
REPORT NUMBER	
CHECKLIST RECEIVED	Yes

1. PURPOSE OF REPORT

Audit Scotland has produced a paper on Options Appraisal best practice as part of its 'How Councils Work - Improvement Series for Councillors and Officers'.

The paper provides advice on how Councillors and staff should manage the appraisal of different service delivery options for major alternative delivery projects such as the Social Work Local Authority Trading Company project which created Bon Accord Care.

This report outlines the recommendations for the use of the best practice guidelines to benefit similar projects here at Aberdeen City Council in the future.

2. RECOMMENDATION(S)

- All future alternative delivery projects should follow the guidance contained in the report during the options appraisal stage of the project.
- Both Councillors and officers should use the checklists in the report's appendix during the options appraisal stage of the project to ensure they are providing and receiving the correct information, asking the right questions and making the most informed decisions they can.
- The Programme Management Office should add this guidance to the Project Management Toolkit on the Zone and include information on how and when to use it.

3. FINANCIAL IMPLICATIONS

None.

4. OTHER IMPLICATIONS

None.

5. BACKGROUND/MAIN ISSUES

Audit Scotland has produced an initial paper on Options Appraisal best practice as part of its 'How Councils Work - Improvement Series for Councillors and Officers'. The paper is aimed at alternative delivery projects such as the Social Work Local Authority Trading Company project which created Bon Accord Care, where the delivery options being considered are, for example:

- Delivering services in partnership
- Setting-up an arm's-length organisation
- Outsourcing services to a private sector supplier
- Retaining services in-house.

The paper is a guide to help Councils through the complex process of considering and evaluating the different options available. It is the first of two reports on options appraisal. A follow-up report will be issued by Audit Scotland which will consider existing practice in councils on how they undertake options appraisals.

The paper provides advice on how Councillors and staff should manage the appraisal of different service delivery options and includes checklists in the Appendix, with separate sections aimed specifically at Councillors and Officers.

6. IMPACT

Corporate – The Audit Scotland report can be used to support any future service delivery projects.

Public – There is no impact on the public.

7. MANAGEMENT OF RISK

No risks identified.

8. BACKGROUND PAPERS

Audit Scotland report is attached – ‘Options appraisal: are you getting it right?’

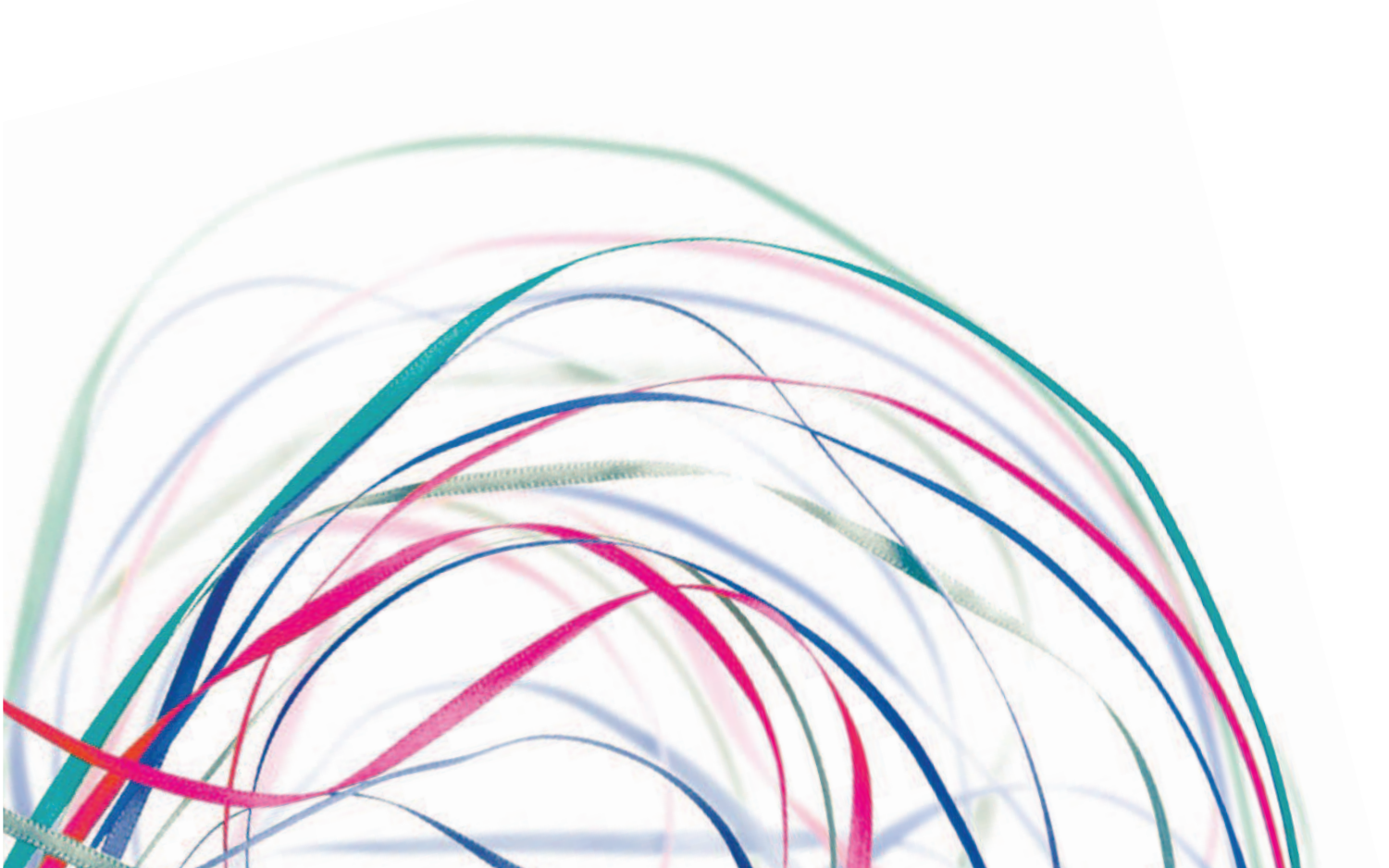
9. REPORT AUTHOR DETAILS

John-Paul Cleary
Senior Programme Manager
jcleary@aberdeencity.gov.uk
x2927

This page is intentionally left blank

How councils work:
an improvement series for councillors and officers

Options appraisal: are you getting it right?



 ACCOUNTS COMMISSION

Prepared by Audit Scotland
March 2014



The Accounts Commission

The Accounts Commission is the public spending watchdog for local government. We hold councils in Scotland to account and help them improve. We operate impartially and independently of councils and of the Scottish Government, and we meet and report in public.

We expect councils to achieve the highest standards of governance and financial stewardship, and value for money in how they use their resources and provide their services.

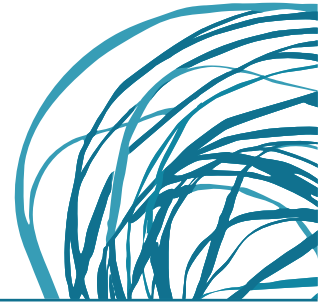
Our work includes:

- securing and acting upon the external audit of Scotland's councils and various joint boards and committees
- assessing the performance of councils in relation to Best Value and community planning
- carrying out national performance audits to help councils improve their services
- requiring councils to publish information to help the public assess their performance.

You can find out more about the work of the Accounts Commission on our website: www.audit-scotland.gov.uk/about/ac 

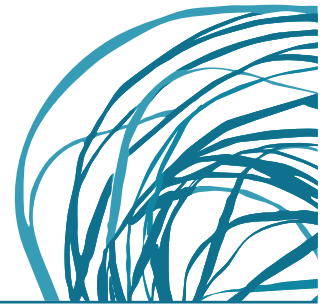
Audit Scotland is a statutory body set up in April 2000 under the Public Finance and Accountability (Scotland) Act 2000. We help the Auditor General for Scotland and the Accounts Commission check that organisations spending public money use it properly, efficiently and effectively.

Contents



Background	4
Key messages	7
Part 1. Councillors have a crucial role in options appraisal	9
Part 2. The options appraisal process	15
Appendix 1. What an effective council looks like	30
Appendix 2. Questions for councillors	31
Appendix 3. Questions for officers	34

Background



Who is this report for?

1. This report is for:

- **Councillors** – who are responsible for setting strategic direction, taking policy decisions and scrutinising performance. [Part 1 \(page 9\)](#) focuses on the crucial role that councillors have in ensuring that a wide range of options are considered when deciding what services their council should provide and how they are delivered. Councillors also have a leadership role in the options appraisal process itself. Councillors must have the information and support they need to enable them to do this. [Appendix 2 \(page 31\)](#) offers a set of prompt questions which councillors should use to critically appraise arrangements in their council.
- **Chief executives and corporate management teams** – who are responsible for delivering the council's objectives and ensuring that councillors receive the information they need to make informed decisions.
- **Managers** – who are responsible for managing a robust options appraisal process.

2. [Part 2 \(page 15\)](#) is of a more technical nature. Both councillors and managers are encouraged to read it, but its principal target is practitioners engaged in the preparation, implementation and review of options appraisals.

3. We want this report to stimulate discussion among councillors and managers and to support change and improvement. This is critical given the current financial climate and the need to challenge existing ways of doing things. The report supports councillors and officers by signposting sources of information and guidance. We have also included checklists that we hope councillors and officers will find helpful.

4. This report covers:

- The leadership role that councillors have in the options appraisal process.
- Identifying the main options for delivering services and critically assessing them.
- Implementing the decision and monitoring performance.
- Managing an options appraisal process.

What do auditors say?



These boxes appear throughout this report. They have been drawn from Accounts Commission and Audit Scotland audit reports.

Want to know more?



There is a wide range of guidance material available on options appraisal. We reference this material in the report where appropriate.

About our 'how councils work' series

5. The Accounts Commission seeks to support developments in Best Value and how to manage resources such as people and finance. We recognise these as two components vital to successfully delivering council services.

6. Our 'how councils work' series of reports aims to stimulate change and improve performance. We select topics based on the recurring themes and issues from our Best Value audit work, the work of local auditors and our annual overview report.

7. This is the seventh report in the series. Previous reports have examined:

- [The roles, responsibilities and working relationships of councillors and council officers in achieving best value \(PDF\)](#) (August 2010).
- [The relationships between councils and their ALEOs \(arm's-length external organisations\) \(PDF\)](#) (June 2011).
- [The importance of good-quality cost information in policy decision-making and scrutinising performance \(PDF\)](#) (May 2012).
- [The importance of effective performance-management systems \(PDF\)](#) (October 2012).
- [Good practice guide for councils in managing major capital investment \(PDF\)](#) (March 2013).
- [Charging for services \(PDF\)](#) (October 2013).

8. All reports are available on Audit Scotland's website, www.audit-scotland.gov.uk .

9. This report highlights the importance of councils using rigorous options appraisals to:

- deliver efficient and effective services to local communities
- show they are achieving Best Value.

10. We have worked with the Improvement Service in developing this report and we are grateful for their contribution. We also shared the draft report with some councillors from a number of councils and thank them for their comments.

11. This report is intended as the first of two reports on options appraisal. A follow-up report will consider existing practice in councils on how they undertake options appraisals.

