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

Town House,
ABERDEEN 22 September 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 **TUESDAY, 30 SEPTEMBER 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 19 June 2014 (Pages 1 - 16)
3.2 Committee Business Statement (Pages 17 - 24)

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 2014/2015 Corporate Governance Financial Monitoring (Pages 25 - 30)

FINANCE

- 7.1 Council General Fund Monitoring 2014/15 (Pages 31 - 40)
- 7.2 2014/15 Common Good Budget - Monitoring Report Update (Pages 41 - 44)
- 7.3 Treasury Management Policy and Strategy (Pages 45 - 50)
- 7.4 Small Financial Assistance Grants 2014/15 (Pages 51 - 60)
- 7.5 Unrecoverable Debt (Pages 61 - 68)

HUMAN RESOURCES

- 8.1 Guidance on Failure to Attend Work Due to Bad Weather - Follow-up (Pages 69 - 70)
- 8.2 Society of Personnel and Development Scotland (SPDS) 2014 Conference (Pages 71 - 74)

STAFFING - BUSINESS CASES

- 9.1 Establishment of 2 Building Standards Officers (Pages 75 - 80)
- 9.2 Environmental Services Operations Restructure (Pages 81 - 88)
- 9.3 Conversion of Agency Staff (Pages 89 - 92)

APPROVAL TO PROCURE

- 10.1 Provision of Insurance Services (Pages 93 - 96)
- 10.2 Request for Authority to Procure Payment Processing Services (Pages 97 - 100)

GENERAL BUSINESS

- 11.1 Travel Policy, Procedure and Guidance – to follow
- 11.2 Corporate Information Management Strategy (Pages 101 - 124)
- 11.3 Management of Information Security Policy (Pages 125 - 144)
- 11.4 Community Asset Transfer - Policy Development (Pages 145 - 150)
- 11.5 Haudagain Upgrade (Middlefield) Update (Pages 151 - 166)
- 11.6 Phase 3 Restructure - Interim Proposals - to follow
- 11.7 Strategic Infrastructure Plan Progress Update (Pages 167 - 174)

ITEMS WHICH THE COMMITTEE MAY WISH TO CONSIDER IN PRIVATE

REFERRALS

- 12.1 Provision of Internal Audit Services - to be referred from the Audit and Risk Committee on 23 September 2014 (Pages 175 - 194)

GENERAL BUSINESS

- 13.1 Disposal - Former Victoria Road School - to follow
- 13.2 Garthdee Snowsports Business Plan (Pages 195 - 228)
- 13.3 Update on the Future of Thomas Blake Glover House (Pages 229 - 236)

FINANCE

- 14.1 Unrecoverable Debt - exempt appendix in relation to item 7.5 on the agenda (Pages 237 - 238)

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 Procurement of Managed Print Services (Pages 239 - 242)
- 17.2 Request for Approval of Expenditure for Online Learning Management System and Design Software – Organisational Development (Pages 243 - 246)
- 17.3 Tender for Replacement of Network Circuits (Pages 247 - 250)

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FINANCE, POLICY AND RESOURCES COMMITTEE

ABERDEEN, 19 June, 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, Lesley Dunbar (as a substitute for Councillor Reynolds), Grant, Laing, McCaig, Milne, Noble, Taylor (as a substitute for Councillor Crockett) 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=2907&Ver=4>

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DETERMINATION OF EXEMPT ITEMS OF BUSINESS

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

The Committee resolved:-

in terms of Section 50(A)(4) of the Local Government (Scotland) Act 1973, to exclude the press and public from the meeting from item 13.1 of the agenda (article 22 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 22 (paragraph 1), article 23 (paragraphs 6 and 9), article 24 (paragraph 8), article 25 (paragraphs 8 and 10) and article 26 (paragraphs 8, 9 and 10).

MINUTE OF PREVIOUS MEETING OF 6 MAY 2014

2. The Committee had before it the minute of its previous meeting of 6 May 2014.

Councillor Noble moved as a procedural motion, seconded by Councillor Dickson:-
that article 15 (Small Financial Assistance Grants 2014/2015) of the minute be amended to reflect the comments of the Convener and Vice Convener regarding the political nature of the Wallace 700 Association.

The Convener and Vice Convener clarified that they did not make the statements now attributed to them by Councillor Noble.

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

The Committee resolved:-

to reject the procedural motion and thereby approve the minute as a correct record.

COMMITTEE BUSINESS STATEMENT

3. 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 7 (Request for Approval of Expenditure for External Support Relating to the City Deal Fund), was to be considered on today's agenda and to remove it subject to the decision taken;
- (ii) in relation to item 14 (Removal of 43 Kings Gate from the Social Care and Wellbeing Account Portfolio) to transfer this item to the Property Sub Committee; and
- (iii) to otherwise note the updates provided.

CORPORATE GOVERNANCE PERFORMANCE DASHBOARD - PRESENTATION

4. With reference to article 11 of the minute of its meeting of 6 May 2014, the Committee received a presentation of the Corporate Governance Service's progress and performance as detailed in the performance indicators presented.

The Committee resolved:-

to note the Corporate Governance Service's reported progress and performance as detailed in the performance indicators presented at the meeting.

2013/14 FINANCIAL MONITORING - CORPORATE GOVERNANCE (CG/14/072)

5. With reference to article 12 of the minute of its meeting of 6 May 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.

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The report recommended –

that the Committee –

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

The Committee resolved:-

to approve the recommendations.

COUNCIL FINANCIAL YEAR END MONITORING 2013-14 (CG/14/093)

6. With reference to article 13 of the minute of its meeting of 6 May 2014, the Committee had before it a report by the Director of Corporate Governance which presented the revenue position for the Council for the end of the financial year 2013/2014.

The report 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 Fund 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 Fund as detailed in paragraph 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 had 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 was contained in paragraph 5.4.9 of the report; and
- (f) note that the draft Statement of Accounts for 2013/14 would be presented to the Audit and Risk Committee, along with the Annual Governance Statement and Remuneration Report at its meeting in June 2014.

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

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Councillor Yuill moved as an amendment, seconded by Councillor Dickson:-
that the Committee approve the recommendations and agree, given the financial outturn, to allocate an additional £2million from reserves to finance additional pavement, road and street lighting repairs.

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

The Committee resolved:-

- (i) to adopt the motion; and
- (ii) to commend staff for their achievements in this regard.

2013/14 COMMON GOOD FUND - YEAR END (CG/14/073)

7. With reference to article 14 of the minute of its meeting of 6 May 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 year to 31 March 2014, and outlined the unaudited 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 31 March 2014; and
- (b) note the unaudited cash balances as at 31 March 2014 of £7.6million based on current estimates, which was within the recommended levels indicated by the Head of Finance.

The Committee resolved:-

- (i) to approve the recommendations;
- (ii) to note that £10,000 for the Newhills Development was included in the cash balance as at 31 March 2014; and
- (iii) to commend staff for their efforts in achieving this financial position.

SMALL FINANCIAL ASSISTANCE GRANTS 2014/15 (CG/14/092)

8. The Committee had before it a report by the Director of Corporate Governance which presented one application for financial assistance.

The report recommended:-

that the Committee consider the application received and agree to award grant funding up to a maximum of £2,500 to AberdeenMuslims.org.

The Committee resolved:-

to approve the recommendation.

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AMENDMENTS TO MANAGING REDUNDANCY POLICY (CG/14/074)

9. The Committee had before it a report by the Director of Corporate Governance which sought approval of changes to the Managing Redundancy policy in order to comply with legislative changes, both statute and case law.

The report recommended:-

that the Committee approve the changes to the Managing Redundancy policy as detailed in appendix A to the report.

The Committee resolved:-

to approve the recommendation.

SECONDMENT POLICY (CG/14/075)

10. The Committee had before it a report by the Director of Corporate Governance which sought approval of the introduction of a secondment procedure to replace the existing secondment policy.

The report recommended:-

that the Committee approve the introduction of the secondment procedure as detailed in appendix 1 to the report to replace the existing secondment policy.

The Committee resolved:-

to approve the recommendation.

NEW NATIONAL CONDITION FOR CHIEF OFFICIALS AND PROPOSED REVISED CONTRACT OF EMPLOYMENT FOR CHIEF OFFICIALS (CG/14/076)

11. The Committee had before it a report by the Director of Corporate Governance which (a) notified of a new national agreement on Chief Officials' terms and conditions of employment which had been incorporated into the contracts of all Chief Officials of the Council from 1 April 2014 and (b) proposed that annual leave and pay protection provisions be harmonised with the existing local conditions of service for Scottish Joint Negotiating Committee (SNJC) for Local Government employees.

The report recommended:-

that the Committee -

- (a) 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;

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- (b) agree that the annual leave entitlement for Chief Officials 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 five floating public holidays), with additional 5 days awarded for 5 years' continuous service (i.e. 32 days) and a further three days for 10 years' continuous service (i.e. 35 days);
- (c) agree for all currently employed Chief Officials, that their current contractual annual leave entitlement be personally protected but for the revised provisions detailed in recommendation (b) to be applied to all new appointees; and
- (d) 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, with this provision to be effective from 1 October 2014.

The Committee resolved:-

to approve the recommendations.

ART GALLERY REDEVELOPMENT PROGRAMME - PROCUREMENT OF THE CONSTRUCTION WORKS (ECS/14/046)

12. With reference to article 15 of the minute of the Education, Culture and Sport Committee of 27 March 2014, the Committee had before it a report by the Director of Education, Culture and Sport which (1) provided an update on progress to develop the Art Gallery, Cowdray Hall and Memorial Court, including confirmation that design work had been completed to RIBA Stage E (detailed design) and that planning and listed building permission had been granted and (2) advised of the next steps to be taken.

The report recommended –

that the Committee –

- (a) note the progress to date with the development of the Art Gallery complex; and
- (b) approve the total estimated expenditure of £30m and instruct 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.

The Committee resolved:-

- (i) to approve the recommendations; and
- (ii) to instruct officers to submit a report to the Finance, Policy and Resources Committee and the Education, Culture and Sport Committee, in six months, advising on progress with the public and philanthropic fundraising campaign to raise £10m towards the redevelopment.

PROCUREMENT OF SERVICE TO DELIVER MOBILITY EQUIPMENT HIRE (EPI/14/152)

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13. The Committee had before it a report by the Director of Enterprise, Planning and Infrastructure which sought approval to procure a service provider of mobility equipment hire at a range of locations on an agreed programme across the city.

The report recommended:-

that the Committee -

- (a) agree that 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) note that the funding available to provide the service was identified within the tender as £19,500/annum which was funded from the former Shopmobility service budget with deductions for the vehicle/mobile unit maintenance, insurance and offsetting the loss of car parking income; and
- (c) approve procurement of a suitable vehicle/ mobile unit of up to £60,000, with the remaining funds current held in reserves, available for any adaptations for operational purposes identified by the preferred bidder.

The Committee resolved:-

- (i) to approve recommendations (a) and (c); and
- (ii) to agree that the funding available to provide the service was identified within the tender as £34,000/annum which was funded from the former Shopmobility service budget with costs for the vehicle/mobile unit maintenance, insurance and offsetting the loss of car parking income to be funded from contingencies.

ICT ACCEPTABLE USE POLICY (CG/14/069)

14. The Committee had before it a report by the Director of Corporate Governance which sought approval of the updated ICT Acceptable Use policy which took account of changes in usage arising from the introduction of smarter working.

The report recommended:-

that the Committee approve the updated ICT Acceptable Use policy.

The Committee resolved:-

to approve the recommendation.

ACCESSIBLE INFORMATION GUIDELINES (CG/14/082)

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15. The Committee had before it a report by the Director of Corporate Governance which sought approval of the revised accessible information guidelines which ensured that there was a corporate approach taken to communication across the Council.

The report recommended:-

that the Committee -

- (a) approve the accessible information guidelines; and
- (b) encourage Directors to adopt a corporate approach to communication based on these guidelines.

The Committee resolved:-

to approve the recommendations.

EQUALITY OUTCOMES - PROGRESS REPORT (CG/14/083)

16. The Committee had before it a report by the Director of Corporate Governance which advised of the progress achieved following year 1 of the Council's Equality Outcomes for 2013-2017.

The report recommended:-

that the Committee -

- (a) note the progress since publication last April of the Equality Outcomes and Mainstreaming report 2013 -2017;
- (b) note that several services had 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 was so that there were positive outcomes to report in the statutory report on progress required by April 2015 and in the final report no later than April 2017; and
- (c) note where there were gaps in contributions from services and encourage Heads of Service to use this opportunity to promote the improvements made in service provision which made the Council's services more accessible to all.

The Committee resolved:-

to approve the recommendations.

CITY CENTRE COMMUNITY COUNCIL PROPOSAL TO AMEND THE CURRENT BOUNDARY

17. The Committee had before it a report by the Director of Corporate Governance which advised of requests from (a) the City Centre Community Council to amend their boundary to take in both sides of Union Street and to match the Aberdeen Inspired, city centre Business Improvement District boundary and (b) the Craigiebuckler and Seafield Community Council that the area of Pinewood be included in their boundary.

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The report 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 Littlejohn 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) 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)

The Committee resolved:-

- (i) to note the report; and
- (ii) to agree that no changes be made to Community Council boundaries in Aberdeen until such time as the Local Government Boundary Commission for Scotland had completed its Fifth Review of Electoral Arrangements.

AUDIT SCOTLAND - HOW COUNCILS WORK : OPTIONS APPRAISAL

18. The Committee had before it a report by the Director of Corporate Governance which (a) advised of Audit Scotland's report on options appraisals best practice as part of its 'How Councils Work – Improvement Series for Councillors and Officers'; (b) provided advice on how Councillors and staff should manage the appraisal of different service delivery options for major alternative delivery projects; and (c) outlined the recommendations for the use of the best practice guidelines to benefit projects in the future.

The report recommended:-

that the Committee -

- (a) agree that all future alternative delivery projects should follow the guidance contained in the report during the options appraisal stage of the project;

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- (b) agree that Councillors and officers should use the checklists in the appendix during the options appraisal stage of the project to ensure they were providing and receiving the correct information, asking the right questions and making the most informed decisions they could; and
- (c) instruct that 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.

The Committee resolved:-

to approve the recommendations.

STRATEGIC INFRASTRUCTURE PLAN PROGRESS UPDATE (OCE/14/031)

19. With reference to article 13 of the minute of the meeting of Council of 14 May 2014, the Committee had before it a report by the Chief Executive which provided an update on progress of the delivery of the Strategic Infrastructure Plan.

The report recommended:-

that the Committee note the content of the report and the progress made.

The Committee resolved:-

to approve the recommendation.

CITY DEAL FUND (OCE/14/030)

20. With reference to article 16 of the minute of its meeting of 20 February 2014, the Committee had before it a report by the Chief Executive which provided an update on progress in relation to the submission to HM Treasury for a City Deal for Aberdeen and the region.

The report recommended:-

that the Committee note the content of the report.

The Committee resolved:-

to approve the recommendation.

DECLARATION OF INTERESTS

Councillor Grant declared a pecuniary interest in the following item of business by virtue of his employment, and withdrew from the meeting.

MATTER OF URGENCY

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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.

ABERDEEN INSPIRED ACTIVITY SUPPORT (EPI/14/169)

21. The Committee had before it a report by the Director of Enterprise, Planning and Infrastructure which sought approval for financial support towards activities being undertaken by Aberdeen Inspired.

The report recommended:-

that the Committee -

- (a) note the content of the report;
- (b) approve a total of £50,000 from the existing City Events budget towards the Aberdeen Inspired activities detailed in Section 5 of the report; and
- (c) agree to receive a joint feedback report from Aberdeen Inspired in February 2015, detailing the outcome of the activities detailed in the report.

The Committee resolved:-

- (i) to approve the recommendations; and
- (ii) to request officers to advise the Committee, by way of email, of (a) how feedback and the success of an activity was measured; and (b) the timeline for determining the possibility of delivering the ice rink in Union Terrace Gardens, this information to be sourced by Aberdeen Inspired who were responsible for the ice rink.

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

ESTABLISHMENT OF A NEW SUPPORT TEAM - HOUSING AND ENVIRONMENT (H&E/14/047)

22. The Committee had before it a business by the Director of Housing and Environment which sought approval for the establishment of a new support team responsible for the delivery of a range of housing support services focussed on enabling people to achieve or maintain independent living in the community.

The Committee resolved:-

to approve the business case as outlined in the report.

3RS PROJECT (CG/14/094)

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23. With reference to article 4 of the minute of the meeting of the Urgent Business Committee of 24 April 2014, the Committee had before it a report by the Director of Corporate Governance which provided an update in relation to the investigation into opportunities that had emerged in relation to the outstanding debt held against the schools built under the 3rs school project.

The report recommended:-

that the Committee -

- (a) note the final outcome of the investigations, that no bid was submitted to Landsbanki; and
- (b) approve that the costs associated with the work be met from the corporate contingencies in 2014/2015.

The Committee resolved:-

to approve the recommendations.

TENDER REPORT ACCESS FROM THE NORTH PROPOSALS (THIRD DON CROSSING) (EPI/14/124)

24. With reference to article 10 of the minute of the meeting of Council of 6 March 2014, the Committee had before it (a) a report by the Director of Enterprise, Planning and Infrastructure which provided an update on the tender process for the Access from the North (“Third Don Crossing”) and (b) an addendum which advised of the results of the tender process.

The report recommended:-

that the Committee -

- (a) note the content of the report;
- (b) note the proposal to award the contract to the preferred bidder; and
- (c) approve, if required, additional budget expenditure to permit construction of the project to progress.

The addendum recommended:-

that the Committee -

- (1) agree that contract award procedures be progressed for the award of the construction of the Third Don Crossing to Balfour Beatty. These procedures were to be progressed once a determination on the property at 16 Meadow Place had been received from the Lands Tribunal; and
- (2) agree, that given the favourable financial position in the 2013/2014 annual accounts, the tender price be met from the Council’s existing five year capital and revenue plans with the appropriate use of the additional reserves the Council was able to contribute to as part of the 2013/2014 annual accounts process (article 6 refers).

The Convener moved, seconded by the Vice Convener:-
that the Committee –

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- (a) note the report;
- (b) approve the recommendations contained in the addendum to the report;
- (c) request that the contractor establishes a site office on the Tillydrone side of the works, failing which, in accordance with consultation policy, instructs officers to ensure premises within Tillydrone were made available for the duration of the contract to allow ongoing engagement with the local community; and
- (d) instruct officers to organise meetings in Bridge of Don, Danestone and Tillydrone for the Convener of the Finance, Policy and Resources Committee to discuss the works and related mitigation measures with local communities with a report on the meetings being brought back to the Committee at its meeting in December 2014.

Councillor McCaig moved as an amendment, seconded by Councillor Dickson:-
that the Committee –

- (1) approve the recommendations contained in the addendum to the report, whilst noting that other funding existed which did not require the funding to be met from the Council's existing five year capital and revenue plan;
- (2) request that the contractor establishes a site office on the Tillydrone side of the works from which members of the public would be able to access Council staff to discuss progress of the project, failing which, in accordance with consultation policy, instruct officers to ensure premises within Tillydrone were made available for the duration of the construction of the crossing to allow ongoing engagement with the local community; and
- (3) instruct officers to organise meetings in Bridge of Don, Danestone and Tillydrone for the Convener of the Finance, Policy and Resources Committee to discuss the works and related mitigation measures with local communities with a report on the meetings being brought back to the Committee at its meeting in December 2014.

On a division, there voted:- for the motion (9) - the Convener; the Vice Convener; and Councillors Allan, Donnelly, Grant, Lesley Dunbar, 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 note that all councillors would be advised of the meetings organised and were welcome to attend these.

FIXED AND MOBILE TELEPHONY TENDER UPDATE (CG/14/070)

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25. With reference to article 14 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 an update on the tender for fixed lines and mobile telephony and sought approval of the procurement process to be undertaken.

The report recommended:-

that the Committee -

- (a) note the exemption from Standing Orders approved by the Chief Executive, Head of Finance, Head of Legal and Democratic Services and Head of Procurement which allowed existing contractual arrangements relating to fixed and mobile telephony to be extended until 30 September 2014, to allow for a procurement exercise to be undertaken in the meantime and to note that such extensions had already been agreed with the contractors;
- (b) approve the recommendation by Commercial and Procurement Services to progress a joint procurement with Aberdeenshire Council for mobile telephony services;
- (c) approve the entering into of a contract (or contracts) in respect of fixed telephony and mobile telephony for a two year period (with the option in each case to extend for up to three further periods of up to one year each, meaning that the maximum possible duration in each case was five years), to align with the requirements of Aberdeenshire Council where appropriate;
- (d) approve the revised total estimated expenditure of £5,500,000 (previously £4,500,000) in respect of the entering into of the said proposed contract or contracts, such increase being in respect of a potential 5th year of the contract(s); and
- (e) approve the use of any suitable alternative procurement process (or processes) if no appropriate framework agreement(s) was / were available.

The Committee resolved:-

to approve the recommendations.

PROVISION OF MAINTENANCE WORKS FOR TRAFFIC CONTROL SYSTEMS (CG/14/071)

26. The Committee had before it a report which advised of the intention to invite tenders for the provision of maintenance works for traffic control systems for a maximum of five years and sought approval of the estimated expenditure as detailed in the report.

The report recommended:-

that the Committee approve the total estimated expenditure of £1,800,000 for the provision of maintenance works for traffic control systems over a period of five years following an appropriate tendering process in accordance with SO1(3) of the Council's Standing Orders relating to Contracts and Procurement.

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The Committee resolved:-
to approve the recommendation.
COUNCILLOR YOUNG, Convener.

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COMMITTEE BUSINESS

30 SEPTEMBER 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	<p><u>Joint Commissioning Strategy for Older People 2013-2023 - Financial Framework</u></p> <p>The Committee resolved amongst other things to agree to receive a report on the baseline integrated budget, once the work on this was completed</p>	<p>The Committee received a verbal update at its meeting on 5 December 2013.</p> <p>There has been no development in defining the financial resource for older people's services from the NHS. As a universal service, much of the spend on older people is within generic budgets and cannot be easily disaggregated. Whilst this was to be done in preparation for integration, the legal position has changed in that integration now applies to all adult services and not just to older people. The exact scope of the NHS services to be included is still to be defined in the light of the Draft Regulations on which partnerships have just been consulted. This will determine the NHS budget for integration. The scope of services</p>	Head of Older People and Rehabilitation	26/9/13	30/09/14

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			<p>and the integrated budget will be defined in the Integration Scheme, which will be approved by Council and NHS before going to Scottish Ministers prior to 1 April 2015. In 2015, the Integration Joint Board will also be required to produce and submit a Strategic Plan that will define plans for services and use of budgets.</p> <p>On this basis, this item is recommended for removal.</p>			
2.	Finance, Policy and Resources 26/09/13 Article 19	<p><u>Failure To Attend Work Due To Bad Weather</u></p> <p>The Committee resolved, amongst other things, to instruct officers to report back to the Committee on the guidance in one year.</p>	<p>A report is on the agenda.</p>	Head of Human Resources and Organisational Development	30/9/14	30/0914
3.	Finance and Resources 28/09/10 Article 24 Finance, Policy and Resources 26/09/13 Article 33	<p><u>Access from the North Proposals (Third River Don Crossing) - Compulsory Purchase Order</u></p> <p>The Committee resolved: to note that officers would provide regular updates to Committee in relation to progress with land acquisition against budget.</p> <p>At its meeting on 26 September 2013, the Committee resolved, amongst other things, to</p>		Head of Asset Management and Operations	5/12/13	

<u>No.</u>	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>	<u>Report Expected (if known)</u>
		<p>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.	<p>Finance, Policy and Resources 5/12/13 Article 23</p>	<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</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</p>	<p>Head of Regeneration and Housing Investment</p>	<p>30/09/14</p>	

<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>
		as requested.	<p>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</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> <p>A report is on the agenda.</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>	<p>Information is contained in the Council Revenue Fund report on today's agenda.</p>	All Directors/Procurement	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>
6.	Property Sub Committee 24/9/13 article 14	<u>Station House Community Centre</u> 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 arrangements for the future of the occupation and control of the building had been agreed.	Negotiations are ongoing in terms of the long term future of the property. A temporary license is in place with SHMU. 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 underway. A report on the Station House Community Centre will be reported at a future date.	Head of Asset Management and Operations	4/12/14	4/12/14
7.	Finance, Policy and Resources 6/5/14 Article 19	<u>Geographical Weighting Allowance</u> The Committee resolved: (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 (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	The North east group has met and has asked IDS to submit a proposal detailing how they would prepare a report on the issue which would include a recommendation on a level of allowance. A report will be submitted once progress has been made.	Head of Human Resources and Organisational Development	04/12/14	04/12/14

<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>
		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.				
8.	Finance, Policy and Resources 6/5/14 Article 22	<u>Festive Period</u> 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 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.	Aberdeen Inspired, in consultation with Council officers, is developing the winter festival programme and this will be available in October and circulated to all members for information, by email, at this time. Aberdeen Inspired have confirmed that no further financial contribution from the Council is required. On this basis, the item is recommended for removal.	City Promotions Manager	19/6/14	30/09/14
9.	Finance, Policy and Resources 6/5/14 Article 24	<u>Aberdeen-Japan Strategy</u> 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.	Due to lack of interest (zero submissions received by the original deadline of 27 June) we have re-issued and re-promoted the opportunity to commission an external consultant to produce an Aberdeen Japan Strategy. The new deadline for submissions is 21 July. Assuming there is a successful bid, given the delay in starting the work, it is likely that the report to 30 September Committee will only be interim	Economic Business Development	30/09/14	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>findings, with a final report brought forward to the following cycle.</p> <p>Following two unsuccessful rounds, officers are now updating, simplifying and re-circulating the Invitation to Quote for an Aberdeen Japan Strategy in order to try and secure a successful bid from an external specialist, as per the original Committee instruction. Subject to receipt of a successful bid, officers hope to be able to report on findings from the study to the December Committee.</p>			
10	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>	Work on the proposed implementation of the changes is ongoing and will be reported to the Committee in December 2014.	Communities, Culture and Sport	30/09/14	4/12/14
11	Finance, Policy and Resources 19/6/14 Article 12	<p><u>Art Gallery Redevelopment Programme - Procurement of the Construction Works</u></p> <p>The Committee resolved, amongst other things, to instruct officers to submit a report to the Finance, Policy and Resources Committee and the Education, Culture and Sport Committee, in six months,</p>		Communities, Culture and Sport	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>
		advising on progress with the public and philanthropic fundraising campaign to raise £10m towards the redevelopment.				