Key messages

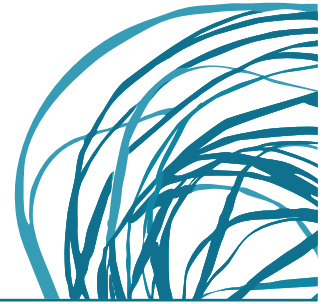


- 1** There are many challenges facing councils, the most pressing being the need to manage financial pressures and the increasing demands on services. The Accounts Commission report [*Responding to challenges and change: An overview of local government in Scotland 2013 \(PDF\)*](#) highlighted that demand and resource pressures continue to build for councils. One of our key recommendations was that councils should 'ensure rigorous and challenging appraisal of options for delivering services.'
- 2** Everything a council does has its roots in legislation. Some services are more prescribed in legislation than others, for example the collection of council tax and business rates. For other services, councils have a lot of discretion on the level of service provided. Even for those services where there is some prescription, it is relatively limited and councils retain substantial discretion on how services are delivered and by whom.
- 3** Councils need to consider a wide range of options when considering what services to provide and how to deliver them. They must assure themselves that the services they are providing are value for money, efficient and effective and demonstrate Best Value through continuous improvement. They can do this by critically assessing the current arrangements and by looking at how services are provided by other councils and other organisations.
- 4** Councillors and officers need to be open to considering a broad range of options for delivering services. This might involve providing services in a different way, or even not providing some services at all. These are difficult decisions to make as they affect residents and customers, partner organisations and council staff. A robust options appraisal helps councils make these important decisions and provides assurance that all the relevant issues, including quality, cost and risk have been considered. It also helps to ensure that decisions are transparent and based on solid information.
- 5** It is vital that councils clearly define the objectives of any options appraisal process. This might be about providing services in a different way to better meet the needs of residents, it might be about making existing services more effective or it may be about making savings to provide resources for other higher-priority areas. When deciding on the objectives, a council needs to ensure that the possible outcomes of any options appraisal are consistent with its strategic policy objectives.

- 6 As with any process, options appraisal needs to be resourced properly to ensure that it works well. This involves devoting the appropriate time, money, skills and experience to ensure that sound decisions are made. The process needs to be proportionate to the significance of the decision to be made.
-

Part 1

Councillors have a crucial role in options appraisal



Why is options appraisal important?

12. The Local Government (Scotland) Act 2003 introduced the statutory duty of Best Value in local government. The duty of Best Value requires councils to deliver continuous improvement. The public are entitled to services which are efficient, effective and represent the best possible value for money.

13. Councillors have to make difficult decisions about where to focus the council's resources. In the current financial climate it is even more important that councillors are confident that the council is providing the right services in the right way. They can do this by critically assessing the current arrangements and by looking at how services are provided by other councils and other organisations. They should then consider a wide range of options for delivering services and assess the relative merits of the options. A robust options appraisal process helps provide assurance to councillors and the public that these decisions are being made on a sound basis and by considering all of the relevant information.

14. In addition to the widely accepted benefits of robust options appraisal process there are also significant consequences of not conducting a proper appraisal:

- Services may not be as efficient and effective as they could be.
- Services may not be achieving value for money.
- Resources may not be directed to priority areas, such as preventative expenditure, and the council's strategic objectives may not be achieved.
- The council may face criticism from residents and customers.
- The council may face criticism from the Accounts Commission, auditors and other scrutiny agencies.
- The council will not be able to demonstrate that it is achieving Best Value.

What is options appraisal?

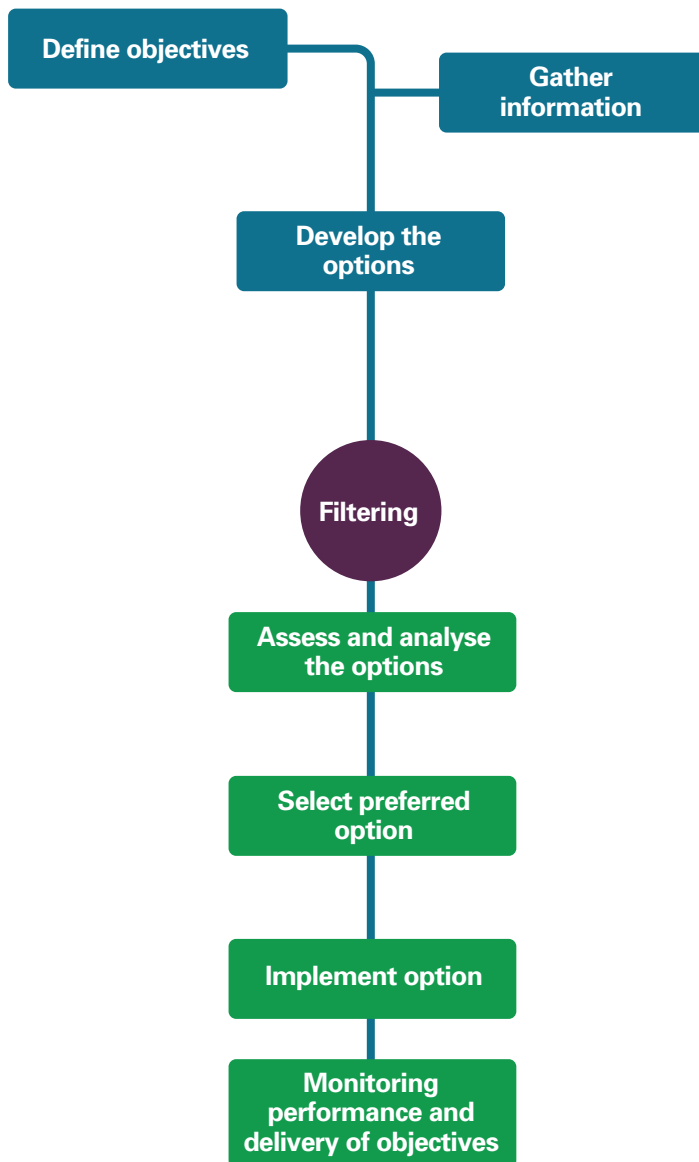
15. An options appraisal is all about making well-informed decisions. The *Best Value – Making Choices, Volume One: A Manager's Guide to the Strategic Framework for Best Value, Procurement and Competitiveness* published by the Scottish Government in 2001 noted that, as with any decision-making tool, options appraisal provides support to the process, it does not provide the answers. The value of decision-making tools is that they take people through the process stage by stage, and they assist in making sure that everything relevant is taken into account.

am I
considering
all of the
options on
how services
might be
delivered?

16. The basic stages of an options appraisal process ([Exhibit 1](#)) were set out in our report [Arm's-length external organisations \(ALEOs\): are you getting it right? \(PDF\)](#)  published in 2011.

Exhibit 1

Basic stages of an options appraisal process



Source: *Capital Planning and Option Appraisal – A Best Practice Guide for Councils*, CIPFA Local Government Directors of Finance, October 2006, adapted by Audit Scotland


17. We have developed this further to highlight the role of councillors, the key reporting stages and the importance of consultation with stakeholders. This more detailed process map is shown in [Exhibit 2 \(page 16\)](#).

18. There is a wide range of possible outcomes from an options appraisal process. These include:

- delivering services in partnership (with other councils, with other public or voluntary organisations or with the private sector)
- setting-up an arm's-length organisation like a charitable trust
- outsourcing services to a private sector supplier
- retaining services in-house
- setting-up an employee-owned cooperative or mutual company
- deciding not to deliver a service at all.

19. In 2011, the National Audit Office published *Options Appraisal: Making informed decisions in government*. The report found that the quality of options appraisal varied within and between departments across government. It is reasonable to assume that this is also the case in the public sector in Scotland.

What role does a councillor play in options appraisal?

20. Councillors have a crucial role in options appraisal. The Accounts Commission report [Responding to challenges and change: An overview of local government in Scotland 2013 \(PDF\)](#)  recommended that councillors need to ensure rigorous and challenging appraisal of options is undertaken for delivering services.

What do auditors say?



Councillors need to oversee options appraisals that involve potential major shifts in how services are provided. They have a key role, for example in agreeing the broad objectives of the options appraisal, in the appraisal process itself or in scrutinising the process and emerging proposals.

Source: [Arm's-length external organisations \(ALEOs\): are you getting it right? \(PDF\)](#) 
Accounts Commission, June 2011

21. Councils that involve councillors in determining the need for an options appraisal to be carried out have often been more successful in obtaining a good outcome. At the outset, councillors should consider the significance of the options being considered and assure themselves that the options appraisal process being used to help them make the decision is robust and proportionate.


22. Councillors have an important role in ensuring strong corporate ownership of options appraisal. Councillors need to be involved in agreeing the framework, in effect they are agreeing 'the rules of the game' to ensure that they have confidence in the options being presented to them. This also helps to ensure a consistent and systematic approach to options appraisal is used across the council.

23. Weighing up the relative merits of the options is an important part of the process. Councillors may therefore have a role in setting the criteria which will be used to assess which options best fit the council's objectives. For example, if the priority is improving performance, this will feature strongly in the assessment criteria. In other cases achieving savings might be the priority, so that will feature more prominently. In any options appraisal, however, the criteria should include both quality and cost. The council also needs to consider the impact on equalities and sustainability.

24. The most important part of any councillor's role in an options appraisal is the decision on which option to implement. This can have far-reaching consequences on the services the council delivers, how it delivers them and ultimately on the users of those services.

25. Following the decision, councillors also have an important role in scrutinising the implementation of the decision and the impact it has on service delivery. This can be achieved by monitoring performance and the delivery of service objectives on a regular basis.

Important considerations

26. In our 2010 report [*Roles and working relationships: are you getting it right? \(PDF\)*](#)  we highlighted that councillors need to be open to considering a wide range of options for providing services and that decisions must be transparent and evidence based, taking cost and quality into account.

27. It is essential that councillors have the appropriate skills to scrutinise options appraisals. Councillors have an important role in asking officers challenging questions to assure themselves that the appraisal is robust and that all of the relevant issues are being considered.

28. Careful consideration also needs to be given to resourcing options appraisal as the outcome may have far-reaching consequences for residents, customers and the council. Councils also need to consider whether or not the council has the necessary skills and expertise in-house to carry out the appraisal. Some of the options being considered may be innovative or complex and it may be that specialist external support is required.

29. The council also needs to consider the timing of options appraisals. Wherever possible the process should align with a council's planning and budgeting timetables, so that any important decision on service delivery can inform and be informed by these processes. Councils also need to consider the timing in relation to the political cycle, including local and national elections. Experience indicates that difficult decisions become far more problematic politically in the run-up to an election.

30. [Appendix 2 \(page 31\)](#) to this report includes a checklist of prompt questions designed to help councillors evaluate their role in options appraisal and assess how effective current arrangements in their council are.

Potential barriers to an effective options appraisal

31. Options appraisal can be extremely challenging for councils, for councillors, for managers and for staff. Loyalties run deep in councils, councillors hold strong political beliefs and balancing competing interests is always difficult. But the duty of Best Value on making best use of public resources must always be paramount.

32. Councillors should be aware of things that might get in the way of an effective options appraisal. These include:

- **Unclear objectives:** a council needs to take the time and be clear about the reasons why services are provided in-house. There may be good reasons for this; it may be due to the specialist nature of the service, the vulnerability of the client group, the absence of an alternative provider or issues of equality and fairness. They need equally to be clear which services are open to alternative forms of service delivery through a rigorous options appraisal. We have seen examples, however, where councils have spent time and public money pursuing alternative service delivery options, only to withdraw late in the process.
- **The ‘Aye Bin’ principle:** change is never easy, it can be challenging for officers and for councillors to radically change the way a council has provided a service often over a lengthy period of time. Councillors might believe that options appraisal would be too difficult and fear that the alternatives seem too radical. Councillors may also be uncomfortable with alternatives given their personal and political sympathies and aspirations.
- **A short-term perspective:** focusing too much on the ‘here and now’ or on the short term can mean that the longer-term benefits are not fully considered.

What do others say?



Options should be appraised on their costs and benefits, not on personal preferences of key stakeholders or individuals.

Source: *Options Appraisal Workbook: Planning Advisory Service pilot projects*, Local Partnerships (jointly owned by HM Treasury and Local Government Association), 2012

33. The Accounts Commission has previously reported that the savings made to date have mainly been achieved by reducing workforces, but that this is not sustainable in the longer term. Councils must therefore critically examine their current arrangements for service delivery through rigorous options appraisal. But to gain acceptance of the need for options appraisal, councils need to invest the time, effort, staff and money. This would help councillors, managers, employees and other key stakeholders understand the importance of options appraisal and the use it can have to deliver the council’s overall objectives. Councillors have a crucial role in ensuring that local communities understand this as well.

34. Councils can address some of the perceived barriers by making sure that for any options appraisal, it has the right people involved, that those people have the right skills and that everyone has clear roles and responsibilities. Furthermore by putting in place clear governance structures at the outset of the options appraisal, this will ensure that the decisions on selecting the preferred options are transparent.

What do we mean by governance?



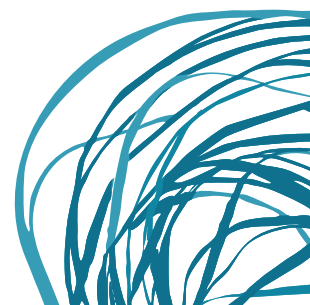
Governance is about how local government bodies ensure that they are doing the right things, in the right way, for the right people, in a timely, inclusive, open, honest and accountable manner.

It comprises the systems and processes, and cultures and values, by which local government bodies are directed and controlled and through which they account to, engage with and, where appropriate, lead their communities.

Source: Delivering Good Governance in Local Government, SOLACE/CIPFA, 2007

Part 2

The options appraisal process



An options appraisal process is all about making well-informed decisions

35. Options appraisal is a tool that helps to inform decision-making. As with any decision-making tool it provides support to the process – it does not provide the decision itself. Best Value review teams, senior managers and elected members still have to make judgements and it may be necessary to explain those judgements to others. The value of decision-making tools is that they take people through the process stage by stage and they assist in making sure that all the relevant factors are taken into account. A decision that has been carefully considered in discussion with others and informed by a robust process is more likely to be successful.

36. Options appraisal typically includes a number of key stages:

- defining the objectives
- gathering information
- identifying, filtering and challenging the options
- assessing and analysing the options
- selecting the preferred option
- implementing the option
- monitoring performance and delivery against objectives.

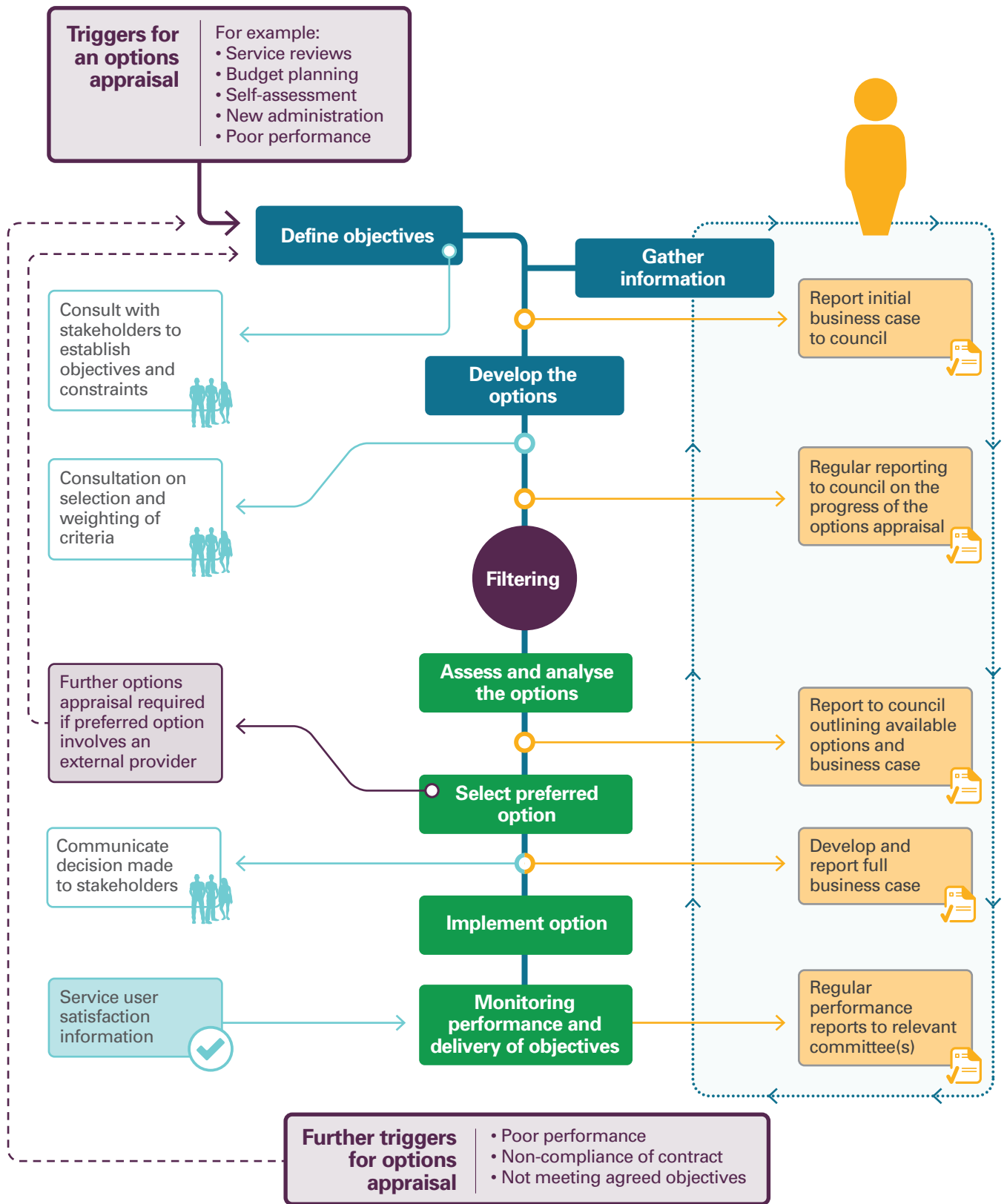
37. These stages are illustrated in [Exhibit 2 \(page 16\)](#) and we say more about each of them in the sections that follow.

38. The key stages of options appraisal can be used to help make decisions at a number of different levels, from strategic decisions about services to more specific decisions about projects or operational matters. Councils have choices about the size and scale of the options appraisal processes they use to ensure that it is proportionate to the significance of the decision to be made.

a decision that has been carefully considered in discussion with others and informed by a robust process is more likely to be successful

Exhibit 2

Stages of an options appraisal



Source: *Capital Planning and Option Appraisal – A Best Practice Guide for Councils*, CIPFA Local Government Directors of Finance, October 2006, adapted by Audit Scotland

Everyone involved needs to have clear roles and responsibilities

39. It is important to be clear about who is accountable for the options appraisal and who will be involved in the work. It is also important that those involved keep an open mind and remain objective. A range of people may be involved in the appraisal depending on the significance of the decision being taken and at different stages in the process. These might include:

- Councillors – to agree the overall approach to options appraisal and indicate a willingness to consider a wide range of options.
- Senior officers – to oversee the process, critically appraise the options, make recommendations and implement the chosen option.
- Council officers within the service areas being appraised – to provide service-specific knowledge and expertise.
- Chief financial officers and other finance officers – to provide specialist financial skills to the appraisal team.
- Trade union representatives – to represent any staff who may be affected by the decisions taken.
- External advisers – to provide specialist advice and an independent perspective.

40. Councils may also consider involving staff from other service areas or organisations in an appraisal team to provide fresh perspectives and insights from their own experiences.

41. Council officers need to ensure training is made available to councillors and other staff involved in the options appraisal process so that they can each fulfil their respective roles effectively.

Defining clear objectives is critical for success

42. The need to carry out an options appraisal process may come from a variety of sources. These 'triggers' might include:

- a strategic review of service delivery, for example as part of a council's transformation programme or improvement plan
- the outcome of a self-evaluation exercise
- the outcome of an external evaluation exercise
- poor service performance – highlighted by performance indicators and through benchmarking comparisons
- a new administration is formed
- budget imperatives
- policy direction.

43. It is vital that councils clearly define the objectives of any options appraisal process. When deciding on the objectives, a council needs to ensure that the possible outcomes are consistent with its policy objectives. In a practical sense this means checking the objectives with key strategic documents including the Single Outcome Agreement, the Corporate Plan and service plans.

Good-quality information informs good decisions

44. Good decisions are made when they are based on good information. The information should provide decision-makers with what they need to fulfil their role effectively.

45. How much information is needed will depend on the significance of the decision being made. The information requirements are likely to become more detailed at each stage of the options appraisal process. For example, the final stages of a process involving competitive bidding will require detailed financial and quality information, and may require legal advice in some cases.

46. At various stages of the process those involved are likely to need information about:


- The current position
 - the context – the demands facing the service and the environment within which it operates
 - current performance and costs.
- The options
 - ‘strategic fit’ with the council's policy objectives
 - impact on the quality of service for the customer
 - financial implications (both costs and savings) and value for money
 - legal implications
 - risk assessment
 - impact on other council services and partner organisations.

47. Councils should invest sufficient time to gather the relevant information. This leads to a more constructive challenge from the outset, provides for a more rigorous options appraisal process overall and therefore a well informed decision.

Consulting with stakeholders is a key to success

48. The size, nature and subject of the options appraisal will determine who the key stakeholders are. At the outset it is useful to do a stakeholder analysis to identify:

- who the stakeholders are
- what their interest and contribution to the process might be
- how and when to consult with them.

49. In our report [Major capital investment in councils \(PDF\)](#)  published in March 2013, we highlighted that engagement with a wide range of stakeholders is an important part of any project. While this related to major capital projects, it is equally applicable to the options appraisal process.

What do auditors say?




Every project has stakeholders. These can cover a range of different groups including local residents, businesses, employees, service users, suppliers and public sector bodies such as health boards. Engaging and consulting with stakeholders is essential in achieving a successful project outcome. Stakeholders' interest in a project can have both positive and negative effects on its progress. Their concerns may also create additional risks to a project's outcomes. Engaging with stakeholders effectively is therefore important and should be a vital part of project planning from the start. Consulting with stakeholders can often be a lengthy process. But it can shape the project at an early stage and help ensure a more successful outcome.

Source: Major capital investment in councils: Accounts Commission March 2013

Critically appraising a wide range of options ensures the process is robust

50. At an early stage of the process, councils should develop a 'long list' of options. This long list should include those which might be considered radical, for example ceasing to provide a service. This is to ensure that all options are considered, so that, even if they are then ruled out, this is done by design rather than oversight.

51. Those involved in the options identification stage need to be open-minded and creative in thinking what the options might be. The 1999 Accounts Commission report [Better together? Making improvements by reconfiguring services \(PDF\)](#)  highlighted the importance of 'thinking radically about options'. It suggested this be done right at the beginning of the process, generating ideas by, for example, benchmarking and looking beyond current boundaries and practices. This might include looking at good practice elsewhere in the public sector, the private sector and what happens more widely in the UK and internationally.