ABERDEEN CITY COUNCIL

COMMITTEE	Finance, Policy and Resources
DATE	30 September 2014
DIRECTOR	Ewan Sutherland (Acting)
TITLE OF REPORT	2014/15 Financial Monitoring - Corporate Governance
REPORT NUMBER:	CG/14/106
CHECKLIST RECEIVED	Yes

1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to:
- i) Inform the Committee of the 2014/15 revenue and capital budget's financial performance for the period to 31 July 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 4, July 2014.

Revenue Financial Position and Risks Assessment

5.2 The Service report is attached at Appendix A which shows forecast net outturn overspend of £300K (1.0%), across the current net budget of £29M. The following items are of note they have been incorporated into the net outturn:-

- Housing Benefits forecast of an additional cost of £610K over budget as a result of demand. Officers are examining potential means of recovery following recent government announcements.
- Net savings forecast of £190K within staff costs.
- Savings of £80k forecast within the Corporate Training Budget.
- Income is forecast to be £90K over budget, with the main variances being in income from Scottish Water of £80K and a variety of smaller variances in a range of areas accounting for the balance.
- Other smaller variances within non-staff budgets account for the remainder of the movement from budget.

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.

Management Actions

5.6 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

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8. BACKGROUND PAPERS

Financial ledger data extracted for the period 4 (not attached).

Appendix A

As at end of July 2014		Year to Date			Forecast to Year End		
Accounting Period 4	Full Year Revised Budget £'000	Revised Budget £'000	Actual Expenditure £'000	Variance Amount £'000	Outturn £'000	Variance Amount £'000	Variance Percent %
Head of Finance - S.95 Officer	5,691	2,265	1,841	(424)	5,572	(119)	(2.1%)
Head of Legal and Democratic Services	1,687	554	532	(22)	1,727	40	2.3%
Head of Human Resources and Organisational Development	4,587	1,543	1,423	(120)	4,360	(227)	(5.0%)
Head of Procurement	2,473	812	916	104	2,530	58	0.0
Head of Customer Service and Performance	13,617	4,549	4,365	(185)	13,557	(60)	(0.4%)
Housing Benefits	911	304	(54)	(358)	1,522	611	0.7
TOTAL	28,965	10,027	9,022	(1,005)	29,268	303	1.0%

*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 July 2014		Year to Date			Forecast to Year End		
Accounting Period 4	Full Year Revised Budget £'000	Revised Budget £'000	Actual Expenditure £'000	Variance Amount £'000	Outturn £'000	Variance Amount £'000	Variance Percent %
STAFF COSTS	24,762	8,254	7,860	(394)	24,571	(191)	(0.8%)
PROPERTY COSTS	596	209	210	1	594	(2)	(0.4%)
ADMINISTRATION COSTS	2,645	820	640	(180)	2,524	(120)	(4.6%)
TRANSPORT COSTS	483	161	170	9	476	(7)	(1.5%)
SUPPLIES & SERVICES	6,283	2,072	2,050	(22)	6,334	51	0.8%
COMMISSIONING SERVICES	1,563	521	536	15	1,608	44	2.8%
TRANSFER PAYMENTS TOTAL	51,179	17,060	17,606	546	54,974	3,795	7.4%
GROSS EXPENDITURE	87,512	29,097	29,072	(25)	91,081	3,569	4.1%
LESS: INCOME							
GOVERNMENT GRANTS	(50,442)	(16,814)	(17,856)	(1,042)	(53,576)	(3,134)	6.2%
OTHER GRANT-REIMBURSE-CONTRIB	(1,869)	(611)	(645)	(34)	(1,960)	(91)	4.9%
CUSTOMER & CLIENT RECEIPTS	(1,260)	(420)	(377)	43	(1,277)	(17)	1.3%
INTEREST	(24)	(8)	(9)	(1)	(24)	0	0.0%
RECHARGES TO OTHER HEADS	(4,247)	(982)	(960)	22	(4,299)	(52)	1.2%
OTHER INCOME	(704)	(235)	(202)	33	(677)	27	(3.8%)
TOTAL INCOME	(58,546)	(19,070)	(20,050)	(980)	(61,813)	(3,266)	5.6%
NET EXPENDITURE	28,965	10,027	9,022	(1,005)	29,268	303	1.0%

Capital Monitoring – Corporate Governance projects 2014-15 to end of July 2014

Project Description	Revised budget	Spend to July	Profiled out -	Total Project
	2014/15	2014	Turn 2014/15	Budget
	£'000	£'000	£'000	£'000
ICT Data Centre	0	0	0	3,000
Technology Investment Requirements	2,162	54	1,868	2,700

ABERDEEN CITY COUNCIL

COMMITTEE	Finance, Policy & Resources
DATE	30 September 2014
ACTING DIRECTOR	Ewan Sutherland
TITLE OF REPORT	Council General Fund Monitoring 2014/15
REPORT NUMBER:	CG/14/120
CHECKLIST RECEIVED	Yes

1. PURPOSE OF REPORT

The purpose of this report is to:-

- i) inform Elected Members on the current financial position for the Council and the forecast outturn for financial year 2014/15, highlighting areas of risk and management action that have been identified by directors; and
- ii) provide details of the capital spend on the Aquatics Centre (50m Pool) to be converted to share capital.

2. RECOMMENDATION(S)

It is recommended that the Committee:-

- i) note the report;
- ii) agree to the use of any uncommitted revenue surplus towards funding the Council's capital investment requirements as set out in the capital programme, including the strategic infrastructure plan; and
- iii) agree the conversion of £8.5 million capital spend on the Aquatics Centre to share capital (see paragraphs 5.21-5.23).

3. FINANCIAL IMPLICATIONS

- 3.1 In relation to revenue, the early indications are that with expenditure and income for the period to the end of July 2014 being controlled and the delivery of savings options progressing positively the Council will generate an underspend against budget of £5 million.

- 3.2 Whilst assumptions have been made around the delivery of savings options there is a risk that changes during the year have a detrimental financial affect. However, at this early stage of the year, contingency funds remain uncommitted which provides assurance that the forecast outturn can be achieved should any such unanticipated financial pressure arise.
- 3.3 If expenditure can be maintained within budget throughout the year and contingencies remain unrequired an opportunity exists for the Council to deliver an increased contribution to the General Fund and this will be monitored on a monthly basis by the Corporate Management Team.
- 3.4 The recommended level of uncommitted General Fund revenue reserves is £11.3 million, as approved by the Committee in October 2012 and this will continue to be maintained.
- 3.5 In relation to capital, the projected funding for the General Fund capital programme comes from a range of sources, including Scottish Government capital grant, capital receipts, revenue contributions, usable capital reserves and borrowing.
- 3.6 The projected capital expenditure of £98.8 million and previous capital expenditure has an impact on the General Fund revenue budget, through the repayment of borrowing. Projected capital financing costs is currently in line with budget. This amounts to 6.75% of the overall net revenue budget.

4. OTHER IMPLICATIONS

- 4.1 Managing the Council's financial position in a stable and sustainable way means that its legal responsibilities can be met. It enables the Council to be confident in preparing for the future and planning ahead.

5. BACKGROUND/MAIN ISSUES

- 5.1 This is the first opportunity for the Committee to consider the overall financial position, with specific reference to the General Fund, for the financial year 2014/15. The Corporate Management Team received reports on financial performance in earlier months and is aware of the current forecast and the risks that exist.
- 5.2 This report considers the forecast outturn for the Council as a whole, building on information and analysis provided to the individual Service Committees during the current cycle of meetings.
- 5.3 The information in this report presents the actual financial figures to the end of July 2014 and the full year forecasts based thereon for the consideration of Elected Members.
- 5.4 Appendix A includes a summary of the overall Council projected position.

General Fund Revenue Position

- 5.5 In overall terms the statement at Appendix A shows the Council is managing expenditure within the overall budget and the forecast shows that by the year end initial indications are that a contribution to usable General Fund reserves will be possible. The value attached to this at present is £5 million which represents an underspend of approximately 1.3% of the net expenditure budget.
- 5.6 The most significant risks and matters arising from the figures that are presented include the following:
- 5.6.1 Corporate Governance (CG) shows an adverse full year forecast of £0.3 million due to a currently predicted overspend on Housing Benefits. This is a demand led service which makes it difficult to predict costs and whilst the majority of expenditure is recovered from the DWP there is a cost to the Council. This position is offset by favourable variances in other areas, particularly staff costs. Income is forecast to be above budget, this arising from recharges for support and shared services.
- 5.6.2 Enterprise, Planning and Infrastructure (EP&I) presents a favourable forecast of £1 million arising largely from staff costs which provide considerable savings through vacancy management arrangements and strong income generation from planning and building warrant application fees. The net operating costs catering, school transport and roads are also forecast to be lower than budget. Conversely, there is a cost pressure in relation to the achievement of savings in fleet services due to the progress in reducing the age of the vehicle fleet, which will take time to have an impact.
- 5.6.3 The key risk for EP&I is in relation to the timing of forecasts and the fact that there remains a degree of uncertainty in relation to key areas such as income for the design team based on the capital programme, property repairs and school catering where there may be an adverse impact from the introduction of free school meals in January 2015 if the funding from the Scottish Government, which will be calculated on a national average price per meal, does not fully fund the cost.
- 5.6.4 Housing and Environment (H&E) forecast that an under spend against budget of £0.9 million is achievable. This is largely due to savings from on-going staff vacancies, lower repairs and maintenance costs and from reduced use of the Furniture Purchase Scheme as furniture can be obtained free for the Scottish Welfare Fund.
- 5.6.5 H&E has key risks in relation to assumptions made around staffing levels, generation of fee income and levels of homeless presentations.
- 5.6.6 Education, Culture and Sport (EC&S) is forecast to keep expenditure within its budget and generate an overall saving of approximately £0.1 million. Specific savings around probationer teachers and vacancy management along with a number of centrally held education budgets have been offset by costs associated with out of authority placements

which based on current commitment levels is in excess of the budget. There is potential for this overspend to reduce but at this stage it is prudent to include this in the forecast.

- 5.6.7 In addition to the volatility of out of authority placements, the key risks for EC&S are in relation to pupil rolls and associated teacher number where it has been assumed that any additional costs can be met from existing budgets and that cost pressures identified but not included in the budget can be met from existing resources.
- 5.6.7 Social Care & Wellbeing (SC&W) currently reports an adverse full year forecast budget position of £0.5 million which incorporates a number of significant over and underspends. There is particular cost pressures in the commissioning of services (£3.4 million), particularly in relation to children placed in residential schools outside the authority and in adults' needs services where there is an anticipated shortfall in savings to be achieved from service redesign. Conversely income forecasts are strong particularly through grants and contributions that are now expected (£1.4 million), whilst running cost including staff costs are predicted to show favourable variances across a number of areas (£1.5 million).
- 5.6.7 The key risks for SC&W are in relation to the purchasing of care, both the volatility of out of authority placements for children and the need for care of older people, whether delivered by internal or external services. The fluctuations in demand make this a difficult area to predict.
- 5.6.8 The Corporate budgets, which are made up of funding of Capital Financing Costs, the Joint Grampian Valuation Board, Council Expenses, Trading Account surpluses and funding set aside for contingencies, shows an underspend of £4.4 million. This reflects additional income from both the Car Parking and Property Letting trading accounts and the anticipated reduced use of corporate contingencies. The costs of borrowing (capital financing costs) are in line with budget at this time but will continue to be reviewed to take account of capital expenditure profiles.
- 5.7 Whilst assumptions have been made on the non use of contingencies, these remain uncommitted, which are in addition to the sums that are earmarked against the General Fund balance and provide a suitable degree of protection against unexpected expenditure being identified as part of the year end process.
- 5.8 The figures outlined reflect previously approved Priority Based Budget options which had previously been approved for the year and had been incorporated into the 5 year business plan in earlier financial years.

Procurement

- 5.9 Contained within the 2014/15 budget is a cost reduction of £1.5 million net through active contract management by the Head of Procurement in conjunction with all services. It was envisaged that these reductions would be "one off" cost reductions and would not be achieved in future

financial years. However, the Head of Procurement has identified areas where savings can be achieved annually.

- 5.10 To date almost £600,000 of recurring savings have been achieved. This equates to a saving of nearly £3 million over the life of the 5 year business plan of the Council and exceeds the £1.5 million “one off” saving that was budgeted for. The Head of Procurement continues to seek further contract efficiencies and wherever possible ensure that these are recurring rather than “one off” type savings which will further improve the 5 year budget position and also the 2014/15 out-turn.
- 5.11 The links between Finance and Procurement have been strengthened to foster stronger financial management of procurement of budgets by budget holders across the Council with staff in both services working more closely together. This is important in that a robust process for identifying procurement savings and mapping these to budgets ensures that the necessary budget adjustment is made to reflect the procurement saving. This work continues to develop and the natural progression of this closer working is to integrate the procurement target into the financial monitoring report of the Council. Hence, the reporting of the procurement target is included within this report.

General Fund Capital Programme

- 5.12 The overall position of the General Fund capital programme for 2014/15 is reported at a high level to enable Elected Members to see the progress that is being made in the delivery of the programme.
- 5.13 In relation to funding the programme a range of options are available to the Council and many of these are used on an annual basis to ensure that the most effective way of funding capital investment is found both in-year and in planning for the future.
- 5.14 The total anticipated expenditure for the year as at the end of July 2014 is £96.8 million and this is broken down by Service in Appendix B, along with the anticipated funding arrangements.
- 5.15 The main reason for the significant variance from budget (which includes approved projects carried forward from 2013/14) is because a number of roads related and zero waste strategy projects are going to be re-profiled for commencement / delivery in the next financial year.
- 5.16 In relation to funding this expenditure the Scottish Government general capital grant of £23 million will be the first funding stream to be utilised.
- 5.17 The other capital financing options that the Council will consider will be contributions from the revenue budget, use of capital receipts and use of the usable capital reserves that exist in the capital fund and capital grants unapplied account.
- 5.18 Borrowing will also be considered and, as borrowing has a long term revenue cost, it is the strategy of the Council to reduce the level of debt it carries to ensure a sustainable revenue position for the future.

Management Actions

- 5.19 As the financial year progresses it is imperative that Services continue to deliver the Priority Based Budgeting savings options that are included within Service budgets. Early indications are that there are two significant risk areas in terms of savings options not being delivered (namely Fleet Services and Social Care & Wellbeing) but that these are being managed overall through the careful management of other budget areas.
- 5.20 Services should be looking ahead with planning and implementation activity being in place to continue to provide robust financial forecasts, to progress operational changes and savings included in the 5 year business plan and to mitigate risks as far as possible.
- 5.21 Further progress reports will be provided to the Committee throughout the year on both the financial position, the risks that exist of the council and the action being taken by management.

Reserves Position

- 5.22 The Council has a reserves strategy (approved by Finance and Resources Committee in October 2012) that means that £11.3 million of uncommitted reserves on the General Fund should be maintained, with the express intention of ensuring that the Council can deal with unexpected and unplanned expenditure should the need arise.
- 5.23 The impact on reserves of the current full year forecasts for expenditure and income is that additional resources can be secured to contribute towards the funding of the capital investment requirements of the Council, as incorporated in the 5 year capital programme and the Strategic Infrastructure Plan.

Capital Cost of the Aquatics Centre (50m Pool)

- 5.24 At its meeting of 6th October 2011 Council considered a progress report on the 50m Pool which confirmed that funding up to £8 million would be provided ASV towards the costs of the project with this funding to be converted to share capital on completion of the project. At this stage ASV were to contribute £1 million of funding to the project.
- 5.25 Subsequently, a VAT issue arose for ASV and to mitigate the impact of this it was agreed that a capital conversion would take place whereby ASV would not draw down £1 million of revenue funding from the partners i.e. £0.5 million each from the Council and the University of Aberdeen but that that funding would be additional capital funding from each partner. This in effect reduced the Council's revenue funding during 2012/13 but increased its total capital contribution to the 50m Pool to £8.5 million.

5.26 As the project is now complete ASV are seeking to complete the conversion of funding to share capital. To complete this process it is necessary to have assurance that the Council has the appropriate formal approvals in place for the conversion of the revised amount of £8.5 million to share capital.

6. IMPACT

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

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

7. MANAGEMENT OF RISK

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

7.2 The risks that remain in relation to the year-end financial position and closure of the accounts arise due to the potential for unexpected matters to emerge through the process or where the external auditor identifies material issues during their work.

8. BACKGROUND PAPERS

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

9. REPORT AUTHOR DETAILS

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**ABERDEEN CITY COUNCIL
2014/15**

**General Fund Revenue Position
As at 31 July 2014**

As at end of July 2014	Year to Date				Forecast to Year End		
Accounting Period 4	Full Year Revised Budget £'000	Revised Budget £'000	Actual Expenditure £'000	Variance Amount £'000	Forecast Outturn £'000	Variance Amount £'000	Variance Percent %
Services							
Office of Chief Executive	943	309	300	(9)	879	(64)	(6.79%)
Corporate Governance	28,965	10,027	9,022	(1,005)	29,268	303	1.05%
Enterprise Planning and Infrastructure	40,080	15,792	15,819	27	39,052	(1,028)	(2.56%)
Housing and Environment	36,469	12,156	11,845	(311)	35,596	(873)	(2.39%)
Education Culture and Sport	171,362	61,525	57,032	(4,493)	171,214	(148)	(0.09%)
Social Care and Wellbeing	123,288	41,629	41,410	(219)	123,912	624	0.51%
Total Service Budgets	401,107	141,438	135,428	(6,010)	399,921	(1,186)	(0.30%)
Total Corporate Budgets	28,050	(790)	(260)	530	23,688	(4,362)	(15.55%)
Total Net Expenditure	429,157	140,648	135,168	(5,480)	423,609	(5,548)	(1.29%)
Funding:							
<u>Government Support-</u>							
General Revenue Grant & Non-Domestic Rates	(328,813)	(109,404)	(112,481)	(3,077)	(328,813)	0	0.00%
<u>Local Taxation-</u>							
Council Tax & Community Charge Arrears	(100,344)	(33,448)	(38,940)	(5,492)	(100,354)	(10)	(0.01%)
Total Funding	(429,157)	(142,852)	(151,421)	(8,569)	(429,167)	(10)	(0.00%)
Net Impact on General Fund (Surplus)/Deficit	0	(2,204)	(16,253)	(14,049)	(5,558)	(5,558)	
Transfer to / (from) Earmarked GF Reserve	0	0	0	0	5,558	5,558	
Transfer to / (from) Uncommitted GF Reserve	0	0	0	0	0	0	
Net Impact on Budget (Surplus)/Deficit	0	(2,204)	(16,253)	(14,049)	0	0	

Assumptions:

Year to date - In the Service and Corporate Budgets accruals have been applied as at the end of July for material items and significant areas of service; and
- Council Tax income is generally collected over the first 10 months of the year therefore is shown to be ahead of budget as at the end of July.

Forecast Outturn - Known commitments and expenditure plans have been taken into account in relation to the forecasts; and
- Accounting staff have undertaken regular meetings with budget holder and have sought to confirm as far as possible the planned expenditure within Services, the outcome of these discussions are included in the forecast outturn.

**ABERDEEN CITY COUNCIL
2014/15**

**General Fund Capital Programme
As at 31 July 2014**

As at end of July 2014					
Accounting Period 4	Approved Budget £'000	Service Determined Minimum Required £'000	Actual Expenditure £'000	Variance Amount £'000	Percent Spend %
Services					
Corporate Governance	2,162	1,868	54	(1,814)	2.9%
Education Culture and Sport	13,976	12,467	699	(11,768)	5.6%
Enterprise Planning and Infrastructure	80,073	73,178	10,890	(62,288)	14.9%
Housing and Environment	13,421	7,618	1,021	(6,597)	13.4%
Social Care and Wellbeing	2,307	1,657	6	(1,651)	0.3%
Total Service Budgets	111,939	96,788	12,669	(84,119)	13.1%
Funding:					
General Capital Grant	(23,088)	(23,088)	(7,696)	15,392	33.3%
Specific Capital Grant	(13,268)	(9,160)	(2,132)	7,028	23.3%
Other Capital Financing	(75,583)	(64,540)	(2,840)	61,700	4.4%
Total Funding	(111,939)	(96,788)	(12,669)	84,119	13.1%
Slippage Required/ (Underspend)	0	0	0	0	

Assumptions:

Actual Expenditure - Expenditure has been shown on a cash basis, i.e. transactions completed prior to the end of July are reflected in the values shown; and

- The total value of grant received has been recorded and this is balanced by other capital financing, which will be finalised at the year end.

Service Determined Minimum - Known commitments and expenditure plans have been taken into account in relation to the Service Determined Minimum values;

- Accounting staff have undertaken regular meetings with budget holders and have sought to confirm as far as possible the planned expenditure within Services, the outcome of these discussions are included in the forecast outturn; and
- The Corporate Asset Group reviews the values on a regular basis.

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ABERDEEN CITY COUNCIL

COMMITTEE	Finance, Policy and Resources
DATE	30 th September 2014
CHIEF EXECUTIVE	Angela Scott
TITLE OF REPORT	2014/15 Common Good Fund – Monitoring Report Update
REPORT NUMBER:	CG/14/111
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 2015.
 - Provide an forecast position of the cash balances as at 31 March 2015.

2. RECOMMENDATION(S)

- 2.1 It is recommended that the Committee:
- Notes the income and expenditure position as at 31 March 2015; and
 - Notes the estimated cash balances as at 31 March 2015 of £6.57M based on current estimates, which is within the recommended levels indicated by the Head of Finance.

3. FINANCIAL IMPLICATIONS

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

4. OTHER IMPLICATIONS

- 4.1 None.

5. REPORT

Income and Expenditure – Forecast Outturn

- 5.1 The outturn figures for the year to 31 March 2015 show a deficit position of £1.13M which is an unfavourable variance from budget of £125K. A table summarising income and expenditure is given in Appendix A to this report.
- 5.2 The main variances from budget are:-

	£'000s
Duthie Park Project - F&R 21.04.11	100
Games Legacy - FP&R 06.05.14	<u>25</u>
	<u>125</u>

Cash Balances


- 5.3 The cash balance as at 31 March 2015 is £6.57M. Included in this amount is a sum of £146K remaining for the Greenfern 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.
- 5.4 The Council agreed at the budget setting meeting on 6th February 2014 that the minimum cash balance should be the equivalent of two years worth of expenditure. This equates to £6.33M.
- 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.

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

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8. BACKGROUND PAPERS

None.

Appendix A

COMMON GOOD FUND

Figures in Brackets represent income or a favourable variance

As At 31 July 2014	Year to Date				Forecast to Year End		
	Full Year Revised Budget	Revised Budget	Actual Expenditure	Variance Amount	Outturn Note 1	Variance Amount	Variance Percent
	£'000	£'000	£'000	£'000	£'000	£'000	%
ACCOUNTING PERIOD 4							
Recurring Expenditure	2,935	469	469	0	3,035	100	0.0
Recurring income	(2,992)	(986)	(986)	0	(2,992)	0	0.0%
Budget after Recurring Items	(57)	(517)	(517)	0	43	100	(175.4%)
Non Recurring Expenditure	1,062	10	10	0	1,087	25	2.4%
TOTAL	1,005	(507)	(507)	0	1,130	125	12.4%

Cash Balances as at 1 April 2014 (unaudited)	(7,700)	(7,700)
Estimated Cash Balances as at 31 March 2015	<u>(6,695)</u>	<u>(6,570)</u>
Minimum cash balance requirement per budget report (Council 6th February 2014)	<u>(6,330)</u>	<u>(6,330)</u>

Note 1

The forecast outturn figure takes into account £1.74M of expenditure that takes place at year end e.g Funding of Twinning activities, Entertainment for the Elderly and Disabled and Contributions to Trusts and Festivals.

ABERDEEN CITY COUNCIL

COMMITTEE	Finance, Policy and Resources
DATE	30 September 2014
DIRECTOR	Ewan Sutherland
TITLE OF REPORT	Treasury Management Policy and Strategy
REPORT NUMBER	CG/14/103
CHECKLIST RECEIVED	Yes

1. PURPOSE OF REPORT

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

2. RECOMMENDATION(S)

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

- a) Notes the Treasury Management activities undertaken in 2013/14 as detailed ;and
- b) Recommends to Council that it notes the Treasury Management activities undertaken in 2013/14.

3. FINANCIAL IMPLICATIONS

Treasury Management activities influence the loans pool interest rates and aims to minimise the cost of borrowing. This directly impacts upon costs chargeable to the Council's revenue budgets through the interest rates that are applied to capital financing costs. Whilst the level of borrowing a Council can undertake is now devolved from the Scottish Government to individual Councils, it will still be constrained by the requirement for capital investment to be affordable, sustainable and prudent. The main test of affordability will be whether the capital financing costs can be contained within the revenue budgets.

4. OTHER IMPLICATIONS

None.

5. BACKGROUND/MAIN ISSUES

5.1 Introduction

The Council previously approved a Treasury Management policy for 2014/15 to 2016/17 on 21 February 2014. Part of this policy is to report a year-end review to committee on Treasury Management activities undertaken during the financial year 2013/14.

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

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

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

5.2 Treasury Management 2013/14

The following is a summary of the significant Treasury Management activities which were undertaken during 2013/14: -

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

The Loans Pool Rate for 2013/14 was 4.22%, which can be broken down to 4.20% for interest, and 0.02% for expenses.

This is a reduction from the 2012/13 rate which was 4.25%.

5.2.2 Long Term Borrowing

One new PWLB (Public Works Loan Board) loan for £10 million was borrowed at an interest rate of 3.95%, in order to assist the financing of the Council's capital programmes. This new loan was borrowed over a repayment term of 14 1/2 years, with the Council's existing debt Maturity Profile in mind.

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

This change presented the Council with 2 challenges:

The first of these was to minimise any rise in borrowing costs. During the 2013/14 financial year, this was achieved using a combination of factors - due to the previously undertaken borrowing at relatively low rates, and by reducing the repayment term of new loans. (e.g. borrowing for up to 15 years, rather than 20-50 years).

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

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

5.2.3 Short Term Borrowing

Short-term borrowing rates for periods of up to 1 year continued at relatively low levels. The Council's borrowing strategy during the year was to borrow short-term where possible, to take advantage of these lower rates. To illustrate this, as at 31st March 2014, the Council had some £47m of Temporary Loans from other Local Authorities, at an average rate of 0.45%. Compared with similar PWLB rates of 1.46%, this represents a saving of £475k in annualised interest costs.

5.2.4 Investments

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

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

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

As at 31st March 2014, the Council had temporary investments totalling £35.7m at an average rate of 0.85%. These were invested in line with the current Counterparty list to the following institutions -

- Bank of Scotland £20.0m
- Clydesdale Bank plc £ 0.7m
- Royal Bank of Scotland plc £5.1m
- Handelsbanken £9.9m.

5.2.5 Banking Services Tender

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

Both Councils commenced working together on a new joint Banking Services Tender in early 2013.

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

The Tender was formally advertised, submissions were carefully evaluated and Clydesdale Bank were awarded the contract from 1st January 2014 until 30th September 2018.

6. IMPACT

Corporate - If an active Treasury Management policy is not undertaken and implemented there may be future budgetary implications for the Council through greater than budgeted capital financing costs.

7. MANAGEMENT OF RISK

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

8. BACKGROUND PAPERS

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

9. REPORT AUTHOR DETAILS

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ABERDEEN CITY COUNCIL

COMMITTEE	Finance, Policy and Resources
DATE	30 September 2014
ACTING DIRECTOR	Ewan Sutherland
TITLE OF REPORT	Small Financial Assistance Grants 2014/15
REPORT NUMBER	CG/14/119
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 and to provide information on an event for which funding was previously awarded.

2. RECOMMENDATION(S)

It is recommended that the Committee:-

- i) consider the application received and agree to award grant funding based on the following recommendation:-
 - Middlefield Community Project Women's Group – a maximum of £2,500; and
- ii) consider the briefing note provided by Morag McFadyen, Project Leader on the Anglo-Japan Collaboration – All Together Better Health Conference and:-
 - advise if the attendance of the Project Leader at a future meeting of the Committee is required, and
 - advise whether the remaining funds of £332.39 should be repaid to the Council.

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 £5,000, leaving £40,000 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.

5.2 Applications:-

- 5.2.1 Middlefield Community Project Women's Group – Further information at Appendix A

An application has been received from the Women's Group of Middlefield Community Project seeking a contribution towards funding 10 people (8 members of the group and 2 staff) visiting Poland in

spring 2015. The estimated cost of the trip is £5,000 and fundraising has so far raised £870 with further events planned which it is estimated will raise a further £1,500.

The project previously received funding (agreed by this committee on 25th July 2013) of £591 to support a trip to Poland for 5 young people at the projects youth flat. This amount represented the balance after fundraising by the project.

It is considered appropriate for this request to be considered under the small financial assistance grants assessment criteria and as it meets the criteria it is recommended that a maximum of £2,500 of funding be awarded.

5.3 Previous Awards:-

This committee on 20th February 2014 agreed to award funding of £4,445 to the Anglo-Japan – All Better Together Conference taking place in Pittsburgh, USA on 6th-8th June 2014 subject to the project leader, Morag McFadyen agreeing to provide a briefing note to the committee and attending a future meeting if asked by members following consideration of the briefing note.

These conditions were agreed and regular updates on the financial position were also provided prior to the conference.

The requested briefing note is attached at Appendix B.

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

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(Received by e-mail from Lillias Leighton, Project Officer, Middlefield Community Project on 21st August 2014)

Application for Miscellaneous Grant from Aberdeen City Council.

Middlefield Community Project, which receives core funding from ACC has a strong focus on work with adults and parents. The Women's group, eight members, have expressed an interest in visiting Poland so that they can learn something about another culture and particularly one which is the native country of a number of Middlefield residents. The Project has two members of staff who are Polish and this has also generated interest. Two members of staff would accompany the group and would hope to set up a visit to a parent and child group in Krakow as well as visiting Auschwitz and the nearby salt mines. Some group members have never been abroad and the trip would be of great interest to them even in the context of air travel. Most group members do not have passports and have not travelled abroad. Group members would arrange their own childcare and would fundraise towards costs.

Fundraising activities so far have involved a sponsored walk which all participated in. A 'Stars in Your Eyes' evening is planned and the George Street Charity Shop is booked for a week. This is a big undertaking for the group and there is a high level of commitment to the proposed Polish trip

We are seeking a contribution to funding to cover the cost of flights for 10 people and the cost of accommodation for four nights in Spring 2015 and entry to the Camp and Salt Mines.

Minibus fuel and airport parking in Edinburgh:£150

Flights from Edinburgh and half board hotel for 4 nights in Krakow:£400x10=£4,000

Lunches for four days in transit/Krackow:£400

Entry to salt mines and Auswicz using public transport: £150

Sundry expenses: £300

Total £5,000 (excluding support with passport fees).

The Women's Group would be most grateful if their request could be considered favourably

Playing games in IPE: A Japanese and Scottish experience

Introduction

This Anglo-Japanese project was based on the World Health Organisation's recommendations on interprofessional working. Academics in the UK and Japan collaborated and shared good practice to develop an innovative international interprofessional educational tool- kit for health and social care undergraduate students. There is a global shortfall in well educated health workers who need to be adept at coping with today's health issues. Interprofessional working is a significant factor in addressing this.

Methods

This was an applied research project which developed piloted and evaluated an interprofessional tool. The four stages of the project are described below.

Stage 1

During a global meeting of interprofessional experts in Kobe Japan October 2012 discussions occurred relating to gaming as a learning strategy within interprofessional education (IPE). The board game, iPEG (Interprofessional Educational Game) was pioneered in Aberdeen and was identified as useful resource to introduce to Japanese students. iPEG introduced the learning objectives of professional roles and responsibilities in memorable learning style.

Stage 2

Monthly Skype meetings allowed the project partners to create a Japanese version of iPEG taking cognisance of cultural and language contexts.

Stage 3

The pilot phase of the project (October 2013) involved Japanese medical students only practising iPEG as an ice breaker to their interprofessional education (IPE).

Stage 4

The Japanese version of iPEG was amended from the pilot phase and implemented in December 2013. Nagoya University has medicine, nursing, and rehabilitation students. In addition five pharmacy students from Meijo University and five social work students from Sendai University were also present. The total number of students participating was 42.

Evaluation

Multi-factorial evaluation was conducted at both the pilot and implementation stages ensuring stakeholders' perspectives were identified. Results indicated successful outcomes for students and staff.

Outcomes

The project demonstrated a unique Anglo-Japanese collaboration, engendering a successful and effective partnership between academics from two Japanese universities and two Scottish universities. In particular the introduction of the Social work students enhanced the learning from the case study and potentially increased the students' teamwork abilities. Results show a significant positive attitudinal change by the medical students towards other professions. Both staff and students evaluated it positively.

The project team's communication involved the use of social media tools which created immediate exchanges of expert opinion between Scotland and Japan at all stages of the project. Informal networks developed and the Japanese universities who assisted with facilitation and evaluation, (Hokkaido; Tokyo; Meijo; Kyushu; Teikyo; Kyoto) have also engaged with iPEG. Interest from non-health professionals demonstrated its potential adaptability for different courses. Future educational developments are progressing from this initial project.

Conclusions

This project has enabled academic international interprofessional working in the field of IPE gaming. The development of new and innovative teaching strategies which had been evidenced in Aberdeen has now benefitted future Japanese health professionals. The team show cased this project at the global All Together Better Health VII (ATBH VII) IPE conference in June 2014, Pittsburgh, USA.

Dissemination of information to university and practice colleagues:

<http://www.rgu.ac.uk/news/interprofessional-education-experts-share-experiences-in-japan>

Funding

This element of the project was allocated £4000 from Aberdeen council which was added to the residual monies of £445. The table below indicates how this was spent.

Flights	Sundari	to Pittsburgh	£848.97	
		Expenses	£118.78	
		Accommodation	£280.22	£1,247.97
	Morag	to Pittsburgh	£849.17	
		Accommodation	£510.95	
		Expenses	£261.69	
		Conference fee \$595	£366.96	£1,988.77
	Jennie	to Pittsburgh	£875.87	£875.87
		Conference fee?		
	Lesley	Expenses Not submitted in time		
	Total		£4,112.61	£4,112.61
	Remaining funds		£332.39	

The project was allocated £5000 from the Sasakawa foundation. The table below indicates how this has been spent.

Item	Project Costs
Travel & Accommodation costs for 2 project team members from Aberdeen to Nagoya return	£2,385.76
Travel & Accommodation costs for 5 students and 1 lecturer from Sendai University to Nagoya return	£1,392.56
Translation costs for evaluation data payable to Dr. Keiko Abe Nagoya University	£855.36
	Total £5000
Additional £3192 from Nagoya University for educational materials	
Additional £1000 from Sendai University	
Additional £1688 from Robert Gordon University, Aberdeen for academic staff time, educational resources and research overheads	
Additional £500 from NHS Grampian	

Additional Information:

The team would like to thank Aberdeen city council for their grant of £4000 not only did this provide sufficient funding to allow all the team to attend the conference but it ensured that Aberdeen’s global reputation in IPE was maintained.

The following table highlights the breadth and depth of material presented by the team in Pittsburgh:

Date	Time	Title of Presentation	Presenters in Pittsburgh
Friday, June 6th	2:15pm to 3:45pm	Oral "International Collaboration - Introduction of the Health Fusion team challenge to Scotland."	Jenny Miller; Karen Allan; Edith Mackintosh; Jenny Wynette; Nicola McLarnon; Sharron Blumenthal; Sundari Joseph; Lesley Diack; Morag McFadyen; Jenni Haxton; Patrick Walker; 5 students from winning team
Friday, June 6th	4:00pm to 5:00pm	Oral Poster "Experiences of Evaluating IPE: A Ten Year Longitudinal Study."	Sundari Joseph; Lesley Diack; Patrick Walker; Morag McFadyen; Jenni Haxton; 3 RGU students
Saturday, June 7th	9:45am to 10:45am	Oral Poster "The Scottish Health and Social Care Team Challenge."	Jenny Miller; Karen Allan; Edith Mackintosh; Jenny Wynette; Nicola McLarnon; Sharron Blumenthal; Sundari Joseph; Lesley Diack; Morag McFadyen; Jenni Haxton; Patrick Walker; 5 students from winning team
Saturday, June 7th	11:00am to 12:30pm	Oral "Playing games in interprofessional education: A Japanese and Scottish Experience."	Sundari Joseph; Lesley Diack; Morag McFadyen; Jen Haxton; Patrick Walker; Keiko Abe; Hiroki Yasui
Saturday, June 7th	3:30pm to 4:30pm.	Oral Poster "Virtual Interprofessional Education in Remote and Rural Settings: an Australian and Scottish Experience."	Sundari Joseph; Lesley Diack; Margo Brewer; Morag McFadyen; Jen Haxton; Patrick Walker;
Saturday, June 7th	3:30pm to 4:30pm.	Oral Poster "Perceptions of Pharmacy Students, Pharmacists and Pharmacy Faculty in Qatar to Interprofessional Education and Collaborative Practice"	Alla El-Awaisi; Lesley Diack; Sundari Joseph Morag McFadyen; Jen Haxton; Patrick Walker;
Saturday June 7th,	4:30-7:30pm	ATBH VII International Health Care Team Challenge	Jenny Miller; Karen Allan; Edith Mackintosh; Jenny Wynette; Nicola McLarnon; Sharron Blumenthal; Sundari Joseph; Lesley Diack; Morag McFadyen; Jenni Haxton; Patrick Walker; 5 students from winning team

'Playing games in interprofessional education: A Japanese and Scottish Experience' was extremely well received at the ATBH VII.





We took advantage of the opportunity to give a collaborative Japanese-Aberdeen presentation. With all members of the team participating fully illustrating the interprofessional and collaborative working of the team.

We ended the session with a final slide illustrating our Japanese students reflection of the their experience in the December workshops – “Team Harmony”



Following our presentation several countries have elicited an interest in taking this novel Aberdeen initiative forward and the team are looking forward to fruitful discussion with them.

During the conference we were able to fully support our Japanese collaborators as they presented some of their research to the conference. As English is not their native language we were able to provide guidance and moral support something both halves of the team appreciated and enjoyed.



In addition, we had time during the conference, usually our free time over lunch, to develop the second phase of our project and timetable submission to the Sasakawa foundation for a further grant.

I’m delighted to say that we were successfully and unique in the respect that we are the first to receive further funding from Sasakawa for a project of this nature.



We have already commenced the second phase of the project as can be seen from the recent visit of our Japanese colleagues in preparation of our joint webinar between Japan and Aberdeen for World Diabetes Day in Novemebr 2014.



During the visit the team were able to set up Blackboard collaborate and develop the forthcoming session in November This involved all memebers of the team both in Aberdeen and Japan. We have now piloted the system and are happy that the webinar will run as expected.



We were fortunate to have the time to introduce our Japanese colleagues to Aberdeen and the wider area whilst they were here.

As mentioned above our participation at the ATBH VII has reinforced Aberdeen’s global recognition in IPE something which was clearly demonstrated when our health care students were given a standing ovation when they presented their reflections and thoughts of interprofessional education as part of the Scottish Health Care Team Challenge.



Some other thoughts from the conference. Over 1000 people attended the conference

Keynote meeting: Sir David Nicholson in NHS England

- 1m people in 36 hours 90% plus satisfied. 75% happy to be part of NHS
- How to improve services for patients? Most important issue. If lose focus then problems.
- Need to do three things
 - Quality of service
 - Good care
 - Good surgery need for good technical surgeon
- Best outcome - need to know the signs. And symptoms
 - Primary care can diagnosis and start care
 - Quick access to secondary care
 - Multi disciplinary team to decide on treatment
 - Good surgery
 - Then best after care.
- Need for clinical involvement in health care decision making
- Commissioned research into team working - Michael West research
- Annual patient and staff survey. Over 90% staff say they work in teams. They measure what they do and set themselves. Effective teams set objectives and make them common objectives. Need to organise properly. Take team working seriously it is at the heart of team work. Better predictor of less mortality.
- For the future
 - 1000 recommendation for improving health care.
 - Listen to patients and staff and should improve health care.
 - Investing in technology to improve patient care.
 - Improve primary care for people with long term conditions help to stop going into hospital.
- People with chaotic lifestyles need to organise them better and services.
- Accident and emergency needs to be better organised. Complex system difficult to find better ways.
- 31 hospitals that used to treat stroke now only 8 hospitals but better results and outcomes.
- 300 organisations for tertiary care. Again if centralise improve services.
- Always mentioned cost first before services.
- Need to change organisations - a more facilitative way of organising.

ABERDEEN CITY COUNCIL

COMMITTEE	Finance Policy and Resources
DATE	30 September 2014
DIRECTOR	Ewan Sutherland
TITLE OF REPORT	Unrecoverable Debt
REPORT NUMBER:	CG/14/110
CHECKLIST RECEIVED	Yes

1. PURPOSE OF REPORT

To seek Committee approval on Business Rates debts recommended as unrecoverable during 2013/14 and in excess of £25,000, as required in terms of Financial Regulations 11.3.7.

To advise numbers and values, up to £10,000, of Council Tax, Business Rates, Community Charge and Housing Benefit Overpayments deemed to be unrecoverable during 2013/14 after all approved recovery procedures have been followed, as required in terms of Financial Regulations 11.3.6 and 11.3.9

2. RECOMMENDATION(S)

The Committee is asked to:

- Note the value of Council Tax, Business Rates, Community Charge and Housing Benefit Overpayments deemed by the Director of Corporate Governance as unrecoverable and shown in Appendices 1 to 4.
- Approve that the > £25,000 amounts for Business Rates shown in Appendix 5 are also deemed as unrecoverable and be written off.

3. FINANCIAL IMPLICATIONS

The sums deemed as unrecoverable are fully provided for in terms of bad debt provision.

The total cases and values in Appendices 1 to 4 is 8,593 cases with a value of £1,811,263.58 compared to 8,817 cases with a value of £1,251,317.32 for 2012/13. To put the level of unrecoverable debt into context, the annual sums raised in 2013/14 for Council Tax (including water charges) and Business Rates were £138.35m and £177.63m

respectively. The sums deemed unrecoverable cover a number of financial years.

4. OTHER IMPLICATIONS

None

5. BACKGROUND/MAIN ISSUES

In accordance with the Council's Financial Regulations, it is policy to report annually on the levels of Council Tax, Business Rates, Community Charge, Housing Benefit Overpayments and Rent Arrears deemed unrecoverable.

The figures included within this report relate to those debts treated as unrecoverable during the financial year 2013/14. Apart from Sequestrations, debts are not deemed unrecoverable where there is on-going liability. The sums mostly relate to previous years where all approved recovery procedures have been followed. Full bad debt provision has been made in the accounts.

It must be emphasised that prior to completing the list, full advice, where appropriate, has been received from the Council's Debt Recovery Agents (Sheriff Officers) in determining that debts are indeed unrecoverable.

It should be noted that despite being deemed unrecoverable at this time, should the debtor be subsequently located, the debt will be reinstated and pursued. During 2013/14, Council Tax debts previously written off with a value of £68,966.60 were reinstated or recovered, for example by finding new addresses for the debtors.

2013/14 saw a continuation in the trend of the majority of debts written off due to people being sequestrated. The total of £617,924.856 represents 66% of personal debt deemed unrecoverable.

For Business Rates a total of £823,992 represents 93.9% of the debt deemed unrecoverable due to receivership/liquidation/ceased trading..

A breakdown identifying the reasons and the financial year in which the debt was first raised are shown for each category of debt as follows:

Council Tax:

In total 7,173 debts were deemed unrecoverable with a value of £867,117.11. After allowing for £68,966.60 in recoveries and reinstatements, the net amount is £798,150.51. A breakdown over the years and reasons are shown in Appendix 1.

Community Charge:

In total 233 debts were deemed unrecoverable with a value of £24,267.50. A breakdown over the years and reasons are shown in Appendix 2.

Housing Benefit Overpayments:

In total 1,069 debts were deemed unrecoverable with a value of £111,628.69. A breakdown of the reasons is shown in Appendix 3.

Business Rates:

In total 118 debts were deemed unrecoverable with a value of £877,216.88. A breakdown over the years and reasons are shown in Appendix 4.

Appendix 5 shows 21 debts with values above £25,000 and reasons are shown. The Committee is asked to deem the value of £736,235.37 as unrecoverable (totals also included in Appendix 4).

6. IMPACT

Managing uncollectable debt in accordance with the Council's Financial Regulations promotes good practice in the administration of local taxes and other sources of income. The non-collection of the amounts owed will not affect services because full account has been taken in budgets.

The public need to be aware that debts are pursued vigorously but there is no option but to class debts as unrecoverable when businesses fail and when individuals are sequestrated (made bankrupt). This Council only writes-off debts in exceptional circumstances but reinstates amounts owed regularly when further information becomes available.

7. BACKGROUND PAPERS

None

9. REPORT AUTHOR DETAILS

Wayne Connell, Revenues and Benefit Manager

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Tel: 346868

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COUNCIL TAX WRITE-OFFS 2013/14

Appendix 1

<u>Reason</u>	<u>Cases</u>	<u>Prior Years</u>	<u>2005/06</u>	<u>2006/07</u>	<u>2007/08</u>	<u>2008/09</u>	<u>2009/10</u>	<u>2010/11</u>	<u>2011/12</u>	<u>2012/13</u>	<u>2013/14</u>	<u>Total</u>
Unable to Trace	181	2,337.72	669.20	547.97	2,278.24	2,430.23	2,093.59	1,988.65	3,114.93	1,718.08	2,825.85	20,004.46
Deceased	903	95,881.20	18,844.55	17,851.15	19,111.40	14,194.30	14,649.13	13,653.26	11,905.12	13,981.27	2,506.60	222,577.98
Sequestration	1,871	125,698.94	25,590.99	31,249.27	29,280.28	35,498.35	46,420.53	49,921.88	58,037.09	84,994.59	82,414.00	569,105.92
Unrecoverable - No Assets	1,010	28,456.30	2,236.59	2,742.62	2,819.93	3,890.44	3,459.49	3,581.72	3,783.72	1,530.42	1,961.11	54,462.34
Uneconomical	3,208	229.57	14.64	30.93	37.31	28.44	48.31	80.66	105.75	223.20	167.60	966.41
	<u>7,173</u>	<u>252,603.73</u>	<u>47,355.97</u>	<u>52,421.94</u>	<u>53,527.16</u>	<u>56,041.76</u>	<u>66,671.05</u>	<u>69,226.17</u>	<u>76,946.61</u>	<u>102,447.56</u>	<u>89,875.16</u>	<u>867,117.11</u>
Less address found and previous write-off reversed		-13,456.37	-208.42	-609.31	-957.30	-171.72	-436.14	-51.41	-45.20	-664.68	-6,740.80	-23,341.35
Write On		-833.20	-10.64	-11.84	-12.07	-45.79		-0.59	-63.61	-221.35	-708.18	-1,907.27
Less previously written off now recovered		-1,055.39	-732.78	-1,175.54	-838.02	364.87	-100.33	-404.95	-320.55	-9,049.20	-30,406.09	-43,717.98
	<u>7,173</u>	<u>237,258.77</u>	<u>46,404.13</u>	<u>50,625.25</u>	<u>51,719.77</u>	<u>56,189.12</u>	<u>66,134.58</u>	<u>68,769.22</u>	<u>76,517.25</u>	<u>92,512.33</u>	<u>52,020.09</u>	<u>798,150.51</u>

COMMUNITY CHARGE WRITE-OFFS 2013/14

Appendix 2

<u>Reason</u>	<u>Cases</u>	<u>Total</u>
Deceased	57	7,393.45
Sequestration	77	6,929.18
Uneconomical	99	9,944.87
	<u>233</u>	<u>24,267.50</u>

HOUSING BENEFIT OVERPAYMENT WRITE-OFFS 2013/14

Appendix 3

<u>Reason</u>	<u>Cases</u>	<u>Total</u>
Deceased	19	25,825.33
Sequestration	75	41,889.75
Unable to trace	3	1,154.39
Uneconomical	736	8,318.10
Unrecoverable - no assets	236	34,441.12
	<u>1,069</u>	<u>111,628.69</u>

BUSINESS RATES WRITE-OFFS 2013/14

Appendix 4

<u>Reason</u>	<u>Cases</u>	<u>Prior Years</u>	<u>2007/08</u>	<u>2008/09</u>	<u>2009/10</u>	<u>2010/11</u>	<u>2011/12</u>	<u>2012/13</u>	<u>2013/14</u>	<u>Total</u>
Receivership/ Liquidation	63			24,166.34	21,237.29	47,860.21	174,028.97	221,700.34	77,513.10	566,506.25
Ceased Trading	22				5,305.77	18,360.53	54,433.57	98,015.38	81,371.68	257,486.93
Per Sheriff Officer	9						923.37	37,919.80	14,051.32	52,894.49
Rates Officer Adjustment	5	131.48	26.47							157.95
Small balance (w/off and w/on total)	19	0.01		4.61	19.51		38.41	84.93	23.79	171.26
	118	131.49	26.47	24,170.95	26,562.57	66,220.74	229,424.32	357,720.45	172,959.89	877,216.88

ABERDEEN CITY COUNCIL

COMMITTEE	Finance, Policy and Resources
DATE	30 September 2014
ACTING DIRECTOR	Ewan Sutherland
TITLE OF REPORT	Guidance on Failure to Attend Work Due to Bad Weather - follow-up
REPORT NUMBER:	CG/14/117

1. PURPOSE OF REPORT

This report provides details on how the guidance on Failure to Attend Work Due to Bad Weather has operated since its introduction on 26 September 2013.