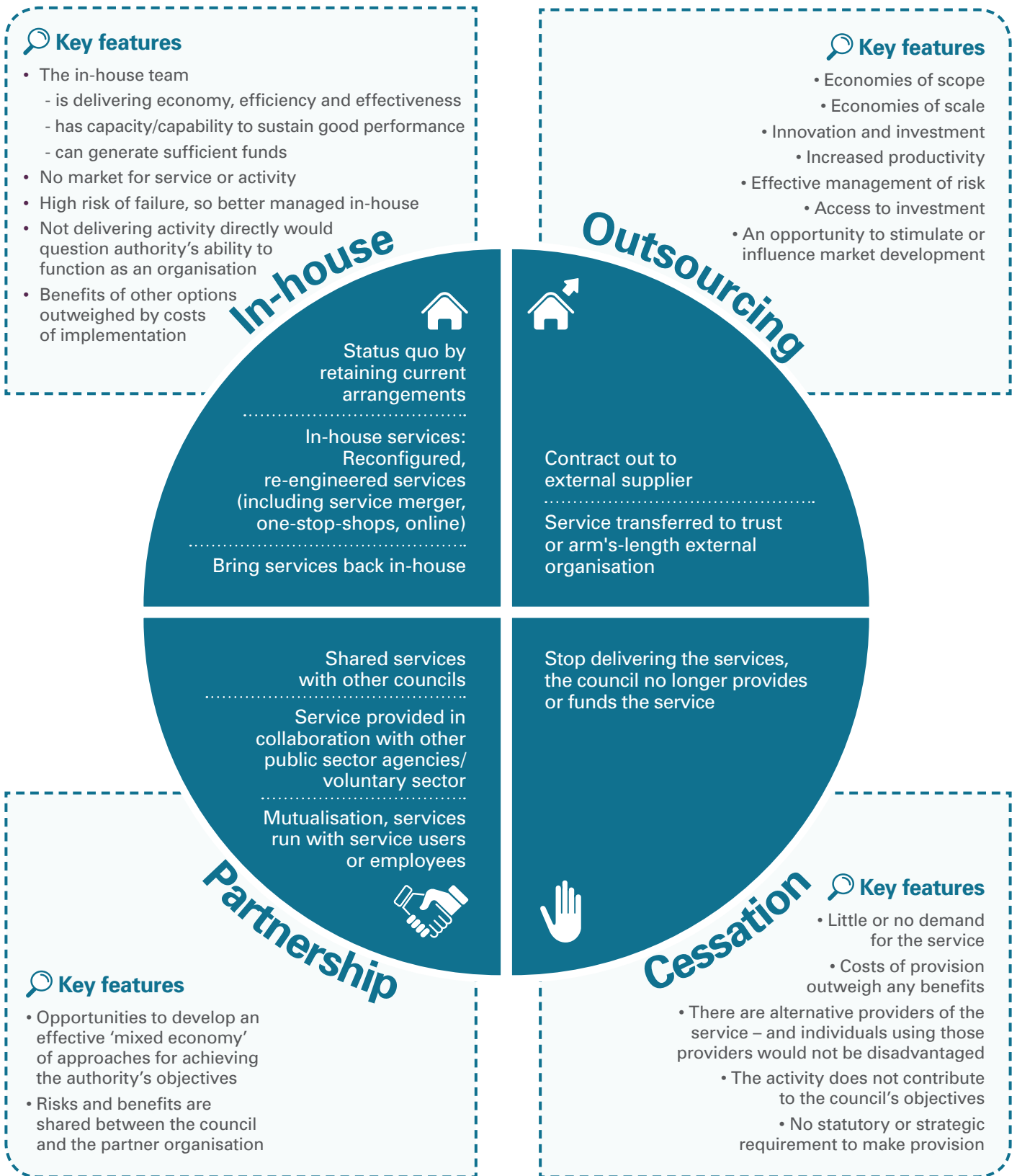
52. There is a range of possible outcomes from an options appraisal process and many different ways to deliver services. These include retaining services in-house, delivering services in partnership, outsourcing services or even choosing not to deliver a service at all. Some of the key features of these broad options are illustrated in [Exhibit 3 \(page 20\)](#). The exhibit is designed to be illustrative rather than comprehensive as there is a huge range of options a council can consider.

Filtering options

53. The next stage is filtering the 'long list' of options into a shorter list which will be the subject of more detailed analysis and assessment. To do this, councils need to agree a set of criteria. The criteria and the decision made to 'rule in' or 'rule out' options at this stage should be recorded. This is important for accountability and transparency.

54. This stage of the process shares many of the characteristics of the later, more detailed stages of assessment of the options ([Exhibit 4, page 21](#)).

Exhibit 3
Possible outcomes from an options appraisal



Note: Economics scope – as commercial and not-for-profit organisations concentrate on their specialisms or areas of expertise. An organisation specialising in the care of elderly people may be able to deliver better value than one that delivers services to a range of client groups. Economies of scope may also come from the development of a team of specialists working with a number of different clients. *Best Value – Making Choices, Volume Two: A Practice Guide to Best Value, Procurement and Competitiveness*, Scottish Government, 2001

Source: Audit Scotland, 2014

Exhibit 4

The options appraisal process becomes more detailed as it progresses

At each stage the process of options appraisal can become more detailed and more focused on comprehensive, specially collected, data. In the early stages the process for options appraisal will be the guarantee of consistency of approach. At the final stages it will be both process and data that are important. If that final stage is one of tender evaluation in a competitive bidding process it will be possible to undertake sophisticated analysis of financial and quality data that simply did not exist at the early stages.

Source: *Best Value – Making Choices, Volume One: A Manager's Guide to the Strategic Framework for Best Value, Procurement and Competitiveness*, Scottish Government, 2001

55. Having developed a 'shortlist' the next stage is to carry out a detailed assessment. There is a range of ways to go about this.

56. At this stage, councils should refine the assessment criteria to help decide on the preferred option. The criteria will depend on what service or project is being considered, but will typically include three main areas:

- Performance appraisal.
- Financial appraisal.
- Risk appraisal.

Performance appraisal

57. In assessing the relative merits of options, decision-makers will need to consider what effect each of the options will have on service performance. This should include an assessment of current performance (to provide a 'baseline') and what the anticipated effect each option would have on future performance. The performance appraisal should include a mix of both quantitative and qualitative measures. These might include an assessment of:

- customer experience and satisfaction
- contribution to the council's policy objectives and outcomes, including equalities and sustainability
- changes to the services, including when they are available and what services are offered.

58. This kind of appraisal is most effective when it uses a broad range of performance criteria and where data and projections include comparisons:

- over time
- against targets
- with other organisations.

What do auditors say?



The characteristics of good performance information is that it is:

- accurate
- timely
- meaningful (but not overly detailed)
- relevant
- high quality
- well presented.

Source: [Managing performance: are you getting it right? \(PDF\)](#) Accounts Commission, October 2012

Financial appraisal

59. A robust financial appraisal is another important part of an options appraisal process. In developing a financial appraisal of the options, councils will need to consider:

- initial set-up/transfer costs associated with each option
- operational costs/savings
- staff costs/savings
- tax and non-domestic rates implications
- central/recharge costs/savings.

What do auditors say?



As with other performance measures, it is important that councils understand the key assumptions on which any unit costs are based to ensure that any comparisons are relevant and that any differences are understood. For example, when comparing costs, councils must be clear about what overheads are included in the make-up of a unit cost. If this is not clear there is a risk that councils are not comparing like with like. This is particularly important when councils are using cost information to inform an options appraisal process. For example, if comparing the costs of an external supplier with an 'in-house bid', councils must ensure that the cost information is comparable to ensure that the bids are being assessed consistently.

Source: [Using cost information to improve performance: are you getting it right? \(PDF\)](#) Accounts Commission, May 2012

60. The assessments of costs and benefits should also include adjustments for 'optimism bias' and assess risks and uncertainties. Optimism bias is the tendency for appraisers to be over-optimistic about estimates of costs, timescales and benefits. As a result councils should build in appropriate allowances to estimates to take account of this, for example by increasing the cost estimates, decreasing the projected benefits or extending the timescales over which costs and benefits are being considered. *The Green Book – Appraisal and Evaluation in Central Government* by HM Treasury (2003) has further guidance on addressing optimism bias and provides an adjustment procedure to help address 'systematic optimism that historically has afflicted the appraisal process.'

Risk assessment

61. Carrying out a robust risk assessment is also an important part of an options appraisal process. This is even more important when the options being considered are very different to the way things are currently done. However, even the status quo has associated risks which decision-makers need to take into account.

62. Those responsible for carrying out the options appraisal should identify any risks and uncertainties associated with each of the options. It is important that councillors are made aware of and fully understand the nature and degree to which any risks identified influence the appraisal results.

63. There are a variety of tools to support risk assessment processes, though these typically include an assessment of risk in terms of:

- strategic/commercial risks
- economic/financial/market risks
- legal/regulatory risks
- organisational/management/human resource risks
- political risks
- environmental risks
- technical/operational/infrastructure risks.

The decision on selecting the preferred option needs to be transparent

Scoring and weighting systems

64. Some of the costs and benefits cannot be valued in monetary terms, but they still need to be taken into account. These include environmental, social, political or legal considerations. It is important that these considerations are recorded and, where possible, quantified.

65. Scoring and weighting systems offer a way of systematically assessing a range of factors to assess the relative merits of the options. There is a range of guidance available on using scoring and weighting systems ([Want to know more?, page 29](#)).

66. Exhibit 5 illustrates a scoring and weighting approach, using a simplified worked example.

Exhibit 5

Key stages in the weighting and scoring method

- Identify the various objectives/criteria/factors against which the options are going to be scored. These should relate closely to the project objectives.
- Give each of these objectives a weighting (a value within a certain range) to reflect relative importance. Good practice would be to consult or involve stakeholders in identifying the criteria and weighting their relative importance.
- Each option is then allocated a score to reflect how closely it meets the identified objectives.
- Multiply the weight of each factor by the relevant score and sum to find the total weighted score for each option. Generally the highest score against the criteria would be the best option.

		Option 1		Option 2		Option 3	
Criteria	Weight	Score	Weighted score	Score	Weighted score	Score	Weighted score
Criteria 1 – performance	40	2	80	4	160	3	120
Criteria 2 – cost/savings	30	5	150	1	30	3	90
Criteria 3 – policy fit	15	1	15	3	45	5	75
Criteria 4 – risk	15	2	30	1	15	3	45
	100						
Total weighted score			275		250		330

Source: Audit Scotland, 2014

Having a good business case supports effective decision-making and accountability

67. Having a robust business case is vital for good decision-making, accountability and transparency. A clear business case will include a summary of the analysis done so far and set out the relative merits of the options clearly. The business case is a key document in an options appraisal process. [Exhibit 6 \(page 25\)](#) outlines what a good business case might include.

68. In our recent report [Managing Capital Projects \(PDF\)](#)  we found that business cases were not being used effectively enough.

Exhibit 6

The options appraisal process becomes more detailed as it progresses

A business case should:

- provide an assessment of whether spend/save proposal is worthwhile
- clearly communicate conclusions and recommendations.

An effective business case should help you answer three questions

- Have you taken into account all relevant factors in deciding what the project should be?
- Should you go ahead with the project?
- What is the best way to carry out the project?

Source: Options Appraisal training material, CIPFA, 2013

What do auditors say?



Many councils do not have established processes for developing and using business cases. Where available, business cases are often short and highly summarised and do not all reflect good practice. Without good-quality and realistic business cases, particularly at the initial approval stage, key performance information on aims, cost, time, scope and risk may not be clearly defined. This may make it more difficult to hold decision-makers to account if problems arise on a project.

Source: [Major capital investment in councils \(PDF\)](#) Accounts Commission, March 2013

69. HM Treasury and the Improvement Service make reference to three types of business case:

- The preliminary or initial business case, which establishes the case for change and defines the strategic objectives of the options appraisal work.
- The outline business case, which sets out the options being considered, draws together the main findings of the appraisal and recommends a preferred option.
- The full business case will follow the selection of the preferred option and may lead to the selection of a preferred provider or procurement of a service.

Good governance arrangements underpin good decisions

70. For an options appraisal process to be effective there needs to be strong governance arrangements in place. Any significant decision arising from an options appraisal is likely to be made within the council's existing governance arrangements, through its committees and full council.

What do auditors say?



Good Practice – managing capital programmes (options appraisal)

Put a clear and effective governance structure in place and ensure responsibilities are clearly defined, allocated and understood. The structure should provide scope for constructive challenge and effective scrutiny at all stages of the programme.

Source: [Major capital investment in councils \(PDF\)](#) Accounts Commission, March 2013

71. It is good practice to set out a clear reporting framework at the start of an options appraisal. Regular reporting on progress should be built into the process, so that senior officers and elected members are kept informed.

72. Reports should be clear and contain the most relevant information. They should be detailed enough, but avoid being unnecessarily long and overly complicated, as this risks diluting important messages. Reports should also avoid using technical jargon.

73. When considering difficult and potentially controversial options, it is important that the decision-making process is – *and is seen to be* – robust. The decisions must be open to public scrutiny, although there will be stages in the process where some information is managed carefully to respect commercial confidentiality.

Implementing the chosen option and monitoring performance

74. Councils need to monitor the implementation of the decision and what difference this is making to services. The 1999 Accounts Commission report [Better together? Making improvements by reconfiguring services \(PDF\)](#) highlighted the key factors to consider when implementing a chosen option. These factors are just as relevant today and focus on people, planning and performance ([Exhibit 7, page 27](#)).


75. The Scottish Government 'Making choices' guidance highlights that 'implementation must be properly managed and planned so the benefits of the proposed option can be achieved. Authorities should have a clear plan for implementing the changes proposed, with clear milestones for the completion of key stages.' This involves the careful consideration of transition arrangements including communicating with service users, resource management (budgets, staff and assets) and performance monitoring.

Exhibit 7

Success factors for implementing a decision

Attention needs to be paid to people, planning and performance management to implement change successfully.

<p>People</p> 	<p>Who will manage the project?</p> <p>Who else needs to be involved in running the project?</p> <p>Is a project sponsor needed - a councillor and/or member of the management team?</p> <p>Who will be affected by the change?</p> <p>How will we communicate with them?</p> <p>What training will be required?</p>
<p>Planning</p> 	<p>What budget approvals are required?</p> <p>What is the timetable for the work?</p> <p>What are the milestones?</p> <p>What needs to happen, and when, to meet the milestones?</p>
<p>Performance</p> 	<p>What are the objectives of change?</p> <p>What are the performance targets?</p> <p>What monitoring arrangements are there?</p> <p>What are the reporting arrangements?</p>

Source: [Better together? Making improvements by reconfiguring services \(PDF\)](#)  Accounts Commission, May 1999

76. Where a council has chosen to go into partnership or externalise a service it is important that this is supported by an appropriate contract or service level agreement (SLA). This should set out the services to be provided, the level of service required and the standards to be maintained throughout the duration of the agreement. The performance of the service provider should be monitored on a regular basis to ensure compliance with these conditions. Service level agreements should include:

- defined objectives
- roles and responsibilities (for both the council and the service provider)
- clear performance targets
- clear monitoring arrangements (including what information is to be supplied and when)
- escalation arrangements (which may be required if the service provider is not meeting the requirements of the agreement).

What do auditors say?



...the council remains accountable for the funds used to deliver public services, regardless of the means by which the service is delivered. Consequently, it is important for the council to be able to 'follow the public pound' to the point where it is spent. This requires well-thought-through governance arrangements from the outset and action to ensure those arrangements are applied effectively in practice.

Source: [Arm's-length external organisations \(ALEOs\): are you getting it right? \(PDF\)](#) Accounts Commission June 2011

Reviewing the process can help decisions in the future

77. In addition to monitoring the effectiveness of the new service delivery arrangements, councils should also review the options appraisal process itself. It should consider:

- How effective was the options appraisal process in delivering the stated objectives?
- Was the appraisal process itself delivered on time and on budget?
- What lessons have been learned which should inform future options appraisals?










Further work

78. This report is intended as the first of two reports on options appraisal. A further report will include a study of existing practice in councils in how they undertake options appraisals.

Want to know more?

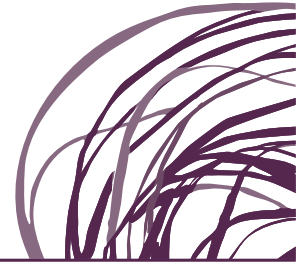


There is a wide range of guidance material available on options appraisal. Some of this is general in nature and some is more specific to particular circumstances or projects.

-  [*The Local Government in Scotland Act 2003: Best Value guidance \(PDF\)*](#), Scottish Government, 2003, Chapter 5
-  [*Best Value – Making Choices, Volume One: A Manager's Guide to the Strategic Framework for Best Value, Procurement and Competitiveness \(PDF\)*](#), Scottish Government, 2001
-  [*Best Value – Making Choices, Volume Two: A Practice Guide to Best Value, Procurement and Competitiveness \(PDF\)*](#), Scottish Government, 2001
-  [*Better together? Making improvements by reconfiguring services \(PDF\)*](#), Accounts Commission, 1999
-  [*The Green Book – Appraisal and Evaluation in Central Government \(PDF\)*](#), HM Treasury, 2003
-  [*Options appraisal: Making informed decisions in Government \(PDF\)*](#), NAO, 2011
-  [*Scottish Transport Appraisal Guidance – Best practice transport appraisal guidance*](#), Transport Scotland, 2008
-  [*Building Our Future: Scotland's School Estate \(PDF\)*](#), Scottish Government, 2004
-  [*Healthy Competition: How councils can use competition and contestability to improve services \(PDF\)*](#), Audit Commission, 2007
- *Capital Planning and Options appraisal – A best practice guide for councils*, CIPFA Local Government Directors of Finance, 2006
- *Options Appraisal: A Practical Guide for Public Service Organisations*, CIPFA, 2011

Appendix 1

What an effective council looks like

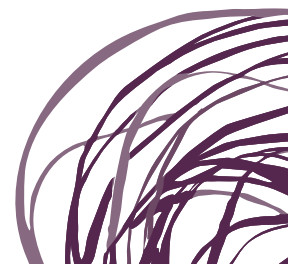


An effective council will:

- Consider a wide range of options for services:
 - what services it wants to deliver
 - how services are delivered (in-house, in partnership, by others).
- Have a robust process in place to:
 - define the objectives of any options appraisal process
 - identify options
 - analyse the options.
- Make clear and transparent decisions based on good-quality information.
- Implement the decision it has taken effectively.
- Have robust performance management arrangements in place to monitor service performance (regardless of whether the service is being delivered in-house, in partnership, or by another service provider).
- Review the effectiveness of its decision – to check that objectives are being delivered.

Appendix 2




Questions for councillors















References found within the councillor part of the report.












References to more detailed information which can be found elsewhere in the report.

Reference	Questions for councillors	Yes/No	Action
On the options for delivering services			
 Key messages 2-3	Are there any restrictions, for example legal or financial, to providing this service in a different way?		
 Paragraphs 18 and 23	Am I considering all of the options on how services might be delivered?		
 Paragraphs 50-52 and Exhibit 3	<ul style="list-style-type: none"> • Does the current service provider: <ul style="list-style-type: none"> – deliver economy, efficiency and effectiveness? – have the capacity and capability to sustain good performance? – generate sufficient funds or make the required savings? • Does the service directly contribute to the council's objectives? • Am I clear about what the full range of alternatives are for providing this service? <ul style="list-style-type: none"> – Are there alternative providers for the service? • Is the risk of failure so high that risks are better managed in-house? • Are the potential benefits of other options outweighed by the costs of implementation? • Are there opportunities to: <ul style="list-style-type: none"> – develop an effective 'mixed economy' of approaches for achieving the council's objectives? – share the risks and benefits with partner organisations? 		

Cont.

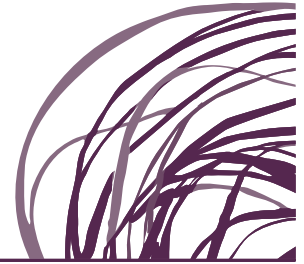
Reference	Questions for councillors	Yes/No	Action
On the options for delivering services (continued)			
 Paragraphs 18 and 23  Paragraphs 50-52 and Exhibit 3	<ul style="list-style-type: none"> • Would the service benefit from: <ul style="list-style-type: none"> – economies of scope (by providing a more specialised service)? – economies of scale (by being bigger)? – innovation and investment? – increased productivity? – access to investment? – an opportunity to stimulate or influence market development? • Is there a demand for the service? 		
On the options appraisal process			
 Paragraph 23  Paragraphs 42-43	Am I clear about what the options appraisal is trying to achieve?		
 Exhibit 2	Does my council have a robust process in place to help me decide on the options?		
 Paragraph 43  Paragraph 42  Paragraphs 39-41  Paragraphs 70-73  Paragraphs 48-49	<p>At the start of the process:</p> <ul style="list-style-type: none"> • Have we set clear objectives? • Am I clear about why we are considering the options? • Are those objectives consistent with the council's strategic objectives and policies? • Have we set out clear roles and responsibilities? • Have we agreed a clear plan which identifies what decisions need to be made and by whom? • Have we identified the key stakeholders who need to be consulted? 		
 Exhibit 2	<p>During the process:</p> <ul style="list-style-type: none"> • Am I getting regular updates on progress? • Am I involved at the appropriate decision points? • Is the process progressing to plan? 		
 Paragraph 27	<ul style="list-style-type: none"> • Am I getting the support I need from officers? 		

Cont.

Reference	Questions for councillors	Yes/No	Action
On making sound decisions			
 Paragraphs 44-47	Am I getting the information I need to make the decision?		
 Paragraphs 57-58	<ul style="list-style-type: none"> On the performance implications? 		
 Paragraphs 59-60	<ul style="list-style-type: none"> On the financial implications? 		
 Paragraphs 61-63	<ul style="list-style-type: none"> On the risks? 		
 Paragraphs 67-68	<ul style="list-style-type: none"> Is there a clear business case? 		
 Paragraph 43	<ul style="list-style-type: none"> Is the decision consistent with the council's strategic objectives? 		
 Paragraphs 48-49	<ul style="list-style-type: none"> Have stakeholders contributed to the options appraisal process and what are their views? 		
 Paragraph 31	<ul style="list-style-type: none"> Am I clear about how I balance my personal and political views with my statutory duty of Best Value? 		
On implementing the decision			
 Paragraphs 74-76	<p>Am I getting the information I need to be assured that:</p> <ul style="list-style-type: none"> the decision is being implemented effectively? it is having the desired effect? 		

Appendix 3






Questions for officers







References found within the councillor part of the report.



References to more detailed information which can be found elsewhere in the report.

Reference	Questions for officers	Yes/No	Action
Defining the objectives			
 Paragraphs 42-43	<ul style="list-style-type: none"> Are the main reasons/drivers for considering other delivery arrangements clear? <ul style="list-style-type: none"> – performance – financial – risk – strategic priorities. Am I clear about how the options relate to the council's corporate priorities? 		
Agreeing the process			
 Paragraph 21	<ul style="list-style-type: none"> Have the elected members approved a robust options appraisal process? 		
 Paragraphs 39-41	<ul style="list-style-type: none"> Is everyone aware of the roles and their responsibilities in the options appraisal framework being used? Have I developed a clear plan for the process and identified: <ul style="list-style-type: none"> – timescales? – resource implications? – roles and responsibilities? – skills and expertise? – governance arrangements? 		
Identifying and filtering options			
 Paragraph 18	<ul style="list-style-type: none"> Am I confident that I am identifying the full range of options? 		
 Paragraphs 42-52	<ul style="list-style-type: none"> Do I know how similar services are delivered by other councils in Scotland and in the UK? Do I know how similar services are delivered in the private sector? 		

Cont.