2. RECOMMENDATION(S)

The Committee is requested to:

- a) note the details on how the guidance has operated since its introduction.

3. FINANCIAL IMPLICATIONS

Not applicable.

4. OTHER IMPLICATIONS

None

5. BACKGROUND/MAIN ISSUES

Committee approved the introduction of the new corporate guidance on Failure to Attend Work Due to Bad Weather to replace the previous two policies (teaching and non teaching) on 26 September 2013. As part of this decision, officers were instructed to report back on how the guidance had operated after it had been in place for one year.

One year on from its introduction, it can be reported that the guidance has been applied on only one occasion, with the winter period having been exceptionally mild in 2013/14. On the one occasion it was applied, there were no difficulties reported with its operation.

The removal of the provision in the previous policy to automatically grant an employee the first full day of absence due to adverse weather as paid special leave was the most significant change made. This does not appear to have caused difficulties for employees, with the alternatives mentioned in the guidance now to be applied to accommodate the lost time, with the manager and employee identifying the best option that suits the employee's circumstances.

It is acknowledged that there has only been very limited use made of the guidance over the last year but encouraging that no adverse issues have been raised to date.

The Human Resources and Organisational Development Service will continue to monitor any feedback received from employees, managers and trades unions going forward and will consider this in relation to a future review of the guidance.

6. IMPACT

None.

7. BACKGROUND PAPERS

None.

8. REPORT AUTHOR DETAILS

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



Society of Personnel & Development Scotland Annual Conference 6th and 7th November

Conference Packages and Fees

Full Conference Package

£560 for SPDS members; £580 for Non-members and includes:

NB When you select any of the following options within the above Packages you will not be charged extra over and above the cost of that Package.

- Attendance at all conference sessions on Thursday 6 November and Friday 7 November.
- Evening networking opportunities on Thursday
- Dinner on Thursday
- Lunch on Thursday and Friday
- Overnight accommodation on Thursday including breakfast Friday

Day Delegate

Thursday 6 November (includes all conference sessions plus lunch) - £210

Friday 7 November (includes all conference sessions plus lunch) - £210

Programme

Thursday 6 November

09.00 *Registration open*

09.00 - 10.30 *Morning coffee, exhibition and networking*

10.30 - **Society of Personnel and Development Scotland AGM:**

11.30
SPDS members only

11.30 - **Welcome/President's address**

11.45
David Marshall, SPDS President

The art of being brilliant

11.45 - 12.45
Andy Cope, Art of Brilliance

Sponsored by ASPEN

12.45 - 13.45
Lunch and Exhibition

13.45 - **Title tbc**

14.30
Speaker from SaBRE

A Union view.....

14.30 -

15.30 Representatives from a number of our recognised trade unions will provide an update on key issues affecting public sector HR from their perspective.

15.30 - Afternoon tea and Exhibition

15.45

Employment law update 2014

15.45 - Stephen Miller, Employment Partner, Simpson & Marwick

16.30

Sponsored by Simpson & Marwick

Friday 7 November

Title tbc

09.30 - **Susan Walsh, Principal and Chief Executive, Clyde College,**
10.20 **Glasgow**

10.20 - Coffee and check out
10.45

Title tbc

10.45 - **Paul McMahan and Lynne Marr, Brodies**
11.30

Creating an Engaged Workforce

11.30 - Shay McConnon
12.15

Chaired by Angela Wilson, Executive Director of Corporate Services, West
Dunbartonshire Council and immediate Past President of SPDS

12.15 - Lunch and Exhibition
13.15

The Herald Debate

Jason Leitch, Clinical Director, Scottish Government Quality Unit
13.15 - Louise Tibbert, President PPMA
14.00 SOLACE Scotland representative
CoSLA, representative
Chaired by Sally Magnusson, Broadcaster and Journalist

14.00 - **The Guardian Lecture**
15.00

Mark Beaumont, Cyclist, Adventurer and Presenter

Chaired by Vice - President, SPDS

15.00 - **Summary, prize draw and closing remarks**

15.15
Chaired by Vice - President, SPDS

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ABERDEEN CITY COUNCIL

BUSINESS CASE

COMMITTEE Finance, Policy & Resources

DATE 30 September
2014

LEAD OFFICER Gordon Spence

AUTHOR OF BUSINESS CASE Gordon Spence

NAME(S) OF HR ADVISER(S) CONSULTED Lindsay MacInnes

NAME(S) OF FINANCE PARTNER(S) CONSULTED Susan Gray

TITLE OF BUSINESS CASE Establishment of 2 Building Standards Officers

REPORT NUMBER EPI/14/240

PURPOSE OF BUSINESS CASE

The primary role of verification under the Building (Scot) Act 2003 is to issue building warrant approvals and accept completion submissions. Verifiers are appointed by Scottish Government Ministers to complete the verification role, an appointment which can be removed if the verifier underperforms. Part of the appointment process is a commitment by verifiers to achieve an established set of outcomes in delivery of the verification process to evidence that fee income accrued is invested in the service. A link to these outcomes can be found at:

<http://www.scotland.gov.uk/Topics/Built-Environment/Building/Building-standards/verification/2011-17>

Additionally, the issue of building warrants and acceptance of completion submissions has a direct impact on the delivery of housing and commercial activity within the City of Aberdeen and therefore an impact on the economy.

Minor Change Major Change (tick as appropriate)

Reason for choice of category:

Establishment of 2 new posts

RECOMMENDATION(S)

It is recommended that Committee approve the following:

Establishment of 2 new Building Standards Officers to complement the existing Building Standards team as confirmed by the E P & I, Senior Management Team.

Additional resource(s) / change to structure required	Job title(s)	No of jobs
Establishment of permanent job	Building Standards Officer	2
Conversion of fixed term job to permanent status		
Creation of fixed term job		
Extension of fixed term job		
Dis-establishment of permanent job		
Change to Job Title	Former: Revised:	
*Redesign of existing job		

* for a redesign of an existing job there should be reference in the report to the impact of the redesign on the jobholder(s).

BUSINESS CASE

Please do not repeat any information contained in other sections of the report

1. With specific reference to anticipated outputs/outcomes, state how the recommendation(s) support corporate objectives e.g. Council's Policy Statement; Vision and Values; Local Government (Scotland) Act 2003; Community Plan; Transformation Programme etc.

Strategic Infrastructure Plan Goals

Step Change in Supply of Housing – delivery of housing by private developers, housing associations and local authority led projects – requires input from and ultimate approval from building standards to allow occupation of new houses.

Better Image for Aberdeen – an additional role of the Building Standards team is the issue of Defective & Dangerous Building Notices which can enhance the image of the built environment.

2. State how the recommendation(s) support service objectives and plans and/or the achievement of a Statutory Performance Indicator.

Service objectives are already identified within the How Good is Our Service Plan and can be summarised as:

Enterprise, Planning & Infrastructure Priorities

Delivery of Structure Plan and Local Development Plan – ensure that development identified in both these plans is delivered on the ground to meet the economic needs of the City

Service Improvement / Best Value – ensuring that a quality building standards service with a customer focus is provided that meets the needs of applicants, economic activity and Scottish Government Ministers’ aims.

Beyond this, a number of performance indicators are embedded in our Customer Charter which correlates with other verifiers nationally. Benchmarking some of these indicators has found that we are underperforming in “time taken to respond to a building warrant application”.

3. A) Outline why the new work cannot be undertaken within existing staff resources e.g. by re-distributing resources or curtailing lower priority services.

There has been a dramatic increase in economic activity in the City within the last two years. For example the total value of work the Building Standards team processed in 2012 was £232,622,241 compared with £469,472,914 in 2013, a 200% increase. The value of work is an indicator of the complexity of developments requiring to be verified, which in turn, attracts the need for additional resources. The first quarter of 2014 has shown no reduction in the submission of building warrants.

OR B) In the case of the redesign of an existing job, outline details of the new tasks being undertaken.

4. Risk Management: What are the consequences of not proceeding with the recommendation(s)?

Underperforming verifiers can in the first instance be audited and face the risk of having verification removed, which is currently a fee income generator for the Council. Additionally, there is a reputation risk to the Council if verification is removed.

5. Risk Assessment: What Health and Safety considerations have been taken into account?

These posts will complement the existing team to maintain one of the primary roles of public safety in relation to the built environment.

6. Financial Implications:

Impact on current year’s revenue/capital budget:

Job Title	JE Grade	Min Salary*	Max Salary*
Building Standards Officer	G13	£45,656	£52,237

*These figures are based on an appointment being made by 01/09/14 Minimum and

maximum salary costs also include agreed allowances and 30.3% on costs.

Net Cost	£ 45,656	Net Saving	£ 0
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Full year impact on revenue/capital budget:

Job Title	JE Grade	Min Salary*	Max Salary*
Building Standards Officer	G13	£78,268	£89,549

***Minimum and maximum salary costs include agreed allowances and 29.7% on costs (ie National Insurance and employer's pension contributions).**

Net Cost	£78,268	Net Saving	£ 0
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Source and amount of revenue/capital budget funding available:

The expenditure will be covered by the increased fee income received through building warrant submissions.

Amount of external monies available within the current financial year:

The expenditure is covered by the increased fee income received through building warrant submissions.

Amount of external monies available in total:

None

- 7. If the recommendation(s) relate to additional staffing, outline and justify the proposed contractual status of the new employee(s) i.e. 'permanent' or fixed term?**

Permanent – there is an increase in economic activity which shows no signs of slowing down in the foreseeable future. It is important to meet the demand of this activity with a properly resourced service by re-investing the fee income in service improvements.

- 8. If the recommendation(s) are funded on a time-limited basis from an external source, what is the likelihood of the project continuing beyond the term of funding?**

No applicable

- 9. If the project is likely to continue beyond the term of funding, what steps are being considered in order to finance this extension?**

Not applicable

10. In the case of fixed term contracts, state whether this contract is task or event related; outline the proposed exit strategy and detail how potential exit costs will be met.

Not applicable

11. What accommodation and equipment considerations have been taken into account?

It will be necessary to accommodate the additional staff within the Building Standards team in Marischal College and within the Smarter Working set-up.

12. HR Comment(s)

No comment

13. Legal, Finance or Trades Union Comment(s)

No comment

13. Report Author Details

Gordon Spence, Building Standards Manager
gspence@aberdeencity.gov.uk Tel 522436

Approved under delegated authority: _____

Date: _____

or

Committee Approval Required

Establishment Control Table

Post(s) to be established	No of posts	Weeks /hours	Job No.	Reports to	Location	Grade	Financial Code	JE No
Post(s) to be disestablished	No of posts	Weeks/hours	Job No.	Reports to	Location	Grade	Financial Code	JE No
Posts (for grade change only)	No of posts	Job no.	Reports to	Location	Old Grade	New Grade	JE No	

ABERDEEN CITY COUNCIL

BUSINESS CASE

COMMITTEE	Finance, Policy and Resources	DATE	June 2014
LEAD OFFICER	Steven Shaw		
AUTHOR OF BUSINESS CASE	Steven Shaw		
NAME(S) OF HR ADVISER(S) CONSULTED	Jenna Montgomery, Gaynor Stephen		
NAME(S) OF FINANCE PARTNER(S) CONSULTED	Helen Sherrit		
TITLE OF BUSINESS CASE	Environmental Services Operations Restructure		
REPORT NUMBER	H&E/14/066		

PURPOSE OF BUSINESS CASE

To seek approval to make further changes to the Environmental Services Team staff structure as detailed below. The changes can be made within existing revenue budget.

Minor Change Major Change (tick as appropriate)

Reason for choice of category:

The changes asked for will have a positive impact on the team and provide the potential for internal promotion. Overall the number of staff directly affected is small. The budget is already in place to allow for the changes to happen. Budget for the posts to be allocated from the current service agency and overtime budgets which will be reduced. There will be no detrimental impact on the revenue budget.

RECOMMENDATION(S)

It is recommended that Committee approve the following:

Additional resource(s) / change to structure required	Job title(s)	No of jobs
Establishment of permanent job	Assistant Operations Manager	2 FTE
	Environmental Driver	1 FTE

Conversion of fixed term job to permanent status		
Creation of fixed term job		
Extension of fixed term job		
Dis-establishment of permanent job		
Change to Job Title	<p>Former: Operations Officer Revised: Operations Manager (Environmental Services)</p> <p>Former: Environmental Driver Revised: Play Area Maintenance Driver</p> <p>Former: Technical Co-ordinator Revised: Performance and Development Manager</p> <p>Former: Area Officer Revised: Parks and Countryside Manager</p>	<p>1 FTE</p> <p>1 FTE</p> <p>1 FTE</p> <p>1 FTE</p>
*Redesign of existing job	Technical Officer	2 FTE

* for a redesign of an existing job there should be reference in the report to the impact of the redesign on the jobholder(s).

BUSINESS CASE

Please do not repeat any information contained in other sections of the report

- 1. With specific reference to anticipated outputs/outcomes, state how the recommendation(s) support corporate objectives e.g. Council's Policy Statement; Vision and Values; Local Government (Scotland) Act 2003; Community Plan; Transformation Programme etc.**

This business case will support the delivery of Aberdeen - the Smarter City, the Aberdeen City Scottish Labour Party, Conservative and Unionist Party and Independent Alliance Group of Councillors programme for Aberdeen City Council 2012-2017 and in particular – 'We will provide a clean, safe and attractive streetscape and promote bio-diversity and nature conservation. We will encourage wider access to green space in our streets, parks and countryside'.

- 2. State how the recommendation(s) support service objectives and plans and/or the achievement of a Statutory Performance Indicator.**

These posts will directly impact on the growth and success of Aberdeen City Council's Environmental team in terms of managing the service, development of the team and projects and on-going maintenance of Aberdeen's greenspace and environment.

These posts benefit the service and allow for the team to continue providing 'best value' in terms of becoming more competitive and business driven. These are objectives which are important to the future success of the overall Environmental Services team.

3. A) Outline why the new work cannot be undertaken within existing staff resources e.g. by re-distributing resources or curtailing lower priority services.

The new posts of Assistant Operations Manager are to assist the Operations Manager in managing the day to day operations and free up time for the Operations Manager to concentrate more on the strategy and development of the service. The creation of the 2 FTE Assistant Operations Manager provides a potential promotion opportunity for existing employees.

The new post has been evaluated at G13. Costs for this new role will be met from existing revenue budget which will be taken from existing overtime and agency budget.

OR B) In the case of the redesign of an existing job, outline details of the new tasks being undertaken.

Other than the above, the work will be done within existing resources as it is a case of redesigning existing jobs and creating a more workable and efficient service structure.

Operations Manager

This post reports to the Environmental Manager.

The current Operations Officer title is to be changed to Operations Manager. This change will help reflect the senior position and responsibility that the post holds within the service.

Technical Officer

This post reports to the Operations Manager.

The Technical Officer role has undergone many changes in recent years taking on more responsibility for health and safety, work programming and compliance monitoring of the service.

A full review of the post has taken place and the role evaluated. This redesigned post has been evaluated at G13.

The revised grading reflects the post's additional responsibilities, including responsibility for budgets.

Technical Co-ordinator

This post reports to the Environmental Manager.

The current Technical Co-ordinator title is to be changed to Performance and Development Manager. This change better identifies which teams the post is responsible for and reflects the senior position and responsibility that the post holds within the service.

Area Officer

This post reports to the Environmental Manager.

The current Area Officer title is to be changed to Parks and Countryside Manager. This change better identifies which teams the post is responsible for and reflects the senior position and responsibility that the post holds within the service.

Environmental Driver

This post reports to the Area Supervisor.

This first change will see one Environmental Driver post changed to a Play Area Maintenance Driver post. This change has no impact on staff grades as both posts are graded at G8. The member of staff affected by this change has been fully consulted and is in full agreement. The change reflects the duties the affected member of staff is currently undertaking.

The second change adds an Environmental Driver to the Arboriculture Team. This will replace current agency use. It will further improve the team and meet the service demands. This will see the skills base of the team significantly improved which will allow for greater productivity.

4. Risk Management: What are the consequences of not proceeding with the recommendation(s)?

Not proceeding with the recommendations will see the team having to rely on an already stretched management resource and this may prevent the pace in which areas of work move forward.

In addition, if the recommendation is not progressed, work programmes will not be completed as quickly, resulting in possible negative publicity and an increase in the number of complaints. Aberdeen's clean and green 'In Bloom' image and performance indicators may also be affected.

5. Risk Assessment: What Health and Safety considerations have been taken into account?

All posts are covered under corporate / service health and safety legislation and are subject to appropriate risk assessment.

6. Financial Implications:

All costs are covered by existing revenue budget. There is no additional cost to the service as budget for the posts will be allocated from the current service agency and overtime budgets.

Impact on current year's revenue/capital budget:

New posts:

Job Title	JE Grade	Min Salary*	Max Salary*
Assistant Operations Manager (1 FTE)	G13	£39,134	£44,775
Assistant Operations Manager (1 FTE)	G13	£39,134	£44,775
Environmental Driver (1 FTE)	G8	£21,610	£23,591

***These figures are based on an appointment being made by 1 July. Minimum and maximum salary costs also include agreed allowances and 30.3% on costs.**

Full year impact on revenue/capital budget:

Existing Structure:

Grade	Post Title	Min Salary (incl. 30.3% on costs)	Max Salary (incl. 30.3% on costs)
G15	1 FTE Operations Officer	£51,243	£58,588
G15	1 FTE Area Officer	£51,243	£58,588
G15	1 FTE Technical Co-ordinator	£51,243	£58,588
G12	2 FTE Technical Officer	£68,540	£78,216
G08	1 FTE Environmental Driver	£21,610	£23,591
	Total	£243,879	£277,571

New Structure:

Grade	Post Title	Min Salary (incl. 30.3% on costs)	Max Salary (incl. 30.3% on costs)
G13	2 FTE Assistant Operations Manager	£78,268	£89,550
G15	1 FTE Operations Manager	£51,243	£58,588
G15	1 FTE Parks and Countryside Manager	£51,243	£58,588
G15	1 FTE Performance and Development Manager	£51,243	£58,588
G13	2 FTE Technical Officer	£78,268	£89,550
G08	1 FTE Play Area Maintenance Driver	£21,610	£23,591
G08	1 FTE Environmental Driver	£21,610	£23,591
	Total	£353,485	£402,046

***Minimum and maximum salary costs include agreed allowances and 30.3% on costs (i.e. National Insurance and employer's pension contributions).**

Net Cost	Max - £124,475 Min - £109,606	Net Saving	

Source and amount of revenue/capital budget funding available:

All costs are met within existing budgets. Budget required will be met through the reduction in existing overtime and agency budget.

Amount of external monies available within the current financial year:

N/A

Amount of external monies available in total:

N/A

- 7. If the recommendation(s) relate to additional staffing, outline and justify the proposed contractual status of the new employee(s) i.e. 'permanent' or fixed term?**

Permanent.

- 8. If the recommendation(s) are funded on a time-limited basis from an external source, what is the likelihood of the project continuing beyond the term of funding?**

N/A

- 9. If the project is likely to continue beyond the term of funding, what steps are being considered in order to finance this extension?**

N/A

- 10. In the case of fixed term contracts, state whether this contract is task or event related; outline the proposed exit strategy and detail how potential exit costs will be met.**

N/A

- 11. What accommodation and equipment considerations have been taken into account?**

All accommodation and equipment considerations are taken into account within existing service provisions.

- 12. HR Comment(s)**

The posts have been evaluated using the Council's agreed job evaluation scheme. The posts of Assistant Operations Manager will be recruited to using the Council's agreed recruitment procedures.

- 13. Legal, Finance or Trades Union Comment(s)**

- 13. Report Author Details**

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Approved under delegated authority

Remit for Committee Approval

Establishment Control Table

Posts to be established	No of posts	Weeks /hours	Job No.	Reports to	Location	Grade	Financial Code	JE No	JE Score
Assistant Operations Manager	2 FTE	52/37	New job number required	Operations Manager (new job number required)	Kittybrewster Depot	G13	C2721511111	7294	477
Environmental Driver	1 FTE	52/37	AV02/0173	AV02/0168	Duthie Park	G8	A1250311111	6358	282
Posts (job title change only)	No of posts	Weeks/hours	Job No.	Reports to	Location	Grade	Financial Code	JE No	
Environmental Driver (AV02/0732) to Play Area Maintenance Driver (AV02/0735)	1 FTE	52/37	AV02/0735	AV02/0730	Kittybrewster Depot	G8	A1250411711	7028	293
Operations Officer (AV02/0670) to Operations Manager (Environmental Services)	1 FTE	52/37	New job number required	AV01/0149	Kittybrewster Depot	G15	C2721511111	6806	528
Technical Co-ordinator (AV02/0152) to Performance and Development Manager	1 FTE	52/37	New job number required	AV01/0149	Kittybrewster Depot	G15	C2721411111	7060	528
Area Officer (AV02/0154) to Parks and Countryside Manager	1 FTE	52/37	New job number required	AV01/0149	Kittybrewster Depot	G15	C2721411111	6806	528
Posts (for grade change only)	No of posts	Job no.		Reports to	Location	Old Grade	New Grade	JE No	
Technical Officer	2 FTE	AV02/0671		Operations Manager (Environmental Services) –	Kittybrewster Depot	G12	G13	7293	456

			new job number required					
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COMMITTEE:	Finance Policy & Resources
DATE:	30 September 2014
DIRECTOR	Pete Leonard & Ewan Sutherland
TITLE OF REPORT:	Conversion of Agency staff
REPORT NUMBER:	H&E/14/069

1. PURPOSE OF REPORT

The purpose of this report is to seek the agreement of Committee to convert up to 60 agency workers to full time permanent employees of the Council.

2. RECOMMENDATION(S)

It is recommended that the Committee:-

- a) Instruct Officers to start the process to convert 60 agency workers to full time permanent employees;
- b) Agree to a budget virement of £0.891M from the Agency into the craft workers budget within Building Services in 2014/15 and £1.782M in future years; and
- c) Increase the budgeted full time equivalents from 459.04 to 519.04.

3. FINANCIAL IMPLICATIONS

The monies required to fund the conversion of staff from agency workers to full time employees will be transferred from the agency budget within Building Services. This is estimated to cost £1.782M for a full year, this is based on a mix of crafts required by the service to support current and future contracts. The difference in cost from agency to permanent staff is anticipated to be £70K additional cost to the Council.

The estimated cost is based on the craft workers being employed on point 2 of the salary scale, working 37 hours a week, oncosts at 30.3% and £50K allowed for overtime.

The comparison against agency costs is based on an average from the companies used assuming the workers are employed for under 12 weeks.

4. OTHER IMPLICATIONS

The recommended transfer of agency staff will ensure that Building Services core work is provided by an internal workforce. It will provide greater certainty for the provision of service by Building Services to the Housing stock, Capital programmes, Schools & other Public Buildings and sustain a viable workforce.

5. BACKGROUND/MAIN ISSUES

BACKGROUND

- 5.1 Building Services currently provides the Housing response and voids service for 22,500 houses, undertakes contracts within the Capital Programmes, Schools and Public Buildings. The service has been involved in working towards achieving the Scottish Housing Quality Standard for the Housing stock. A core programme has been developed over the recent years this creates certainty of income to support the employment of permanent staff.
- 5.2 Building Services has, at any one time maintained an agency level of approximately 130 agency staff. Recently this has not fallen below 100 agency staff which reflects the level of work undertaken by the service. A certain level of flexibility must be retained in order to cater for the peaks and troughs of the workload. Therefore the recommendation is only to convert 60 of these posts.
- 5.3 In general agency staff are employed to undertake work which is to last 12 weeks or less, with the option to flex to 24 weeks. However there is now a sufficient core of work of an ongoing nature within Building Services that the arrangement of employing a large number of agency workers does not suit the requirement of the service.
- 5.4 In order to facilitate the conversion of this specific group of agency staff within Building Services to permanent employees, it has been agreed that a streamlined version of the recruitment process will be used. This involves an expression of interest from the agency worker and then a discussion with management from Building Services. In order to fully comply with legal requirements, candidates must be able to evidence the right to live and work in the UK and the appropriate qualification (or equivalent) for the post before they are moved to preferred candidate status. In addition each candidate must complete a criminal convictions forms and a satisfactory reference will need to be received for each candidate before they are appointed in the role. If the candidate cannot satisfy these criteria, they will not be offered the post.
- 5.5 The proposal has been discussed with the current agency staff and there has been a sufficient number of staff expressing an interest in joining the Council on a permanent staff to allow the potential recruitment of 60 staff. UCATT and UNITE are fully supportive of the proposal and will help manage the change of workers leaving agencies to join the Council.
- 5.6 It has been estimated that the cost of employing 60 craft workers (a mix of crafts potentially required by the service) is £1.782M for a full year. It is recommended that 6 months of this amount is vired from the agency budget in 2014/15.

6. IMPACT

The report relates to the Single Outcome Agreement and the Council vision of Aberdeen – the Smarter City, in particular the strategic priority ‘Smarter living (Quality of Life)’ where we will provide quality services to our council tenants to enable them to have a dry, warm home in a safe and enjoyable environment. Also ‘Smarter People’ where we will aim to have a workforce across the city which has the skills and knowledge to sustain, grow and diversify the city economy.

Public – This report is likely to be of interest to the public as it details plans for the workforce of the Council.

7. MANAGEMENT OF RISK

There are a number of risks to consider –

- This could reduce the flexibility of the workforce within Building Services.
- The core work may decrease in future years and the future Scottish Housing Quality Standard 2 has still to be announced, this may provide work streams that Building Services staff have insufficient skills for and result in redundancy costs.
- Agency workers may not follow up on the noted interest and decide to remain as agency employees. Also the wrong mix of craft workers for the current and future needs of the contracts may apply.
- Any additional costs involved in the conversion may not see an improvement in the service provided.

In order to mitigate a number of these risks strong management of the process will be required by Building Services along with monitoring by HR and Finance.

8. BACKGROUND PAPERS

None

9. REPORT AUTHOR DETAILS

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." ABERDEEN CITY COUNCIL

COMMITTEE	Finance Policy and Resources
DATE	30 th September 2014
DIRECTOR	Ewan Sutherland
TITLE OF REPORT	Provision of Insurance Services
REPORT NUMBER:	CG/14/107
CHECKLIST RECEIVED	Yes

1. PURPOSE OF REPORT

Seeking permission to incur an estimated spend of £1.5m per year on insurance services, utilising the Crown Commercial Service framework permission for which has been agreed by Head of Commercial & Procurement Service and Head of Legal & Democratic Service.

Seeking permission to dis-establish the post of Insurance Officer (Grade 12) to allow a post to be created jointly with Aberdeenshire Council as part of a shared Insurance service.

2. RECOMMENDATION(S)

It is recommended that the Committee approves:

- (i) a tendering exercise for renewal of the Council's Insurance covers utilising the Crown Commercial Service framework.
- (ii) the award of a contract estimated to be in the region of £1.5m per year following such a tendering exercise, to the bidder who submits the most economically advantageous tender in accordance with the award criteria stated in the Invitation to Tender and subject to satisfactory conclusion of the contractual documentation; and
- (iii) the contract be awarded for a period of up to 5 years

It is further recommended that the Committee approves

- (i) the post of Insurance Officer be dis-established from the Council structure to allow the appointment of a joint officer with Aberdeenshire Council to carry out the duties on a combined basis.

3. FINANCIAL IMPLICATIONS

The anticipated value of the contract to the successful bidder or bidders – and, therefore, the Council's estimated expenditure - is approximately £1.5m per year or £7.5m over the 5 year period of the contract. This is an estimated figure based on current insurance premiums plus inflationary and market conditions and is not expected to exceed this level.

Dis-establishing the Insurance Officer post will reduce the budgeted salary costs by approximately £17,500 per annum. This reduction will be utilised to cover implementation and support costs for automated software within the Accounts Payable Section within Financial Services.

4. OTHER IMPLICATIONS

The Council has a legal obligation to carry certain insurance covers, and must therefore ensure that a new contract is awarded from 1 April 2015.

5. BACKGROUND/MAIN ISSUES

Renewal of Insurance Covers

The Council's current Insurance cover, which has been in force for the last 6 years, is due for renewal on 1st April 2015.

There are five classes of cover for which the Council must hold insurance. These are:-

- Property Interruption Insurances
- Engineering Inspection
- Motor Insurance
- Liability Insurances
- Personal Accident Insurances

Currently, the Council's annual insurance premiums for the five classes total £1,273,268.00 per annum.

Proposal of Joint Aberdeen City/Aberdeenshire Insurance Officer Post

The Current Insurance Officer Post which is proposed to be dis-established has been vacant since May 2013.

The Council in conjunction with Aberdeenshire Council has been exploring the possibility of a shared approach to its day to day Insurance requirements. At present the City has a vacancy for its Insurance Officer and the Insurance Officer in Aberdeenshire Council is due to retire in September 2014.

Both Councils feel there would be benefit both in terms of reduced salary cost as well as a more joined up approach to its insurance provision, to appoint a joint officer.

Work is underway to draft a job profile in conjunction with each Council's Human Resources & Organisational Development Service , with a view to filling the post by the end of 2014. The post will be part of the Aberdeenshire structure, and the shared costs will be re-charged to the City on annual basis.

Reporting lines will be agreed to ensure that the City has ultimate control over its insurance portfolio and decision making as well as a Service Level Agreement being put in place between the two Councils in order to monitor performance of the Officer.

6. IMPACT

It must be recognised that the provision of Insurance covers by the successful bidder should be seen as a seamless transition and extension of the Council's own operation. It is also important to recognise that the Council expects certain standards of operation in terms of claims handling and customer care. The ability of an Insurer to actually undertake such a complex and large contract and to show commitment to invest in their people and systems are seen as important factors in ensuring that the Council obtains a quality insurance service.

7. BACKGROUND PAPERS

None

9. REPORT AUTHOR DETAILS

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ABERDEEN CITY COUNCIL

COMMITTEE	Finance Policy and Resources
DATE	30 September 2014
DIRECTOR	Ewan Sutherland
TITLE OF REPORT	Request for Authority to Procure Payment Processing Services
REPORT NUMBER:	CG/14/108
CHECKLIST RECEIVED	Yes

1. PURPOSE OF REPORT

This report seeks the approval of the Committee to:

- extend the current Payment Processing Contract , including approval of the expenditure for the extension and
- participate in a collaborative tender exercise for the provision of Payment Processing Services together with the approval of the total estimated expenditure..

Payment Processing services allows transfer of funds paid by customers e.g. for Council Tax and Rent at retail outlets, post offices and other outlets electronically to local authorities via barcoded bills and payment cards.

2. RECOMMENDATION(S)

It is recommended that the Committee approve:

- (i) extension of current contract to 31 March 2015 and the expenditure for the extension.
- (ii) Participation by the council in a collaborative tender exercise in line with Council Standing Orders, Financial Regulations and EU Legislation for the provision of Payment Processing Services.
- (iii) the total estimated expenditure of approximately £378,700 (£94,675 annually) as indicated in Section 3 Financial implications below.

3. FINANCIAL IMPLICATIONS

It is intended that the new contract will be for a duration of 3 years with the option to extend up to a further year. The anticipated value of the contract is approximately £378,700 (£94,675 annually) although this depends on the number of transactions customers make. There is currently budget within the services to cover these costs.

- There are approximately 181,000 transactions per annum with a value of £16,240,000. This costs Aberdeen City Council approximately £83,000 per annum in transaction charges. It is expected that due to market conditions that costs may rise. Allowing for a 10% increase the cost per annum would rise to £91,300.
- There are currently 18,000 payment cards in operation. It is anticipated that these cards will not require replacing even if there is a change of supplier. There are a further 2,500 cards issued annually at a further cost of £0.85 plus postage (£0.50 post office first class franking charge). This is a further cost of £3,375 per annum.

The estimated cost of the extension of the current contract is approximately £50,000. There is currently budget within the services to cover these costs.

4. OTHER IMPLICATIONS

The Council is committed to providing citizens with a choice of locations throughout the city where cash payments can be made for Council Tax and Rent.

5. BACKGROUND/MAIN ISSUES

Payment Processing services allows customers to make payments to the Council e.g. for Council Tax and Rent at retail outlets (Paypoints), post offices and other outlets. These payments are then transferred electronically to the council. This service provides customers with a large number of locations to make payments at a time convenient to them.

The current contract for the provision of Payment Processing Services is coming to the end. This contract was an existing collaborative tender with five other local authority partners. This contract has proven to deliver best value by provided a saving against the transaction fee of the previous contract.

There is again an opportunity to participate in an EU compliant collaborative tender led by Comhairle nan Eilean Siar with 11 other Local Authority Partners and a Housing Association;

- Aberdeenshire Council,

- Argyll and Byte Council,
- Clackmananshire Council,
- Comhairle nan Eilean Siar,
- East Lothian Council,
- East Renfrewshire Council,
- Falkirk Council,
- North Lanarkshire Council,
- Renfrewshire Council,
- South Ayrshire Council,
- West Dunbartonshire Council,
- Hebridean Housing Partnership Limited.

The Council's Legal Services and Commercial and Procurement Services are providing advice on this collaborative process to ensure compliance with the law and the Council's internal rules.

Market trends show that there may be an increase in costs due to lack of competition in the market place. By undertaking a collaborative tender with other partners this is the most effective method of reducing costs.

The estimated date for the new framework agreement being put in place is late 2014. However, when considering the possibility of a new service provider this implementation date may be detrimental to the customers and Council. The request is to extend the current contract to 31 March 2015. This is to allow alignment with the financial year and sufficient time for communication with customers and users.

The current incumbent is prepared to extend the contract to 31 March 2015 under the current terms and conditions.

6. IMPACT

The Payment Processing Services provides a range of payment locations, methods and times in line with the aim to match the demands of our customers. By continuing to use a local network of payment outlets, the Council is not forcing the public to change their payment method, location and time suitable to them.

7. MANAGEMENT OF RISK

Should the Council not have a Payment Processing Service in place, there would be risk to both Council customers and council finances.

Currently the Payment Processing Service provides customers with a range of outlets and convenient opening times where payments including cash can be made. The risk is that no Payment Processing Service will greatly limit the payment options and times available to the customer.

By limiting payment options this could have detrimental effect on income to the Council from Council Tax and increased Rent Arrears.

8. BACKGROUND PAPERS

None

9. REPORT AUTHOR DETAILS

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ABERDEEN CITY COUNCIL

COMMITTEE Corporate Finance, Policy and Resources
DATE 30 September 2014
DIRECTOR Ewan Sutherland (Acting)
TITLE OF REPORT Corporate Information Management Strategy
REPORT NUMBER: CG14/098
CHECKLIST RECEIVED Yes

1. PURPOSE OF REPORT

- 1.1 To provide Committee with a revised Corporate Information Management Strategy and Improvement Programme, providing a more holistic and cohesive framework in which the council will manage all information assets now and in the future.

2. RECOMMENDATION(S)

- 2.1 That Committee note the detail of the revised Strategy and Improvement Programme at Appendix 1;
- 2.2 That Committee approve the revised Corporate Information Management Strategy and Improvement Programme at Appendix 1.

3. FINANCIAL IMPLICATIONS

Any requirements from the Action Plan have to date been met from existing budget.

4. OTHER IMPLICATIONS

The implementation of the Information Management Strategy and Improvement Programme sets out a developmental approach and framework in which the Council will coordinate more efficient ways of maximising the benefits from its information assets, by managing them more effectively, re-using and utilising where viable, sharing where possible and at the same time protecting accordingly. This framework will ensure a cohesive programme of continuous improvement that supports how the Council implements the future planning of corporate information management systems and practice which meet all business, legislative and statutory requirements. Accountability, governance and scrutiny of public authority spending and service

delivery have increased across the public, political and legislative landscape. It is imperative that the Council has the proper controls and management in place to minimise any risks associated within this environment and provide appropriate monitoring and performance progress reports to senior management.

5. BACKGROUND/MAIN ISSUES

The Council approved its first Corporate Information Strategy in 2010, updating it in March 2012. The rationale for the Strategy at that time was to demonstrate a commitment to the spirit of recent legislation and promote a culture of openness and transparency internal within the organisation and external with all customers and partners. Requests made to the Council through the Freedom of Information Scotland Act 2002 (FOISA), Environmental Information (Scotland) Regulations 2004 (EIRs) and Data Protection Act 1998 (DPA) channels had increased significantly as had public and regulatory scrutiny. From 2010, the Council has been subject to a number of information compliance assessments and audits which have made specific recommendations prompting a revision to the Strategy:

Office of Scottish Information Commissioner (OSIC)

2010 OSIC – FOISA Good Practice Compliance Assessment
2011 OSIC – FOISA Assessment Recommendations follow-up
2012 OSIC – FOISA Good Practice Compliance Assessment
2014 OSIC – FOISA Recommendations follow-up and sign-off

UK Information Commissioners Office (ICO)

2013 ICO – Data Protection Compliance Audit
2014 ICO – Data Protection Audit Recommendations follow-up – ongoing

There has also been a more recent addition in January 2013 to the information compliance regulatory agenda with the onset of the Public Records (Scotland) Act 2011. The scope of the Act applies to all information and records irrespective of the technology used to create and store them or the type of information they contain.

The principal vehicle for achieving compliance with this legislative change will be a Records Management Plan which Aberdeen City Council will be statutorily obliged to prepare and submit to the Keeper of the Records of Scotland (the “Keeper”) for his approval in November 2014.

The plan has 14 elements which have been themed into this now fully revised Information Management Strategy in the following domain areas:

- Archive and Preservation
- Business Continuity and Disaster Management
- Culture, Training and Communication
- Knowledge, Re-Use and Performance

- Information and Records Lifecycle Management
- Risk & Governance
- Technical and Physical Systems Management

A number of these domain areas are already in place or are underway within the Council, and the revised Strategy and Improvement Programme has begun to assess levels of maturity within those domains and proposed areas for action and development through the Information Management Governance Group.

6. IMPACT

Approval of this Strategy and Improvement Programme will ensure the Council continues to develop a fit-for-purpose framework for the appropriate governance of all information assets that will provide business efficiencies, whilst ensuring business continuity and risk management. In the longer term, it will provide the Council with an internal infrastructure for managing all information assets that is consistent and flexible to meet the variety of customer and stakeholder service delivery required by the Council now and in the future as detailed in the 5 year Corporate Business plan.

An Equality and Human Rights Impact Assessment has been undertaken.

7. MANAGEMENT OF RISK

Management of Risk will be monitored and reported by the Senior Information Risk Officer (SIRO) and Corporate Management Team on a quarterly basis.

8. BACKGROUND PAPERS

9. REPORT AUTHOR DETAILS

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Vibrant, Dynamic & Forward Looking



CORPORATE INFORMATION MANAGEMENT STRATEGY

Date Created:	August 2010
Version:	2.3
Author (s) of Document:	Caroline Anderson, Records Manager
Review:	September 2014
Changes:	Created – August 2010 Approved at Corporate Policy and Performance Committee 23 rd September 2010
	Updated – March 2011 Submitted to Corporate Policy and Performance Committee 31 st March 2011
	Revised August 2013 - September 2014 Extended Stakeholder input, Scope and Governance

WHO AND WHAT IS THIS STRATEGY FOR?

All employees of Aberdeen City Council (ACC), its 3rd party contractors and Arm's Length External Organisations (ALEOS) need information every day in order to do their jobs – the Council cannot function or meet its objectives without it. This Strategy is not just for those working on or assigned information management roles, it is for all Council staff, for every role, at every grade, in every part of the Council. It outlines what 'we' as a Council need to do in order to manage our information in a confident and transparent way.

WHY DO WE NEED A STRATEGY?

The Information Management Strategy will provide the Council with a framework in which it can manage its Information Assets through an Improvement Programme that will ensure that the Council has data, information and knowledge, which is:

- **Useable:** information will be accurate, up to date, and fit for purpose. The Council will have the information it needs.
- **Accessible:** information will be in the right place, organised appropriately, open wherever possible, protected where required. The Council will have the information it needs, where it needs it.
- **Reliable:** the Council will have access to the information it needs, where it needs it, whenever it needs it and that appropriate business continuity arrangements are in place to protect it.

The Council defines its Information Assets as all data, information and knowledge generated, sent, received or used by it in the undertaking of its functions – whether it be delivering its services, formulating policy, holding meetings, managing budgets or monitoring projects. These Information Assets come in a variety of formats including paper records, electronic mail, spreadsheets, data in business systems, audio and video recordings and web pages, which are held within a variety of manual and electronic systems. This Strategy recognises the value of these assets and the importance placed on their proper management throughout its lifecycle as a vital corporate function.

This Strategy introduces a revised and more cohesive approach to how ACC will manage its information assets. This approach has been devised in consultation with all internal stakeholders including those representing Services, Senior Information Risk Owner (SIRO), Records and Information Compliance Management, Risk and Knowledge Management, Information and Communications Technology and Human Resources, as a means of managing the vast and diverse volumes and formats of information assets now and for the future. Accountability, governance and scrutiny of public authority spending and service delivery have increased across the political and legislative landscape. The arrangements in place for demonstrating these key principles are more visible than ever with the now established and coordinated

regulatory regimes for The Freedom of Information (Scotland) Act 2001, Data Protection Act 1998 and the more recent Public Records (Scotland) Act 2011. This challenges the Council to find more efficient ways of maximising the benefits from its information assets, by managing them more effectively, re-using and utilising where viable, sharing wherever possible and at the same time protecting accordingly.

WHATS IN IT FOR YOU?

Improving the way in which we use our information brings a number of benefits to you and to the Council. Good information Management provides you with the following benefits:

- Finding the information you need quickly and easily;
- Knowing what you need to keep and what you can dispose of – removing duplication and the “I’ll keep that just in case” approach;
- Knowing where to keep it and how to save it;
- Encourages learning and accelerates staff development;
- Working more efficiently, making best use of resources – re-using information and knowledge created by you or others and not reinventing the wheel;
- Working more collaboratively – making best use of skills and knowledge;
- Knowing what you can share and with whom;
- Reducing time spent looking for relevant information;
- Knowing what information needs to be protected and what should be made available to the public; and
- Providing assurance that risks are reduced and that you are complying with your responsibilities under legal requirements

WHATS IN IT FOR YOUR SERVICE AREA?

Good information management provides the Service the following benefits:

- Enables us to provide a more effective service to stakeholders and customers with greater transparency around the information
- Preserves our reputation with the public and enables us to meet expectations of how we will manage their information;
- Supports collaborative working with the best resources for the best results;
- Provides faster task completion as information is re-used with little duplication of effort;
- Builds trust in the quality of our information both for staff and our customers;
- Supports informed decision and policy making that is information led;
- Ensures compliance with legal requirements;
- Improves access to information and knowledge available within the Service and throughout the Council;
- Preserves for the public record decisions being made now which will become our history in the future;

- Creates a culture where information is routinely captured, shared and used in support of business processes;
- Increases our efficiency by enabling us to get the most out of the information we hold and to re-use it, which prevents us having to start all over again each time;
- Reduces the levels of information-related risk and ensures that our information is protected and secure;
- Provides confidence and assurance to Senior Information Risk Owners (SIROs/Directors) that we are managing information risk in the Service; and
- Through the role of Information Asset Owners (IAOs/Directorate Business Managers), ensures that we are aware of our information holdings

WHATS IN IT FOR THE PUBLIC?

The Information Management Strategy provides a robust framework to support delivery of the Council's corporate priorities for Aberdeen of smarter governance, smarter living, smarter people, a smarter environment, a smarter economy and smarter mobility, namely that it:

- Make best use of the financial resources available to us, ensuring best value for the public purse;
- Have a flexible, skilled and motivated workforce;
- Listen to, and be open and responsive to, our customers, shaping our services around their needs and focusing our resources where they are most needed;
- Work closely with our partners, including local communities, to deliver a single set of outcomes for all the citizens of Aberdeen.

WHAT DOES GOOD INFORMATION MANAGEMENT SOUND LIKE?

Every member of staff in the Council can say:

'I know what information we've got and where it's stored'

'I collaborate with others to share knowledge and information'

'I know how to protect information and the importance of managing it appropriately'

'The knowledge I hold is recognised as a valuable asset within my team and/or Service'

'I have the skills I need to manage information'

'I know what's expected of me when creating and using information'

'I have the information and knowledge I need to make good decisions and provide good customer service'

'I have the information technology that I need to manage information'

'I know why all this matters because I am part of an organisation that values knowledge and information'

WHAT DOES GOOD INFORMATION MANAGEMENT LOOK LIKE?

We will publish an Improvement Programme outlining how the strategy will be implemented across the Council, its 3rd party contractors and Arms Length External Organisations (ALEOs). The content of the improvement programme will be formed using two methods:

1. Integrating all information management functions and activities across the Council including Governance, Lifecycle, Continuity, Culture and Systems Infrastructure (see charts at Appendices 1&2).

- **Business Continuity and Disaster Recovery**

We will work to create a business continuity and disaster recovery vital information procedure that ensures vital information is identified, appropriately stored and is accessible. This will ensure that vital information is both suitably protected and readily accessible even in times of crisis.

- **Culture, Training and Communications**

We will work to create an environment where information management skills are recognised and valued in the same way that management, communication, project management and financial skills are; where good information management skills are seen as core skills required by all council staff; and work towards recognising information management skills and behaviours in the performance management process. Similarly, poor information management skills or behaviours will be monitored and training needs identified.

- **Information and Records Lifecycle Management**

We will provide staff with the right tools and knowledge for managing all information and records throughout their lifecycle, so that all staff know what information is available to them, why it is being held, where it is stored, who has access to it and for how long it should be retained. This will include aligning all management of our records and information with the Corporate Business Classification Scheme, using Service File Plans and a Corporate Records Retention Schedule. We will find effective solutions for managing our information and records in all formats, avoiding unnecessary duplication and inefficient dependencies. This will increase the use of shared corporate repositories enabling quicker responses to Freedom of Information requests and improving what we publish demonstrating our commitment to openness and transparency.

- **Information Preservation**

We will we have clear and consistent, policy and procedures for identifying when council information requires to be transferred and preserved permanently, based on the completeness of the archive record and not the medium in which it is held. We will make sure that we secure this information for future generations by working toward compliance with relevant standards for the storage and curation of both physical and digital archival materials.

- **Knowledge, Reuse and Performance**

We will work to ensure that we have the right framework and tools in place to capture and marshal organisational knowledge. Information and knowledge are key corporate assets and we all have a responsibility to share and re-use them to release their value and maximise benefits to the business and the public. Data held by us should be open to re-use unless there is a good reason not to. It is essential that we communicate to staff that the protection and sharing of information are not opposing principles. We work to ensure that the organisation has accurate and good quality information to support both intelligent decision-making and performance improvement.

- **Risk and Governance**

We will maintain a proactive, planned, and proportionate approach to managing all council information using a maturity model, which identifies assurance measures that will reduce risk, increase performance and provide the controls and measures where all information management disciplines are compliant. We will be confident and efficient to managing risk, that this is appropriate and balanced with our business needs, enabling staff to do their jobs whilst safeguarding information.

- **Technical and Physical Systems Management**

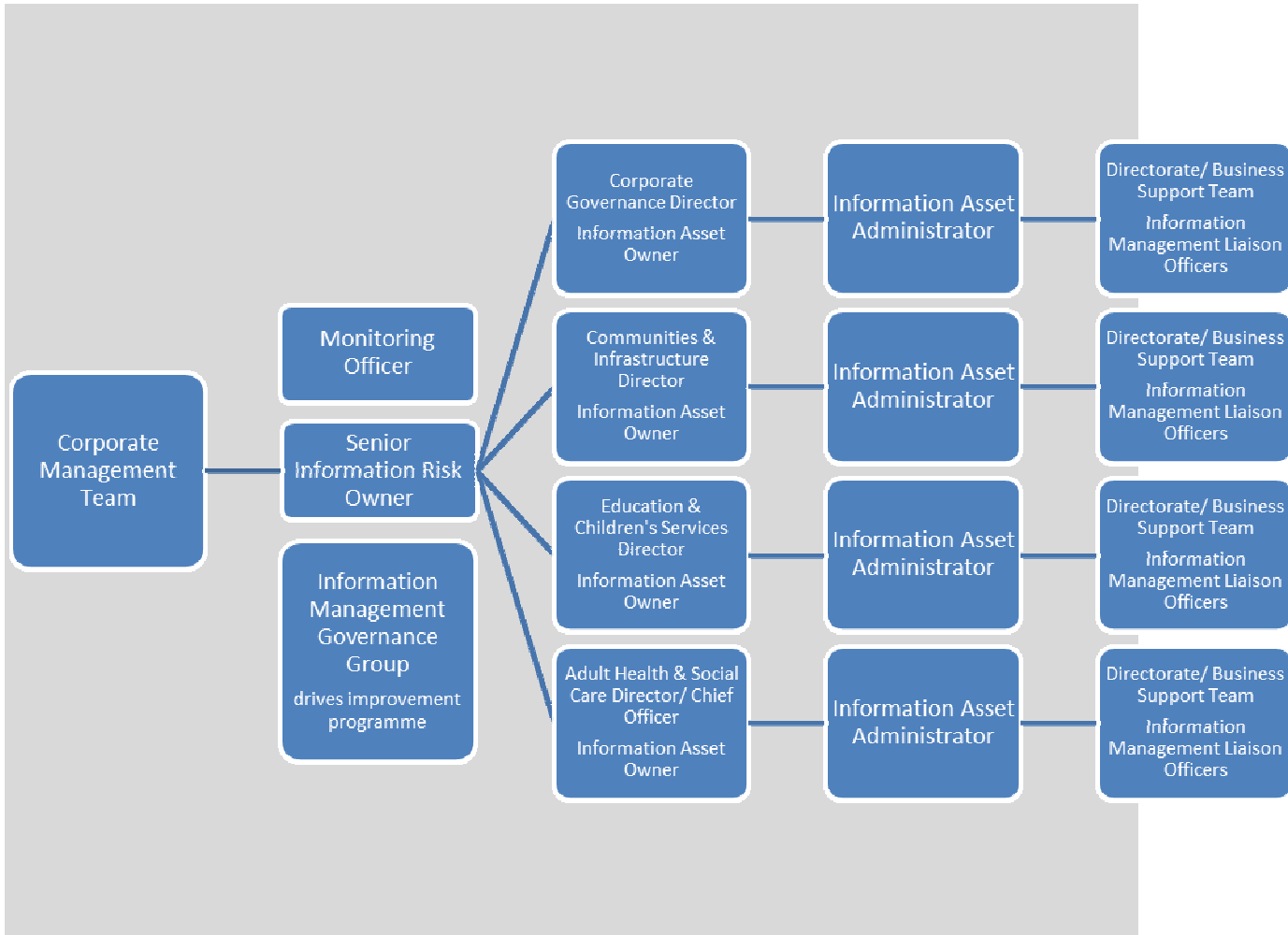
We will work to ensure that our information management and information technology requirements are aligned and that information management needs are a key factor in the making of IT decisions. This will encompass the business specification and design of new systems, the implementation and management of systems; the management of legacy systems and data migration; and the secure disposal of information and IT equipment. New approaches to technology, such as cloud, will have implications for how we manage and protect our information. In working to address these, we must focus on the information and content within systems, the physical and virtual spaces these are held and not the technology alone.