Reference	Questions for officers	Yes/No	Action
Identifying and filtering options (continued)			
<p> Paragraph 18</p> <p> Paragraphs 42-52</p>	<ul style="list-style-type: none"> • Am I clear about the relative merits of the options? <ul style="list-style-type: none"> – 'Strategic fit' with the council's policy objectives – Impact on the quality of service for the customer – Financial implications (both costs and savings) – Legal implications – Risk assessment – Impact on other council services. 		
Assessing and analysing options			
<p> Paragraphs 53-69</p>	<ul style="list-style-type: none"> • For the 'shortlist' of options have I considered: <ul style="list-style-type: none"> – all of the current and future costs and benefits? – legal and financial implications? – risks? – practical implications of delivering the option? • Is there a robust process in place to help members take the decisions? • Have I clearly presented all of the information members will need to make the decision? <ul style="list-style-type: none"> – On current and projected costs, performance and risks – Business case(s) including assumptions. 		
Implementing the option			
<p> Paragraphs 74-77</p>	<ul style="list-style-type: none"> • Have I developed a clear action plan to implement the decision? <ul style="list-style-type: none"> – Timetable – Resources – Managing the risks. • Have I ensured that there are robust arrangements in place to monitor and report performance, regardless of the option chosen? <ul style="list-style-type: none"> – Contract – Service level agreement – Performance and financial reporting – Escalation arrangements if things go wrong. • Have I carried out a 'lessons learned review' to inform future options appraisals? 		

Options appraisal: are you getting it right?

This report is available in PDF and RTF formats,
along with a podcast summary at:

www.audit-scotland.gov.uk 

If you require this publication in an alternative
format and/or language, please contact us to
discuss your needs: 0845 146 1010
or info@audit-scotland.gov.uk

For the latest news, reports and updates,
follow us on Twitter or subscribe to our
email delivery service:

 [@AuditScotland](https://twitter.com/AuditScotland)

 [Subscribe to updates](#)



Audit Scotland, 110 George Street, Edinburgh EH2 4LH
T: 0845 146 1010 E: info@audit-scotland.gov.uk
www.audit-scotland.gov.uk 

ISBN 978 1 909705 29 6

This publication is printed on 100% recycled, uncoated paper



ABERDEEN CITY COUNCIL

COMMITTEE	Finance, Policy and Resources
DATE	19 th June 2014
DIRECTOR	Corporate Management Team
TITLE OF REPORT	Strategic Infrastructure Plan Progress Update
REPORT NUMBER	OCE/14/031
CHECKLIST RECEIVED	Yes

1. PURPOSE OF REPORT

The purpose of the report is to provide members with a progress update on the delivery of Strategic Infrastructure Plan (SIP).

2. RECOMMENDATION(S)

It is recommended that the committee:

- a) note the content of the report and the progress made.

3. FINANCIAL IMPLICATIONS

There are no direct financial implications arising from this report. All financial implications are managed as part of the Council's capital planning process.

There are no implications for any approved PBB options.

4. OTHER IMPLICATIONS

There are no other direct implications arising as a result of this report regarding legal, resource, personnel, property, equipment, sustainability and environmental, health and safety and/or policy implications.

5. BACKGROUND/MAIN ISSUES

At its meeting on the 6th March 2013, Council agreed to the preparation of a Strategic Infrastructure Plan (SIP) and this plan was presented and approved

at its meeting on the 31st October 2013.

The importance of the SIP can not be underestimated and is one of the key priorities for the Council. It focuses on the delivery of our Strategic and Local Development Plans and is integral to the development of the enabling infrastructure needed to realise the aspirations of all our plans as well as meeting the objectives in the Single Outcome Agreement.

To achieve this the SIP is centred around five key goals:

1. A step change in the supply of housing
2. Better digital connectivity at home and at work
3. Better local transport
4. The skills and labour that Aberdeen needs to thrive
5. A better image for the city

The SIP contains the following bold, large scale projects that will help deliver these goals:

1. Enable the delivery of affordable housing
2. Housing element of the Strategic Development Plan
3. Housing and wider regeneration
4. Accelerate Aberdeen
5. Central Road Infrastructure (South College Street and Berryden Corridor)
6. Dyce Drive Link Road
7. Third Don Crossing
8. Access from the South
9. Cross city transport connections
10. Promote the Oil and Gas Academy for Scotland
11. Marischal Square development
12. City centre regeneration
13. Art Gallery redevelopment
14. New Aberdeen Exhibition and Conference Centre

The appendix to this report provides members with a progress update on the delivery of these projects as well as an update to the supporting infrastructure projects.

The appendix to this report uses the following symbols



Milestone is complete



Milestone is on target



Risk that milestone will not be met



Milestone target will not be met

6. IMPACT

The Strategic Infrastructure Plan relates to the following Single Outcome Agreement objectives:

- We live in a Scotland that is the most attractive place for doing business in Europe;
- We realise our full economic potential with more and better employment opportunities for our people;
- We live in well-designed, sustainable places where we are able to access the amenities and services we need;
- We value and enjoy our built and natural environment and protect it and enhance it for future generations;
- We take pride in a strong, fair and inclusive national identity; and
- Our public services are high quality, continually improving, efficient and responsive to local people's needs.

It also meets the vision of the Community Plan in promoting a strong image of the city and a sense of civic pride and promotes the redevelopment of the City Centre, which is one of the main priorities for the Community Plan and Single Outcome Agreement and supports the Council's 5 year Business Plan in terms of protecting and enhancing the built environment, attracting visitors, workers and investment to protect the economic future of the city, and, to facilitate new development projects to improve Aberdeen's living and working environment.

Given the nature of the Strategic Infrastructure Plan this may be of interest to the public.

7. MANAGEMENT OF RISK

N/A

8. BACKGROUND PAPERS

N/A







9. REPORT AUTHOR DETAILS

David Leslie
Strategic Infrastructure Plan Programme Manager
dleslie@aberdeencity.gov.uk
01224 522772

This page is intentionally left blank

Strategic Infrastructure Plan Progress Report

Key Goal: A step change in the supply of housing

Project Title	Due Date	Project Stage
Enable the delivery of affordable housing		
Key Milestones	Due Date	Status
Option Appraisal for Delivery Model	May-2014	
Issue PQQ	Jun-2014	
Issue ITT	Nov-2014	
Select preferred bidder	Feb-2015	
Appoint partner	Mar-2015	
Continue purification of sites	Mar-2015	
Status Update		
<p>Soft Market Test meetings with various parties have been held this month to help inform what might be available on the market.</p> <p>A draft budget has been prepared and will remain draft until technical due diligence has been completed on each site.</p> <p>A draft outturn programme has been prepared. This provides a high level overview on a site by site analysis, monthly outturn number of units and anticipated total number of units to be delivered. The outturn programme will remain draft until technical due diligence has been completed on each site.</p> <p>We have prepared a brief for legal advice on: Company structure / Joint Venture (JV) / SPV (Special Purpose Vehicle) structure regarding mitigation of Stamp Duty Land Tax (SDLT) - multiple payment, land transfer, company taxation and profit share (Private Development land) and of course allocation of risk re Public or Private company status. This will be held meantime until assessment of the various options identified. Initial meeting help with Legal team on the 30th May to discuss timescale and resource requirements.</p>		

A detailed analysis site by site of planning constraints is complete.

Work is underway on the PQQ and will be completed after option appraisal identifies a preferred delivery vehicle. Detailed analysis of the options is currently being undertaken to ensure the most appropriate delivery vehicle is chosen. This process is being informed by soft market testing, the ability to use permitted development, research from Arneil Johnston and finally will involve legal and finance once a preferred option is identified to assist in preparing the PQQ.

Funding model purification of assumptions has been started. Consideration is now being given to an equity stake model which will be considered via Arneil Johnston and the Options Appraisal.

Site visits of 14 potential sites have been undertaken by the team this month to identify physical boundaries, the topography, the surrounding environment and suitability for social housing and / or mid-market rent, proximity of services, surrounding amenities together with any other physical issues that may delay or stop development from progressing.

Desktop Studies have been reviewed and/or commissioned for 5 of the potential sites. Topographic Studies have been commissioned for 7 of the potential sites. And Site Investigation Reports have been commissioned for 4 of the potential sites.

We have agreed in development terms, the final draft layout for a site. A meeting was held with Planning and Roads to discuss this site and agreement was reached on the principles with both Planning and Roads.

A meeting has been held with Housing Management regarding tenure to agree principles for housing mix, which is now agreed for the first site and this will help inform the balance of site requirements.

Project Title	Project Stage
Housing element of the Strategic Development Plan	
Status Update	
The Council continues to support developers through the masterplanning process and determining planning applications as efficiently as effectively as we can.	

Project Title	Project Stage	
Housing and wider regeneration	Define	
Key Milestones	Due Date	Status
Develop a programme and risk register for each of the regeneration areas	Dec-2014	↑
Develop KPI's to measure the effectiveness of the programmes	Dec-2014	↑
Status Update		
The Council is re-aligning its services to provide a more holistic delivery in those neighbourhood regeneration areas identified within the SIP (Torry, Middlefield and Tillydrone). This was acknowledged in a recent audit report presented to the Audit and Risk Committee.		
Outline plans and business cases, based on Council strategies; show how this will be co-ordinated. The plans will be predicated on evidence of deprivation or exclusion based on the Scottish Index of Multiple Deprivation (SIMD) and will collate information from community groups, organisations and partners which are active in the areas, and be structured around placemaking in the broadest sense, forming the basis for short, mid and long term delivery of regeneration in the three areas. Preparation for these plans and business cases is underway.		
<u>Tillydrone</u> Officers and local politicians met with the Tillydrone Development Trust May 6 to discuss the Wallace Tower proposal. Indicative discussions with planners is proving fruitful and designs have been altered accordingly. A work plan is being developed.		
<u>Torry/ Balnagask</u> Officers met with representatives of Torry Development Trust to discuss their options appraisal for Victoria Road School, and with other potential developers. Council decision is to re-market the site at this stage		
<u>Middlefield</u> In light of recent Committee reports, Housing Officers have been instructed to ascertain the housing needs of the local tenants affected by the road, and are preparing a future plan for re-housing if required. Officers are preparing a communications plan from the Council to work with local residents over the following months. An application for replacement facilities for community groups and facilities 'housed' in properties aligned to the road construction is being submitted to the Capital Regeneration Fund. These proposals centre round additional facilities being added to the Henry Rae Centre		
Submissions for Capital Regeneration fund		

Officers have been preparing submissions for the Capital Regeneration Fund which is offered by the Scottish Government. The Council is submitting 2 applications:

1. Middlefield Community Project Development .

The project will involve the development of new, purpose built accommodation onto the existing Henry Rae Community Centre including provision for: early years care; preschool nursery provision; out of school care; youth facility; adult learning work; and recreational community activities. This will improve the economic, social and physical environment of the Middlefield Community.

The new accommodation will house the services provided by Middlefield Community Project, presently located over two sites in a number of housing flats in Logie Place. The current provision of the range of services in flats is not fit for purpose, and the service is struggling to meet improving childcare quality requirements within the constraints of their existing premises. In addition, the demand on the service has outstripped the current space available to deliver the service. Both facilities are directly in the line of the preferred Haudigan Bypass route. Therefore to ensure that there is no gap in the provision of these important services, it is essential that alternative fit for purpose facilities are identified and delivered in early course.

The new accommodation will provide support to a greater number of the local community; create additional opportunities for the local community; sustain local jobs and businesses and help regenerate one of the most deprived communities in Aberdeen; and crucially it will help towards a significant childcare shortage in that area of the city.

The project will be developed and delivered as a partnership between Aberdeen City Council and Middlefield Community Project.

2. Wallace Tower Refurbishment

The refurbishment of Wallace Tower and the building of an extension onto the current building to provide a community facility and café. This will ensure the iconic building's heritage both for Aberdeen and Tillydrone, and be a catalyst for training and job/apprenticeship opportunities as part of the project will be to utilise the refurbishment of the grey granite building as a means to train operatives/apprentices in carbon reduction insulation which can be utilised by them later on properties throughout the City.

Key Goal: Better digital connectivity at home and at work

Project Title		Project Stage
Accelerate Aberdeen		Implement
Key Milestones		Status
Wireless Concession - issue PQQ	Nov-2013	✓
Wireless Concession - issue ITPD	Feb-2014	✓
Connection Voucher Scheme - 'go live'	Feb-2014	✓
In Building WiFi - issue PQQ	Mar-2014	✓
In Building WiFi - issue ITT	May-2014	✓
Connection Voucher Scheme - electronic solution	Jun-2014	↑
In Building WiFi - award contract	Jul-2014	↑
Wireless Concession - award contract	Jul-2014	↑
Status Update		
<p><u>Connection Voucher Scheme</u> The CVS went live in Aberdeen on 24 February 2014. To date there have been 58 individual enquiries to the CVS and 7 applications. Each enquiry is being looked at on an individual basis in order to assist the enquirer and help them move onto the next stage of the process and submit an application.</p> <p>The CVS page on the Aberdeen Invest Live Visit website, www.aberdeeninvestlivevisit.co.uk, has had 913 visits overall. There was a spike in the website hits when the CVS was officially launched and then again when the criteria of the CVS changed from applicants needing two quotations from suppliers to one. A tender took place in April 2014 to identify an electronic system for administering the CVS online. Three companies provided demonstrations and quotations, and a successful tenderer has been appointed. The successful company was RE:Internet Systems, who are currently building the online forms. All required contracts have been signed and are in place. It is expected that the electronic solution will be active by end of May / beginning of June 2014.</p>		

In building WiFi

Aberdeen City council has issued a tender for a suitable commercial supplier to design, deploy and operate a Managed Wi-Fi Service across its property portfolio. This will serve to widen access to internet based services across the City, bridge the digital divide and aid social inclusion. This service will offer visitors access to a world class Wi-Fi facility in all public accessible spaces.

A PQQ was issued in on 14th March 2014 and 15 companies responded by the deadline of 17th April 2014.

Following a period of evaluation, six companies were shortlisted to receive an Invitation to Tender. Responses to these tenders will be received by end of June 2014 and it is envisaged that contracts will be awarded in July 2014.

Wireless Concession

Aberdeen City council has issued a tender, for a public services concession contract, to select a suitably qualified and experienced company to design, deploy and operate a city-wide wireless communication services in exchange for the right to use the Council's street furniture and property assets in the coverage area. This project is being done in parallel to the Wifi In Building project, which aims to install Wifi in public buildings such as council offices, community centres and learning centres. The combination of these two projects will serve to widen access to internet based services across the city, bridge the digital divide and aid social inclusion.

An Information Open Day was held on 24 October 2013. 27 companies downloaded full details of the Open Day. 17 companies attended the event.

A PQQ was issued on 8 November 2013. Two companies responded by the deadline of 29 November 2013. Following a period of evaluation, two companies were short listed and an Invitation to Productive Dialogue (ITPD) was issued on February 3 with a deadline for response of 24 February 2014.

Since last February the procurement process has continued as follows

-Week commencing 11 March, clarification questions sent to each company

-Competitive dialogue meetings held week commencing 24 March

-Invitation to Submit Detailed Solution (ITSDS) to cover, Commercial, Legal and Technical week commencing 5 May

-Dialogue meetings to discuss detailed solution held week commencing 19 May -Invitation to Submit Final Detailed solution to be issued week commencing 26 May with a deadline for response of 23 June 2014. Following Committee approval it is envisaged that this contract will be awarded late July.

Innovation Hub

An original funding allocation from BDUK of £1,000,000 has been supplemented by an additional £580,000, drawn from the Connection Voucher Scheme funds.

Lead agreement with the DCMS (Grant Funding Agreement) is agreed and the local arrangements for grant release to ENET and the Universities are at final offer stage and due for sign off week ending 30th May 2014.

A regional advisory group is proposed to provide oversight and develop on-going strategy for the delivery of digital entrepreneurship and business support programmes and to support and stimulate the development of such provision. The advisory group is tasked with delivery of a legacy strategy (by March 2015), building on initial DCMS provision and to work with existing development bodies to develop infrastructure development and investment, support digital industry growth and the role of IT in wider business improvement and promote the regions digital capabilities globally.

ACC will provide one full time officer (to March 2015) working across the three projects to develop the connection vouchers stream of activity, work with CVS and partner marketing agents to promote the centre model at a regional and national level and to put in place the systems for referral between partners. ACC will provide 50% full time equivalent post (to November 2015) to work at a strategic level with partners and the regional steering group.

Key Goal: Better local transport

Project Title	Due Date	Project Stage
Central Road Infrastructure (South College Street and Berryden Corridor)		
Key Milestones	Due Date	Status
Traffic modelling for South College Street	Aug-2014	↑
Issue works tender for South College Street	Dec-2014	↑
Start construction on South College Street	Mar-2015	↑
Opening of new road (South College Street)	Mar-2016	↑
Status Update		

Traffic modelling for the South College Street improvements is currently being carried out.

Budget for Phases 1-3 of the Berryden Corridor (Denburn to St. Machar Drive) was approved by Council in February 2014. At present an expected start date for Phase 1 construction is spring 2016.

Project Title		Project Stage
Dyce Drive Link Road / A96 Park and Choose		
Key Milestones		Status
Issue ITT	Oct-2014	↑
Start construction	Dec-2014	↑
Opening of new road	Dec-2015	↑
Status Update		
The design and contract documentation phase is currently progressing. The road is due to start construction at the end of the year with an opening date of end of 2015 (connection to A96 subject to AWPR contract programme).		

Project Title		Project Stage
Third Don Crossing		
Key Milestones		Status
Issue works tender	May-2014	✓
Identify preferred bidder and award contract	Jun-2014	↑
Start construction	Aug-2014	↑
Opening of new bridge	Dec-2015	↑
Status Update		
The contract is now out to tender. Two geotechnical site investigations have been carried out.		
There is an outstanding land issue to be resolved which is being determined by the Lands Tribunal. We cannot award a construction contract until this issue has been determined.		

Project Title	Project Stage
Access from the South	Define
Key Milestones	Status
STAG Part 1 Appraisal Process	Mar-2014 ✔
STAG Part 2 Appraisal Process	Mar-2016 ⬆
Status Update	
<p>The study which commenced in 2010/11 to investigate capacity issues and potential opportunities relating to the existing transport network in the Bridge of Dee area of Aberdeen using the methodologies set out in Scottish Transport Appraisal Guidance (STAG) and Design Manual for Roads and Bridges (DMRB) continues. The STAG Part 1 report, the outcomes of which were agreed by this Committee in March 2014, has been published on the Aberdeen City Council website alongside all other information relating to the study that is already available.</p> <p>The Part 2 Appraisal process has now commenced and a programme has been developed for this phase of the work, identifying elements of the study that will be progressed during 2014/15. The methodology will be in line with the STAG Part 2 Appraisal Guidance Note (01/01/2012).</p> <p>The activities to be undertaken in 2014/2015, in respect of the above options, include the following elements:</p> <p>Landowner / Stakeholder Consultation and Workshops This involves undertaking stakeholder engagement including: identifying landowners; providing mapping; undertaking landowner meetings; stakeholder consultations; undertaking stakeholder workshops; identify public utilities potentially affected; and undertaking public utility meetings as necessary.</p> <p>Topographical Survey The topographical survey of selected areas within the study area supplements the less accurate LIDAR (Light Detection and Ranging) information currently available. This allows a more accurate design to be provided.</p> <p>Ground Investigation Survey The initial ground investigation survey of selected areas within the study area provides an outline understanding of the ground conditions that can reduce the uncertainty of the ground conditions associated with the design of the project.</p> <p>Environmental Assessment The environmental assessment will be undertaken based on the STAG methodology and based on findings scoped out in the STAG Part 1 Appraisal. This work will help inform any subsequent Environmental Impact Assessment and production of an Environmental Statement that may be required following</p>	

completion of the STAG process.

Technical Development

Following further information gathering, the concepts stated above, which were taken forward from the STAG Part 1 Appraisal, will be developed to a further level of detail. Input from workshops etc. will influence the design and refine the design to align more harmoniously with transport planning objectives and the STAG Criteria.

The activities to be undertaken in 2015/2016 to complete the STAG Part 2 Appraisal include the following elements: Traffic Modelling; Safety Assessment; Economy Assessment; Integration Assessment; Cost to Government; Risk and Uncertainty; and Public Acceptability.

The study will continue to involve full engagement with stakeholders throughout the appraisal process.

The compilation and publication of the STAG Report and associated Appraisal Summary Tables will form the main deliverable of this commission and it is anticipated to be completed for consideration by the end of March 2016. Members will be kept up to date on progress of this study through future reports to this Committee.

Project Title	Project Stage						
Cross city transport connections							
Key Milestones							
Complete project brief	<table border="1"> <thead> <tr> <th data-bbox="933 436 1005 772">Due Date</th> <th data-bbox="933 772 1005 1512">Status</th> </tr> </thead> <tbody> <tr> <td data-bbox="933 772 1005 1108">Aug-2014</td> <td data-bbox="933 1108 1005 1512">↑</td> </tr> <tr> <td data-bbox="933 1108 1005 1512">Oct-2014</td> <td data-bbox="933 1512 1005 2148">↑</td> </tr> </tbody> </table>	Due Date	Status	Aug-2014	↑	Oct-2014	↑
Due Date	Status						
Aug-2014	↑						
Oct-2014	↑						
Commission feasibility study							
Status Update							
We have commenced with the project brief to investigate ways to maximise connectivity between new developments identified in the Aberdeen Local Development Plan.							
We are in the process of confirming a meeting date with Transport Scotland and at the most recent Council meeting, the funding for this was agreed from the Bus Lane Enforcement net income policy/programme. NESTRANS Board has also confirmed a financial contribution.							

Key Goal: The skills and labour that Aberdeen needs to thrive

Project Title	Project Stage
Promote the Oil and Gas Academy for Scotland	Define
Status Update	
Options are currently being considered by officers.	

Key Goal: A better image for the city

Project Title	Project Stage
Marischal Square redevelopment	
Key Milestones	
Planning Application	Due Date May-2014 Status ✔
Demolition of St Nicholas House	↑
Pre contract works	↑
Site Investigations and Due Diligence	↑
Start construction on site	↑
Site completion and handover	↑
Status Update	

The redevelopment will create 175,000 sq/ft of office space; 25,000 sq/ft of retail/restaurant space; a 125 bedroom, 4* star Hotel offering and two significant new public spaces; a new civic space outside Marischal college and a new gardens area in front of Provost Skene's House.

The project has gone through three public consultation events in October and December 2013 and most recently on 4 and 5 April 2014. All events were well

attended with cumulative 5,000 or so having made the effort to attend the events.

The outcomes of the Transport Assessment were reported to full Council in March 2014. Officers are continuing work on traffic management and air quality matters for reporting back later this year.

Project Title		Project Stage
City centre regeneration		
Key Milestones	Due Date	Status
Issue PQQ	Feb-2014	✔
Issue ITT	Apr-2014	✔
Return of tenders	May-2014	✔
Report to Council with preferred bidder	Jun-2014	↑
Award contract	Jul-2014	↑
Status Update		

A workshop was held with Board members to help refine the procurement brief for the Masterplan and Delivery Programme.

An industry day was held on 13th March with 25 individuals representing planning, regeneration and design consultancies attended.

The Pre Qualification Questionnaire was issued on the 21st February. The ITT was issued on 3rd April with the deadline for responses to be in by 27th May.