2. Application of CESG, the UK Government's National Technical Authority for Information Assurance Assessment Framework and Maturity Model as a standard for future planning

- Reach consensus with all internal Stakeholders on information assurance maturity levels
- Agree information assurance targets and Stakeholder leads within strategy improvement programme actions
- Further develop governance, accountability and strategic direction of all corporate information asset management now and in the future

HOW WILL WE MAKE IT HAPPEN?

Overall governance and strategic responsibilities for this Strategy and Improvement Programme will be assigned to the Council’s Senior Information Risk Owner (SIRO). All activity from the improvement programme will be monitored, actioned and reported on to the SIRO through the Information Management Governance group; who are the key representatives from each of the primary domains described above.



The Governance chart above illustrates those specific job roles that have particular responsibilities, as outlined in detail below:

Senior Information Risk Owner

Responsible for the corporate monitoring and implementation of the Information Management Strategy and Improvement Programme; managing the risks and assurance measures, maturity level targets and reporting regularly to CMT on the effectiveness of this programme of work and alerting to issues of non compliance.

Monitoring Officer

Local Authority Standing Order 42(3) requires Council’s to designate this role to be responsible for monitoring any proposal, decision, or omission by the Council, Committee, Sub Committee or Officer that contravenes any legislation or Code of Practice and is the named person responsible for the Data Protection Act 1998.

Information Asset Owner

The authorising person within a Directorate, Director/Head of Service; responsible for ensuring the Information Management Strategy Improvement Programme targets are implemented and adopted by staff and for the assets within their service. They are also the owners of Information Management Risks and for ensuring that the risks are managed in accordance with Council policy and practice.

Information Asset Administrator

Information Asset Administrators are responsible for ensuring information management policies and procedures are followed, recognising actual or potential security incidents, consulting their Information Asset Owner on incident management, and ensuring that information asset registers are accurate and up to date and that appropriate monitoring and reporting is in place.

Information Management Liaison Officers

Responsible as part of the Directorate Business Support Team for ensuring information management practice and policies are followed by all staff, providing frontline support to Directorate staff to adhere to all information management requirements and identifying any issue to their Information Asset Administrators.

INFORMATION MANAGEMENT IMPROVEMENT PROGRAMME

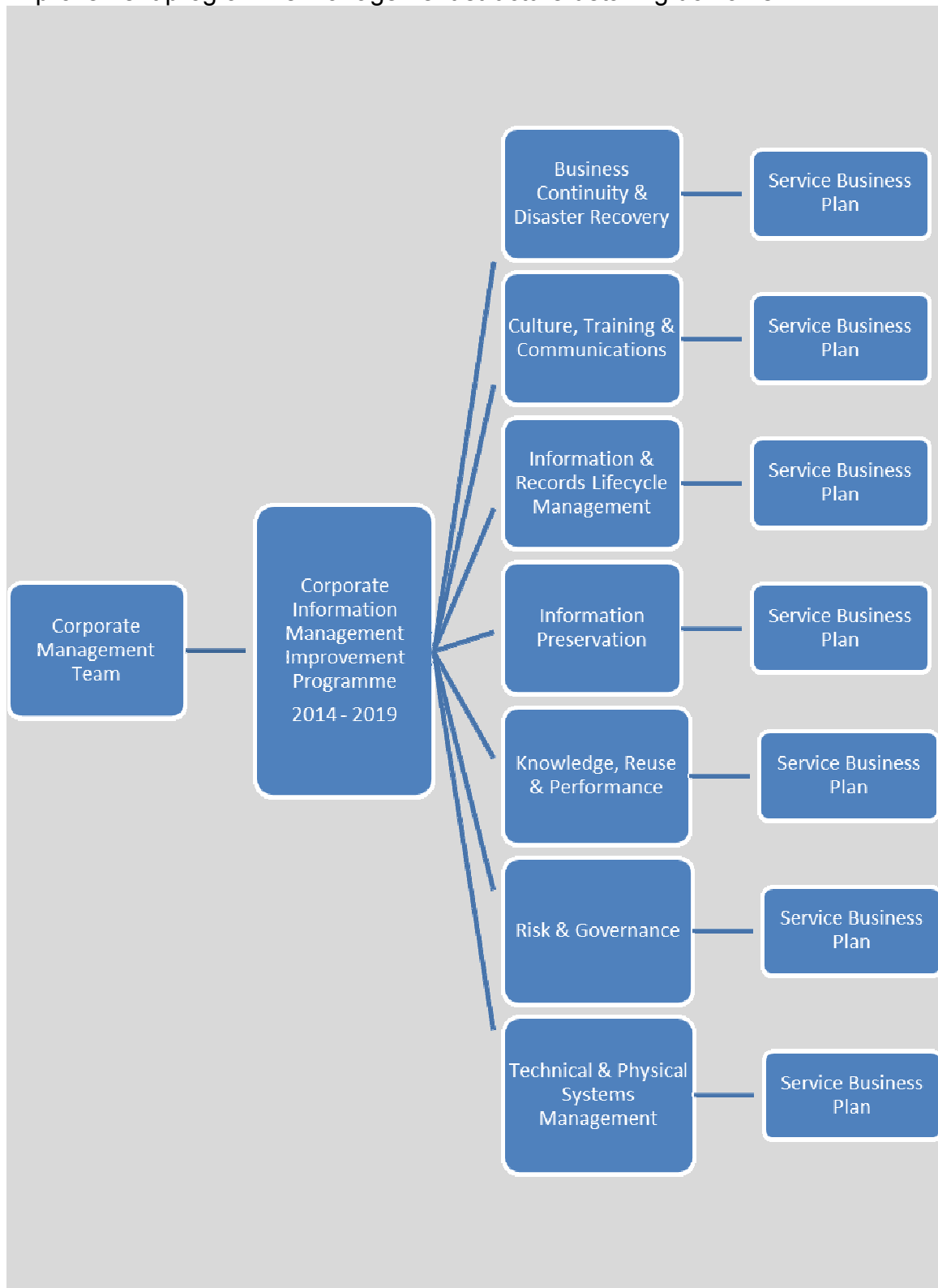
It is vital to this Strategy that all Service areas adopt the principles of information management in all operational activities, decision making processes and internal/external exchanges of information and that they fully engage with the Information Management Improvement Programme at Appendix 2. The Improvement Programme will be led and actioned by key Stakeholders on the Information Management Strategy Governance group who will meet bi-monthly with the SIRO as Chair to report progress.

APPROVAL OF STRATEGY

This 5-year strategy and improvement programme will be monitored and reported on by the Senior Information Risk Owner (SIRO) on a quarterly basis, reported to the Corporate Management Team and reviewed annually to ensure that it remains in line with legal and business requirements and corporate priorities.

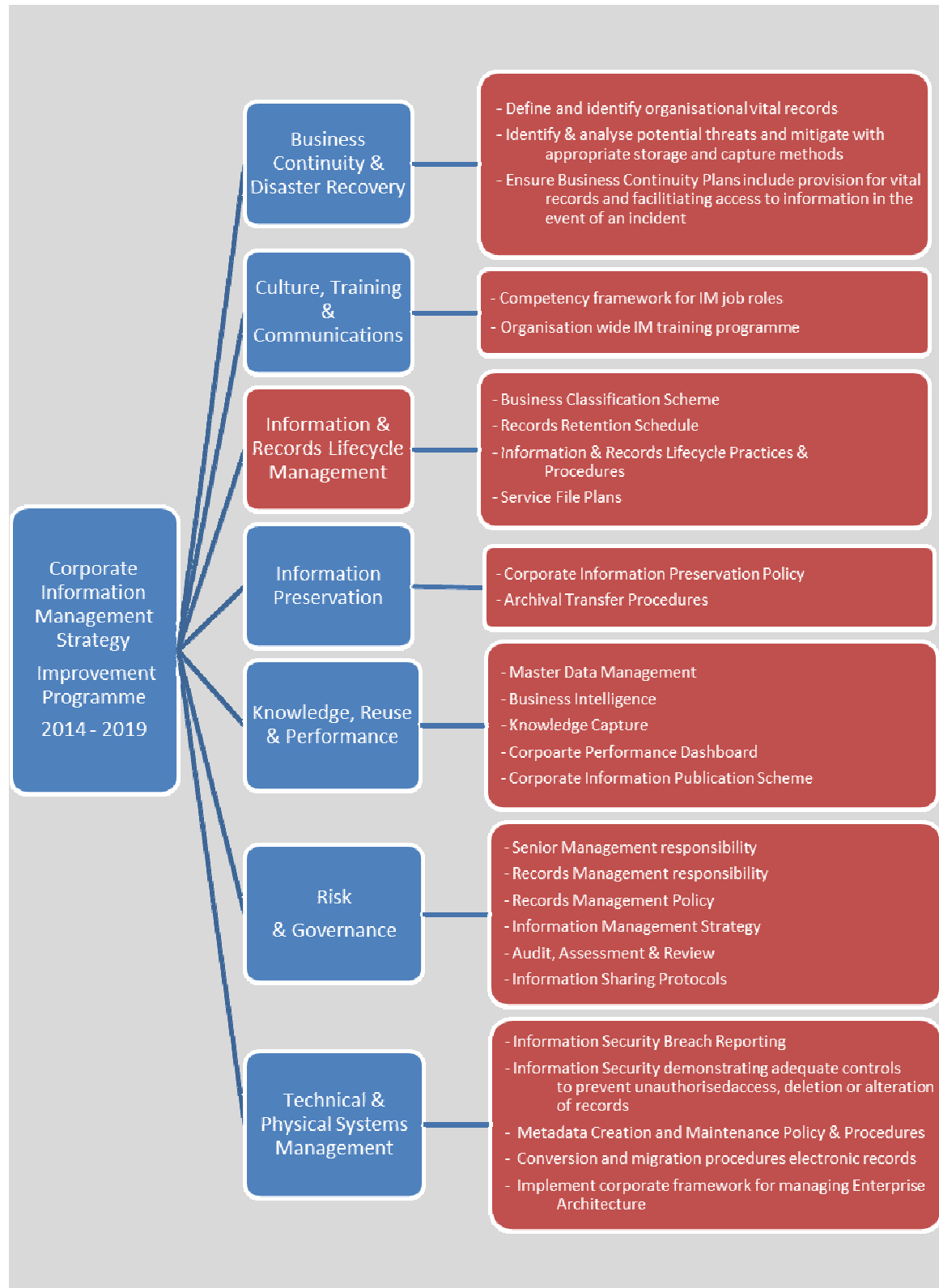
Appendix 1

Improvement programme management structure detailing domains



Appendix 2

Worked examples of domain priorities from maturity level and business plan



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Equality and Human Rights Impact Assessment - the Form

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

STEP 1: Identify essential information

1. Committee Report No.

2. Name of proposal.

3. Officer(s) completing this form.

Name	Designation	Service	Directorate
Caroline Anderson	Records Manager	Customer Service and Performance	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).

Customer Service and Performance, Head of Service, Senior Information Risk Owner (SIRO).

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.**

Approval and implementation of the Information Management Strategy and Improvement Programme sets out a developmental approach and framework in which the Council will coordinate more efficient ways of maximising the benefits from its information assets, by managing them more effectively, re-using and utilising where viable, sharing where possible and at the same time protecting accordingly. This framework will ensure a cohesive programme of continuous improvement that supports how the Council implements the future planning of corporate information management systems and practice which meet all business, legislative and statutory requirements across all identified domains. Accountability, governance and scrutiny of public authority spending and service delivery have increased across the public, political and legislative landscape. It is imperative that the Council has the proper controls and management in place to minimise any risks associated within this environment and provide appropriate monitoring and performance progress reports to senior management.

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 revised Information Management Strategy and Improvement Programme with its extended scope will ensure the Council continues to develop a fit-for-purpose framework for the appropriate governance of all information assets that will provide business efficiencies, whilst ensuring business continuity and risk management. In the longer term, it will provide the Council with an infrastructure for managing all information assets that is fit-for-purpose, consistent, and flexible to meet the variety of business activities carried out by the Council now and in the future.

12. Who will benefit most from the proposal?

- All council staff and Elected members;
- All individuals accessing their right to request and access information through legislative channels:
 - Freedom of Information (Scotland) 2002 Act (FOISA);
 - Data Protection Act 1998 (DPA);
 - Environmental Information (Scotland) Regulations 2004 (EIR)

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 adoption of this revised Information Management Strategy will ensure that the council can confidently manage their information assets throughout their lifecycle; retrieve and account for these assets required to evidence decisions and operate their business in an open and transparent way, meeting FOISA, DPA and EIR compliance including the recent Public Records (Scotland) Act 2011 which came into force January 2013. This strategy will also provide strong foundations to foster positive relations with customers providing them with the appropriate access to that information from an organisational culture that is confident about the access and protection requirements of the information held.

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.

Monthly/annual monitoring and evaluation and reporting of implementing the Information Management Improvement Programme, by domain and corporately across Service areas.

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	+	Disability	+	Gender Reassignment*	0
Older					

Equality and Human Rights Impact Assessment – the Form.

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

Notes:

* Gender Reassignment includes Transsexual

** Race includes Gypsy/Travellers

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

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

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

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

<p>Positive impacts (describe protected characteristics affected)</p> <p>Overall, this will have a positive impact on all groups as the aim of the policy is to make information more readily and easily accessible to the public.</p>	<p>Negative Impacts (describe protected characteristics affected)</p> <p>There may still be negative impacts for some equality groups as they try to follow this procedure, for example, people with literacy challenges including Gypsies/Travellers, people with sensory, physical and learning disabilities and people whose first language is not English.</p> <p>Actions will be put in place to overcome these barriers, for example, use of Plain English, and if / when producing publicity material will include community languages.</p>
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STEP 5: Human Rights - Apply the three key assessment tests for compliance assurance

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

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

How?

Article 10 of the HRA provides 'a qualified right 'to receive information and recognises that in some situations the right to receive information may be restricted. FOISA, DPA and EIR sets out the general right to access information however, information may be withheld by a public authority under FOISA and DPA where an exemption, or in the case of EIR an exception applies.

Legality

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

Yes, FOISA, DPA and EIR sets out the right to access information which is balanced against the need in certain circumstances for information to be withheld.

Legitimate aim

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

Yes, the Strategy reinforces the Council's duties and obligations under all legislation cited above.

Proportionality

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

Yes, the Strategy applies to all staff and elected members (in certain situations).

STEP 6: Monitor and review

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

Monitoring will be conducted through the implementation of the Information Management Strategy Improvement Programme via representatives from each domain coordinated by the Senior Information Risk Officer within the Information Strategy Governance Group already formed. This will ensure that all domains have a documented Service Plan for how their domain plan to deliver the maturity levels required to manage all corporate information assets, to enable all business information assets to be held according to legal and statutory standards, business or historical requirements, and that only those information assets required to be held and processed in the appropriate environment, destroyed in the appropriate way and therefore accounted for in a manner that conforms to records management standard ISO 15489, Legal Admissibility BS 10008, ICT Security ISO 27001/02, Information Security Risk Management BS7799, FOISA, DPA, EIR and the Local Government Act 1994.

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

All results will be used to inform the Information Management Governance Group regarding progress, and gaps/issues with implementing the Strategy and Improvement Programme to inform future planning.

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
Caroline Anderson	4 August 2014	

Quality check: document has been checked by

Name	Date	Signature
Sandra Bruce	4 August 2014	

Equality and Human Rights Impact Assessment – the Form.
Head of Service (Sign-off)

Name	Date	Signature
Paul Fleming	4 August 2014	

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

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ABERDEEN CITY COUNCIL

COMMITTEE	Finance, Policy & Resources
DATE	30 th September 2014
DIRECTOR	Ewan Sutherland
TITLE OF REPORT	Management of Information Security Policy
REPORT NUMBER:	CG/14/104
CHECKLIST RECEIVED	Yes

1. PURPOSE OF REPORT

This report proposes an update to the Management of ICT Security Policy which entails renaming and changing it to a Management of Information Security Policy to take account of the recommendation from the Information Commissioner's Office (ICO) Audit.

2. RECOMMENDATION(S)

The changed policy was approved by CMT on 29th May 2014 and Committee is requested to approve the updated Management of Information Security Policy.

3. FINANCIAL IMPLICATIONS

There are no financial implications associated with the implementation of the revised Management of Information Security Policy.

4. OTHER IMPLICATIONS

None.

5. BACKGROUND/MAIN ISSUES

The 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, as this is part of a wider Data Protection initiative being carried out by Council. An Equality and Human Rights Assessment has been undertaken in respect of the amended policy.

7. MANAGEMENT OF RISK

There are no risks associated with these changes.

8. BACKGROUND PAPERS

No background papers

9. REPORT AUTHOR DETAILS

Steve Skidmore
Information Security Officer
sskidmore@aberdeencity.gov.uk
(52)2358



MANAGEMENT OF INFORMATION SECURITY POLICY

Issue 10 – 30th September 2014

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Management of Information Security	

DOCUMENT CONTROL SHEET

Issue / Amendment	Date(s)	Pages Amended	Originator
			Approved By
Issue 7 (Approved by Continuous Improvement Committee)	21 April 2009	3, 5-10 and 12	ICT Security
			R Atkinson
Issue 8 - Updated policy resulting from 2009-2010 Annual Review)	15 March 2010	Front cover and 5-11	RT Guild
			S Massey
Issue 8 - to Corporate Policy & Performance Committee for information	29 April 2010	Front cover and 5-11	RT Guild
			R Atkinson
Issue 8 - accepted by Corporate Policy & Performance Committee	29 April 2010	Front cover and 5-11	RT Guild
			R Atkinson
Issue 9 – to Corporate Policy & Performance Committee for information	20 February 2013	Front cover, 4-5 and 9	RT Guild
			S Massey
Issue 9 – accepted by Corporate Policy & Performance Committee	20 February 2013	Front cover, 4-5 and 9	RT Guild
			S Massey
Issue 10 – to CMT for approval, change document to an Information Security Policy rather than ICT perspective – as per ICO recommendation.	May 2014	All pages, shown in grey highlight	S Skidmore
			S Massey
Issue 10 to Finance, Policy & Resources Committee for approval	30 September 2014	All pages	S Skidmore
			FP&R Comm.

Controlled Copy Number: 1 of 1
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Document Status: Final

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1 MANAGEMENT OF INFORMATION SECURITY POLICY

1.1 INTRODUCTION

- 1.1.1 Aberdeen City Council relies heavily on information, which could be printed or written on paper, stored electronically, transmitted by post or by using electronic means, shown in films, or spoken in conversation. Whatever form the information takes, or means by which it is shared or stored, it should always be appropriately protected. Information is fundamental to the Council satisfying its corporate governance and legal obligations, the successful operation of its business processes and the delivery of its public services.
- 1.1.2 As the Council is large and diverse, its information assets must be managed in ways that are efficient and effective; else significant gaps will appear in the Council's defences – thereby jeopardising their ready availability, confidentiality and integrity. All organisations are facing ever-increasing numbers and types of threats; including sabotage, fraud and theft. As more and more organisations link to the Internet, attacks such as computer hacking, spyware and viruses have become increasingly more frequent, sophisticated and targeted. Indeed, there is much more evidence now to highlight a significant trend of attacks originating from within parent organisations.
- 1.1.3 As the Council increasingly deals with other public and private sector organisations - as well as providing services to the public electronically – it is required to conform to additional standards of acceptable practice as well as meet specific legal obligations. The Council therefore requires comprehensive policies, procedures and standards to be in place to achieve its security objectives, to maintain high standards of service delivery and to fulfil Government's and its own performance targets.
- 1.1.4 The Council's Information and ICT Security functions supports the provision of the Council's ICT systems and services by ensuring that appropriate and effective administrative and technological protective measures/countermeasures are in place - so as to mitigate the effects of the myriad threats and risks which ultimately jeopardise its data and information.
- 1.1.5 This management policy is designed to:
- a) Be the Council's main management policy for ensuring effective and efficient Information Security throughout the Council and interaction with partners.
 - b) Support Government's Modernising Government, Efficient Government and Best Value programmes; with particular consideration given to the implications for the Council's own continuous improvement initiatives.

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- c) Align with the requirements of ISO/IEC 27001 and 27002 (the Information Security Management System industry-standards which all Government organisations are now obligated to comply with).

1.1.6 Appendix A hereto explains terminology that may not be familiar to all of those to whom this policy applies.

1.2 REVIEW

1.2.1 This policy is to be reviewed annually and when otherwise required; and updated as necessary.

1.3 SCOPE

1.3.1 This policy specifies the required involvement, by Council management, to ensure that important information security issues are considered at appropriate levels, in order to give authority and direction to the Council's Information Security initiative.

1.4 APPLICABILITY

1.4.1 This policy applies to:

- a) The Council's Corporate Management Team (CMT);
- b) Elected Member Group Leaders;
- c) Heads of Services;
- d) Information and ICT Security Teams, Customer Service and Performance, Corporate Governance;
- e) Service Managers (3rd and 4th tier) and equivalents.

1.4.2 It is important to note that subsequent to management decisions being taken which affect Information Security policy, they then need to be considered in detail – with this policy and the corporate ICT Acceptable Use Policy (ICT AUP) & Elected Members' own ICT AUP being reviewed and revised in keeping with such decisions. This requires the combined involvement of Human Resources, Legal and Democratic Services and the Information and ICT Security staff to formulate such policy prior to formal consultation with Elected Members, senior management and trades unions (with the subsequent need to submit new or changed policies to the Finance, Policy and Resources Committee for approval).

1.5 CURRENT THREAT SCENARIO

1.5.1 As alluded to above, all organisations are facing ever-increasing numbers and types of threats. As more and more connect to the Internet, attacks have become increasingly prevalent, malicious and targeted. There is also greater

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evidence highlighting the potential for attacks to originate from within parent organisations.

1.5.2 Whilst the corporate ICT Security Strategy provides the actual detail about the main (including more prevalent) electronic threats, the following highlights their overall implications for the Council:

- a) Disruption to business processes and public services.
- b) Non-compliance with legal and regulatory obligations.
- c) Breaching of Council-owned intellectual property rights (as-and-where appropriate).
- d) Damage to partner, customer and employee confidence.
- e) Damage to the Council's reputation, with the potential for significant increases in cases of litigation.

It should therefore be evident that complying with the Council's legal & regulatory obligations and its own corporate governance ones will help minimise the threats which its information systems, ICT infrastructure and electronic information are exposed to.

1.6 PRINCIPLES

1.6.1 The following principles give scope, justification, and determine the need for, management consultation and direction on important matters of an Information Security nature – with the principles being largely derived from BS ISO/IECs 270001 and 27002 (the composite 'Information Security' industry standard for accessing/using and managing organisations' data and information, in keeping with the requirements of their respective ICT AUPs) and sound business practice:

- a) Establish corporate and cross-Service management fora to actively promote, guide, review and/or co-ordinate the implementation of appropriate security measures.
- b) Use logical, physical, procedural and personnel controls to protect information assets of the Council, its staff and its customers from unauthorised or accidental disclosure, modification, denial of access, misuse, loss or destruction and harm.
- c) Limit the use and sharing of data and information to authorised users only, in accordance with best practice and legal & regulatory compliance.

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- d) Use security risk management techniques, taking due account of information classification requirements, to establish the threats and risks to information assets, and adopt cost efficient and operationally effective solutions to remove or reduce the risk.
- e) Develop, maintain and operate secure information and ICT systems to support the integrity of services to customers.
- f) Prevent the infection and spread of malicious software (which includes such things as computer hacking, spyware and viruses) on ICT computer and data communication systems and networks.
- g) Develop, test and maintain Service continuity plans to remove or reduce the likelihood, impact on and consequences for the Council's business of any disruption to its information and ICT systems and networks, premises or personnel.
- h) Ensure Information Security is always a consideration in the evaluation and placing of contracts with suppliers.
- i) Promote awareness of Information Security amongst the Council's employees, workers and agency staff, contractors and suppliers (as appropriate); through communication of policies, standards, procedures and guidelines & through ICT User training and general awareness training campaigns.
- j) Promote a culture of proactive breach and incident reporting and logging.
- k) Periodically monitor and review the effectiveness of the Council's Information Security policies, reviewing and revising them as necessary, in order to ensure their on-going relevance and effectiveness.
- l) Maintain the effectiveness of Information Security protective measures/countermeasures by:
 - i. Taking clear cognisance of the Council's business objectives;
 - ii. Ensuring that they are appropriate to, and support, the Council's business needs;
 - iii. Ensuring that they remain cost efficient and operationally effective;
 - iv. Ensuring that they enable compliance with related legal, regulatory and corporate governance requirements - with particular emphasis on the following (as a minimum) and any amendments thereof:

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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).
- Their right of association and Trade Union membership (Article 11).
- Prohibition of discrimination in their enjoyment of Convention rights (Article 14).

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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.

Freedom of Information (Scotland) Act 2002. This is to do with providing non-personal public 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 the Council's Services – individually or collectively)

Any specific security requirements stipulated by the Council's customers and organisations, which provide electronic services to the Council.

- m) Routinely monitor, measure and improve the Council's ICT Security measures/countermeasures.

1.7 RESPONSIBILITIES AND ACCOUNTABILITIES

1.7.1 The primary responsibilities and accountabilities for managing Information Security throughout the Council (taking account of all relevant public partnership and other such obligations or requirements) is based essentially on the following:

- a) Corporate Management Team (CMT). To give consideration to all referred major issues that have corporate-wide implications, deciding and advising actions which need to be taken in the corporate interest.

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The Head of Customer Service and Performance will normally bring such issues to CMT's attention.

- b) Elected Member Group Leaders and Heads of Service. To oversee the implementation of Information Security within their respective areas (devolving responsibility to their Service Managers (where appropriate)).
- c) Service Managers. To ensure that:
- They are aware of their obligations under this policy and those of the corporate ICT Acceptable Use Policy.
 - Staff for whom they have day-to-day line management responsibility are made aware (via team briefings/meetings) of their obligations in respect of the corporate ICT Acceptable Use Policy and its obligations and any additional ones which might arise from periodically published Information Security guidance/advisories.
 - They encourage a culture of proactive incident reporting and logging with their staff.
 - They and their staff undertake appropriate Information Security awareness learning as may be required from time-to-time (in order to improve their individual knowledge and understanding of what the Information Security 'threat' entails, so enabling them to work more securely).
 - Their individual Head of Service and the Information Security Officer/ICT Security Team staff are advised of issues of specific concern.
- d) Head of Service Customer Service and Performance.
- Act as the Senior Information Risk Officer (SIRO).
 - To give initial consideration to all major issues prior to any report being submitted for CMT consideration, and to provide direction on issues which do not require CMT's involvement.
 - To ensure that the Information Management Advisory and Governance Group meets on a routine basis to address all major issues which have significant adverse implications for the access to, use of and delivery of Information and ICT systems and/or services, and the protective measures/countermeasures associated with the continuing availability, confidentiality and integrity of the Council's electronic data networks, computer systems and/or services and data & information.

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- e) Information Security Officer. To ensure that the Council's Information Security initiative remains relevant, efficient and effective by:
- Keeping the Information Security Management System (ISMS) aligned with the requirements of ISO/IEC 27001 & 27002 and the Council's corporate governance, legal, business objectives or needs & productivity/performance obligations & requirements.
 - Keeping the ISMS and technological protective measures/countermeasures relevant (in conjunction with the ICT Security Team), efficient and effective in order to adequately protect the Council against the threats and risks which its ICT data networks, computer systems and/or services and electronic data & information are exposed to.
 - Ensuring that all Information Security breaches and incidents are addressed as timely as the related threats and risks justify.

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APPENDIX A - GLOSSARY OF TERMS

ISO/IEC 27001 and 27002: these comprise the combined international standard that sets out the requirements for Information Security Management Systems. It helps identify, manage and quantify the range of threats to which information is regularly subjected. The key controls covered by the standard include:

- **Security policy** - providing management direction and support for information security
- **The organisation of information security** - to help manage information security throughout the organisation
- **Asset management** - to help identify assets and appropriately protect them
- **Human resources security** - to reduce the risks of human error, theft, fraud or misuse of facilities
- **Physical and environmental security** - to prevent unauthorised access, damage and interference to business premises and information
- **Communications and operations management** - to ensure the correct and secure operation of information processing facilities
- **Access control** - to control access to information
- **Information systems acquisition, development and maintenance** - to ensure that security is built into information systems
- **Information security incident management** – to ensure information security events and weaknesses are communicated in a manner allowing timely corrective action to be taken
- **Business continuity management** - to counteract interruptions to business activities and to protect critical business processes from the effects of major failures or disasters
- **Compliance** - To avoid breaches of any criminal and civil law, statutory, regulatory or contractual obligations, and any additional organisation-specific security requirements

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
S Skidmore	Information Security Officer	ICT	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).

Corporate Governance only

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.**

This change to the current policy has no impact to HER.

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?

This change is an update to the currently approved Management of ICT Security Policy which entails renaming and changing it to a Management of Information Security Policy to take account of the recommendation from the Information Commissioner's Office (ICO) Audit.

12. Who will benefit most from the proposal?

The Council as a whole.

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 was assessed and has no impact.

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 changes to this policy were consulted with all Directorates and Unions and there were no positive or negative impacts.

STEP 4: Assess likely impacts on people with Protected Characteristics

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

(Positive +, neutral 0, - negative)

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

Equality and Human Rights Impact Assessment – the Form.
policy must be amended to avert this. Detail the impacts and describe those affected.

Positive impacts (describe protected characteristics affected) None	Negative Impacts (describe protected characteristics affected) None
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STEP 5: Human Rights - Apply the three key assessment tests for compliance assurance

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

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

How? N/A

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)

Will review in a years time.

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

Continual monitoring.

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
S Skidmore	20 Aug 14	

Quality check: document has been checked by

Name	Date	Signature
S Massey	20 Aug. 14	

Head of Service (Sign-off)

Name	Date	Signature
P Fleming	20 Aug 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	30 th September 2014
DIRECTOR	Pete Leonard
TITLE OF REPORT	Community Asset Transfer – Policy Development
REPORT NUMBER	CHI/14/008
CHECKLIST COMPLETED	Yes

1. PURPOSE OF REPORT

This report is intended to provide members with further information on the developing Council's process for assessing requests for community asset transfers and outlines a number of areas for further consideration in light of the Community Empowerment Bill. It identifies opportunities to establish a governance framework to develop a formal policy both internally within the Council and across the Community Planning Partnership and outlines the key principles to address in a new policy.

2. RECOMMENDATION

It is recommended that members note the content of the report and instruct officers to develop an approach to Community Asset Transfer which is as close as possible to be consistent across the organisation within the Community Partnership.

3. FINANCIAL IMPLICATIONS

There are no financial implications at this stage although asset transfer could have an impact on the Council.

Issues which will require to be investigated on an asset by asset basis include:-

- Potential loss of capital receipts and impact on capital planning.
- Savings in revenue costs to council
- Holding costs for vacant surplus building (may be positive or negative)

- A reduction in backlog maintenance if portfolio reduced and better targeting of condition and suitability improvements.
- Revenue impact of assessing community requests and supporting communities in meeting their aspirations.

4. OTHER IMPLICATIONS

At this stage the development of the policy will involve staff from a number of services to finalise a policy and to ensure that it can work for organisations across the Community Planning Partnership.

5. BACKGROUND/MAIN ISSUES

For a number of years the Council have entered into property transactions with community and charitable groups at less than Market Value. Historically such transactions were subject to the approval of the Scottish Government. At this time the Council have a number of properties / sites leased at a peppercorn rent reflecting these terms.

In addition a number of Community Centres have been transferred by lease and are now run by local management committees.

Greater discretion was given to Local authorities via *The Disposal of Land by Local Authorities (Scotland) Regulations 2010* and the impact of these regulations, and how the Council would deal with such requests was reported to and approved by the Finance and Resources Committee on 29 September 2011.

<http://councilcommittees/documents/s16039/Process%20for%20Considering%20Requests%20to%20Acquire%20Property%20at%20Less%20than%20Market%20Value.pdf>

This report link above provided a framework for the Council to consider such applications.

The Scottish Government is currently promoting the Community Empowerment Bill which, in part, will address areas highlighted by the findings of the Christie Commission, particularly in relation to community participation, developing community enterprises and community renewal. A significant section of the Bill relates to the process for community asset transfer and the establishment of a community right to buy in urban areas, similar to the rural right to buy introduced a number of years ago.

In light of the above it is considered appropriate to develop a more proactive approach to Community Asset Transfer and this would be best served through a Community Asset Transfer Policy.

Significant research has been undertaken in reviewing the policies and other guidance of other local authorities in both Scotland and England albeit many operate in different micro-economic circumstances with severely constrained property markets.

In taking forward a policy it is envisaged that this will be managed under the remit of the Head of Communities and Housing with technical input from Finance, Legal and Asset Management. Additional input would be provided when required by others as necessary depending on the nature of any requests and the outcomes anticipated from it.

Community Planning Aberdeen Management Group have already established a cross parties working group to consider the impact of the Community Empowerment Bill. If the Bill proposals are approved it will put similar responsibilities on all public sector agencies. It therefore makes sense to devise a shared/common approach to asset transfer procedure and policies across the partnership. All public sector partners will have to consider the same issues and a shared approach would both share skill-sets in the public sector and help communities. Officers from across the public sector continue to identify opportunities for joint or co-located service delivery and the advantages of being able to use assets more effectively and efficiently.

In forming the policy the following key principles or issues requiring further explanation have also been identified

1. *What are community groups?*

Consideration will be given to what constitutes a community group, what criteria will there be around governance and competence. Consideration is given to this within the Bill.

2. *What properties are available?*

The Council can be more open about the assets it holds as being surplus with a list be made available on the Council's website. The Council's surplus property procedure can be amended to reflect this.

3. *What is the assessment procedure?*

General guidance suggests that a two stage application process works best and this is identified in the Draft Community Empowerment Bill.

4. *What will be the key review criteria?*

The key assessment tool will be two fold a review of the property based on information required from the Council and information provided by the applicant.

The Council information will include:-

1. Market Value of asset
2. Title review
3. Current running costs of facility and saving in transfer including backlog maintenance.
4. Benefits from transfer.

The applicant will be asked to provide a business plan for their proposed use to include:-

- Structure of group/ governance and community support
- Details on proposals and use
- Ongoing viability of proposal (capital and revenue)
- Price willing to pay for asset
- Contribution made by project to Council objectives
 - o Economic development
 - o Regeneration
 - o Social well-being
 - o Environmental well-being

5. *How are benefits evaluated/ Transfer price calculated?*

Some models do exist to evaluate social benefits, such as social return on investment and LM3 however in many cases the costs to commission such studies will be difficult to justify. There is however a need to develop a qualitative analysis of proposals to compare them to the possible financial loss to the council by not selling an asset. Any sale at less than market value will require an understanding of how the discount is protected by either property title or through the structure of the community group.

6. *What type of transfers can be considered?*

Either a transfer of the outright ownership in a property, or a lease or a license to occupy could be considered as Community Transfers. The justification for each type of occupation will be dependent on the particular circumstances of any cases.

7. *Is there an appeals process?*

The current Bill has no right of appeal in relations to council assets but applicants will have a right to a full justification of any decisions.

Initial thoughts are that cases will be heard by the Property Sub-committee with a right of appeal to the Finance Policy and Resources Committee.

8. *What post transfer support is available?*

In taking forward the policy consideration will require to be given to support require and able to be made available to the community group. This may include business development support, statutory requirements, training in management and HR and networking. If asset transfer is to be successful resources will be required across the public sector to assist communities and build capacity.

The above are intended to provide an initial overview of the issues requiring further consideration in taking the policy forward.

6. IMPACT

Corporate – Further work to develop a community asset transfer policy has a significant policy impact both locally and nationally. As previously stated the development of a policy is driven by the Community Empowerment Bill although there has been increasing interest from community groups in considering the future use of surplus or underused assets. A number of assets across the city are already subject to ongoing discussions with community based organisations and would potentially be in line for applications when a policy is in place.

The implications of this will effect all members of the Community Planning Partnership. Within the 'Community Planning Aberdeen - Single Outcome Agreement 2013' some of the underlying principles of the Community Planning Partnership have a direct link to Community Asset Transfer. This includes:-

- Support the capacity of Aberdeen's citizens and communities to increase their self-sufficiency.
- A presumption for community based access to services.

Public – The transfer of assets to the communities and the policy surrounding it will be of significant interest to the public. In formulating the policy a full Equality and Human Rights Impact Assessment (EHRIA) will be required.

7. MANAGEMENT OF RISK

This section must include an assessment of risks identified with the potential to impact negatively or positively on the decision required of the Committee. You should refer to the 'Management of Risk' Guidance (<http://thezone/nmsruntime/saveasdialog.asp?IID=27520&SID=4371>) in completing this section.

8. BACKGROUND PAPERS

The Disposal of Land by Local Authorities (Scotland) Regulations 2010

http://www.legislation.gov.uk/ssi/2010/160/pdfs/ssi_20100160_en.pdf

Asset transfer from policy to practice – August 2013 by Community Ownership Support Service (COSS) and ACES.

[http://www.dtascommunityownership.org.uk/sites/default/files/0067_DTAS_COSS_BROCHURE_WEB%20\(1\)_0.pdf](http://www.dtascommunityownership.org.uk/sites/default/files/0067_DTAS_COSS_BROCHURE_WEB%20(1)_0.pdf)

Consultation on the Community empowerment and Renewal Bill

<http://www.scotland.gov.uk/Publications/2013/11/5740>

Community Empowerment and Renewal Bill – easy Read summary.

<http://www.scotland.gov.uk/Publications/2012/06/7786/downloads>

Public Asset Transfer Empowering Communities ... by Development Trusts Association Scotland (DTAS),

<http://www.scotland.gov.uk/Resource/Doc/1031/0098558.pdf>

Aberdeenshire Council – Community Asset Transfer Policy

<http://www.aberdeenshire.gov.uk/CAT/policy.asp>

Dundee City Council – Community Asset Transfer Policy

<http://www.dundee.gov.uk/communities/assettransfer>

9. REPORT AUTHOR DETAILS

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ABERDEEN CITY COUNCIL

COMMITTEE	Finance, Policy and Resources
DATE	30 th September 2014
DIRECTOR	Pete Leonard
TITLE OF REPORT	Haudagain Upgrade (Middlefield) Update
REPORT NUMBER:	H&E/14/067
CHECKLIST RECEIVED	Yes

1. HAUDAGAIN UPGRADE (MIDDLEFIELD) UPDATE

1. PURPOSE OF REPORT

This purpose of this report is to report to the Committee as instructed at its meeting on 6th May 2014

2. RECOMMENDATION(S)

The Committee is recommended

- i) to note the content of the report
- ii) to note the actions taken as a result of instructions given by the FP&R Committee at its meeting on 6th May 2014
- iii) to instruct officers to report progress to future Communities, Housing and Infrastructure Committees as appropriate.

3. FINANCIAL IMPLICATIONS

There are no direct financial implications related to the purpose of the report.

Fuller financial implications of the project will be considered within a later report when the costs of rehousing tenants in Middlefield, the proposed cost of rental loss and the valuation of the properties to be purchased by Transport Scotland are known.

Further financial implications will be discussed when clarity is given as to the proposed relocation needs of community facilities currently housed in Council Houses within the proposed route of the road.

4. OTHER IMPLICATIONS

There are implications for Housing Management which are documented in the appendix 1. These reflect changes to housing allocations policies to accommodate the needs of the tenants to be rehoused.

There are implications for the Communities, Housing and Infrastructure Directorate which supports the community groups to be relocated. They will work with the community groups to seek the most suitable solution to ensure continuous service delivery.

There are implications for private owners who will be subject to the same purchase orders as the Council as an owner.

There are implications for Environmental Services who will be required to ensure the delivery and maintenance of environmental measures as a result of the new Haudagain relief road is in accord with their current maintenance strategies.

There are implications for Housing Asset Management to deliver projects protecting the HRA investment in adjacent council housing stock to match the Haudagain relief road proposals.

There are implications for the regeneration strategy for Middlefield, which will be delivered as a project within the Strategic Infrastructure Plan (SIP) to be a catalyst for wider and further regeneration initiatives.

There are implications for the new build affordable housing opportunities being developed by the SIP throughout the City which will be mindful of the demand the regeneration of Middlefield may generate.

There are implications for community engagement with the local community which will be co-ordinated and structured to ensure the Council takes a lead role as a partner with Transport Scotland, and other partners.

5. BACKGROUND/MAIN ISSUES

Background

At its committee on the 6th May, members of the Committee requested a report following the recommendations of the committee to

(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;

1. *The instruction to deliver a study and plan to rehouse the directly affected tenants,*

The local housing office and Council's strategic housing management team for the last few months have been gathering information from every tenant affected, and this was the basis for a report submitted to the Housing and Environment Committee on 26th August 2014, attached at Appendix 1.

The report details the proposals which are and will be deployed to re-house those tenants directly affected by the proposed road bypass in Middlefield.

2. *The instruction to deliver proposals to regenerate the Middlefield area*

Officers from the Council are in the process of developing a programme for regeneration in the area which will include the road bypass. This programme includes indicative proposals for

- New Housing in the area of mixed tenure
- Refurbished housing assets
- New road Infrastructure
- New area of open space
- Fit for purpose community facilities
- Environmental improvements
- Community Consultation and involvement

This programme is at a draft stage and will be subject to further consultation through the use of a development consultant. The consultant's remit will be to work with the local community on placemaking in light of the projects which are to be delivered.

A crucial part of this work is to deliver options for the 'triangle' site to enable officers to make future recommendations to appropriate Committees on the best use and value of that site. It will also ensure the Council secures its own advice when negotiating with Transport Scotland on the impact the road has for the regeneration of the area in conjunction in recognition that this is one of the reasons it has been proposed as the preferred option to manage the traffic in the area.

3. *The instruction to include proposals to relocate affected community facilities*

Discussions are ongoing to ascertain the needs of each of the community groups using facilities which at this stage are understood to require to be relocated. This has been positive to date.

A proposal has been developed which would see the construction of new, purpose built accommodation onto the existing Henry Rae Community Centre, creating a new “community hub” which would house the existing Middlefield Community Project and potentially other affected community activities. This would ensure the facilities are relocated in the Middlefield area, and would help to address the lack of community space within this geographic area as identified through the ongoing CLD and libraries review.

- (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***

The Scottish Government through its housing officers has made it clear that the money made available for affordable housing to the City normally accessed by Social Housing providers will be available also to the Council for this purpose should it choose to access it. If additional housing grant is required then a future discussion will be encouraged.

Other potential funding solutions for the new build proposals will be met through the procurement of a long term delivery partner for the affordable housing needs as identified through the SIP. This is currently ongoing, but will be market led based on the Council receiving best value for its land holdings being used for this purpose.

The funding for the road and associated environmental works is to be delivered by Transport Scotland

The funding for refurbished housing assets and additional environmental works will be through the Housing Investment programme delivered through the Housing Revenue Account (HRA) where these assets are held on the HRA.

The potential funding of the replacement community facilities is the subject of a bid submission to the Scottish Government’s Regeneration Capital Grant Fund. Approval for the bid to progress to stage 2 of the process was provided in July 2014, and the Stage 2 bid was submitted on 8 September 2014. The Scottish Government is expected to make its decision on the application in November 2014.

The Scottish Government is in discussions through its Housing and Welfare team on prospects of additional funding to be given to the regeneration programme. This will be project dependent on individual projects being submitted for funding requirements at the appropriate stage in their development.

Attached at appendix 2 is a risk register which accompanied the report to Housing and Environment Committee on 26th August which recognises as a risk the costs associated to the Council for the delivery of the Haudagain Relief Road which may in the future be the basis of a discussion with the Scottish Government as and when there is a clearer understanding of any additional cost the Council may incur as a result of the project.

- (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.***

A programme of consultation with the local community and residents of Middlefield has already started. This has happened in a number of ways.

Officers have been consulting with residents on their housing needs through local housing officers. This is current and involves house visitation.

The Local housing team has opened an office in the area in Logie Place as a focal point for consultation and communication. Its opening hours have been posted to all residents, and the intention is for this to be utilised to maximum effect to provide assistance, independent advice and be a communication portal for the regeneration of the area.

Officers have consulted with local community groups on their relocation needs, and these have informed the development of the proposals which have been subject to the Scottish Government Regeneration Capital Grant Fund.

Through the requirement of a development plan for the road/triangle area, officers in conjunction with planning architects will meet with local people on this, as a first stage of a wider consultation programme.

Other communication processes (events etc.) will be established in due course to meet the needs of the community and project delivery.

- (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***

Senior officers of the Council have met with the Scottish Government to discuss this matter. Government officials have indicated quite clearly that they would expect to review any proposals presented when the shortfall is known, and to measure any request for additional funding against spend incurred from the funding already allocated for affordable housing development in the City to be spent by the Council, RSLs and development partners.

6. REPORT AUTHOR DETAILS

John Quinn
Head of Regeneration and Housing Investment
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01224 439203

ABERDEEN CITY COUNCIL

COMMITTEE	HOUSING AND ENVIRONMENT
DATE	26 AUGUST 2014
DIRECTOR	PETE LEONARD
TITLE OF REPORT	POLICY AMENDMENTS – HAUDAGAIN IMPROVEMENT SCHEME
REPORT NUMBER:	H&E/14/053

1. PURPOSE OF REPORT

This report provides members with information on proposals to ensure the timeous re-housing of tenants whose homes will be affected by the Haudagain Improvement Scheme. This includes changes to our allocation policy, clarification on rent management and details on Homeloss and Disturbance payments.

2. RECOMMENDATION(S)

That committee approves the following:-

- The provision of payments equivalent to a Home Loss Payment and Disturbance Payments to tenants whose homes are required for the Haudagain Improvement Scheme when they move with immediate effect.
- In order to alleviate the issues around mixing of sexes and further future rehousing it is proposed that where mixing of sexes occurs we would offer the household larger accommodation if the eldest child has reached the age of 5.
- “Grants in the first instance to the Director of Housing and Environment and subsequently the Head of Service for Housing and Community Safety delegated powers to provide tenants whose homes are required for the Haudagain Improvement Scheme an appropriate level of priority within the housing lists and flexibility in terms of areas of choice, house sizes and number of offers.”

- Notes that with immediate effect, all void properties across the city will initially be offered to appropriate tenants whose homes are being acquired for the Haudagain Improvement Scheme.
- All affected applicants will be placed on the Urgent List and provided with the highest priority and further prioritized by the length of their current tenancy.

3. FINANCIAL IMPLICATIONS

The payment of £1,500 as an equivalent to a Home Loss Payment (HLP) when tenants move will cost the Housing Revenue Account in the region of £174,000 for the 116 Tenancies currently required. This figure is approximate and may change when the final design is completed.

In terms of Disturbance Payments (DP), we have been advised by Asset Policy that it would be prudent to budget for an amount of £3,000 per property giving a total of £348,000 for the 116 tenancies. However it is anticipated that some re-housing of tenants should come in below this figure. The total figure is approximate and may change when the final design is completed.

It should be noted that other properties in close vicinity of the proposed road scheme may need to be decanted since they will require structural repairs due to the phased demolition of adjacent properties as part of the Improvement Scheme.

It is estimated that the total expenditure for the HLP and the DP will be in the region of £552,000 spread over a period of 3 years.

The budget for the Home Loss Payment and the Disturbance Payment will be borne by the Housing Revenue Account and will be included in the budget process for 2015/16 onwards.

Officers will engage with the Scottish Government to establish if the Council can receive financial compensation for the home loss and disturbance payments which will be made in advance of the CPO process.

4. OTHER IMPLICATIONS

The approval of the Delegated Power will provide officers with the flexibility to assist the transfer of tenants to alternative accommodation in order to provide vacant possession of our properties to make way for the construction of the relief road and the development of the regeneration areas.

5. BACKGROUND/MAIN ISSUES

The proposed Haudagain Improvement Scheme is aimed at easing the congestion at the Haudagain Roundabout and will result in the acquisition of around 132 council properties and a number in private ownership by the Scottish Government. However this may change as the design is finalised.

The current status for the 132 properties identified so far for acquisition is:-

• Void	-	3
• Temporary H'less	-	13
• Tenanted	-	116

To date 86 tenanted households have been contacted in order to provide them with information and to document their household details and family composition in order to provide advice on re- housing options. These discussions will provide an understanding of their rehousing needs. Where tenants wish to remain in the area every effort will be made to provide for this, where tenants want to move further afield to reflect their family, employment or other requirements we will look to assist.

It is important that the council re-houses the tenants in a timeous and orderly manner in line with the programme timescales so as to minimize disruption to the tenants. It is also vital that the council provide vacant possession of its properties in the affected site when the Scottish Government Compulsory Purchases the land from the council. This will ensure that we maximize the compensation we receive for the properties so it can be re invested in housing services/projects for the benefit of our tenants.

Home loss and Disturbance Payments

Under the Land Compensation Act, 1973 and the Housing (Scotland) Act 1987, social landlords are obliged to make Home Loss and Disturbance Payments to tenants if they are to be displaced due to demolition or other redevelopment proposals affecting their home.

Home Loss Payments - are a fixed amount, this is currently £1,500 per property and paid if a tenant is forced to move out of their home for example, because the landlord has bought it to demolish it or another government body requires the land for as in this case a road development scheme.

However in this particular case we are looking to rehouse tenants in advance of the Scottish Government purchasing the land from the council by way of a Compulsory Purchase Order (CPO). We need to

provide the Scottish Government with vacant possession of the land for the CPO process so that the council can maximise the compensation it receives. It will therefore be essential for the council to make payments equivalent to a Home Loss Payment with immediate effect, to tenants ahead of the statutory process in order to assist the process of re-housing the tenants. The council would automatically be required to pay a Home Loss Payment to a tenant moved by the council on the grounds that the house is to be demolished once a CPO process commences.

Disturbance payments - are made if you have to vacate your home on a permanent basis or for a temporary period. They will meet the reasonable costs of providing moving expenses

The following expenses will generally be covered by a Disturbance Payment: Officers will be available to provide help and assistance to tenants who are not able to manage the move by themselves.

- Cost of removal by a removal company
- Alternatively, cost of self drive hire and petrol (within the limits of option one).
- Disconnection and reconnection of white goods.
- Telephone disconnection and reconnection charges.
- Redirection of mail.
- Cost of carpets and curtains including fitting or altering tenants carpets and curtains

Allocations

Our current allocation policy provides various levels of priority depending on an applicant's circumstances, even those who have some degree of priority are still waiting a considerable time to be rehoused due to the demand for council housing.

All the households whose homes will be affected by demolition will need to be re-housed by a given date circa late 2016; however some of the households may wish to move immediately, while others may have some commitments or personal reasons which may mean they wish to delay for a period, their transfer to another council house.

Due to the large numbers of potential transfers involved and the relatively small numbers of properties available each month for relet it will be imperative to start the process of rehousing the tenants as soon as possible.

In order to achieve this in an orderly and timeous manner and having regard for individual circumstances of each of the tenants it will be necessary to provide these tenants with an appropriate level of priority

within our housing lists and to provide a degree of flexibility in terms of areas of choice and number of offers.

In order to lessen the impact of re-housing so many households, the council is currently not re-letting any properties which become vacant within the area to be acquired for the road scheme; this action was approved by this committee at its meeting on the 14th June 2013.

It will be necessary to contact all the residents on an individual basis to discuss their housing needs and advise them of their housing options including re-housing by the council. This process will take some time and will need to be conducted with sensitivity and understanding.

The families whose homes are required by the Haudagain Improvement Scheme will have individual aspirations and timescales relating to the most suitable time for them to move and it would be appropriate that senior officers have the necessary delegated powers in place to enable them to assist the affected tenants in a flexible way.

It is therefore proposed that the following Delegated Power is approved by this committee:-

“Grants in the first instance to the Director of Housing and Environment and subsequently the Head of Service for Housing and Community Safety delegated powers to provide tenants whose homes are required to make way for the Haudagain Improvement Scheme an appropriate level of priority within the housing lists and flexibility in terms of areas of choice, house sizes and number of offers.”

Mixing of sexes

In addition it will be appropriate to relax the criteria on mixing of sexes, our current policy states that

“One bedroom each is required for a child under eight years of age and a child over eight years of age of different sexes, where they cannot share with any other child of the family”

The rule highlighted means that if a household has for example a Parent(s) and two children a boy aged 5 or less and a girl aged 7 or less, they would be entitled to a property with 2 bedrooms, however when the girl reaches 8 they would be entitled to a 3 bedroom property.

There may be some households whose homes are to be acquired as part of the Haudagain Improvement Scheme who may fall into this category. If we follow the current policy we would provide them with a 2 bedroom property. However within a short period of time the household could apply for a larger property under the bedroom size rules. In order to provide this household with larger accommodation they would be

required to complete an application and wait on the transfer list until a suitable offer was made, this could take many months or years.

During this period the children would be getting older and the mixing of sexes in the same bedroom could pose issues whilst they wait for an allocation of a larger property. There would also be the additional resources required by the household in moving again e.g. carpets and curtains.

In order to alleviate these issues it is proposed that where mixing of sexes occurs we would offer re-housing to the household to larger accommodation if the eldest child has reached the age of 5.

The tenants who fall into this category would be informed of the current occupation rules of the Welfare Reform age qualification which states that the eldest child must be 10 years of age to qualify for a separate bedroom. If the tenants are on housing benefit and of working age their entitlement to such benefits may be reduced, the tenant would then need to make the choice on whether to accept or reject the offer of a larger property.

Two Households

During individual meetings with tenants, it has become apparent that the household composition for some tenancies has changed over time. Some have reduced because children have left home; some however have seen an increase in the occupants e.g. extra family members such as parents coming to stay. If we have properties where tenants have moved their family in over time, we would have to take any members of the family into account when moving the tenant.

However this does not place an obligation on us to offer accommodation that exceeds the capacity of the property which they currently occupy unless this is due to new members of the household such as new children. We may however at our discretion offer a larger property but we are not obliged to do so. Similarly we would not have to rehouse any family members in their own separate accommodation. If they wanted to go down that route they would have to apply for housing in their own right. Housing options advice would be provided to the occupants in order for them to secure alternative accommodation.

Priority

In order to re-house the affected tenants timeously it is proposed to place them on the Urgent housing list and provide them all with the highest priority available. It is also proposed that applicants will be

further prioritised by the length of time they have been tenants in their current homes.

Rent Management

Tenants who are in or may get into rent arrears during the re-housing phase will be treated in the same way as all other tenants and in line with our current Rent Management Policy. It may therefore be necessary for tenants who have a decree against them for rent arrears or other housing debts to use the homeless payment to offset the outstanding amounts. Tenants who do not have a decree against them may also use some or all of their Home Loss Payment to settle any outstanding debts to the council which may include current/former arrears, legal expenses or re-charges. There may be some tenants who may still have large outstanding balances even after the whole Home Loss Payment has been used to pay for arrears. However tenants should still have in place a suitable repayment arrangement in line with current policy.

6. IMPACT

Public Interest

This report is likely to be of interest to the public in general and in particular to those who live in and around the Middlefield area.

Councillors and other decision-makers must actively consider the general equality duty when deciding whether to approve a new or revised policy or practice. Assessing impact is an important part of this, as reinforced by recent court cases, which have found that the duty to assess impact is mandatory and it must be fulfilled prior to taking the decision on the function or policy in question. The duty cannot be delegated – it must be considered by the person or persons with the ultimate responsibility for the policy or the service and for the decision to implement the policy.

During the re-housing process tenants whose homes are being acquired will receive the highest priority under our allocations policy. This may result in others on our housing list being bypassed for certain allocations

The community plan sets out our vision for the future of the city.-an even better place to live and work, where people can expect high quality services to meet their needs.

This proposal meets the following objectives

- Homes Challenge – Improve the quality of housing and environment for individuals and the community.

It also meets the objectives in the policy document Aberdeen – the Smarter City

- Smarter Living - We will enhance the physical and emotional wellbeing of all our citizens by offering support and activities which promote independence, resilience, confidence and self esteem.

7. MANAGEMENT OF RISK

If we do not adopt the recommendations outlined in this report there is a risk that we will not be in a position to provide vacant possession of the site to the Scottish Government and thereby reduce the compensation we would receive from the Compulsory Purchase Order process.

The recommendations also provide the policy framework which will help the affected tenants to be re-housed in a timeous and stress free manner.

8. BACKGROUND PAPERS

[Allocation policy](#)

9. REPORT AUTHOR DETAILS

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HAUDAGAIN IMPROVEMENT SCHEME

RISK ASSESSMENT

CENTRAL ISSUE – SCOTTISH GOVERNMENT CANCELS THE IMPROVEMENT SCHEME

ID	Description	Type	Impact	Likelihood	Score	Counter-measures / Updates	Owner	Identified	Updated	Status
1	Scottish Government no longer funds the construction of the road (Haudagain) including all compensation costs	Strategic	4	2	8	Assurances given by Keith Brown MSP, minister for Transport at Committee meeting on 6 May 2014 Council appointed external advisors to help with negotiations on impact of road for housing /environment of Middlefield to ratify extent of compensation costs	JQ/SW	April 2014	15/08/14	Open
2	The Council delaying re-housing of affected tenants until the financial terms of the CPO are legally finalised will negatively impact on the road construction programme, with economic consequences and reputational damage to the Council. Also, there would be an opportunity cost circa £8m related to the lower value of compensation received by the Council for the units being CPO'd.	Operational	3	4	12	Council Housing and Environment Committee to consider approving recommendations to prioritise allocations policies for tenants involved to facilitate process on 26 August 2014	DU/JQ	April 2014	15/08/14	Open
3	The Council commencing re-housing as soon as practical in order to avoid delays to the roads programme will result in rent loss of upper limit circa £800k over 3 years, depending on the rate of re-housing. This would not be mitigated against until the CPO process is formally concluded in 2017. Additional costs will include Homeloss and Disturbance payments which should be factored into discussions with Transport Scotland when CPO process begins.	Financial	2	3	6	Early discussions on CPO process have taken place, but more formal discussions will take place when Transport Scotland have formalized their route.	JQ/SW	April 2014	15/08/14	Open

Key

Impact	
Catastrophic	4
Serious	3
Material	2
Negligible	1

Likelihood	
Very High	6
High	5
Significant	4
Low	3
Very Low	2
Almost Impossible	1

Score			
Between 1-7	Green	Low Risk	Not a priority
Between 8-14	Amber	Medium Risk	Quick wins now plus medium term plan to address
Between 15-24	Red	High Risk	Address immediately

Type
Project
Operational
Strategic
Outwith Project

ABERDEEN CITY COUNCIL

COMMITTEE	Finance, Policy and Resources
DATE	30 th September 2014
DIRECTOR	Pete Leonard
TITLE OF REPORT	Strategic Infrastructure Plan Progress Update
REPORT NUMBER	H&E/14/071
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 bold, large scale projects that will help deliver these goals and 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.

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

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Project Name	Stage	Last Completed Milestone	Next Milestone	Milestone Target Date	Timeline			Risk			Budget			Resource			Scope			Benefits			Quality			Notes
					Pr	Cu	Pr	Cu	Pr	Cu	Pr	Cu	Pr	Cu	Pr	Cu	Pr	Cu	Pr	Cu	Pr	Cu	Pr	Cu	Pr	
AFFORDABLE HOUSING PROGRAMME																										
Appointment of Delivery Partner	Plan	Meeting to finalise PQQ	Issue PQQ	19th Sept	G			G			G			G			G			G			G			There was a delay in getting the PQQ issued by the original timeline. The PQQ will be issued on the 19th September. This delay will have no impact on getting a partner appointed by March 2015.
Former Bucksburn Farm	Plan	See notes		TBC	G			G			G			G			G			G			G			Continue to carry out the site investigation and due diligence work.
Former Craighill Primary School	Plan	See notes	Public consultation event	TBC	G			G			G			G			G			G			G			Draft layout prepared. Consulting with planning gain. PAN information completed and principles agreed with planning
Former Smithfield Primary School	Plan	See notes	Public consultation event	TBC	G			G			G			G			G			G			G			Draft layout prepared. Meeting held with Planning. Consulting with planning gain. PAN information completed and principles agreed with planning
Former St Machar Primary School	Plan	See notes	Public consultation event	TBC	G			G			G			G			G			G			G			Draft layout prepared. Meeting held with Planning. Consulting with planning gain. PAN information completed and principles agreed with planning
Former Aberdeen Care Home	Plan	See notes	Public consultation event	TBC	G			G			G			G			G			G			G			Draft layout prepared. Meeting held with Planning. Consulting with planning gain. PAN information completed and principles agreed with planning
Former Tillydrone Primary School	Plan	See notes	Public consultation event	TBC	G			G			G			G			G			G			G			Draft layout prepared. Meeting held with Planning. Consulting with planning gain. PAN information completed and principles agreed with planning
East Woodcroft	Plan	See notes	Continue with site due diligence	TBC	A			R			G			G			G			G			G			There is a risk around the legal access and ownership of all the site. If legal access cannot be gained for East Woodcroft without purchasing land then this will impact on the ability to deliver the site. Officers are actively working to resolve this issue and the mitigation to the risk is being closely monitored.
Kincorth Academy	Plan	See notes	See notes	TBC	R			R			G			G			G			G			G			This has been identified as a potential site for affordable housing. However closure of the site is not expected until 2017 therefore this will not be within the timescales to deliver 1,000 additional houses by 2017, therefore this particular site is showing as red for timeline and risk. It is proposed to continue to identify this site as a potential for affordable housing but amend the delivery timescale to be part of a phase 2.
REGENERATION PROGRAMME																										
Middlefield																										
Re-housing of all those affected by the new road	Plan		Committee report to agree policy	Aug-14	G			G			G			G			G			G			G			Currently gathering necessary info on housing mix and types. All people to be rehoused before any demolition happens so this requires everyone to be rehoused before 2017.
Delivery of Social Housing for rent through the HRA	Plan			TBC	G			G			G			G			G			G			G			Looking at potential sites for this project and initial desktop studies have been carried out.
Alternative accommodation for community facilities	Plan	Successful submission of Stage 1 application	Submit Stage 2 Application for Funding and also Business Case	Sep-14	G			A			G			G			G			G			G			There is a risk that we are not successful with our bid. This will lead to a budget risk as the project is required what ever the outcome therefore the Council will have to find alternative funding. Finance are aware of this and a business case is being prepared and will go through the Council capital stage review process.
Triangle site analysis	Implement		Carry out option appraisal for the site.	TBC	G			G			G			G			G			G			G			Development Architect Company have been commissioned to carry out an analysis of the site.
Smithfield Court Refurbishment	Implement	Started on site	Continue refurbishment	Apr-15	G			G			G			G			G			G			G			Construction on the refurbishment has started on site.
Tillydrone																										
Regeneration Strategy and Development Plan for the area	Define	Appoint consultants to take forward the work	Complete the analysis and development plan	Dec-14	G			G			G			G			G			G			G			Development architect company commissioned to provide overview of all activity assist in engaging with the community, ratify current projects and develop an option appraisal of potential other projects. Milestones around consultation and draft reports are being discussed with the consultants and being built in to the programme. There is a separate regeneration projects taking place in the area and their delivery is being monitored as individual projects in the relevant programmes in the SIP.
Torry																										
Sistema	Implement		Recruit to key positions of Team Leader and Operations Manager	Sep-14	G			G			G			G			G			G			G			Sistema Scotland has advertised for a Team Leader and an Operations Manager; interviews scheduled for September and induction planned for October/November/December. Adverts for Musicians will be placed later in the calendar year and Sistema Scotland will open recruitment for volunteers in March, with a view to appointments being confirmed in May, with induction immediately following.
Improvements to existing housing stock	Implement	See notes	See notes		G			G			G			G			G			G			G			There is a comprehensive asset improvement plan that is being implemented for the area and this will have considerable benefits for the people in the blocks and the regeneration of the area.
Regeneration Strategy and Development Plan for the area	Define	Appoint consultants to take forward the work	Complete the analysis and development plan	Dec-14	G			G			G			G			G			G			G			Development architect company commissioned to provide overview of all activity, assist in engaging with the community, ratify current projects and develop an option appraisal of potential other projects. Milestones around consultation and draft reports are being discussed with the consultants and being built in to the programme. There is a separate regeneration projects taking place in the area and their delivery is being monitored as individual projects in the relevant programmes in the SIP.
DIGITAL CONNECTIVITY PROGRAMME																										
Accelerate Aberdeen																										
In Building WiFi	Implement	Preferred bidder selected	Award Contract	Aug-14	G			G			G			G			G			G			G			Preferred bidder was agreed at Full Council on August 20th
Wireless Concession	Implement	Preferred bidder selected	Award Contract	Aug-14	G			G			G			G			G			G			G			Preferred bidder was agreed at Full Council on August 20th
Innovation Hub	Implement		Finalise grant agreements and release funds	Aug-14	G			G			G			G			G			G			G			ENET Innovation Hub agreement finalised, signed off and funds released. RCU and UorFA Innovation hub agreements to be finalised and funds released.
Voucher Scheme	Implement	Implemented	Consider alternative projects	TBC	G			R			G			G			G			G			G			There is a risk of claw back of DCMS funds due to the Voucher Scheme uptake not being in line with DCMS target. The team are looking at alternative projects to utilise the full amount of funds and this will be presented firstly to CMT in the near future.

STRATEGIC INFRASTRUCTURE PLAN PROGRAMME DASHBOARD

Project Name	Stage	Last Completed Milestone	Next Milestone	Milestone Target Date	Timeline			Risk			Budget			Resource			Scope			Benefits			Quality			Notes
					Pr	Cu	Pr	Cu	Pr	Cu	Pr	Cu	Pr	Cu	Pr	Cu	Pr	Cu	Pr	Cu	Pr	Cu	Pr	Cu	Pr	
TRANSPORTATION PROGRAMME																										
Third Don Crossing	Implement	Awarded contract	Start on site	Aug-14	G			A	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	Risk is amber due to unknown factors in relation to utility locations and adverse weather conditions throughout the construction. Mitigation is in place for this and being monitored therefore the impact does not have an adverse affect on the delivery of the project.		
Dyce Drive Link Road / A96 Park & Choose	Plan	Complete tender docs and issue works tender. Also get legal agreements signed	Complete review of traffic modelling	Sep-14	A			A	A	R	A	A	A	A	A	A	A	A	A	A	A	A	G	There is a risk that the legal agreements with the private developers will not be signed. We are currently working closely with the private developers with positive outcomes meaning we are confident that all agreements will be signed. There are also resource implications in the team due to unfilled vacancies which may have an affect on the delivery timeline. This is being actively managed with the Programme Manager and solutions being sought to ensure that this remains a priority project and delivered by the agreed timescales. We are confident that this risk can be mitigated.		
South College Street	Define	Commissioned a review of original traffic modelling	Complete review of traffic modelling	Nov-14	R			A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	Original timelines have not been met due to the need for a review of original project scope. Further traffic modelling work is currently underway. The review of the scope has made the cost, scope and benefits unknown at the moment therefore this is shown as amber.		
Berryden Corridor	Define	Feasibility study	CPO Plans to Legal	Dec-14	G			A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	G	Vacancies in the team means there is a risk that adequate resource will not be available which has a knock on risk to the milestones being completed on time. Again this is being actively managed with the Programme Manager with solutions being sought within the team. We are confident that this risk can be mitigated.		
Access from the South	Define	STAG Part 1 Appraisal Process	STAG Part 2 Appraisal Process	Mar-16	G			G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	The team are currently progressing with the STAG Part 2 Appraisal process. The predicted delivery timeline is on track.		
Cross City Transport Connections	Define	Draft project brief	Finalise project brief and commission feasibility study	Nov-14	A			G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	Original timescale was to complete the project brief by August and commission the feasibility in October however we are still waiting to finalise the project brief. We are looking to finalise this by the end of September and then progress with the commission. The delay has no significant impact to the overall project at this stage.		
Pedestrianisation	Define	Appoint civils contractor	Prepare draft TRO to support pedestrianisation option	Nov-14	G			G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	We will report on potential pedestrianisation of Broad Street after the planning application is considered by committee. Union Street will be progressed after the resolution of Broad Street. Both potential projects are linked to the overall city centre masterplan and will be considered as part of that process as well.		
Aberdeen Hydrogen Project	Implement	Appoint civils contractor	Begin civils works at Kittybrewster	Aug-14	A			G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	A further two buses have been received meaning eight of the ten are now here. We are expecting delivery of the last two buses in the near future. There was a delay in the progression of the civil works however this has been resolved and work is now being taken forward. There is still an overall delay to the project timeline but officers are working to reduce this delay as much as possible. We have also carried out further analysis and understanding of the funding arrangements.		
CITY DEVELOPMENT PROGRAMME																										
City Centre Regeneration	Define	Appointment of BDP	Complete baseline data and start consultation	Sep-14	G			G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	We are working closely with our delivery partner to plan and implement the first stage of the process.		
Marischal Square	Plan	Demolition of St Nicholas House	Public hearing. Start site investigations	Aug-14	G			A	A	G	G	G	G	G	G	G	G	G	G	G	G	G	G	The public hearing for the project was held on the 28th August. Risk is shown as amber due to the uncertainty of getting planning consent.		
New AECC	Plan	Draft masterplan complete	Final business case and masterplan to council	Dec-14	A			A	A	G	G	G	G	G	G	G	G	G	G	G	G	G	G	Timeline has slipped from Oct to Dec for submission of final business case to council. However this will have no impact on overall delivery timescales. Overall cost and financial solutions will be presented as part of the business case. There are 3 risks at amber status but mitigation is in place and being managed for each.		
Museum Collection Centre	Implement				A			A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	There is a risk that the cost received in the tender returns is above the original estimation. The timeline has slipped slightly but this is being managed and should not affect the overall project timeline.		
Art Gallery Redevelopment	Implement		Analyse PQQ returns and complete tender documentation	Oct-14	G			A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	HLF Announcement on funding will be received on the 1st October 2014. There is a risk that the costs will come in over estimate but there is mitigation in place for this.		
SCHOOL ESTATE PROGRAMME																										
New South of the City Academy	Plan	NPR issued	Key Stage Review 1 by SFT	Aug-14	A			A	A	G	G	G	G	G	G	G	G	G	G	G	G	G	G	Officers continue to liaise with Hub North's design team to ensure that any delays arising from the KSR being completed by SFT are minimised. Moderate risk of delays in the development of the project due to process timescales not being met. This is being monitored.		
Brimmond Primary School	Implement	Continuation of groundworks	Completion of site preparation	Sep-14	G			A	A	G	G	G	G	G	G	G	G	G	G	G	G	G	G	The building contractor has identified contaminated ground and is considering disposal methodology. A two week delay has been identified and the contractor has identified how the construction process can be brought on track by week 20 of the construction period to mitigate this.		
Centre of Excellence (formally known as the ASN school)	Plan	NPR issued and approved	Hub North Prepare Stage 1 submission	Aug-14	G			G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	Submission of the Stage 1 element of the project which will result in designs to RIBA stage C and indicative costs are anticipated in the next reporting period. It is also expected that a valuation of the ground will be provided by colleagues in the Estates Team as it currently lies within the Common Ground portfolio.		
Milimber Primary School																										

STRATEGIC INFRASTRUCTURE PLAN PROGRAMME DASHBOARD

Project Name	Stage	Last Completed Milestone	Next Milestone	Milestone Target Date	Timeline		Risk		Budget		Resource		Scope		Benefits		Quality		Notes
					Pr	Cu	Pr	Cu	Pr	Cu	Pr	Cu	Pr	Cu	Pr	Cu	Pr	Cu	
OTHER SUPPORTING INFRASTRUCTURE PROJECTS (BOTH INTERNAL AND EXTERNAL)																			
Zero Waste Strategy	Plan																		Completed purchase of ransom strip that allows access to the Altens East site. Negotiations with SITA on contract variation continue. Anticipate concluding in October 2014. Work has commenced on preparing a planning application for the Altens East site with pre-application consultation commencing in October
Victoria House	Implement																		Contractor is on site and progressing with the build. Topping out ceremony was on xxxx.
Sustainable Urban Mobility Plan (SUMP)	Implement																		This plan will be considered as part of the wider city centre regeneration work and cross city transport connections.
Low Carbon Management Programme	Plan																		The Carbon Management Programme is due to finish next year. This is being considered at the moment with a view to a new and improved programme of work being created. This will be monitored and reported on using the SIP Programme Management principles.
Social Care and Wellbeing Facilities AWPR	Implement																		These projects are part of the councils capital plan. A programme and monitoring approach is being considered and developed.
Mithers Kirk Redevelopment	Define																		Officers have been working with the Open Space Trust to consider redevelopment options and potential funding solutions. An outline business case has now been developed and this will be taken through the Council's Capital Planning and Stage Review Process. A decision on how this will proceed to a full business case will then be made.
Arts Centre Redevelopment	Define																		Officers have been working with APA to consider redevelopment options and potential funding solutions. An outline business case has been developed and is currently being finalised. This will be taken through the Council's Capital Planning and Stage Review Process.
Music Hall Refurbishment	Define																		The final outline business case and design for the music hall redevelopment has been completed. Aberdeen remaining works are currently commencing work.
Lennon Tree Refurbishment	Define																		Information is being sought and an update will be included in the next report
New Football Stadium	Define																		No update at present
Oil and Gas Academy for Scotland																			No update at present
Granite Museum																			No update at present

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