City Centre Wayfinding

Work is nearing completion on sign design and the identification of proposed locations. The pilot scheme has received funding from the City Centre Regeneration Fund and is due for implementation at the end of 2014. A monitoring period will follow to enable refinements to be made to the design if required prior to full implementation. The results of the pilot scheme will be reported back to the relevant Committee in early 2015.





Project Title	Project Stage
Art Gallery redevelopment	
Key Milestones	Due Date
Art Gallery Heritage Lottery Fund Stage Two application	Jun-2014
Art Gallery Pre-Procurement Questionnaire, after FP&R committee approval	Jul-2014
Art Gallery Heritage Lottery Fund Stage Two application result	Oct-2014
Art Gallery Invitation to Tender starts	Oct-2014
Museums Collections Centre Building Warrant application	Jun-2014
Museums Collections Centre Invitation to Tender outcome	Jul-2014
Museums Collections Centre Appoint contractor	Aug-2014
Status Update	
<u>Art Gallery Redevelopment</u>	
<p>Planning permission has now been given for the redevelopment. Listed Building permission has also been received, with minor exceptions relating to the external entrance; the intention is to make a revised application to cover these points in due course.</p> <p>Work is well advanced on the application to the Heritage Lottery Fund for Stage 2 funding; this includes the Activity Plan, Business Plan, Interpretation Strategy, cost profile and 25 year maintenance plan. The application will be lodged 20 June 2014.</p> <p>Timber survey and dry rot inspection has been completed.</p> <p>Interpretation Strategy and Digital Strategy completed and approved by Project Board on 3/6/2014</p>	

Museums Collections Centre

The Council's Education, Culture and Sport Committee has agreed to spend the allocated Capital funding to build the Collections Centre - the Council is required to offer a Pre-Procurement Questionnaire to prospective contractors, prior to the formal Invitation to Tender.

Planning permission received and detailed design work ongoing.

Community consultation and engagement with Northfield residents has started, led by artist Anthony Schrag.

Project Title	Due Date	Project Stage
New Aberdeen Exhibition and Conference Centre		
Key Milestones		Status
Select development partner	Oct 2013	
Full business case to Council	Oct 2014	
Planning in principle applications	Nov 2014	
Detailed planning permission for new AECC	Jan 2015	
Status Update		
Following Full Council's decision on 31 October 2013 to select Henry Boot Developments (HBD) as the development partner to redevelop the AECC, the Council has entered into a promotional agreement with HBD to commence work on the new AECC centre on the Rowett site and redevelop the existing AECC site at the Bridge of Don. HBD are making good progress towards the planning applications and submitted the Proposal of Application Notices (PoAN) on 14 April 2014 in respect of Planning Permissions in Principle for both the Rowett and Bridge of Don sites. In addition, they also submitted the PoAN for Planning Permission in respect of the new AECC facility at the Rowett.		
Following the submission of the PoAN's, formal consultation will commence in May 2014 when HBD will undertake full day sessions in the Art Gallery in the City Centre, the AECC at the Bridge of Don and the Beacon Centre at Bucksburn. This is scheduled for 29, 30 and 31 May respectively. HBD will report back for a second round of consultation just before they submit the master plans for both sites in October 2014. This will be closely followed in November by two Planning Permission in Principle applications and the process will culminate with the application for detailed Planning Permission for the new AECC building in January 2015. Prior to submitting this final application HBD will undertake a final round of consultation to inform the public of the final design and explain		

how we have incorporated their feedback into the proposals.

As part of their procurement bid, HBD proposed third party income streams to reduce the development cost to the Council. Officers are working with HBD to determine these income streams in order to finalise the financial model and determine the Council's annual leasing costs in September 2014. Officer will the present to Full Council the AECC development's final costs, financial model and AECC business plan for approval on 31 October.

Supporting Infrastructure

Project Title	Project Stage
Hydrogen Project	Implement
Status Update	
<p>The contracts were agreed in December 2013 and we had the delivery of the first 4 hydrogen buses in March 2014. The design phase for infrastructure is complete and the tenders finalised. We also had the official bus launch at All Energy May 2014.</p> <p>Future Project Milestones:</p> <ul style="list-style-type: none"> · Civils tender posted – June 2014 · Maintenance contractor appointed – June 2014 · Civils contractor appointed – July 2014 · Construction works maintenance – July – September 2014 · Construction Maintenance works – July – September 2014 · Re-fuelling station commissioning – October 2014 · Bus operations begin – Winter 2014 	

Project Title		Project Stage
Waste Strategy		Plan
Status Update		
<p>Extensive work has been undertaken in recent months on seeking a major variation to the Waste Management Services Contract in order to construct a combined Materials Recycling and Refuse Derived Fuel Production Facility alongside a new Waste Collection depot at a site in Altens East. The Council, advised by AMEC, Brodies and CH2 Associates has assessed an initial proposal document and financial model submitted by our contractor, SITA UK Limited. It is anticipated that steps to reach an agreed position will be in place on schedule by the end of August 2014.</p> <p>Officers continue to work with colleagues in other public authorities to determine whether a joint approach can be adopted to the development of a combined heat and power energy from waste (EFW) facility. This work will continue throughout 2014. Colleagues from the Enterprise, Planning and Infrastructure team have been working with the Waste and Recycling Service to address the requirement set out in the Local Development Plan (LDP); the main issues reported are to nominate a site or sites in the next LDP for EFW. This work will be completed by September 2014 in advance of submission of a draft Proposed LDP the EP&I committee in November 2014.</p>		
Project Title		Project Stage
Cultural Projects (Mither Kirk, Arts Centre and Music Hall)		Define
Status Update		
<p>In relation to the Mither Kirk redevelopment officers are working with the project team to carry out an options appraisal and develop the outline business case.</p> <p>Similarly for the Arts Centre redevelopment officers are working with Aberdeen Performing Arts to develop the outline business case.</p> <p>We are working towards having both outline business cases completed by the end of June 2014.</p> <p>The initial outline business case and design for the Music Hall redevelopment has been completed. Aberdeen Performing Arts are currently continuing with their fundraising with a number of applications pending.</p>		

ABERDEEN CITY COUNCIL

COMMITTEE	Finance, Policy and Resources
DATE	19 th June 2014
DIRECTOR	Gordon McIntosh
TITLE OF REPORT	City Deal Fund
REPORT NUMBER	OCE/14/030
CHECKLIST RECEIVED	Yes

1. PURPOSE OF REPORT

The purpose of the report is to update members on the progress made in relation to a submission to HM Treasury for a City Deal for Aberdeen and the region.

2. RECOMMENDATION(S)

It is recommended that the committee:

- a) note the content of the report.

3. FINANCIAL IMPLICATIONS

There are no direct financial implications arising from this report.

There are no implications for any approved PBB options.

4. OTHER IMPLICATIONS

There are no other direct implications arising as a result of this report regarding legal, resource, personnel, property, equipment, sustainability and environmental, health and safety and/or policy implications.

5. BACKGROUND/MAIN ISSUES

Many cities in the UK are now looking into the options available for developing an economically-focused infrastructure programme based on the 'Fund' approach that is being used by the English Core Cities.

Typically these form part of a wider City Deal arrangement, agreements between government and a city that give the city powers to:

- take charge and responsibility of decisions that affect their area
- do what they think is best to help businesses grow
- create economic growth
- decide how public money should be spent

The Infrastructure Fund approach pools a number of financial resources across a defined geographical area in the most efficient way to deliver a infrastructure programme that has been appraised and prioritised through a robust analytical framework focused on “real economy” impacts

There is a clear case, given the economic geography, for Aberdeen City and Aberdeenshire to collaborate to develop a single Infrastructure Fund. The area is a successful City Region compared to other UK cities, but its GVA could grow further if a number of infrastructure constraints are alleviated.

The successful delivery of the Strategic Infrastructure Plan (SIP), approved by Council on October 2013, will require a package of funding options from a variety of sources. A successful bid to HM Treasury for a City Deal is one source of funding that would naturally be considered with the principle being outlined in the SIP document.

At its meeting of 20th February 2014 the Finance, Policy and Resources committee agreed that the Council take forward a bid for a City Deal Fund and appoint external support to assist us with our submission.

Aberdeen City Council commissioned PricewaterhouseCoopers (PWC), incorporating the work outlined in the Strategic Infrastructure Plan (SIP) to identify alternative funding sources for delivery of identified infrastructure projects.

Initial meetings with Aberdeenshire Council have been had and a project team to deliver the submission has been established, comprising of officers from both Aberdeen City and Shire Councils. We are also in ongoing discussions with Infrastructure UK and the Cabinet Office.

Further progress around the overall vision for the proposal and the geography aspects of the deal has been made and we are in the process of pulling together a list of projects from both the city and shire to take forward as part of any proposal.

The Aberdeen city and region deal has skills, research and development, technology, innovation and exports at its core with a particular focus on infrastructure projects around transport, housing, employment sites and digital connectivity.

A project plan outlining key milestones and activities has been developed. The timeline for completion is July 2014 and it is our intention to submit a bid to the UK Treasury in August this year. The below diagram provides a high level process and timeline for delivery:

Milestone	Timeline									
	April	May	June	July	August					
Appoint external partner										
Establish project team										
Agree vision and strategic areas										
Establish geography for the region										
Develop long list of projects										
Economic modelling of projects										
Refine project list to an agreed short list of projects										
Establish Infrastructure Fund governance arrangements										
Draft submission document										
Finalise submission										
Approval from Council										
Submit bid to UK Treasury										

6. IMPACT

Delivery of enabling infrastructure to maximise growth and grow the economy would relate to the following Single Outcome Agreement objectives:

- We live in a Scotland that is the most attractive place for doing business in Europe;
- We realise our full economic potential with more and better employment opportunities for our people;
- We live in well-designed, sustainable places where we are able to access the amenities and services we need;
- We value and enjoy our built and natural environment and protect it and enhance it for future generations;
- We take pride in a strong, fair and inclusive national identity; and
- Our public services are high quality, continually improving, efficient and responsive to local people's needs.

It also meets the vision of the Community Plan in promoting a strong image of the city and a sense of civic pride and promotes the redevelopment of the City Centre, which is one of the main priorities for the Community Plan and Single Outcome Agreement and supports the Council's 5 year Business Plan in terms of protecting and enhancing the built environment, attracting visitors, workers and investment to protect the economic future of the city, and, to facilitate new development projects to improve Aberdeen's living and working environment.

Given the nature of any city deal and the impact on the city and region, this may be of interest to the public.

7. MANAGEMENT OF RISK

Continuing change in the economic structure of the city and the region, together with the inevitable decline in oil and gas production challenge us to focus our economic development efforts on projects and programmes which will add value and see growth continue.

In order to attract new companies and investors to Aberdeen and the North East, Aberdeen City Council must explore the potential opportunities offered by a City Deal in an effort to deliver transformational infrastructure investment and generate the resulting local economic benefits.

8. BACKGROUND PAPERS

N/A

9. REPORT AUTHOR DETAILS

David Leslie
Strategic Infrastructure Plan Programme Manager
dleslie@aberdeencity.gov.uk
01224 522772

Exempt information as described in paragraph(s) 1 of Schedule 7A of the Local Government (Scotland) Act 1973.

Document is Restricted

This page is intentionally left blank

Exempt information as described in paragraph(s) 1 of Schedule 7A
of the Local Government (Scotland) Act 1973.

Document is Restricted

This page is intentionally left blank

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

Document is Restricted

This page is intentionally left blank

Exempt information as described in paragraph(s) 8, 10 of Schedule 7A of the Local Government (Scotland) Act 1973.

Document is Restricted

This page is intentionally left blank

Exempt information as described in paragraph(s) 8, 10 of Schedule 7A of the Local Government (Scotland) Act 1973.

Document is Restricted

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank